

# Provincial Integrated Recovery Council (PIRC) Terms of Reference

## 1. Name and Address

The name of this organization shall be the Provincial Integrated Recovery Council (PIRC). The business mailing address will be the office of the Provincial Emergency Program, Attention PIRC Chairpersons, PO Box 9201 Stn. Prov. Govt., Victoria BC V8W 9J1

## 2. Authority

Statutory authority for the creation of committees to advise or assist the Lieutenant Governor in Council, the Minister responsible or the Director of the program named in the *Emergency Program Act*, RS Chap. 111, 1996 is provided in Section 3(1) of the Act.

## 3. Policies

The *Emergency Program Act*, Emergency Management Program Regulation, Local Authority Management Regulation, Compensation and Disaster Financial Assistance Regulation and PEP policies are the basis from which the province, local authorities and PIRC members will address community recovery efforts in BC. The *Emergency Program Act* deals with both local and provincial government's powers and responsibilities to manage disasters or emergencies. This Act also provides a measure of protection for those engaged in community recovery following a disaster or emergency under Section 18, Exemption from Civil Liability.

## 4. Purpose

The purpose of this organization shall be to provide a forum for collaborative recovery management within the Province of British Columbia. PIRC coordinates the efforts of the many organizations engaged in recovery, and fosters effective recovery programs to support local authorities within the province.

The mandate of the Council itself is not to deliver services, or raise/disburse funds for any purpose. However, it does recognize the privilege of its member organizations to independently provide recovery services, while expecting them to uphold the principles and objectives of the PIRC.

## 5. Principles

PIRC intends to accomplish its mission by adhering to the following principles:

Cooperation – We will foster cooperation among PIRC member organizations.

Coordination – We intend to coordinate policy development among PIRC member organizations and may also provide links to national and international disaster relief organizations.

Collaboration – We dedicate ourselves to working together to achieve specific goals and to undertake specific projects for mutual benefit.

Communication – We will disseminate information within the Council through various communication mechanisms, such as newsletters, web sites, a directory, research and demonstration, case studies, and critiques.

Consideration – We will operate with the knowledge that as outlined in the *Emergency Program Act* the local authority has responsibility and authority on all events occurring in their jurisdictions and that we recognize the privilege of its member organizations to independently provide recovery services to the citizens in the jurisdiction.

## 6. Objectives

The primary objective of PIRC is to provide an integrated approach to recovery and improve the level of community recovery throughout British Columbia.

PIRC fosters formal and sustained commitments among all organizations with roles in disaster recovery to work together to:

- Create a climate for cooperation to increase mutual awareness and enable a greater understanding of the unique identities, mission and provisional capabilities of each organization;
- Foster an effective liaison among government and private sector organizations to reduce duplication of benefits, gaps in services, and confusion among recovery clients;
- Promote collaboration and share decision-making, information, resources, and respect in building effective relationships among organizations;
- Identify opportunities to improve recovery management to increase creativity, responsiveness, and ability to draw upon varied resources;
- Promote and encourage local authorities and citizens to undertake recovery.

## 7. Functions

### *A. Functions Before Emergency*

Member organizations can enhance recovery management by getting together before disasters strike to:

- Develop and implement a collaborative Framework or Statement for each member organization to have a defined role and responsibilities to assist local authorities in recovery;
- Develop a work plan and form working groups from members of the Council to address issues e.g., Standard Needs Assessment Form;
- Develop and adhere to established operational guidelines for recovery;
- Participate in planning, training and exercises as appropriate;
- Review, revise, and approve tools that foster collaboration among organizations, such as needs assessment data;
- Receive input from, and provide information to, all PIRC member organizations by communicating with them on a regular basis;
- Review information and submitted issues from PIRC member organizations or non-member organizations and decide on a course of action;
- Provide training and increase awareness of recovery capacity in each organization and for a given response;
- Host seminars, meetings, regional and local conferences, and training programs;
- Encourage the formation of local disaster recovery organizations/programs and offer guidance.

### *B. Functions During Disaster Recovery*

Once disasters occur, members of PIRC would further enhance recovery by communicating to:

- Support the activation or establishment of local disaster recovery organizations;
- Resolve policy issues in support of local authorities and local organizations;
- Advise member organizations on immediate needs;
- Advise the Province and the Council of any direct requests for assistance;
- Activate their organization to meet the identified needs of the local authority in accordance with the operational guidelines.

### *C. Functions After Disaster Recovery*

- Work with local authorities to assess, determine and address identified needs in the longer term;
- Evaluate recovery operations to capture lessons learned and best practices;
- Incorporate agreed upon changes into operational guidelines.

## **8. Structure**

The organization of PIRC shall include:

- Two Co-Chairs, one each representing the Provincial Emergency Program (PEP) and the Emergency Social Services (ESS) Program;
- Working Groups (sub-committees) to be determined and appointed by the Council; and
- Members of PIRC, unlimited in number.

## **9. Membership**

PIRC is composed of representatives from non-government organizations, provincial ministries and agencies with roles in disaster recovery within the geographic boundaries of British Columbia.

PIRC is intended to provide an umbrella organization for existing agencies with a role in recovery.

Each member organization maintains its own identity and independence, yet works closely with other agencies to improve service and to eliminate unnecessary duplication.

PIRC membership will be by invitation of current membership or by expression of interest by organizations. Consideration whether to accept applications from these organizations will reflect the representation and decision-making needs of PIRC as a whole.

Once PIRC determines that the organization will be considered for membership and it meets the membership criteria, the organization must apply to the Co-Chairs and demonstrate their capability to work within the principles adopted by the members of PIRC.

Criteria for membership includes:

- Organizations, governments ministries or departments with a potential role in recovery operations;
- A commitment to abide by the Compensation and Disaster Financial Assistance Regulations and to take direction from PEP on all matters related to the Disaster Financial Assistance Program (DFA);
- Any non-governmental organizations should be registered societies;
- Must have an established staff/volunteer management system that ensures an appropriate level of screening and training;
- A defined process or recognized guideline for ensuring the privacy of people affected by disaster.

Any number of representatives may attend regular meetings, with voice, with the provision that each member organization will have only one vote.

## **10. Termination**

Membership in PIRC may be terminated by:

- The voluntary withdrawal of the organization by submission of a letter to the Co-Chairs;
- By mutual agreement of both Co-Chairs of PIRC and organization representative;
- Failure to meet and adhere to these Terms of Reference;
- Conduct contrary to the principles and objectives of PIRC, as verified by the Co-Chairs; or
- Membership criteria are no longer being met.

Prior to the termination of an organization's membership from PIRC, both of the Co-Chairs will work to reasonably resolve any difference or challenges preventing their continued participation on the Council.

## **11. Co-Chairs**

The ESS Program and PEP will provide leadership and coordination as Co-Chairs for PIRC.

Co-Chair roles and responsibilities include:

- Serve as the Chair of meetings for PIRC;
- Be responsible for preparing the meeting agenda, and forward the agenda prior to the meeting or conference call to PIRC members for their review and input;
- Minutes will be recorded and circulated following each meeting or conference call;
- Coordinate and facilitate the activities of PIRC;
- Handle correspondence and act as a spokesperson for PIRC as required;
- Provide communications (oral and written) to the members, as required;
- Serve as principal representative of PIRC to other groups as required; and
- Perform other duties as may be required by PIRC.

Recommendations of PIRC will be made by consensus of members in attendance at the meetings to the Co-Chairs, who will present them to the ESS Program and PEP for decision.

## **12. Working Groups**

PIRC Working Groups will be created to further the recovery management initiatives of PIRC and shall have clear objectives and milestones. Working Groups will meet at the call of the Working Group Chair and will report as requested or as necessary to PIRC, and at least twice per year.

Potential Working Groups include but are not limited to:

- Roles and Services of Recovery Organizations
- Standard Needs Assessment Form
- Privacy waiver (consent for information sharing)
- Case Management Software
- Business Rules (e.g., for collaboration)
- Staff Confidentiality Guidelines

## **13. Meetings**

Meetings and/or conference calls will be held quarterly or as required to complete the work plan.

Requests for special meetings may be made by any PIRC member organization or by the Co-Chairs. The Co-Chairs will poll the members, and if a majority concur, the special meeting will be called.

The Co-Chairs will provide a recording secretary who will record, prepare and distribute the minutes of PIRC meetings and other materials as required.

## **14. Budget and Finance**

PIRC will not undertake any fundraising activities nor disburse any funds collected on behalf of local authorities.

PEP will consider covering operating expenses on a case by case, pre-approved basis for expenses incurred for PIRC and/or PIRC working groups to operate.

For recovery operations, and when pre-approved, PEP will cover expenses for member organizations to assist local authorities.

## **15. Amendments**

Proposed amendments to these Terms of Reference must be distributed at least 10 working days prior to a meeting at which the amendments will be considered.

Amendments will be adopted by majority agreement at a meeting of PIRC.

## **16. Review Provision**

PIRC will review the Terms of Reference every two years and make any necessary changes as agreed to by the council.

## **17. Approvals**

Formally adopted and approved this 22 day of June at 2006 .  
(day) (month) (year)