

**TOWN OF SIDNEY  
BYLAW NO. 1936**

**A BYLAW TO ESTABLISH AN EMERGENCY PROGRAM WITHIN THE TOWN OF SIDNEY.**

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**WHEREAS:**

Council for the Town of Sidney 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

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

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

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

Council may appoint a coordinator of the emergency management organization; and

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 Town of Sidney, in open meeting assembled, enacts as follows:

**1. Title**

This Bylaw may be cited for all purposes as the “Sidney Emergency Program Bylaw No. 1936, 2008.”

**2. Definitions**

In this bylaw:

- (a) **“Act”** means the *Emergency Program Act*, RSBC 1996, c.111;
- (b) **“BC Emergency Response Management System (BCERMS)”** means a framework for a standardized response to all emergencies and disasters that has been adopted by the province of British Columbia.
- (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, including an alternate, to manage the Town of Sidney 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 Town;
- (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 “for a municipality, the municipal council, and for an electoral area in a regional district, the board of the regional district;
- (k) **“Mitigation”** means activities taken to eliminate or reduce the degree of risk to life and property from hazards prior to a disaster or emergency;
- (l) **“Strategic plan”** means a management document that guides the emergency program from year to year and sets out the Town's policy, identifies the coordinator and committee, and authorizes individuals to make decisions on behalf of Council;
- (m) **“Volunteer”** means a volunteer registered by the Town of Sidney or the Provincial Emergency Program for the purposes of assisting with preparedness, responding to a disaster or an emergency, or participating in recovery actions.

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**

1. Council shall appoint a qualified person to the position of Emergency Program Coordinator and ensure the position is continuously occupied.
2. Council shall appoint members of a permanent Executive Committee, which shall meet not less than annually for the purposes of guiding the Emergency Program and establishing policy relating to emergency management for the Town of Sidney. The Executive Committee shall consist of at least the following members or alternates:
  - Mayor
  - Council Representative on Emergency Planning Committee
  - Town of Sidney Chief Administrative Officer
  - Emergency Program Coordinator

3. Council shall appoint and maintain a standing 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.
4. The Emergency Planning Committee shall consist of at least the following members or alternates:
  - Chief Administrative Officer
  - Council Representative
  - S/Sgt. R.C.M.P.
  - Director of Engineering & Works
  - Director of Corporate Services
  - Emergency Program Coordinator / Fire Chief
  - Manager of Information Services
  - Director of Development Services
  - Deputy Clerk
  - Assistant Chief/Training Officer
  - Manager of Planning
5. Council may at any time invite others within or outside the district to become temporary or permanent members of the Emergency Planning Committee to address specific planning requirements. The Emergency Planning Committee may strike such sub-committees and work groups as deemed necessary.
6. This bylaw is intended to provide a program of comprehensive emergency management, applying the principles of hazard and vulnerability assessment, mitigation, preparedness, response, business continuity, and recovery, all in a manner that will ensure the continuity of government.
7. 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.
8. The Town of Sidney shall follow the BC Emergency Response Management System framework for emergency response and recovery, including the adoption of the Incident Command System at all site operations and site support facilities.
9. Subject to the approval of Council, the Emergency Planning Committee may:
  - a) Negotiate agreements with other local authorities for the purpose of mutual aid or for the formation of joint organizations
  - b) Negotiate with individuals, bodies, corporations, or agencies other than government for the employment of their members within the emergency program according to their qualifications
  - c) Make and amend rules for regulating Committee practices and procedures.

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

1. Council 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 Operation Centre Director may authorize the expenditure of funds to meet the requirements of response.

- 2. The Emergency Operations Centre Director may act as the liaison between the province and or provincial representatives and the Town of Sidney for the coordination and implementation of necessary plans in the event of emergency or disaster.

**5. Authorization of the Recovery Director**

- 1. Following a disaster that causes significant damage to the community, Council may appoint a Recovery Director to manage community recovery activities. The Recovery Director may authorize the expenditure of funds to meet the requirements of community recovery.
- 2. The Recovery Director may negotiate agreements with other organizations engaged in community recovery, subject to the approval of Council.

**6. Funding the Program**

- 1. Council may, from time to time and as appropriate, allocate funds to the Emergency Program Coordinator for the management of the emergency program, including and not limited to provisions for personnel, facilities, equipment, training, and exercises related to emergency management.
- 2. The Emergency Program Coordinator may make payments to organizations for the provision of services in the development and implementation of emergency plans and programs.

**7. Funding Emergency Response and Recovery**

- 1. 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 or recovery.

READ A FIRST TIME on this 11<sup>th</sup> day of February, 2008.

READ A SECOND TIME on this 11<sup>th</sup> day of February, 2008.

READ A THIRD TIME on this 11<sup>th</sup> day of February, 2008.

RECONSIDERED, FINALLY PASSED AND ADOPTED 25<sup>th</sup> day of February, 2008.

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MAYOR

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CORPORATE ADMINISTRATOR