



**SUPPLEMENTAL REPORT TO THE ELECTORAL AREA SERVICES COMMITTEE  
MEETING OF WEDNESDAY, 2 MARCH 2011**

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**SUBJECT      SALT SPRING ISLAND EMERGENCY MANAGEMENT BYLAW**

**ISSUE**

The Salt Spring Island (SSI) Emergency Program (EP) Commission has provided comments on the proposed commission bylaw requesting changes and that it should be re-referred to the Commission for approval before it is adopted.

**BACKGROUND**

A draft of the revised SSI EP Commission bylaw and the staff report was referred to the Commission for information so they would be aware of the pending consideration of the bylaw by the Electoral Area Services Committee and CRD Board. Email comments have now been received from a number of Commissioners.

Members of the SSI EP Commission continue to have concerns over the wording in the bylaw, and have requested staff meet with them again to discuss their concerns about the bylaw. They have requested a meeting for March 21, 2011, and have asked that the Electoral Area Services Committee table the issue until that meeting has taken place.

As the Committee is aware and as referenced in the correspondence from the SSI EP Commission Chair and Mr. Leichter, staff has met with Commission members on a number of occasions to discuss the proposed changes to the bylaw. As a result of a number of meetings, correspondence and conversations, staff made amendments to the bylaw to try to address many of the concerns raised.

After receiving the recent draft of the bylaw and the staff report, correspondence was received on February 27 from the Chair of the SSI EP Commission and February 28 from Mr. Leichter and Fire Chief Bremner.

The SSI EP Commission Chair has requested clarification on who the Commission reports to, and has questioned the removal of the Electoral Area Emergency Coordinator's role from the bylaw. She has requested a meeting be held to discuss the bylaw with staff.

Mr. Leichter, an SSI EP Commission member, has also requested the bylaw not be passed until a further meeting can take place.

SSI EP Commission member, Fire Chief Tom Bremner, suggests the Committee proceed with consideration of an amended bylaw so that the program can progress.

All communication received prior to the drafting of this report are included as attachments.

**ALTERNATIVES**

1. Bylaw No. 3752 "Salt Spring Island Emergency Program Commission Bylaw, 2011" be introduced and read a first time and second time, read a third time and adopted.
2. Bylaw No. 3752 "Salt Spring Island Emergency Program Commission Bylaw, 2011" be introduced and read a first time and second time, and read a third time and that CRD staff meet with the SSI EP Commission to receive further comments on the bylaw.

**PROGRAM IMPLICATIONS**

The SSI EP, as part of the overall CRD Emergency Management Program, has been established to ensure the Board's responsibilities under the *Emergency Program Act* have been fulfilled. The plan and the program, while specific to the community needs, must also have consistency with the CRD's other responsibilities in order to allow the Board to support the three Electoral Areas and operate in the case of an emergency. Additionally, CRD staff has specific obligations and responsibilities within their appointed roles and conditions of employment as do the staff contracted to the local program by the CRD. The proposed changes to the Commission Bylaw are intended to clarify the role, responsibilities and organizational guidelines for the operation of the Commission. However, the Commission Bylaw is not

intended to establish an administrative role for the Commission as is being requested under the suggestion of the need to maintain local control.

In response to consultation with the Commission on the changes to the Bylaw, the Commission has consistently presented proposed amendments to the bylaw that would maintain a local role in directing and managing the program. Staff has tried to balance the interests of the Commission with the obligations and administrative responsibilities of the CRD. The bylaw recognises the importance of locally driven priorities and input into the program, but does not delegate the management of the service by the CRD.

Based on the communication received, the amended bylaw title has been updated to better reflect that it is a Commission bylaw and not an administrative bylaw. There continue to be provisions in the bylaw for the Commission to provide input and advice to the Electoral Area Emergency Program through the local Electoral Area Emergency Coordinator, the CRD Emergency Manager, and the Electoral Area Services Committee. There are also provisions for the Commission to provide recommendations on the Electoral Area Plan to the Emergency Management Committee, through the local Electoral Area Emergency Coordinator and the CRD Emergency Manager.

### **FINANCIAL IMPLICATIONS**

The bylaw change has no impact on the annual budget. Through the bylaw, the SSI EP Commission will continue to have input on the preparation of the annual work plan and accompanying budget, and will have an opportunity to review and comment on the budget prior to its submission to the Electoral Area Services Committee and Board.

### **CONCLUSION**

The bylaw, as amended clearly defines the role, responsibilities and organizational guidelines for the operation of the SSI Electoral Area Emergency Program Advisory Commission.

### **RECOMMENDATION**

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

1. That Bylaw No. 3752 "Salt Spring Island Emergency Program Commission Bylaw, 2011" be introduced and read a first time and second time, read a third time and adopted.



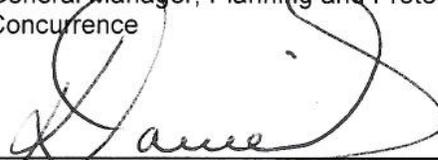
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Travis Whiting  
Senior Manager, Protective Services



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Robert Lapham, MCIP  
General Manager, Planning and Protective Services  
Concurrence



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Kelly Daniels  
Chief Administrative Officer  
Concurrence

### Attachments:

1. Bylaw 3752: Salt Spring Island Emergency Program Commission Bylaw, 2011
2. Bylaw 3752: Salt Spring Island Emergency Program Commission Bylaw, 2011 with track changes
3. Correspondence from Commission Chair, Patricia Donnelly
4. Attached draft bylaw submitted by Commission Chair, Patricia Donnelly
5. Correspondence from Commission member, Steve Leichter
6. Attached draft bylaw submitted by Commission member, Steve Leichter
7. Correspondence from Commission member, Fire Chief Tom Bremner