



CITY OF RICHMOND

REPORT TO COMMITTEE

TO: Community Safety Committee **DATE:** June 13, 2001
FROM: Suzanne Bycraft **FILE:** 8060-20-7234
 Manager, Emergency & Environmental Programs
RE: Emergency Management Organization Establishment Bylaw 7234

STAFF RECOMMENDATION

That Bylaw 7234, which establishes a revised 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

Att. 1

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

STAFF REPORT

ORIGIN

The provincial Emergency Program Act requires local authorities to formally establish an emergency management organization. Council Bylaw 7091, which was adopted in April, 2000, established Richmond's emergency management organization as Council, the Council Standing Committee appointed responsibility for overseeing the Emergency Program, an Emergency Control Group, and an Emergency Planning Committee.

As a result of the creation of the new Community Safety Division, a new Bylaw 7234 has been prepared to reflect the current organizational structure. The new bylaw replaces existing bylaw 7091. This report seeks approval of Bylaw 7234.

ANALYSIS

There are three principal changes introduced in the new bylaw:

1. An Emergency Policy Action Group has been added as a component of Richmond's emergency management organization. The addition of this component makes the bylaw correspond better with the provincial emergency response management system known as BCERMS. This group, headed by the Chief Administrative Officer (CAO), would ensure that policy decisions of Council are carried out by the Emergency Control Group, which is responsible for managing the response operations at the City's Emergency Operations Centre (located at the City Works Yard).
2. The position appointed to head the Emergency Control Group has been changed from the CAO to the General Manager of Community Safety. This change has been made to more closely align the bylaw with the City's existing reporting structure, wherein General Managers are responsible for managing their operations and the CAO works with Council to establish policy.
3. The makeup of the Emergency Control Group has been modified slightly to align with the new organizational structure.

The attached "Emergency Management Organization" chart, Attachment 1, shows the proposed emergency management structure. It also provides a brief description of the roles of the various components of the emergency management organization as follows:

- Council has overall responsibility for the direction and control of the City's response efforts. As such, Council would Declare a State of Local Emergency, if required, to delegate powers to designated individuals. Council would also establish overall policy direction to be applied to the response.
- The Emergency Policy Action Group, which represents the City's current senior staff group, would be responsible for ensuring that approved policy direction of Council is applied to the City's response efforts.

- The Emergency Control Group, headed by the General Manager – Community Safety, is responsible for managing the response operations from the Emergency Operations Centre.
- The Community Safety Committee is responsible for ensuring that the City's emergency planning requirements (as required under the Emergency Program Act) are met and maintained.
- The Emergency Planning Committee is responsible for preparing the City's emergency response plans and presenting them to Council through the Community Safety Committee.

FINANCIAL IMPACT

None

CONCLUSION

The changes in proposed Bylaw 7234 ensure that the City's emergency management structure remains current and relevant to our emergency planning efforts. An approved structure is also necessary to facilitate the development of the City's revised emergency plan, work on which is currently underway.



Suzanne Bycraft
Manager, Emergency & Environmental Programs

SJB:

City of Richmond
Emergency Programs
Emergency Management Organization

Council
↔ Declare State of Local Emergency
↔ Delegate Powers
↔ Establish Emergency Policy

Emergency Policy Action Group
Chief Administrative Officer
↔ Implement policy of Council

Community Safety Committee
↔ Ensure & oversee development of emergency plans
which conform to provincial requirements

- ▶ *General Manager, Community Safety*
- ▶ *General Manager, Engineering & Public Works*
- ▶ *General Manager, Finance & Corporate Services*
- ▶ *General Manager, Parks, Recreation & Cultural Services*
- ▶ *General Manager, Urban Development*

Emergency Control Group
General Manager, Community Safety
↔ Manage the response operations

Emergency Planning Committee
Manager, Emergency Programs
↔ Prepare City's Emergency Plan(s)

- ▶ *General Manager, Engineering & Public Works*
- ▶ *General Manager, Finance & Corporate Services*
- ▶ *Fire Chief*
- ▶ *Police Chief*
- ▶ *Medical Health Officer*
- ▶ *Emergency Social Services Coordinator*

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***EMERGENCY MANAGEMENT ORGANIZATION
ESTABLISHMENT***

BYLAW NO. 7234

EFFECTIVE DATE -

**EMERGENCY MANAGEMENT ORGANIZATION
ESTABLISHMENT**

BYLAW NO. 7234

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CITY OF RICHMOND
**EMERGENCY MANAGEMENT ORGANIZATION
ESTABLISHMENT BYLAW NO. 7234**

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) an Emergency Policy Action Group;
 - (d) an Emergency Control Group; and
 - (e) an Emergency Planning Committee,
- is hereby established.

PART TWO: EMERGENCY POLICY ACTION GROUP

2.1 Accountability

- 2.1.1 The Emergency Policy Action Group is accountable to **Council**.

2.2 Composition and Chair

- 2.2.1 The Emergency Policy Action Group is chaired by the **Chief Administrative Officer**, and in addition to the Chair, comprises the **General Managers** of:
- (a) **Community Safety;**
 - (b) **Engineering & Public Works;**
 - (c) **Finance & Corporate Services;**
 - (d) **Parks, Recreation & Cultural Services;** and
 - (e) **Urban Development.**

2.3 Responsibilities

- 2.3.1 The Emergency Policy Action Group is responsible for ensuring that the emergency policy direction of **Council** is applied by the Emergency Control Group, and in particular to:
- (a) provide policy direction on response and recovery matters referred to the Emergency Policy Action Group by the Chair of the Emergency Control Group; and

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

2.4 Authority of the Chair, Emergency Policy Action Group

- 2.4.1 In the event of a lack of consensus on any issue for which the Emergency Policy Action Group has been made responsible under section 2.3, the decision of the Chair, Emergency Policy Action Group is final.
- 2.4.2 Notwithstanding the provisions of clause (c) of subsection 4.3.1, the **Chief Administrative Officer** is authorized to execute agreements on behalf of the **City**, where circumstances warrant.

PART THREE: EMERGENCY CONTROL GROUP

3.1 Accountability

- 3.1.1 The Emergency Control Group is accountable to the Emergency Policy Action Group.

3.2 Composition and Chair

- 3.2.1 The Emergency Control Group is chaired by the **General Manager, Community Safety**, 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 **Fire Chief**;
 - (d) the **Police Chief**;
 - (e) the **Medical Health Officer**;
 - (f) the **Emergency Social Services Co-ordinator**; and
 - (g) any other persons appointed by the **General Manager, Community Safety**.

3.3 Responsibilities

- 3.3.1 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.

3.4 Authority to Expend Funds

3.4.1 In accordance with the provisions of the *Local Government 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 the Chief Administrative Officer, or in the absence of the Chief Administrative Officer, any two General Managers of the City.

3.4.2 Any expenditures made in accordance with subsection 3.4.1 must be presented to Council in a report under the signature of the Chair, Emergency Control Group.

3.5 Authority of the Chair, Emergency Control Group

3.5.1 In the event of a lack of consensus on any issue for which the Emergency Control Group has been made responsible under section 3.3, the decision of the Chair, Emergency Control Group is final.

PART FOUR: EMERGENCY PLANNING COMMITTEE

4.1 Accountability

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

4.2 Composition and Chair

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

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

4.2.2 Notwithstanding the provisions of subsection 4.2.1, membership of the Emergency Planning Committee may be supplemented as required, by the Emergency Program Manager.

4.3 Responsibilities

4.3.1 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.

4.3.2 In addition to the responsibilities specified in subsection 4.3.1, the Emergency Planning Committee may create sub-committees or task groups, as required, to carry out such responsibilities.

PART FIVE: INTERPRETATION

5.1 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 197 of the <i>Local Government Act</i> , and includes all of the alternates for such position, in the order shown in the Emergency Plan .
CITY	means the City of Richmond.
COUNCIL	means the Council of the City .
DISASTER	means a present or imminent calamity which extends beyond the boundaries of the City which: <ul style="list-style-type: none"> (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**, **Community Safety** to chair the **Emergency Planning Committee**, and includes an alternate.

EMERGENCY SOCIAL SERVICES CO-ORDINATOR

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**.

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.

FIRE CHIEF

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

**GENERAL MANAGER,
COMMUNITY SAFETY**

means the person appointed by **Council** to the position of General Manager, Community Safety, 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,
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**.

LOGISTICS

means, in the context of an **emergency** or **disaster**, and for the purposes of section 4.2, 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 *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**.

OPERATIONS

means, in the context of an **emergency** or **disaster**, and for the purposes of section 4.2, 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 4.2, 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, 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 239 of the *Local Government Act*, whose mandate includes emergency services.

PART SIX: PREVIOUS BYLAW REPEAL

6.1 Emergency Management Organization Establishment Bylaw No. 7091 (adopted April 25, 2000) is repealed.

PART SEVEN: SEVERABILITY AND CITATION

7.1 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.

7.2 This bylaw is cited as “**Emergency Management Organization Establishment Bylaw No. 7234**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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

MAYOR

CITY CLERK