

THE CORPORATION OF THE CITY OF DAWSON CREEK
BYLAW No. 4225, 2014

A bylaw to develop and implement plans for emergencies and disasters in the City, pursuant to the *Emergency Program Act*, R.S.B.C. 1996, c. 111.

WHEREAS the Council for the City of Dawson Creek is required by the *Emergency Program Act*, the Emergency Program Management Regulation, and the Local Authority Emergency Management Regulation as amended from time to time, to establish an emergency plan to prepare for, respond to and recover from emergencies and disasters;

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

AND WHEREAS this bylaw is intended to provide a comprehensive program of emergency management by a coordinated response of Council, officers and employees of the City of Dawson Creek, volunteer services and external agencies, that will respond to natural and man-made hazards with the goal of preserving life, property, the local economy and the environment in a comprehensive approach using preparedness, response and recovery, all in a manner that will ensure the continuity of government;

NOW THEREFORE, the Council of the City of Dawson Creek, enacts as follows:

1. **Citation**

This bylaw may be cited for all purposes as “Emergency Program Bylaw No. 4225, 2014.

2. **Definitions**

In this bylaw:

Act means the *Emergency Program Act*, R.S.B.C. 1996, c. 111, as amended, or replaced from time to time, and any regulations thereto;

City means the Corporation of the City of Dawson Creek;

Chief Administrative Officer means the person appointed by Council pursuant to section 147 of the *Community Charter* and *City of Dawson Creek Appointment of Officers Bylaw No. 4090, 2011*, as amended or replaced from time to time.

Declaration of a state of local emergency means a declaration made pursuant to section 12 of the *Act* by the Council or the Mayor that an Emergency or Disaster exists or is imminent;

EOC means the Emergency Operations Centre as defined in the Emergency Program, or such other facility as may be designated from time to time as the EOC by the Emergency Program Coordinator;

Emergency Policy Committee means the committee specified in this Bylaw to set policy for the Emergency Planning Committee;

Emergency 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 Response and Recovery Plan, Emergency Social Services, Emergency Training, Emergency Exercises and Business Continuity Plans, and other related programs;

Emergency Program Coordinator means the person appointed by the Chief Administrative Officer to act in that capacity for the City who is deemed to be the coordinator for the emergency management organization of the City pursuant to section 6(3) of the Act;

Emergency Planning Committee means the Committee constituted pursuant to Section 3.4 of this Bylaw;

Emergency Response and Recovery Plan means the plan adopted by the Emergency Planning Committee as the Emergency Response and Recovery Plan for the City;

Local Authority means the Council for the City of Dawson Creek;

Minister means the individual assigned responsibility for administration of the Act by the Lieutenant Governor in Council from time to time;

Order means a written statement or instruction giving effect to a Declaration of a state of local emergency by the Mayor, which Order must include the date of issuance and bear the name of the Mayor.

3. **Emergency Program Administration**

Emergency Policy Committee

3.1 The Emergency Policy Committee shall consist of:

- (a) the Mayor;
- (b) the Chief Administrative Officer; and
- (c) the senior management team of the City;

which Committee shall meet annually to discuss policy issues pertinent to the function of the City's Emergency Program.

Delegation of Authority

3.2 The Council of the City of Dawson Creek hereby delegates the responsibilities placed upon it by the *Act*, except for the declaration of a state of local emergency, to the Chief Administrative Officer or designate, who will act as the Emergency Operations Centre Director in case of a declaration of a state of local emergency.

Emergency Program Coordinator

3.3 The Chief Administrative Officer shall designate, at his discretion, an appropriate individual to act as Emergency Program Coordinator.

3.3.1 The Emergency Program Coordinator shall report to the Chief Administrative Officer in all instances relating to the budgeting and planning for and function of the Emergency Program.

Emergency Planning Committee

3.4 An Emergency Planning Committee is hereby established.

3.4.1 The Emergency Planning Committee shall be chaired by the Emergency Program Coordinator and shall meet at the call of the Chair.

3.4.2 The Emergency Planning Coordinator shall report on the activities and decisions of the Emergency Planning Committee to the Chief Administrative Officer.

3.4.3 The Committee shall be appointed by the Chief Administrative Officer or designate, and may include:

- (a) the Public Information Officer;
- (b) emergency social services;
- (c) municipal police protection services;
- (d) municipal fire services;
- (e) land use planning;
- (f) municipal infrastructure;

- (g) environmental services;
- (h) finance and administration;
- (i) inter-agency liaison; and
- (j) other individuals, agencies or City departments deemed by the Chief Administrative Officer to be required for the purposes of emergency planning.

Responsibilities of the Emergency Planning Committee

3.5 The Emergency Planning Committee will be responsible for the following:

- (a) preparing the Emergency Response and Recovery Plan, which must
 - (i) provide a general direction and framework that covers preparedness, response and recovery programs to deal with a Disaster or Emergency in the City, and
 - (ii) formulate roles and responsibilities for all officials appointed pursuant to this Bylaw (whose roles and responsibilities are not otherwise defined herein);
- (b) making and amending practices and procedures to regulate its activities and meetings;
- (c) establishing such sub-committees or working groups as it deems necessary to carry out its duties and obligations;
- (d) subject to the final approval of the Local Authority, negotiating agreements with other municipalities or governments for the purpose of mutual aid or the formation of joint organizations,
- (e) subject to the final approval of the Chief Administrative Officer, negotiating with individuals, societies, corporations or other legal entities other than government bodies for the engagement of one or more of their members deemed qualified to provided services necessary to achieve the objectives of this bylaw;
- (e) submitting annually to the Local Authority, estimates of expenditures required to maintain and operate the Emergency Program.

4. Implementation of Emergency Program

4.1 Pursuant to section 8 of the *Act*, the Local Authority or Chief Administrative Officer may, whether or not a state of local emergency has been declared under section 12(1) of the *Act*, implement all or portions of the City’s Emergency Program if, in the opinion of the Local Authority or the Chief Administrative Officer, an emergency exists or appears imminent or a disaster has occurred within the boundaries of the City.

4.2 Pursuant to section 12 of the *Act*, upon issuance of a Declaration of a State of Local Emergency, the Chief Administrative Officer will, in conjunction with the Council and the relevant authorities within the City, activate whatever portions of the Emergency Program are required to resolve, mitigate and recover from the conditions which led to the Declaration.

4.3 Pursuant to section 13 of the *Act*, the Local Authority may do all acts and implement all procedures that it considers necessary to prevent, respond to or alleviate the effects of an emergency or a disaster.

5. Administrative Section

5.1 Municipal Emergency Measures Bylaw No. 3175, 1996 and Emergency Program Bylaw No. 2848, 1991 and all amendments thereto are hereby repealed.

5.2 If any section, subsection, sentence, clause or phrase in this bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the decision shall not affect the validity of the remaining portion of this bylaw.

READ a first time this _____ day of _____, 2014.

READ a second time this _____ day of _____, 2014.

READ a third time this _____ day of _____, 2014.

ADOPTED this _____ day of _____, 2014.

CERTIFIED A TRUE AND CORRECT COPY of Bylaw No. cited as “EMERGENCY PROGRAM BYLAW NO. 4225, 2014”

Brenda Ginter
Director of Corporate Administration

The Corporate Seal of **THE CORPORATION OF THE CITY OF DAWSON CREEK** was affixed in the presence of:

Mayor Dale Bumstead

Brenda Ginter –Director of Corporate Administration