

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 3752**

**SALT SPRING ISLAND ELECTORAL AREA EMERGENCY PROGRAM ADVISORY
COMMISSION BYLAW**

WHEREAS the Board of the Capital Regional District (CRD) has adopted Bylaw No. 2204, cited as "Salt Spring Island Emergency Program Act Extended Service Bylaw No. 1, 1994", which established an extended service for emergency programs under the *Emergency Program Act*;

AND WHEREAS the Regional Board of the CRD has, by Order in Council, dated January 13, 1993, been given power to provide emergency programs as an extended service;

AND WHEREAS it is deemed desirable and expedient to continue the local management and operations organization and to provide administrative guidelines for the operation of the extended service;

NOW THEREFORE the Board of the CRD in open meeting assembled hereby enacts as follows:

1. Definitions

- a) "**Act**" means the *Emergency Program Act*, RSBC 1996, c. 111 as amended;
- b) "**Alternate Director**" means the person appointed under the *Local Government Act* to act as the alternate to the Director;
- c) "**Board**" means the Board of Directors of the CRD;
- d) "**Commission**" means the Salt Spring Island Electoral Area Emergency Program Advisory Commission established under this Bylaw;
- e) "**CRD Emergency Manager**" means the Emergency Manager for the CRD appointed under the Emergency Management Bylaw;
- f) "**Deputy Emergency Manager**" means the Deputy Emergency Manager for the CRD appointed under the Emergency Management Bylaw;
- g) "**Director**" means the Director of the Board representing the Electoral Area;
- h) "**Disaster**" means disaster as defined in the *Act*;
- i) "**Electoral Area**" means the Electoral Area of Salt Spring Island;
- j) "**Electoral Area Emergency Coordinator**" means the person appointed by the Board to coordinate emergency planning and response in the Salt Spring Electoral Area;
- k) "**Electoral Area Emergency Program**" means that program established by the CRD in accordance with the *Act*, to prepare plans respecting preparation for, response to and recovery from emergencies and disasters;
- l) "**Electoral Area Plan**" means the Emergency Plan for the Salt Spring Island Electoral Area;

- m) **“Emergency”** means emergency as defined in the *Act*;
- n) **“Emergency Coordinating Committee”** means the committee established under Section 2.4 of the Emergency Management Bylaw to provide advice to the Emergency Management committee;
- o) **“Emergency Management Committee”** means the committee established under Section 2.1 of the Emergency Management Bylaw to oversee and manage implementation of emergency preparedness, response and recovery measures;
- p) **“Emergency Management Bylaw”** means the CRD Emergency Management Bylaw No. 3447, 2007;
- q) **“Regional District”** means the Capital Regional District.

2. Establishment of Commission

- a) The Salt Spring Emergency Management Commission is continued as the Salt Spring Island Electoral Area Emergency Program Advisory Commission.

3. Commission Management and Organization Guidelines

- a) The Commission shall, as representatives of their community, and to ensure the Electoral Area needs are met:
 - i. provide input and advice to the Electoral Area Emergency Program through the Electoral Emergency Coordinator, the CRD Emergency Manager, and Electoral Area Services Committee;
 - ii. provide recommendations on the Electoral Area Plan to the CRD Emergency Coordinating Committee through the Electoral Emergency Coordinator and the CRD Emergency Manager;
 - iii. identify the needs for, and assist the Electoral Area Coordinator with the provision of, community education, exercises of the Electoral Area Plan and other training as deemed necessary for the Electoral Area Emergency Program;
 - iv. identify the needs for, and assist the Electoral Area Coordinator with the provision of initiatives that develop and maintain the Electoral Area Emergency Program and enhance emergency preparedness throughout the Electoral Area;
 - v. assign working groups of its members as required to advise the Commission on specific topics or tasks that advance the Electoral Area Emergency Program;
 - vi. assign two members of the Commission to assist in the selection of the Electoral Area Emergency Coordinator, when required;
 - vii. provide input and advice on the annual deliverables set for the Electoral Area Emergency Coordinator, including reports to the Commission;
 - viii. participate in the annual strategic planning session in May, and review the resulting work plan and budget in September, to ensure local priorities and recommendations have been considered in program planning prior to submission of the work plan and budget to the Electoral Area Services Committee and CRD Board.

4. Membership

- a. The Commission consists of the Director or the Alternate Director, and a maximum of 13 members and alternates to be appointed by the Board.
- b. The Commission shall hold a minimum of five regular meetings per year, one of which is to be held in May for purposes of strategic and budget planning and in September for an annual review and updating of the program's proposed work plan and budget.
- c. The Commission shall elect a chairperson, and a vice-chair at the January meeting. A quorum of the Commission is a majority of its members. Minutes of Commission meetings will be compiled and presented for adoption at the following Commission meeting.
- d. If a Commission member fails to attend three regular meetings in any one year, the Board may terminate service in office.
- e. The term of office for members shall be for a two year period, commencing January 1 following each such appointment.
- f. No Commission member may serve more than three consecutive terms except under exceptional circumstances as determined by the Director.

5. Emergency Program Act

- a) In an emergency, the emergency response and recovery shall be carried out under the *Emergency Program Act*, and insofar as applicable, the CRD Emergency Management Bylaw No. 3447, 2007.

6. Repeal

Bylaw 3446, "Salt Spring Island Emergency Program Administration Bylaw, 2007" is repealed upon adoption of this bylaw.

7. Citation

- a) This Bylaw may be cited as "Salt Spring Island Electoral Area Emergency Program Advisory Commission Bylaw, 2011."

READ A FIRST TIME THIS	9 th	day of	March	2011
READ A SECOND TIME THIS	9 th	day of	March	2011
READ A THIRD TIME THIS	9 th	day of	March	2011
ADOPTED THIS	9 th	day of	March	2011

Chair

Corporate Officer