



CITY OF RICHMOND

REPORT TO COMMITTEE

TO: General Purposes Committee

DATE: March 11, 2000

FROM: Jeff Day, P. Eng.
Director, Engineering

FILE: 8060-20-7091

RE: Emergency Management Organization Establishment Bylaw No. 7091

STAFF RECOMMENDATION

That Bylaw 7091, which establishes an emergency management organization under the provisions of the Emergency Program Act, be introduced and given first three readings.

Jeff Day, P. Eng.
Director, Engineering

Att. 1

FOR ORIGINATING DIVISION USE ONLY		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Law.....	Y <input type="checkbox"/> N <input type="checkbox"/>	

STAFF REPORT

ORIGIN

The Provincial Emergency Program Act (1996) ("The Act") makes local authorities responsible for the direction and control of emergency response within their respective jurisdictions. The Act also requires local authorities to establish an emergency management organization and prepare an emergency plan outlining preparation, response and recovery measures in the event of emergencies or disasters. In addition, cost-sharing opportunities for emergency preparedness projects are available to municipalities that have emergency program bylaws in place.

This report responds to these requirements through the recommended adoption of the "Emergency Management Organization Establishment Bylaw No. 7091".

ANALYSIS

Bylaw 7091 was designed to accomplish four key functions relating to the City's emergency planning function:

1. Establishes the Emergency Management Organization, as required under The Act. The bylaw establishes this organization as: Council, the Community Services Committee, the Emergency Control Group and the Emergency Planning Committee.

Attachment 1 details the Emergency Management Organization.

2. Formally establishes the Emergency Control Group as follows:

- General Manager, Engineering & Public Works
- Fire Chief
- Police Chief
- General Manager, Finance & Corporate Services
- Emergency Social Services Coordinator
- Director of Operations (Engineering & Public Works)
- Medical Health Officer

The bylaw assigns the Emergency Control Group responsibility for directing the City's response in the event of an emergency or disaster. The General Manager, Engineering & Public Works (or his designate) is assigned responsibility to chair the Emergency Control Group.

3. Establishes the Emergency Planning Committee, modeled to align with the incident command structure, and makes them responsible for establishing the City's emergency plan and programs. This committee is chaired by the Emergency Program Manager. The bylaw gives the committee the authority to create sub-committees or task groups to facilitate the development of required plans, procedures and programs.

4. Grants spending authority, above normal purchasing policy limits, in the event of an emergency or disaster as follows:
 - a) General Manager – Engineering & Public Works or designate - up to and including \$250,000.
 - b) General Manager – Engineering & Public Works or designate, in consultation with the General Manager, Finance & Corporate Services or the Chief Administrative Officer – amounts over \$250,000.

The bylaw also lays out responsibilities for the Control Group and Planning Committee. This represents an important preparedness measure by establishing clearly-defined roles and providing the necessary authority to respond to emergency or disaster situations. It also serves as a critical step in establishing the foundation for development of the City's emergency plan and programs.

FINANCIAL IMPACT

None.

CONCLUSION

The adoption of Emergency Management Organization Establishment Bylaw No. 7091, represents a significant step toward ensuring key emergency planning measures in place. Most importantly, it:

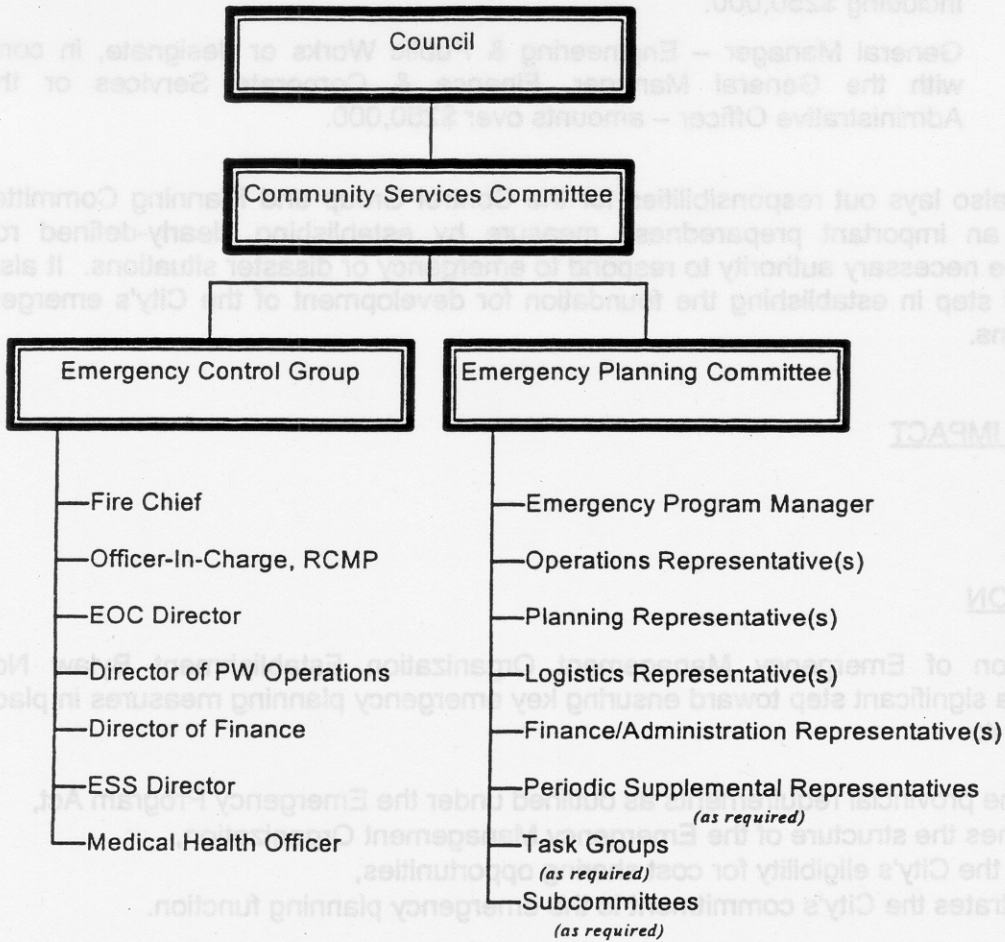
- meets the provincial requirements as outlined under the Emergency Program Act,
- establishes the structure of the Emergency Management Organization,
- ensures the City's eligibility for cost sharing opportunities,
- demonstrates the City's commitment to the emergency planning function.

Suzanne Bycraft
Manager, Environmental Programs

SB:

**City of Richmond
Emergency Management Organization**

Attachment 1





CITY OF RICHMOND

***EMERGENCY MANAGEMENT ORGANIZATION
ESTABLISHMENT***

BYLAW NO. 7091

EFFECTIVE DATE - APRIL 25, 2000

**EMERGENCY MANAGEMENT ORGANIZATION
ESTABLISHMENT**

BYLAW NO. 7091

TABLE OF CONTENTS

PART ONE – EMERGENCY MANAGEMENT ORGANIZATION.....	1
1.1 Composition	1
PART TWO – EMERGENCY CONTROL GROUP	1
2.1 Composition and Chair	1
2.2 Responsibilities	2
2.3 Authority to Expend Funds.....	2
2.4 Authority of General Manager, Engineering & Public Works.....	2
PART THREE – EMERGENCY PLANNING COMMITTEE	3
3.1 Accountability.....	3
3.2 Composition and Chair	3
3.3 Responsibilities	3
PART FOUR – INTERPRETATION.....	4
PART FIVE –SEVERABILITY AND CITATION	6

CITY OF RICHMOND
**EMERGENCY MANAGEMENT ORGANIZATION
ESTABLISHMENT BYLAW NO. 7091**

The Council of the City of Richmond, in open meeting assembled, 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) an **Emergency Control Group**; and
- (d) an **Emergency Planning Committee**,

is hereby established.

PART TWO: EMERGENCY CONTROL GROUP

2.1 Composition and Chair

2.1.1 The **Emergency Control Group**, which is accountable to the **Standing Committee**, is chaired by the **Chief Administrative Officer** or his alternate.

2.1.2 In addition to the Chair, the **Emergency Control Group** comprises the following or their alternates:

- (a) the **General Manager, Engineering & Public Works**,
- (b) the Fire Chief of the **City**;
- (c) the **Police Chief**;
- (d) the **General Manager, Finance & Corporate Services**;
- (e) the **Emergency Social Services Co-ordinator**;
- (f) the Director of Operations in the Engineering & Public Works Division;
- (g) the **Medical Health Officer**; and

- (h) any other such persons appointed by the **Chief Administrative Officer**.

2.2 Responsibilities

2.2.1 The **Emergency Control 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**; and
- (b) take such action as is necessary to safeguard the health, safety or welfare of people in the **City** and to minimize property damage.

2.3 Authority to Expend Funds

2.3.1 In accordance with the provisions of the *Municipal Act*, the **Emergency Control 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 Control Group**; and
- (b) \$250,001 and above, at the discretion of the Chair, **Emergency Control Group** in consultation with either the **General Manager, Engineering & Public Works, General Manager, Finance & Corporate Services** or the **Chief Administrative Officer**.

2.3.2 Any expenditures made in accordance with subsection 2.3.1 must be presented to **Council** through the **Standing Committee**, in a report under the signature of the Chair, **Emergency Control Group**.

2.4 Authority of the Chair, Emergency Control Group

2.4.1 In the event of a lack of consensus on any issue for which the **Emergency Control Group** has been made responsible under section 2.2, the decision of the Chair, **Emergency Control Group** is final.

PART THREE: EMERGENCY PLANNING COMMITTEE

3.1 Accountability

3.1.1 The **Emergency Planning Committee**, is accountable to **Council** through the **Standing Committee**.

3.2 Composition and Chair

3.2.1 The **Emergency Planning Committee** is chaired by the **Emergency Program Manager**, or their alternate, and in addition to the Chair, the Committee comprises one or more representatives of each of the following areas:

- (a) **operations;**
- (b) **planning;**
- (c) **logistics;** and
- (d) **finance and administration.**

3.2.2 Notwithstanding the provisions of subsection 3.2.1, membership of the **Emergency Planning Committee** may be supplemented as required, by the **Emergency Program Manager**.

3.3 Responsibilities

3.3.1 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 Management Regulation (BC Reg. 380/95); and
- (c) recommending to **Council** through the **Standing Committee**:
 - (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.

3.3.2 In addition to the responsibilities specified in subsection 3.3.1, the **Emergency Planning Committee** may create sub-committees or task groups, as required, to carry out such responsibilities.

PART FOUR: INTERPRETATION

4.1 In this bylaw, unless the context requires otherwise:

CHIEF ADMINISTRATIVE OFFICER

means the person appointed by **Council** to the position of Chief Administrative Officer of the **City**.

CITY

means the City of Richmond.

COUNCIL

means the Council of the **City**.

DECLARATION OF A STATE OF LOCAL EMERGENCY

means a declaration by a resolution of **Council** or an order of the Mayor, that an emergency either exists, or is imminent in 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 **General Manager, Engineering & Public Works** to chair the **Emergency Planning Committee**.

EMERGENCY SOCIAL SERVICES CO-ORDINATOR	means the person appointed to co-ordinate emergency social services, dealing with food, shelter and clothing, in the event of the activation of the Emergency Plan .
FINANCE AND ADMINISTRATION	means, in the context of an emergency or disaster , responsibility for the following functional areas (units): time/overtime; procurement; compensation claims; cost/cost recovery; donations; cheque disbursement/payment; and administration.
GENERAL MANAGER, ENGINEERING & PUBLIC WORKS	means the person appointed by Council to the position of General Manager, Engineering & Public Works, and includes a person designated as his alternate.
GENERAL MANAGER, FINANCE & CORPORATE SERVICES	means the person appointed by Council to the position of General Manager, Finance & Corporate Services, and includes a person designated as his alternate.
LOGISTICS	means, in the context of an emergency or disaster , and for the purposes of section 3.2, responsibility for the following functional areas (units): communications; medical health; emergency social services; public information; staffing and support; facilities management; acquisition; and resource tracking.
MEDICAL HEALTH OFFICER	means the Medical Health Officer appointed under the <i>Health Act</i> to act within the limits of the jurisdiction of any local board, or within any health district.
OPERATIONS	means, in the context of an emergency or disaster , and for the purposes of section 3.2, responsibility for the following functional areas (units): fire and rescue; RCMP; Public Works operations; utilities management; ambulance; and air operations.
PLANNING	means, in the context of an emergency or disaster , and for the purposes of section 3.2, responsibility for the following functional areas (units): engineering; structures – damage assessment; situation analysis; documentation; Geotechnical Information System support; and community/business recovery.

POLICE CHIEF

means the Officer in Charge of the Richmond Detachment of the Royal Canadian Mounted Police, or his designate.

STANDING COMMITTEE

means the Standing Committee of Council appointed by the Mayor in accordance with section 239 of the *Municipal Act*, whose mandate includes emergency services.

PART FIVE: SEVERABILITY AND CITATION

- 5.1 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.
- 5.2 This bylaw is cited as “**Emergency Management Organization Establishment Bylaw No. 7091**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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

MAYOR

CITY CLERK