

**CAPITAL REGIONAL DISTRICT  
BYLAW NO. 3749**

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**A BYLAW TO MANAGE, OPERATE AND ADMINISTER THE SOUTHERN GULF ISLANDS  
ELECTORAL AREA EMERGENCY PROGRAM**  
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**WHEREAS** the Board of the Capital Regional District (CRD) has adopted Bylaw No. 2656, cited as "Southern Gulf Islands Emergency Program Act Extended Service Bylaw No. 1, 1998", which established an extended service for emergency programs under the *Emergency Program Act*;

**AND WHEREAS** the Regional Board of the Capital Regional District has, by Order in Council, dated January 13, 1993, been given power to provide emergency programs as an extended service;

**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) "**Advisory Commission**" means the Southern Gulf Islands (SGI) Electoral Area Emergency Advisory Commission established under this Bylaw;
- c) "**Alternate Director**" means the person appointed under the *Local Government Act* to act as the alternate to the Director;
- d) "**Board**" means the Board of Directors of the Capital Regional District;
- e) "**Community(s)**" means a sub-electoral area emergency planning zone, which may include an individual island or group of islands as determined in the SGI emergency plan;
- f) "**Community Coordinator(s)**" means the person appointed for a community within the Electoral Area who is responsible for the development of the Community Emergency Plan and initiation of emergency management procedures in their local community in the event of an emergency or disaster;
- g) "**Community Emergency Representatives**" means representatives of government, public utilities, and community groups which can provide expertise and support on specific topics as needed;
- h) "**Community Plan(s)**" means the local emergency plans developed for each individual community;

- i) **“CRD Emergency Manager”** means the Emergency Manager for the Capital Regional District appointed under the Emergency Management Bylaw;
- j) **“Deputy Emergency Manager”** means the Deputy Emergency Manager for the Capital Regional District appointed under the Emergency Management Bylaw;
- k) **“Director”** means the Director of the Board representing the Electoral Area;
- l) **“Disaster”** means disaster as defined in the *Act*;
- m) **“Electoral Area”** means the Electoral Area of Southern Gulf Islands;
- n) **“Electoral Area Emergency Coordinator”** means the person appointed by the Board to coordinate emergency planning and response in the Electoral Area;
- o) **“Electoral Area Plan”** means the Emergency Plan for the Electoral Area;
- p) **“Emergency”** means emergency as defined in the *Act*;
- q) **“Emergency Coordinating Committee”** means the committee established under Section 2.4 of the Emergency Management Bylaw to provide advice to the Emergency Management committee;
- r) **“Emergency Management Committee”** means the committee established under Section 2.1 of the Emergency Management Bylaw to oversee and manage implementation of emergency preparedness, response and recovery measures;
- s) **“Emergency Management Bylaw”** means the Capital Regional District Emergency Management Bylaw No. 3447, 2007;
- t) **“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;
- u) **“Regional District”** means the Capital Regional District.

## 2. Establishment of Advisory Commission

- a) The Advisory Commission is established to provide local area input to the Electoral Area Emergency Plan respecting preparation for, response to, and recovery from Emergencies and Disasters.
- b) The Advisory Commission shall provide advice, and recommendations, through their Electoral Area Emergency Coordinator, to the Emergency Coordinating Committee of the Capital Regional District.

### 3. Management and Organization Guidelines

- a) In carrying out its authority under this Bylaw the Advisory Commission shall, as representatives of their respective communities, and to ensure the Electoral Area needs are met:
  - i. provide input to an Electoral Area Plan;
  - ii. engage in a periodic review and updating of the Electoral Area Plan and the established procedures for their review and revision;
  - iii. advise on the needs of the local program towards the development and provision of local exercises of the Electoral Area Plan and other training as required;
  - iv. review and assess procedures by which emergency resources may be obtained from sources within or outside of the Electoral Area;
  - v. review and provide input into procedures by which the Electoral Area Plan, in whole or in part, is to be implemented;
  - vi. review and provide input into procedures to prepare for, respond to, and recover from Emergencies in the Electoral Area or a part of it;
  - vii. identify, review and assess local priorities for the restoration of essential services that may be interrupted during an Emergency or Disaster;
  - viii. in consultation with the Electoral Area Emergency Coordinator, assign working groups of its members or others as required, for specific topics or tasks, to assist with recommendations for program development as and when appropriate.
- b) The Advisory Commission consists of the Director and/or Alternate Director and a maximum of 13 members to be appointed by the Board. Not more than two Advisory Commission members shall represent any one community.
- c) The Advisory Commission shall hold a minimum of five regular meetings per year, one of which is to be held in May for purposes of strategic planning and in September for an annual review and updating of the Plan.
- d) The Advisory Commission shall elect a chairperson and vice-chair, at the January meeting. A quorum of the Advisory Commission is a majority of its members.
- e) If an Advisory Commission member fails to attend three (3) regular meetings in any one year, the Board may terminate service in office.
- f) The term of office for members shall be for a two (2) year period, commencing January 1 following each such appointment. Current appointments under Bylaw No. 3445, set to expire September 30, 2011 are extended to December 31, 2011.

- g) No Advisory Commission member may serve more than three (3) consecutive terms except under exceptional circumstances as determined by the Regional Director.
- h) Rules and procedures, which govern the Board, shall apply to the Advisory Commission.

#### **4. Electoral Area Emergency Coordinator**

- a) As part of the planning process, the Electoral Area Emergency Coordinator, is to:
  - i. identify overall emergency program management needs for the Electoral Area in consultation with the Advisory Commission;
  - ii. coordinate and advise upon the Electoral Area Emergency Plan with input from the Advisory Commission and other Community Emergency Representatives and Emergency Response Agencies as required;
  - iii. prepare and present the consolidated Plan to the Advisory 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 for an annual review and updating of the Plan;
  - iv. coordinate training programs and exercises, and regular public information forums;
  - v. make recommendations regarding the effectiveness of the emergency program to the Advisory Commission and other Community Emergency Representatives and Emergency Response Agencies as required;
  - vi. develop plans for handling unusual emergency activities not normally handled by existing services;
  - vii. coordinate with other Electoral Area and regional counterparts;
  - viii. perform such other duties as may be additionally assigned in writing by the CRD or the Board.
- b) In the event of an Emergency, the Electoral Area Emergency Coordinator shall act under the direction of the CRD Emergency Manager, the Deputy Emergency Manager or their alternate.
- c) In the event the Electoral Area Plan is activated, the Electoral Area Emergency Coordinator shall function to coordinate the support of emergency response agencies operating within the Electoral 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 CRD Emergency Manager.

**5. Emergency Management Program Work Plan**

- a) In May of each year, the Advisory Commission shall take part in a review of the local Emergency Management Program for the purposes of proposing strategic goals, program priorities and operational needs for the coming year.
- b) The Electoral Area Emergency Coordinator will use the review outcomes to develop an annual work plan for the coming year in which each community's needs and priorities will be identified. This plan shall be reviewed by the Advisory Commission, the CRD Emergency Manager, and the Emergency Coordinating committee.
- c) The Electoral Area Emergency Coordinator will develop a supporting budget based upon the work plan. The proposed budget, along with the work plan identifying community needs, will be provided to the Advisory Commission for review at their September meeting, prior to submission to the CRD.

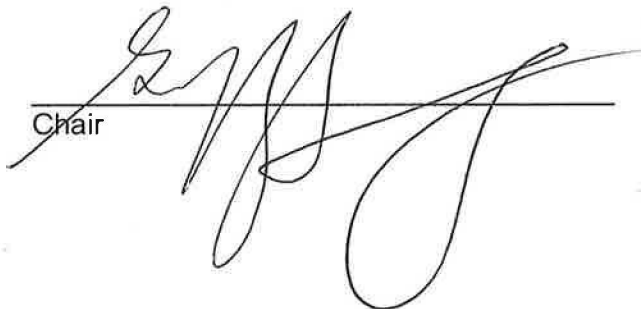
**6. Emergency Program Act**

- 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. 3447, 2007.
7. Bylaw No. 3445, "Southern Gulf Islands Emergency Program Administration Bylaw, 2007" is repealed upon adoption of this bylaw.

**8. Citation**

- a) This Bylaw may be cited as "Southern Gulf Islands Emergency Program Administration Bylaw, 2010."

READ A FIRST TIME THIS	8 <sup>th</sup>	day of	December	2010
READ A SECOND TIME THIS	8 <sup>th</sup>	day of	December	2010
READ A THIRD TIME THIS	8 <sup>th</sup>	day of	December	2010
ADOPTED THIS	8 <sup>th</sup>	day of	December	2010

  
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 Chair

  
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 Corporate Officer