



City of Richmond

Report to Committee

To: Community Safety Committee
From: Suzanne Bycraft
Manager, Emergency & Environmental Programs

To Community Safety - Feb 15, 2005
Date: February 1, 2005
File: 12-8060-20-7898

Re: Emergency Management Organization Bylaw 7898

Staff Recommendation

That Bylaw No. 7898, which establishes an Emergency Management Organization under the provisions of the Emergency Program Act, be introduced and given first, second and third readings.

Suzanne Bycraft
Manager, Emergency & Environmental Programs
(3338)

Att. 1

FOR ORIGINATING DIVISION USE ONLY					
ROUTED TO:		CONCURRENCE		CONCURRENCE OF GENERAL MANAGER	
Fire Rescue	Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>	
R.C.M.P.	Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>	
REVIEWED BY TAG		YES	NO	REVIEWED BY CAO	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>		YES
					NO
					<input type="checkbox"/>

Staff Report

Origin

Under the provisions of the Emergency Program Act, Council is required to establish an Emergency Management Organization (EMO) to undertake emergency planning for the City and to direct and control the local response to emergencies and disasters.

Existing EMO Bylaw 7234 is outdated due to the re-alignment of responsibilities of the former Community Safety Division. In addition, senior staff wished to streamline and clarify the issue of authority to give direction to avoid any potential confusion in an emergency or disaster.

New EMO Bylaw 7898 has been prepared to reflect these changes and is presented with this report.

Analysis

The proposed Emergency Management Organization is shown in Attachment 1. The bylaw is broken down into the two key components required of Council to meet legislative requirements under the Emergency Program Act:

1. ***Emergency Response*** – It is proposed that the Chief Administrative Officer or authorized designate head the Emergency Operations Centre Management Group and be accountable to Council. This ensures that there is consistency in authority between normal city operations and emergency response operations wherein the Chief Administrative Officer has overall authority.
2. ***Emergency Planning*** – General Purposes Committee will have responsibility for ensuring the emergency planning requirements of the City are met, with senior staff responsible for overseeing the work of the City's Emergency Planning Committee. All key emergency planning documents will be presented to Council for approval.

The proposed bylaw conforms to the structure under the BC Emergency Management Response System, which has been adopted by the province as the standard in British Columbia.

In accordance with the Emergency Program Act, Council maintains responsibility for providing overall direction and guidance to both response and planning efforts. In addition, Council maintains full authority for delegation of powers under the Emergency Program Act.

Financial Impact

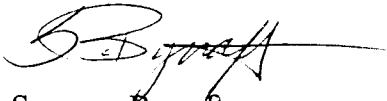
None.

Conclusion

Adoption of Emergency Management Organization Bylaw 7898 meets legislative requirements of the Emergency Program Act and serves as an important component of the City's overall emergency plan.

February 1, 2005

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A handwritten signature in black ink, appearing to read 'S. Bycraft', with a long horizontal flourish extending to the right.

Suzanne Bycraft
Manager, Emergency & Environmental Programs
(3338)

**Attachment 1
Proposed Emergency
Management Organization
Under Bylaw 7898**

**Policy Group
Council**
*Emergency policy & direction
Declare State of Local Emergency & delegate powers*

Emergency Response

Emergency Planning

**Emergency Operations Centre
(EOC) Management Group**
*Implement policy of council
Manage response & recovery operations
from EOC*

Membership includes:

- Chief Administrative Officer, EOC Director
- GM, Engineering & Public Works
- GM, Finance & Corporate Services
- GM, Human Resources
- GM, Parks, Recreation & Cultural Services
- GM, Urban Development
- City Clerk
- City Solicitor
- Fire Chief
- Officer in Charge, RCMP
- Emergency Coordinator
- Manager, Emergency & Environmental Programs
- Manager, Communications & Corporate Affairs
- Medical Health Officer
- Emergency Social Services (ESS) Coordinator

**Standing Committee of Council
General Purposes Committee**
*Ensure emergency plans conform to
provincial requirements*

TAG
*Ensure & oversee development of emergency
plans which conform to provincial
requirements*

Membership includes:

- Chief Administrative Officer
- GM, Engineering & Public Works
- GM, Finance & Corporate Services
- GM, Human Resources
- GM, Parks, Recreation & Cultural Services
- GM, Urban Development

**Emergency Planning Committee
(EPC)**
*Advising on the development of emergency
management plans & programs*

City Membership includes:

- Emergency Program Manager, Chair
- Engineering
- Finance
- Fire
- Information Technology
- Parks, Recreation & Cultural Services
- Public Works
- RCMP

Agency Membership includes:

- 12 Service Battalion
- BC Ambulance Service
- Richmond Health Services
- Richmond School Board
- Vancouver International Airport Authority

Working Groups/Task Forces
*Assisting with the development of specific
plans or projects, as determined by the
Emergency Planning Committee*

CITY OF RICHMOND



**EMERGENCY MANAGEMENT ORGANIZATION
ESTABLISHMENT**

BYLAW NO. 7898

EFFECTIVE DATE –

EMERGENCY MANAGEMENT ORGANIZATION ESTABLISHMENT

BYLAW NO. 7898

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CITY OF RICHMOND

**EMERGENCY MANAGEMENT ORGANIZATION
ESTABLISHMENT BYLAW NO. 7898**

The Council of the City of Richmond enacts as follows:

PART ONE: EMERGENCY MANAGEMENT ORGANIZATION

1.1 Composition

- 1.1.1 In accordance with the provisions of the *Emergency Program Act*, an Emergency Management Organization, comprising:
- (a) **Council**;
 - (b) a **Standing Committee**;
 - (c) a Senior Staff Administration Group;
 - (d) an Emergency Operations Centre Management Group; and
 - (e) an Emergency Planning Committee,
- is hereby established.

PART TWO: COUNCIL

2.1 Responsibilities

- 2.1.1 **Council** is at all times responsible for the general direction and control of the response of the **City** to an **emergency** or **disaster**, and in particular to:
- (a) declare a State of Local Emergency;
 - (b) delegate powers available under the *Emergency Program Act*, as required, and to monitor the use of such powers;
 - (c) establish any emergency policy and legislation necessary to facilitate the response to an **emergency** or **disaster**; and
 - (d) prepare an **emergency plan** respecting preparation for, response to, and recovery from an **emergency** or **disaster**.
- 2.1.2 Notwithstanding the provisions of subsection 2.1.1, the Mayor may carry out the responsibilities specified in clauses (a) and (b) where, because of the circumstances of an **emergency** or **disaster**, it is not possible to assemble a quorum of **Council**, and provided the Mayor has made every effort to obtain the consent of the other members of **Council**.

PART THREE: STANDING COMMITTEE

3.1 Accountability

3.1.1 The **Standing Committee** is accountable to **Council**.

3.2 Responsibilities

3.2.1 The **Standing Committee** is responsible for ensuring that the emergency planning requirements of the **City**, as outlined in the *Emergency Program Act*, are adhered to, and in particular to:

- (a) oversee the emergency planning activities of the Senior Staff Administration Group; and
- (b) provide advice and guidance to the Senior Staff Administration Group concerning the **Emergency Plan** and **Emergency Management Program**.

PART FOUR: SENIOR STAFF ADMINISTRATION GROUP

4.1 Accountability

4.1.1 The Senior Staff Administration Group is accountable to **Council** through the **Standing Committee**.

4.2 Composition and Chair

4.2.1 The Senior Staff Administration Group is chaired by the **Chief Administrative Officer**, and in addition to the Chair, comprises the **General Managers** of:

- (a) **Engineering & Public Works;**
- (b) **Finance & Corporate Services;**
- (c) **Human Resources;**
- (d) **Parks, Recreation & Cultural Services;** and
- (e) **Urban Development.**

4.3 Responsibilities

4.3.1 The Senior Staff Administration Group is responsible for ensuring that the emergency planning requirements of the **City** are carried out, and in particular, to:

- (a) oversee the activities of the Emergency Planning Committee;
- (b) provide advice and guidance to the Emergency Planning Committee concerning the **Emergency Plan** and **Emergency Management Program**; and
- (c) ensure that the **Emergency Plan** and **Emergency Management Program** are maintained on a regular basis.

PART FIVE: EMERGENCY OPERATIONS CENTRE MANAGEMENT GROUP

5.1 Accountability

5.1.1 The Emergency Operations Centre Management Group is accountable to **Council**.

5.2 Composition and Chair

5.2.1 The Emergency Operations Centre Management Group is chaired by the **Chief Administrative Officer**, and in addition to the Chair, comprises the following:

- (a) the **General Manager, Engineering & Public Works**;
- (b) the **General Manager, Finance & Corporate Services**;
- (c) the **General Manager, Human Resources**;
- (d) the **General Manager, Parks, Recreation & Cultural Services**;
- (g) the **General Manager, Urban Development**;
- (e) the **City Clerk**;
- (f) the **City Solicitor**;
- (k) the **Fire Chief**;
- (l) the **Police Chief**;
- (h) the **Emergency Coordinator**;
- (i) the **Emergency Program Manager**;
- (j) the **Manager, Communications & Corporate Programs**;
- (m) the **Medical Health Officer**;
- (n) the **Emergency Social Services and Volunteer Management Coordinator**.

5.2.2 Notwithstanding the composition of the Emergency Operations Centre Management Group in section 5.2.1, the Chair may determine the approximate composition, depending on the nature and extent of the **emergency or disaster**.

5.3 Responsibilities

5.3.1 The Emergency Operations Centre Management Group is responsible for providing the essential services necessary to minimize the effects of an **emergency or disaster** on the **City**, and in particular to:

- (a) direct and co-ordinate the overall action undertaken by the **City** and other organizations or agencies in connection with the response to, and recovery, from an **emergency or disaster**;
- (b) take such action as is necessary to safeguard the health, safety or welfare of people in the **City** and to minimize property damage; and

- (c) recommend to **Council** the appropriate delegation of powers which are available to the **City** in an **emergency** or **disaster**, and to monitor and report to **Council** as required on the use of such powers.

5.4 Authority to Expend Funds

5.4.1 In accordance with the provisions of the *Community Charter*, the Emergency Operations Centre Management Group is hereby authorized to expend **City** funds which are not included in the financial plan of the **City**, required for the preservation of life, health and the protection of property during an **emergency** or **disaster**, on the following basis:

- (a) up to and including \$250,000, at the discretion of the Chair, Emergency Operations Centre Management Group; and
- (b) \$250,001 and above, at the discretion of the Chair, Emergency Operations Centre Management Group in consultation with any two General Managers of the **City**.

5.4.2 Any expenditures made in accordance with subsection 5.4.1 must be presented to **Council** in a report under the signature of the Chair, Emergency Operations Centre Management Group.

5.5 Authority of the Chair, Emergency Operations Centre Management Group

5.5.1 In the event of a lack of consensus on any issue for which the Emergency Operations Centre Management Group has been made responsible under section 5.3, the decision of the Chair, Emergency Operations Centre Management Group is final.

PART SIX: EMERGENCY PLANNING COMMITTEE

6.1 Accountability

6.1.1 The Emergency Planning Committee, is accountable to the Senior Staff Administration Group.

6.2 Composition and Chair

6.2.1 The Emergency Planning Committee is chaired by the **Emergency Program Manager**, and in addition to the Chair, comprises representatives of **City** staff and agencies as determined by the Chair.

6.3 Responsibilities

6.3.1 The Emergency Planning Committee is responsible for:

- (a) ensuring that an **Emergency Plan** is prepared as a component of the **Emergency Management Program**;
- (b) the development and maintenance of, and the providing of direction and support for, an **Emergency Management Program** which:

- (i) conforms with the standard for British Columbia as established by the "BC Emergency Response Management System";
 - (ii) is periodically reviewed and revised with regard to its terms of reference, policies and procedures; and
 - (iii) conforms with the Local Authority Emergency Management Regulation (BC Reg. 380/95); and
- (c) recommending to the Senior Staff Administration Group:
- (i) agreements, if any, with regional districts or other municipalities for the purpose of emergency assistance or the formulation of co-ordinated emergency preparedness, response or recovery; and
 - (ii) agreements, if any, with individuals, bodies, corporations or other non-government agencies for provision of goods and services.

6.3.2 In addition to the responsibilities specified in subsection 6.3.1, the Emergency Planning Committee may create sub-committees or task groups, as required, to carry out such responsibilities.

PART SEVEN: INTERPRETATION

7.1 In this bylaw, unless the context requires otherwise:

CHIEF ADMINISTRATIVE OFFICER

means the person appointed by **Council** to the position of Chief Administrative Officer, who has been assigned the chief administrative responsibility of the **City**, which includes the powers, duties and functions specified in Section 147 of the *Community Charter*, and includes all of the alternates for such position, in the order shown in the **Emergency Plan**.

CITY

means the City of Richmond.

CITY CLERK

means the Municipal Officer appointed by **Council** assigned the responsibility of corporate administration pursuant to Section 148 of the *Community Charter*.

COUNCIL

means the Council of the **City**.

DISASTER

means a present or imminent calamity which extends beyond the boundaries of the **City** which:

- (a) is caused by accident, fire, explosion or technical failure, or by the forces of nature; and

- (b) has resulted in serious harm to health, safety or welfare of people, or in widespread damage to property.

EMERGENCY

means a present or imminent event located within the boundaries of the **City** which:

- (a) is caused by accident, fire, explosion or technical failure, or by the forces of nature; and
- (b) requires prompt co-ordination of action or special regulation of persons or property, to protect the health, safety or welfare of people, or to limit damage to property.

EMERGENCY MANAGEMENT PROGRAM

means that program which encompasses all aspects of the preparedness, response and recovery measures of the **City**, and includes such components as the **Emergency Plan**, Emergency Social Services Plan, Emergency Training, Emergency Exercise and Outreach Program(s), Business Continuity Plan(s) and other related programs.

EMERGENCY PLAN

means the plan adopted by **Council** as the emergency plan for the **City**.

EMERGENCY PROGRAM MANAGER

means the person appointed by the Senior Staff Administration Group to chair the Emergency Planning Committee, and includes an alternate.

EMERGENCY SOCIAL SERVICES AND VOLUNTEER MANAGEMENT COORDINATOR

means the person appointed to co-ordinate emergency social services, dealing with the needs of people affected by the **emergency** or **disaster**, including, but not limited to, the provision of food, shelter and clothing, in the event of the activation of the **Emergency Plan**, and includes all of the alternates for such position, in the order shown in the **Emergency Plan**.

FIRE CHIEF

means the head of Fire/Rescue Services of the **City**, and includes all of the alternates for such position, in the order shown in the **Emergency Plan**.

GENERAL MANAGER, ENGINEERING & PUBLIC WORKS

means the person appointed by **Council** to the position of General Manager, Engineering & Public Works, and includes all of the alternates for such position, in the order shown in the **Emergency Plan**.

**GENERAL MANAGER,
FINANCE & CORPORATE
SERVICES**

means the person appointed by **Council** to the position of General Manager, Finance & Corporate Services, and includes all of the alternates for such position, in the order shown in the **Emergency Plan**.

**GENERAL MANAGER,
HUMAN RESOURCES**

means the person appointed by **Council** to the position of General Manager, Human Resources, and includes all of the alternates for such position, in the order shown in the **Emergency Plan**.

**GENERAL MANAGER,
PARKS, RECREATION &
CULTURAL SERVICES**

means the person appointed by **Council** to the position of General Manager, Parks, Recreation & Cultural Services, and includes all of the alternates for such position, in the order shown in the **Emergency Plan**.

**GENERAL MANAGER,
URBAN DEVELOPMENT**

means the person appointed by **Council** to the position of General Manager, Urban Development, and includes all of the alternates for such position, in the order shown in the **Emergency Plan**.

MEDICAL HEALTH OFFICER

means the Medical Health Officer appointed under the *Health Act* to act within the limits of the jurisdiction of any local board, or within any health district and includes all of the alternates for such position, in the order shown in the **Emergency Plan**.

POLICE CHIEF

means the Officer in Charge of the Richmond Detachment of the Royal Canadian Mounted Police, and includes all of the alternates for such position, in the order shown in the **Emergency Plan**.

STANDING COMMITTEE

means the Standing Committee of **Council** appointed by the Mayor in accordance with section 141 of the *Community Charter*, whose mandate includes emergency services.

PART EIGHT: PREVIOUS BYLAW REPEAL

- 8.1 Emergency Management Organization Establishment Bylaw No. 7234 (adopted on July 30, 2001) is repealed.

PART NINE: SEVERABILITY AND CITATION

- 9.1 If any part, section, sub-section, clause, or sub-clause of this bylaw is, for any reason, held to be invalid by the decision of a Court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.

9.2 This bylaw is cited as "Emergency Management Organization Establishment Bylaw No. 7898".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept.
APPROVED for legality by Solicitor

MAYOR

CITY CLERK