



***EMERGENCY MANAGEMENT ORGANIZATION
ESTABLISHMENT***

BYLAW NO. 7898

EFFECTIVE DATE – MONDAY, MARCH 14, 2005

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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