

**REPORT TO ELECTORAL AREA SERVICES COMMITTEE
MEETING OF WEDNESDAY, JUNE 6, 2007**

SUBJECT**CORPORATE EMERGENCY MANAGEMENT BYLAWS AND AMENDMENTS TO THE
ELECTORAL AREA EMERGENCY SERVICES COMMITTEE BYLAWS****PURPOSE**

To brief the Committee on the proposed CRD Emergency Programs Operation and Administration Bylaw and proposed amendments to the three (3) Electoral Area Emergency Program Operation and Administration Bylaws and to receive feedback before proceeding to consult with each of the electoral area emergency services commissions.

BACKGROUND

Amendments to the Emergency Program Act in 2004, now recognize Regional Districts as Local Authorities with the same powers and responsibilities for emergency planning as municipalities. Specifically, a regional district must establish an emergency management organization, draft an emergency plan(s) for electoral areas within its boundaries, appoint a coordinator for the emergency management organization, and direct and control its emergency response. As a result of the enactment of amended Emergency Program Act, the Capital Regional District must establish an Emergency Management organization by bylaw. To date, the CRD has not completely fulfilled its obligations under the Act. Operational and administrative bylaws have been established for the three (3) electoral areas and local emergency plans and an interim corporate plan have been prepared for the CRD. However an overall emergency management organization that has responsibility for emergency planning with delegated authority to activate the plans and declare an emergency must be established by bylaw for the CRD.

The Capital Region's electoral areas have continued to evolve their individual emergency programs with little recognition or clear understanding as to how the local programs fit with that of the Regional District and with each other. Each electoral area emergency service administration bylaw establishes a different committee structure and the role of the Area Emergency Coordinator is different for each service area. Finally, the committee's roles and responsibilities during emergency response are not clear within the existing bylaws.

Historically, there has been little involvement in EA emergency planning and response activities by the corporation and many local authority responsibilities, arguably improperly, have been delegated to the commissions through existing service bylaws. The incident management structure created during recent incidents has been primarily ad-hoc, with the relationship and responsibilities of corporate staff to local responders largely unclear.

The Capital Regional District, with the support of the Electoral Area Directors, hired a Protective Services Manager to support the commissions with their planning, preparedness and response activities. Specific responsibilities for this position include: coordinating local program activities with those of the corporation and region; developing an administrative structure for emergency management within the regional district; developing a corporate emergency plan; and ensuring

that there is an adequate level of corporate support for electoral areas during emergencies by identifying or developing appropriate corporate resources.

The proposed CRD Emergency Management Bylaw establishes an emergency management organization for the regional district, identifies the responsibilities of the Emergency Manager, local commissions, and describes the powers, duties, and responsibilities of the Capital Regional District as it carries out its Local Authority responsibilities required by the Act.

In addition, amendments are proposed for the existing local service bylaws to establish a common administrative structure, define reporting relationships within the regional district emergency management organization for emergency planning and response. The amendments will clarify the role and responsibilities of the Emergency Services Commissions and Local Area Coordinators, and recognizes the position and function of Community (or Island) Coordinators within the emergency management structure.

ALTERNATIVES

1. To receive the report for information and direct staff to meet with the Local Area Emergency Services Commissions.
2. To receive the report for information and direct staff to investigate alternative organizational structures.

FINANCIAL IMPLICATIONS

The new emergency management bylaw and amended local service bylaws require administrative changes only; all costs should be covered within existing budgets.

LEGAL IMPLICATIONS

The bylaws were prepared by the Regional District Solicitor in consultation with staff, to ensure that the provisions of the Emergency Program Act were met.

Key legal changes to all the bylaws include in the following:

- Ensuring that the authority for Declaring a State of Local Emergency clearly resides with the Board as the Local Authority;
- Creating an Emergency Management Organization for the Regional District;
- Establishing the powers and function of the Emergency Manager.

EMERGENCY MANAGEMENT IMPLICATIONS

The proposed bylaws will result in changes to the emergency management structure and operations within the Regional District. Key emergency management changes include the following:

- Establishes reporting relationships between the Local Emergency Services Commissions, Local Operations Committee, the Emergency Manager, Local Area Coordinators, Local Community Coordinators within the Regional District Emergency Management Organization;
- Clarifies the role of the Local Emergency Services Commissions to prepare Local Area and Local Community Plans;
- Establishes an emergency response structure within the Emergency Management Organization;
- Removes the Executive Committees from the JdF EA and SSI EA emergency services commission administrative structure;

- Recognizes the position of Local Community (Island or neighbourhood) Coordinator within each EA emergency management structure and defines the roles and responsibilities of this position.

TIMEFRAME

Staff propose to conduct a joint workshop with commission members from all three electoral areas in mid to late June to present the proposed bylaw and discuss the proposed changes and any implementation issues.

It is anticipated that the CRD Emergency Management Service Establishment Bylaw will be finalized by June and presented to the Planning & Protective Services Committee and CRD Board by June / July 2007.

SUMMARY/CONCLUSIONS

The purpose of this report is to update the Electoral Area Services Committee on the status of the CRD Emergency Management Bylaw, and to receive Committee feedback on the bylaw and the proposed amendments to local emergency service commission bylaws.

The Capital Regional District is not currently meeting its obligations under the Emergency Program Act because it has not established an emergency management organization to develop and implement emergency plans and other preparedness, response, and recovery measures for emergencies and disasters. The Corporate Emergency Management Bylaw addresses this shortfall.

RECOMMENDATION

That the proposed CRD Emergency Management Bylaw and proposed amendments to Local Service Bylaws be received by the Committee for information and, further, that staff be instructed move forward to meet with the electoral area local emergency services commissions to discuss these items.

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Concurrence

COMMENTS: