



**REPORT TO PLANNING & PROTECTIVE SERVICES COMMITTEE  
MEETING OF WEDNESDAY, JULY 25, 2007**

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**SUBJECT**      **Adoption of the Corporate Emergency Management Bylaw and Amending Electoral Area Emergency Services Committee Operation and Administration Bylaws.**

**PURPOSE**

The purpose of this report is to seek Board adoption of the proposed Capital Regional District (CRD) Emergency Programs Operation and Administration Bylaw (No. 3447); as well as complimentary amendments to the three (3) Electoral Area Emergency Program Operation and Administration Bylaws (No. 3444, No.3445, No.3446).

**BACKGROUND**

Amendments to the Emergency Program Act in 2004 recognize Regional Districts as Local Authorities with the same powers and responsibilities for emergency planning as municipalities. Specifically, a regional district must by bylaw, establish an emergency management organization and appoint a coordinator for the emergency management organization. Additionally, Regional Districts are required to draft an emergency plan(s) for electoral areas within its boundaries and direct and control response to emergencies. 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 the delegated authority to activate the plans and declare an emergency has yet to be established by bylaw for the CRD.

The Capital Region's electoral areas have continued to independently evolve their individual emergency programs with little recognition or clear understanding as to how the local programs fit with that of the Regional District, or with each other. Electoral Area emergency service administration bylaws enacted prior to 2004, established different committee structures, roles of the Area Emergency Coordinator, and did not clearly define the committees' roles and responsibilities during emergency response.

Historically, there has been little interaction between the electoral areas and CRD in the conduct of emergency planning and response activities. 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 of corporate staff to local responders undefined and responsibilities largely unclear.

The CRD, with the support of the Electoral Area Directors, has hired a Protective Services Manager to improve emergency planning and response within the CRD. 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, intended to address many of the aforementioned shortcomings of the CRD's emergency program, 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 to the existing local service bylaws in order to establish a common administrative structure and define reporting relationships within the regional district emergency management organization for emergency planning and response.

### **ALTERNATIVES**

1. That the Board adopt Bylaws No.3447, No.3444 (JdF EA), No.3445 (SGI EA), and No.3446 (SSI EA) as written.
2. To receive this report for information and direct staff to investigate alternative emergency management organizational structures.

### **FINANCIAL IMPLICATIONS**

The new emergency management bylaw and amended local service bylaws require administrative changes only. Costs associated with the administration of local authority responsibilities are currently included in the Corporate Emergency Coordination budget. While the bylaw changes do not have any direct cost implications and are necessary to comply with the Act, additional costs are anticipated to properly equip and administer a corporate Emergency Operations Center (EOC).

### **LEGAL IMPLICATIONS**

The bylaws were prepared in consultation with the Regional District Solicitor, 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 Emergency Services Commissions, Emergency Operations Committee, the Emergency Manager, Electoral Area Coordinators, and Community Coordinators within the Regional District Emergency Management Organization;
- Clarifies the role of the Electoral Area Emergency Services Commissions to prepare electoral area and community emergency 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 Community (Island or neighbourhood) Coordinator within each EA emergency management structure and defines the roles and responsibilities of this position.
- Continues the appointments, terms and operations of the existing electoral area emergency program committees.

### **CONSULTATION**

The Electoral Area Services Committee has reviewed the proposed bylaws and directed staff to present bylaws to the electoral area emergency services commissions for the purpose of informing the commissions about the proposed changes and soliciting commission feedback. A joint meeting between the commissions and CRD staff was convened on June 22, 2007 in Sydney. Staff has clarified terminology and improved readability of the bylaws in response to commission feedback received at that meeting.