



**Emergency Management Organization
Establishment Bylaw No. 9232**

The Council of the City of Richmond enacts as follows:

PART ONE: EMERGENCY MANAGEMENT ORGANIZATION

1.1 Establishment

1.1.1 For the purposes of the **Emergency Program Act (Act)**, an Emergency Management Organization for the **City** is hereby established and shall comprise of:

- (a) the Emergency Planning Committee; and
- (b) the Emergency Operations Committee.

PART TWO: EMERGENCY PLANNING COMMITTEE

2.1 Duties and Responsibilities

2.1.1 The Emergency Planning Committee is responsible for providing policy guidance and direction on **emergency** and **disaster** management matters for the **City**, including:

- (a) preparing the **emergency plan**;
- (b) periodically reviewing and updating the **emergency plan**;
- (c) making and amending rules for regulating the practices and procedures of the Emergency Management Organization;
- (d) providing training and conducting exercises for potential **emergencies** or **disasters**;
- (e) arranging periodic meetings with the Emergency Operations Committee;
- (f) annually submitting to **Council** a budget for the maintenance of the Emergency Management Organization;
- (g) subject to **Council** approval, negotiating agreements:
 - (i) with other municipalities or governments for the purpose of mutual aid; and
 - (ii) with non-government organizations for resources and services that may be needed during an **emergency** or **disaster**; and
- (h) such other similar matters as directed or recommended from time-to-time by the Chair of the Emergency Planning Committee.

2.2 Composition of Emergency Planning Committee

2.2.1 The Emergency Planning Committee shall consist of the following persons or their designates:

- (a) **General Manager, Community Safety;**
- (b) **Fire Chief;**
- (c) **Officer in Charge;**
- (d) **Senior Manager, Community Safety, Policy and Programs;**
- (e) **Manager, Emergency Programs;**
- (f) **Risk Manager; and**
- (g) **Manager, Purchasing.**

2.2.2 The **Chief Administrative Officer**, or his or her designate, shall be the Chair of the Emergency Planning Committee.

2.2.3 In addition to the members of the Emergency Planning Committee appointed by section 2.2.1 of this bylaw, the following organizations may be invited by the Chair to nominate representatives to serve as members of the Emergency Planning Committee:

- (a) Richmond School District No. 38;
- (b) British Columbia Ambulance Service;
- (c) Vancouver Coastal Health Authority; and
- (d) such other organizations as recommended by the Chair of the Emergency Planning Committee.

PART THREE: EMERGENCY OPERATIONS COMMITTEE

3.1 Duties and Responsibilities

3.1.1 The Emergency Operations Committee is responsible for implementing the **emergency plan** during an **emergency** or **disaster** that affects the **City**.

3.1.2 Whether or not a **declaration of a state of local emergency** has been made, the Emergency Operations Committee may implement all or parts of the **emergency plan** and assume the duties and responsibilities of coordinating and directing the **City's** operations in response to an **emergency** or **disaster** that affects the **City**.

3.2 Composition of Emergency Operations Committee

3.2.1 The Emergency Operations Committee shall consist of the following persons or their designates:

- (a) **Chief Administrative Officer;**

- (b) **Deputy Chief Administrative Officer;**
- (c) **all General Managers;**
- (d) **Fire Chief;**
- (e) **Officer in Charge;**
- (f) **City Solicitor;**
- (g) **Corporate Officer;**
- (h) **Medical Health Officer;**
- (i) **Director, Corporate Communications and Marketing; and**
- (j) **Manager, Emergency Programs.**

3.2.2 The **Chief Administrative Officer** shall be the Chair of the Emergency Operations Committee. In the absence of the **Chief Administrative Officer**, the **Deputy Chief Administrative Officer** shall be the Chair of the Emergency Operations Committee.

3.2.3 Notwithstanding the composition of the Emergency Operations Committee in section 3.2.1, the Chair may determine the required composition for each response to an **emergency or disaster**, depending on the nature and extent of the **emergency or disaster**.

3.3 Expenditures During a Declaration of State of Local Emergency

3.3.1 During the period of a **declaration of state of local emergency**, the following members of the Emergency Operations Committee are delegated the following spending authority in respect to response to the **emergency or disaster**:

- (a) the following groups of persons, or their respective designates, have the authority to authorise spending on behalf of the City up to and including \$1,000,000, in order of availability:
 - (i) the **Chief Administrative Officer, General Manager, Finance and Corporate Services** and One Additional **General Manager**; then
 - (ii) the **Chief Administrative Officer** and One **General Manager**; then
 - (iii) the **Deputy Chief Administrative Officer**, and One **General Manager**; then
 - (iv) the **General Manager, Finance and Corporate Services** and One **General Manager**; then
 - (v) a minimum of any two **General Managers**.
- (b) the following groups of persons, or their respective designates, have the authority to authorise spending on behalf of the City in excess of \$1,000,001, in order of availability:
 - (i) the **Chief Administrative Officer** together with the **Deputy Chief Administrative Officer**; then

- (ii) the **Chief Administrative Officer** or his or her designate together with the designate of the **Deputy Chief Administrative Officer**; then
 - (iii) the **Chief Administrative Officer** or his or her designate, together with any **General Manager** or their designates; then
 - (iv) the **Deputy Chief Administrative Officer**, or his or her designate, together with any **General Manager** or their designates.
- 3.3.2 The authorities set-out in section 3.3.1 of this bylaw include the authority for the delegated persons to award bids and execute agreements and legal instruments in respect to the authorized spending.
- 3.3.3 As soon as practicable after the cancellation of a **declaration of a state of local emergency**, the **General Manager, Finance and Corporate Services**, shall report to **Council** in respect to any expenditures made during the **declaration of state of local emergency** that is not included in the **City's** financial plan.

PART FOUR: INTERPRETATION

4.1 In this bylaw, unless the context requires otherwise:

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| ACT | means the <i>Emergency Program Act</i> , RSBC 1996, c 111, as amended or replaced from time to time; |
| COMMUNITY CHARTER | means the <i>Community Charter</i> , SBC 2003, c 26 and all amendments thereto; |
| CHIEF ADMINISTRATIVE OFFICER | means the person appointed by Council to the position of Chief Administrative Officer pursuant to section 147 of the Community Charter and includes his or her designate; |
| CITY | means the City of Richmond; |
| CITY SOLICITOR | means the person appointed as the head of the City's Law Department and includes his or her designate; |
| CORPORATE OFFICER | means the person appointed by Council and assigned responsibility for corporate administration of the City under section 148 of the Community Charter and includes his or her designate; |
| COUNCIL | means the Council of the City ; |
| DECLARATION OF STATE OF LOCAL EMERGENCY | means a declaration by the Council or the Mayor of the City under section 12(1) of the Act ; |
| DEPUTY CHIEF ADMINISTRATIVE OFFICER | means the person appointed to be the City's Deputy Chief Administrative Officer and includes his or her designate; |

DIRECTOR, CORPORATE COMMUNICATIONS & MARKETING

means the **City's** Director, Corporate Communications and Marketing and includes his or her designate

DISASTER

means a calamity that:

- (a) is caused by accident, fire, explosion or technical failure or by the forces of nature; and
- (b) has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property;

EMERGENCY

means a present or imminent event or circumstance that:

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

EMERGENCY PLAN

means the local emergency plan, prepared under section 6(2) of the **Act**, for the **City**;

FIRE CHIEF

means the head of the **City's** Fire - Rescue Department and includes his or her designate;

GENERAL MANAGERS

means the persons appointed to be **City's** General Managers and includes their designates;

GENERAL MANAGER, FINANCE AND CORPORATE SERVICES

means the person appointed to be the **City's** General Manager, Finance and Corporate Services and includes his or her designate;

GENERAL MANAGER, COMMUNITY SAFETY

means the person appointed to be the **City's** General Manager, Community Safety and includes his or her designate;

GENERAL MANAGER, ENGINEERING AND PUBLIC WORKS

means the person appointed to be the **City's** General Manager, Engineering and Public Works and includes his or her designate;

MANAGER, EMERGENCY PROGRAMS

means the **City's** Manager Emergency Programs and includes his or her designate;

- MANAGER, PURCHASING** means the **City's** Purchasing Manager and includes or his or her designate;
- MEDICAL HEALTH OFFICER** means the Medical Health Officer appointed under the *Public Health Act*, SBC 2008, c. 28 to act within the **City** and includes his or her designate;
- OFFICER IN CHARGE** means the person appointed to be the Officer in Charge of the Police with responsibility for jurisdiction of Richmond or his or her designate;
- RISK MANAGER** means the **City's** Risk Manager and includes his or her designate; and
- SENIOR MANAGER, COMMUNITY SAFETY, POLICY AND PROGRAMS** means the **City's** Senior Manager, Community Safety, Policy and Programs and includes his or her designate;

PART FIVE: PREVIOUS BYLAW REPEAL

5.1 Emergency Management Organization Establishment Bylaw No. 7898 is hereby repealed.

PART SIX: SEVERABILITY AND CITATION

6.1 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.

6.2 This bylaw is cited as "**Emergency Management Organization Establishment Bylaw No. 9232**".

FIRST READING

SEP 25 2017

SECOND READING

SEP 25 2017

THIRD READING

SEP 25 2017

ADOPTED

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

CORPORATE OFFICER