

**CAPITAL REGIONAL DISTRICT
BYLAW NO. _____**

Draft Bylaw No. 3444 will amend JDF Bylaw No. 3108
Draft Bylaw No. 3445 with amend SGI Bylaw No. 2953
Draft Bylaw No. 3446 will amend SSI Bylaw No. 2737

**A BYLAW TO AMEND OPERATION AND ADMINISTRATION OF THE
(JDF, SGI, SSI) EMERGENCY RESPONSE PROGRAM SERVICE**

WHEREAS THE Board of the Capital Regional District has adopted Bylaw NO. XXX, cited as the *{cite relevant establishing bylaw}* which established a service for emergency programs under the Emergency Program Act;

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 Capital Regional District 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 Capital Regional District;
- d) **“Commission”** means the _____ Emergency Management Commission established under this Bylaw;
- e) **“Community(s)”** means a sub-local area emergency planning zone, which may include a local fire service area, individual island, or neighborhood, as determined by the Commission;

- f) **“Director”** means the Director of the Board representing the Electoral Area;
- g) **“Disaster”** means disaster as defined in the Act;
- h) **“Electoral Area”** means the Electoral Area of _____;
- i) **“Emergency”** means emergency as defined in the Act;
- j) **“Emergency Manager”** means the Emergency Manager for the Capital Regional District appointed under the Emergency Management Bylaw;
- k) **“Emergency Management Bylaw”** means the Capital Regional District Emergency Management Bylaw No. xxxx, 2007;
- l) **“Emergency Response Agencies”** means those departments or public services within the Electoral Area which have a functional responsibility to respond in the event of a Disaster or Emergency in the Electoral Area;
- m) **“Emergency Services Support Group”** means representatives of government, public utilities, and community groups which can provide expertise and support on specific topics as needed;
- n) **“Local Area Coordinator”** means the person appointed by the Board to coordinate emergency planning and response in the Electoral Area;
- o) **“Local Area Plan”** means the Emergency Plan for the Electoral Area;
- p) **“Local Community Coordinator(s)”** means the person appointed by the Commission for a community within the Electoral Area who is responsible for the development and execution of local plans;
- q) **“Local Emergency Operations Committee”** means a committee which may be comprised of representatives of Emergency Response Agencies and the Emergency Services Support Group assembled in the Local Emergency Operations Centre to provide site level support to local responders during an

emergency;

- r) **“Local Community Plan(s)”** means the local emergency plans developed for each individual community;
- s) **“Regional District”** means the Capital Regional District.

2. Service

- a) The Emergency Services Committee is continued as the Commission for the Electoral Area.
- b) The Commission shall function, as part of the emergency management organization of the Electoral Area as contemplated by section 6(3) of the “Local Authority Emergency Management Regulation”, in accordance with the Emergency Management Bylaw.
- c) The Commission is authorized to prepare Local Community Plans to be incorporated into the Local Area Plan respecting preparation for, response to, and recovery from Emergencies and Disasters, and to provide advice, information and recommendations to the Emergency Coordinating Committee of the Regional District.
- d) Prior to a declaration of a local emergency, the Local Area Plan may be put into operation in whole or in part by the Board, The Chair of the Board, or in the absence of those the Regional Director, or in the absence of the Director, the Alternate Director, or in the absence of those, the Emergency Manager.
- e) A Local Area Plan or Local Community Plan may be put into operation by a person referred to in section 2(d) or, where it is not practical or feasible to do this, by the Local Area Coordinator, and in the absence of him or her by a Local Community Coordinator.
- f) A person who puts an emergency plan into operation must, as soon as reasonably practical, contact the Emergency Manager to provide details of the Emergency.

3. Management and Organization Guidelines

- a) In carrying out its authority under this Bylaw the Commission shall:
- i. prepare a Local Area Plan and, as required, Local Community Plans that are compatible with the Local Area Plan;
 - ii. require periodic review and updating of the Local Area Plan and Community Plans and establish a procedure for their review and revision;
 - iii. establish and maintain for all emergency response staff and volunteers and Local Emergency Operations Committee members to whom responsibilities are assigned in the Area Plan: i) a program of emergency response exercises, ii) a training program, and iii) a current communications plan and an appropriate communication system;
 - iv. identify procedures by which emergency resources may be obtained from sources within or outside of the Electoral Area;
 - v. establish procedures by which the Area Plan, in whole or in part, is to be implemented;
 - vi. establish procedures to prepare for, respond to, and recover from Emergencies in the Electoral Area or a part of it;
 - vii. identify local priorities for the restoration of essential services that may be interrupted during an Emergency or Disaster;
- b) The Commission consists of the Director and/or Alternate Director and a maximum of 13 members to be appointed by the Board.
- c) No less than one or no more than two nominees shall be representative of each Community.
- d) No more than ____ members at large who may be nominees of the agencies cited in section 1(i) of this Bylaw.

- e) The Commission shall hold a minimum of five regular meetings per year, one of which is to be held in September for purposes of budget planning and annual review and updating of the Plan.
- f) The Commission shall elect a chairperson, vice-chair, secretary and treasurer at the September meeting. A quorum of the Commission is five (5) of its members.
- g) If a Commission member fails to attend three (3) regular meetings in any one year, the Board may terminate service in office.
- h) The term of office for members shall be for a two (2) year period, commencing October 1st following each such appointment.
- i) No Commission member may serve more than three (3) consecutive terms.
- j) Rules and procedures, which govern the Board, shall apply to the Commission.
- k) During an emergency, the Commission members may be included as part of the Local Emergency Operations Committee established to direct and carry out emergency response activities under the direction of the Local Emergency Coordinating Committee of the Regional District.

4. Local Area Coordinator and Local Community Coordinators

- a) As part of the planning process, the Local Area Coordinator, under the direction of the Commission, has authority to:
 - i. coordinate and advise upon the Local Emergency Plans created by the Commission and the Emergency Response Agencies;
 - ii. coordinate with Local Community Coordinators in order to develop and maintain Local Community Emergency Plans for each community;
 - iii. advise and assist the Commission on all matters pertaining to the Local Area Plan and Local Community Plans for Electoral Areas;

- iv. prepare and present the consolidated Plan to the Commission, organize the plan for its submission to the Emergency Management Committee of the Regional District for approval; circulate and maintain the approved Plan, and implement the procedures established by the Commission for an annual review and updating of the Plan;
 - v. coordinate training programs and exercises, and regular public information forums;
 - vi. make recommendations regarding the effectiveness of the emergency program to the Commission;
 - vii. develop plans for handling unusual emergency activities not normally handled by existing services;
 - viii. establish and maintain in accordance with the Local Area Plan a Local Emergency Services Support Group capable of assisting with implementing the Plan;
 - ix. coordinate with regional counterparts;
 - x. perform such other duties as may be additionally assigned in writing by the Commission or the Board.
- b) In the event of an Emergency, the Local Area Coordinator shall act under the direction of the Emergency Manager and the Local Emergency Operating Committee.
- c) In the event the Local Area Plan is activated, the Local Area Coordinator shall function to coordinate the support of emergency response agencies operating within the Local Plan Area and shall not participate operationally as a member of an emergency response agency for the duration of the period that the plan is activated, unless authorized by the Emergency Manager.

- d) The Commission is authorized to appoint a Local Community Coordinator in each community.
- e) The Local Community Coordinator may exercise authority of the Local Area Coordinator for the Local Community Plan if the Local Area Coordinator is incapacitated or not present and cannot be reached.
- f) A Local Community Coordinator shall coordinate local activities and provide support to the Local Area Coordinator.

5. Budget

- a) In September of each year, the Commission shall consider the program needs and priorities identified by the review and updating of the Plan, and shall prepare an annual draft budget in consultation with the Emergency Manager for review by the Director and subsequent submission to the Board for approval.
- b) No expenditures other than those contained in the budgets approved by the Board shall be made by the Commission.
- c) Any facilities or capital equipment acquired by the Commission are the property of the Regional District.

6. 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 Capital Regional District Emergency Management Bylaw No. xxx, 2007.

