

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 3566**

**A BYLAW FOR THE ESTABLISHMENT OF A REGIONAL EMERGENCY COORDINATORS
ADVISORY COMMISSION**

WHEREAS:

- A. The Regional Board of the Capital Regional District has established a Regional Service for Emergency Program Support and an Emergency Program Advisory Commission for Local Government Coordinators; and
- B. The Regional Board of the Capital Regional District wishes to increase communication and cooperation for emergency preparedness/response within the region among all organizations involved in emergency management and/or planning.

NOW THEREFORE the Board of the Capital Regional District in open meeting assembled enacts as follows:

- 1. A Regional Emergency Coordinators Advisory Commission is hereby established and shall consist of the emergency program coordinators or representatives of emergency programs from any agency with responsibility for operations within the boundaries of the Capital Regional District.
- 2. The purpose of the group is to be inclusive of any organization who may benefit from the sharing of information, or whose information will be of benefit to emergency management within our region.
- 3. Membership will be based on the principals of inclusiveness, and will be open to all organizations involved in emergency management and/or planning.
- 4. To be considered for membership, an organization representative must attend a minimum of three meetings within a calendar year, after which that organization will be considered a member until such time as they resign or fail to attend a meeting within 2 calendar years. The Chair, at their discretion may request confirmation of intention on membership from time to time.
- 5. Current Regional Emergency Coordinators Commission (RECC) members and regular attendees of the RECC will form the original membership.
- 6. Annually, a list of the membership will be presented to the Board for recognition.
- 7. In voting on the commission, all member organizations shall have one vote each. Voting is for the purposes of recognition of consensus among members, and to provide direction to this advisory commission.
- 8. The commission shall each year elect by secret ballot a Chair and two Vice-Chairs from amongst its members, annually in November.
- 9. A quorum of the commission will be those members present at a regularly scheduled meeting.
- 10. Meeting frequency will be decided by the membership, but will be a minimum of four times a year.
- 11. The rules of procedure for the commission shall not be inconsistent with those of the regional district.

12. The commission will have the responsibility to:
- support a common format for emergency plans to ensure a consistent approach to disaster response, mitigation and recovery;
 - discuss best practices that can be adopted throughout the region to the benefit of emergency management;
 - support, promote and recognize communications protocols and networks that ensure the public is suitably and promptly informed in the event of an area wide emergency event;
 - develop and implement initiatives with the purpose of increasing public knowledge of the importance of emergency management (e.g., emergency preparedness, business continuity, recovery planning etc);
 - support an inventory of resources and equipment available from both the private sector and the public sector within the Capital Regional District area that can be maintained for the purposes of emergency management; and
 - carry out coordination or advisory function as the Regional Board sees fit.


13. Repeal

Bylaw No. 2744 cited as "Regional Emergency Coordinators Commission Bylaw No. 1, 1999" is repealed upon adoption of this bylaw.

14. Citation

This bylaw may be cited as "Regional Emergency Coordinators Advisory Commission Bylaw No. 1, 2008".

READ A FIRST TIME THIS	8 th	day of	October	2008
READ A SECOND TIME THIS	8 th	day of	October	2008
READ A THIRD TIME THIS	8 th	day of	October	2008
 ADOPTED THIS	 8 th	 day of	 October	 2008



 CHAIR



 SECRETARY