



## DISTRICT OF HIGHLANDS BYLAW NO. 416

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### A BYLAW TO PROVIDE FOR AN EMERGENCY PROGRAM FOR THE DISTRICT OF HIGHLANDS

WHEREAS the Council for the District of Highlands is required by the Emergency Program Act, RSBC 1996, c.111, as amended, to establish and maintain an emergency management organization to develop and implement emergency plans and other preparedness, response and recovery measures for emergencies and disasters for the whole of the municipality;

AND WHEREAS the Council is required by the Act to establish procedures for the prompt and efficient implementation of plans and programs to meet emergencies and disasters;

AND WHEREAS the Council is required by the Act to prepare or cause to be prepared integrated plans and programs respecting preparation for, response to, and recovery from emergencies and disasters;

AND WHEREAS the Council may appoint such committees as it considers necessary or desirable to advise or assist in meeting its obligations under the Act;

AND WHEREAS the Council may appoint a coordinator of the emergency management organization;

AND WHEREAS the Council may, in writing, delegate any of its powers and duties under the Act to the committee, emergency management organization, or coordinator, except the power to make a declaration of a state of local emergency;

NOW THEREFORE, the Council of the District of Highlands, in open meeting assembled, enacts as follows:

#### **1. Citation**

This Bylaw may be cited for all purposes as the "Emergency Management Bylaw No. 416, 2019."

#### **2. Definitions**

In this bylaw:

- a) "Act" means the Emergency Program Act, RSBC 1996, c.111;
- b) "BC Emergency Management System (BCEMS)" means a framework and standardized approach to developing, coordinating and implementing emergency management programs across the province.
- c) "Comprehensive emergency management" means an organized strategy and program consisting of an analysis of community hazards and vulnerabilities, risk mitigation, preparedness, response, municipal business continuity, and recovery;
- d) "Coordinator" means that person appointed by Council to manage the emergency program;
- e) "Declaration of a state of local emergency" means a declaration by Council or Mayor under Division 3 of the Emergency Program Act;

- f) "Disaster" means a calamity that is caused by accident, fire, explosion or technical failure or by forces of nature and has resulted in serious harm to the health, safety or welfare of people or in widespread damage to property;
- g) "Emergency" means a present or imminent event or circumstance that is caused by accident, fire, explosion, technical failure or by the forces of nature, and requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of a person or to limit damage to property;
- h) "Emergency program" means the collection of strategies, plans, and actions that serve overall emergency management for the District;
- i) "Incident Command System" means an effective system for managing emergencies that the province of British Columbia recommends for adoption by local authorities;
- j) "Local authority" means the municipal Council;
- k) "Mitigation" means activities taken prior to a disaster or emergency to eliminate or reduce the degree of risk to life and property from hazards;
- l) "Strategic plan" means a management document that guides the emergency program from year to year and sets out the objectives and tasks for implementing the emergency program on behalf of Council;

This bylaw shall be construed in accordance with the principles contained in, and shall be subject to, the *Emergency Program Act*, RSBC 1996 c.111, and all Regulations made thereunder.

### **3. Administration**

- a) Council shall appoint members of a permanent Emergency Planning Committee, which shall meet not less than quarterly. The Emergency Planning Committee shall be responsible for preparing, reviewing, and maintaining all elements of the emergency program.
- b) The Emergency Planning Committee shall consist of the following members or alternates:
  - i) Mayor of the District of Highlands
  - ii) One member of Council who will act as Committee Chairperson
  - iii) Chief Administrative Officer, or alternate
  - iv) Emergency Program Coordinator and/or Deputy Emergency Program Coordinator; and
  - v) Such other members that Council may appoint from time to time.
- c) The Emergency Management Committee may strike such sub-committees and work groups as deemed necessary.
- d) Subject to the approval of Council, the Emergency Planning Committee may:
  - i) Negotiate agreements with other local authorities for the purpose of mutual aid or for the formation of joint organizations.
  - ii) Negotiate with individuals, bodies, corporations, or agencies other than government for the employment of their members within the emergency program according to their qualifications
  - iii) Make and amend rules for regulating Committee practices and procedures.
- e) Council shall appoint an Emergency Program Coordinator to facilitate emergency preparedness, response and recovery measures on behalf of Council under the direction of the Emergency Planning Committee.

- f) The Emergency Program Coordinator may appoint a Deputy Emergency Program Coordinator and an Emergency Support Services Coordinator to whom he/she may delegate and assign duties to facilitate emergency preparedness, response and recovery measures on behalf of Council under the direction of the Emergency Planning Committee.
- g) This bylaw is intended to provide a program of comprehensive emergency management, applying the principles of hazard and vulnerability assessment, risk mitigation, and preparedness for emergency response, business continuity, and disaster recovery, all in a manner that will ensure the continuity of government.
- h) To guide the overall program, the Committee shall prepare or cause to be prepared a strategic plan for the emergency program, adopting the objectives and strategies of the program for each year, and establishing annual budgetary requirements for program implementation. The Emergency Program Coordinator shall ensure the strategic plan is updated annually and addresses priority risks.
- i) The District of Highlands shall follow the BC Emergency Management System framework for emergency response and recovery, including the adoption of the Incident Command System at all site operations and site support facilities.

#### **4 Authorization of the Emergency Operations Centre Director**

- a) During an emergency or disaster, Council hereby delegates its responsibilities under the Emergency Program Act to the Emergency Operations Centre Director, except the authority to declare a state of local emergency. The Emergency Operations Centre Director may authorize the expenditure of funds to meet the requirements of response.
- b) The Emergency Operations Centre Director may act as the liaison between the province and or provincial representatives and the District of Highlands for the coordination and implementation of necessary plans in the event of emergency or disaster.

#### **5. Authorization of the Recovery Director**

- a) Following a disaster that causes significant damage to the community, Council may appoint a Recovery Director. Council hereby delegates its responsibilities under the Emergency Program Act to a Recovery Director to manage municipal and community recovery activities. The Recovery Director may authorize the expenditure of funds to meet the requirements of community recovery.
- b) The Recovery Director may negotiate agreements with other organizations engaged in community recovery, subject to the approval of Council.

#### **6. Funding the Program**

- a) Council may, from time to time and as appropriate, allocate funds for the management of the emergency program, including and not limited to provisions for personnel, facilities, equipment, training, and exercises related to emergency management.

#### **7. Funding Emergency Response and Recovery**

- a) In the event of an emergency, disaster, or a declaration of a state of local emergency, Council may authorize the expenditure of special funds to meet the needs of response and/or recovery.

**8. Joint Program**

- a) Council authorizes the District of Highlands to enter into agreement with other local authorities or First Nations in order to exercise responsibilities conferred by the Emergency Program Act. The District of Highlands may cooperate with other jurisdictions for the purpose of jointly establishing and operating emergency measure organizations and plans upon appropriate agreement.

**9. Repeal**

“District of Highlands Emergency Measures By-Law No. 56, 1995” and all amendments thereto are hereby repealed.

READ A FIRST TIME THIS 7<sup>th</sup> DAY OF OCTOBER, 2019

READ A SECOND TIME THIS 7<sup>th</sup> DAY OF OCTOBER, 2019

READ A THIRD TIME THIS 7<sup>th</sup> DAY OF OCTOBER, 2019

ADOPTED THIS 21<sup>st</sup> DAY OF OCTOBER, 2019

*Original Signed*

\_\_\_\_\_  
MAYOR

*Original Signed*

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CORPORATE OFFICER