



# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** January 10, 2025

**MEETING TYPE & DATE** Committee of the Whole of January 22, 2025

**FROM:** Emergency Management Division  
Strategic Services Department

**SUBJECT:** Regional Emergency Management Local Authority Agreement – CVRD  
and Member Municipalities

**FILE:** 2240-85

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## PURPOSE/INTRODUCTION

To renew and update the Cowichan Emergency Management Local Authority Agreement between the: Cowichan Valley Regional District (CVRD); Corporation of the District of North Cowichan; City of Duncan; Town of Ladysmith; and Town of Lake Cowichan.

## RECOMMENDED RESOLUTION

That it be recommended to the Board on January 22, 2025 that:

1. The 2025 Cowichan Emergency Management Local Authority Agreement between the: Cowichan Valley Regional District (CVRD); Corporation of the District of North Cowichan; City of Duncan; Town of Ladysmith; and Town of Lake Cowichan, be approved.
2. The Chair and Corporate Officer be authorized to sign the 2025 Cowichan Emergency Management Local Authority Agreement.
3. Once the Chair and Corporate Officer have signed the 2025 Cowichan Emergency Management Local Authority Agreement, it should be forwarded to the Member Municipalities for signature.

## BACKGROUND

The CVRD and its Member Municipalities have historically embraced a collaborative relationship around the provision of emergency management, supported by an agreement defining the services and supports delivered by the CVRD to all parties as part of a regional service (CVRD Functions 109 & 205). The previous agreement expired on December 31, 2024. The updated agreement had passed legal review, and review by the CVRD CAO and the regional counterparts from Member Municipalities. The term of the agreement is for one year, with an option to renew if all Parties agree. The Schedules of the Agreement have been updated to reflect a more regional approach, increased participation of CVRD and Member Municipality staff in providing technical advice, and to acknowledge that the Province is expected to release emergency management regulations under the Emergency and Disaster Management Act (2023) during the term of the Agreement.

## ANALYSIS

The Agreement provides for the definition of continued emergency management service delivery by the CVRD to Member Municipalities through Emergency Management Cowichan (EMC), and clarifies roles and responsibilities of all parties as development towards a regional emergency management organization continues under the guidance of the EMC CAO Advisory Group. Not renewing the Agreement would run contrary to the express direction of the CVRD Board, and would be a significant setback to emergency management program development for all parties.

There is limited risk to renewing the Agreement, as the CVRD has been delivering this regional service since 1999.

**FINANCIAL CONSIDERATIONS**

The Agreement is included in the contributions to CVRD Functions 109 & 205 provided by the CVRD and Member Municipalities through requisition.

**COMMUNICATION CONSIDERATIONS**

None noted.

**STRATEGIC/BUSINESS PLAN CONSIDERATIONS**

Schedules have been updated to reflect regionalization in program delivery, the inclusion of a technical advisory function, and to align with the Emergency and Disaster Management Act (2023)

Referred to (upon completion):

- Community Services (*Arts & Culture, Cowichan Community Centre, Cowichan Lake Recreation, South Cowichan Recreation, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Information Technology, Legislative Services*)
- Operations (*Parks & Trails, Recycling & Waste Management, Utilities*)
- Land Use Services (*Building Inspection & Bylaw Enforcement, Community Planning, Development Services, Strategic Initiatives*)
- Strategic Services (*Communications & Engagement, Economic Development, Emergency Management, Environmental Services*)

Prepared by:



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Ryan Wainwright  
Senior Manager

Reviewed by:

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Not Applicable  
Not Applicable



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Clayton Postings  
General Manager, Strategic Services  
Department

Reviewed for form and content and approved for submission to the Committee:

Resolution:

Corporate Officer

Financial Considerations:

Chief Financial Officer

**ATTACHMENT:**

Attachment A – Cowichan Emergency Management Local Authority Agreement 2025