



**REPORT TO THE ELECTORAL AREA SERVICES COMMITTEE  
MEETING OF WEDNESDAY, 01 SEPTEMBER 2010**

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**SUBJECT**    **Electoral Area Emergency Management Structure**

**ISSUE**

The current bylaws for emergency management are not consistent with the Capital Regional District's (CRD) emergency management organizational structure and require changes to reflect the current program. Repeal of the Commission bylaws and subsequent amendments to Bylaw 3447 will bring the bylaws in line with the CRD's emergency management structure.

**BACKGROUND**

Emergency management in the electoral areas was originally the responsibility of the province. During this time, the three Electoral Area Emergency programs operated to prepare and plan for emergencies under a commission structure established in bylaws. Current legislation requires regional districts to put in place an emergency management organization and to support their electoral areas with an emergency plan. In response, the CRD has an appointed emergency manager to provide for the management of the Electoral Area Emergency programs.

In 2007, also in response to the changes in the *Act*, the CRD developed new bylaws to establish the responsibilities of the CRD as the Local Authority, and to better support the residents of these areas through use of the internal corporate capacity. The three Commission bylaws (3444, 3445 and 3446) were developed to transition the existing structure of community based advisory commissions into a common operational model. These bylaws recognized the overall corporate Emergency Management Bylaw 3447 and defined roles and responsibilities for planning and response activities.

Over the past three years, the CRD has worked to more effectively and efficiently find ways to use its existing internal capacity to better support the three electoral areas. This model has also led to a number of efficiencies among the programs, with local coordinators and Commissions focused less on the policy and administrative side of emergency management, and more on the volunteer, neighbourhood, and Emergency Social Services programs.

The management of the programs are now administered through the Protective Services division of the Planning and Protective Services department, and the role of the commission as a formal structure has evolved. The programs continue to depend on strong interaction with community members to make sure the needs of the local residents are being met and a number of initiatives are in place to ensure this ongoing consultation takes place. This includes the continuation of locally based Electoral Area Emergency Program coordinators (EPCs). These EPCs will continue to meet with local groups, including responders and neighbourhood groups to bring forth local community needs for emergency management. Attached to this report is an overview of the current emergency program structure.

## **ALTERNATIVES**

1. That the Electoral Area Services Committee recommends to the Board that:
  - a) Bylaw No. 3733, "Capital Regional District Emergency Management Bylaw No. 1, 2007, Amendment Bylaw No. 1, 2010", be introduced and read a first time, read a second time, read a third time and adopted;
  - b) That Bylaw No. 3734, "Bylaw to Repeal Bylaws No. 3444, Juan de Fuca Emergency Program Administration Bylaw, 2009, No. 3445, Southern Gulf Islands Emergency Program Administration Bylaw, 2007 and No. 3446, Salt Spring Island Emergency Program Administration Bylaw, 2007", be introduced and read a first time, read a second time, read a third time and adopted.
2. Direct staff to prepare amendments to the Commission Bylaws (3444, 3445, and 3446) to clarify the roles of Commissions as advisory bodies.

## **IMPLICATIONS**

### Financial Implications

The repeal of the three Commission bylaws and subsequent amendments to Bylaw 3447 do not impact the budgets of the electoral area emergency programs. Service and funding levels for the emergency programs will remain the same with the removal of the Commissions.

### Social Implications

Emergency management is driven by community needs, and preparing residents for the impact of a major emergency or disaster. It is the goal of good emergency planning to include the needs of the residents, and to ensure the plan reflects the socio-economic diversity of communities, the requirements of specific demographics, and the reality of local response capacity and ability to access outside help. The community needs to be assured their local requirements will continue to be met in the new model. The changes recommended do not reduce the program's focus on localised emergency planning and the local electoral area coordinators will continue to meet with community stakeholders to prepare, plan and exercise in preparation for any emergencies.

### Program Implications

The new structure supports the direction the programs have been going operationally over the past three years, and will allow for continued movement towards efficiencies and centralised support. Additionally, it will allow for much better coverage for emergencies, by utilising the three electoral area coordinators, the CRD deputy emergency manager, and the CRD emergency manager to support one another for coverage and response.

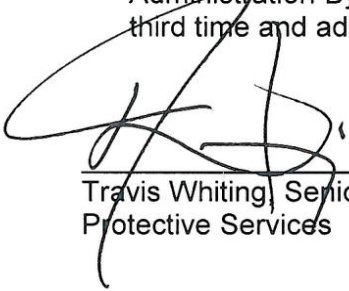
Over the past three years, the CRD has worked successfully to increase its support of the three electoral areas, and to provide a high level of emergency management service to the three areas. This has been combined with the ongoing improvements and capacity available through technology, such as E-Team for real time situational awareness, improved forms of communications, including the recent completion of the CRD radio room, and direct interaction at the local level with communities for exercises, planning and training.

The move from a Commission model continues to provide a high level of response and support to emergencies, and continues to ensure ongoing community engagement and communication.

**RECOMMENDATION(S)**

That the Electoral Area Services Committee recommends to the Capital Regional District Board that:

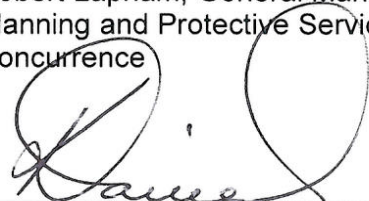
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Travis Whiting, Senior Manager  
Protective Services



Robert Lapham, General Manager  
Planning and Protective Services  
Concurrence



Kelly Daniels, Chief Administrative Officer  
Concurrence

**Attachments:**

- 1. Overview of CRD Emergency Management Structure
- 2. CRD Emergency Management Structure – Planning
- 3. CRD Emergency Management Structure – Response
- 4. Bylaw No. 3733 "Capital Regional District Emergency Management Bylaw No. 1, 2007, Amendment Bylaw No. 1, 2010"
- 5. Bylaw 3447 "Capital Regional District Emergency Management Bylaw No. 1, 2007" with Recommended Tracked Changes
- 6. Bylaw No. 3734 "Bylaw to Repeal Bylaws No. 3444 "Juan de Fuca Emergency Program Administration Bylaw, 2009", No. 3445 "Southern Gulf Islands Emergency Program Administration Bylaw, 2007" and No. 3446 "Salt Spring Island Emergency Program Administration Bylaw, 2007"