

**FRASER VALLEY REGIONAL DISTRICT
BYLAW NO. 1622, 2021**

A bylaw to regulate Emergency Management Services

WHEREAS the Board of Directors of the Fraser Valley Regional District (“the Board”) has established emergency management services for all Electoral Areas:

AND WHEREAS the Board wishes to establish roles and responsibilities with respect to emergency management services and to delegate powers for the efficient operation of the service;

THEREFORE the Board enacts as follows:

1. CITATION

This bylaw shall be cited as *Fraser Valley Regional District Emergency Management Regulations Bylaw No. 1622, 2021*.

2. DEFINITIONS

In this bylaw:

“Act” means the *Emergency Program Act* and associated Regulations and any amendments and replacements thereto. Unless otherwise specifically stated, the words used in this bylaw shall have the same meaning as words have in the Act; all words in the act and regulations not additionally defined here have the same meaning within the Act.

“Board” means the Fraser Valley Regional District Board of Directors;

“Chair” means that person elected by the Board as Chair, or in the absence of the Chair, the person elected as Vice-Chair;

“Director of Emergency Management” means that person appointed by the Board as Director of the Emergency Management Program.

“Emergency Program Coordinator” means that person appointed as the Emergency Program Coordinator.

“Emergency Management Organization” means the organization responsible for the development and implementation of emergency plans and other preparedness, response and recovery measures for emergencies and disasters within the Fraser Valley Regional District (FVRD) Electoral Areas.

“Emergency Management Program” means preparedness, response and recovery measures for emergencies and disasters.

“Emergency Operations Centre” means a facility identified by the Emergency Management Organization that is provided with appropriate equipment and resources to gain situational awareness, provide strategic direction to response and/or recovery efforts, to liaise and communicate with other levels of government and develop public messaging prior to and/or during emergencies and disasters;

“Emergency Operations Centre Director” means the person that manages the staff and overall operations in the Emergency Operations Centre;

3. EMERGENCY MANAGEMENT ORGANIZATION

- 3.1 An emergency management organization is hereby established and charged with the strategic oversight of the Emergency Management Program for FVRD Electoral Areas.
- 3.2 The Emergency Management Organization consists of the Board, the Emergency Management Executive Committee, the Director of Emergency Management, and the Emergency Program Coordinator as described in this bylaw.

4. THE BOARD

- 4.1. The Board is responsible for:
 - a. The declaration of a state of local emergency under the Act, extending states of local emergency, and the rescinding of the declaration once the need for it has passed;
 - b. Authorizing the use of emergency powers available under the Act, as required, and to monitor the use of such powers;
 - c. Approving emergency management policies, plans and bylaws necessary to facilitate the response to an emergency or disaster;
 - d. Ensuring sufficient budget, staff and resources are provided to maintain an essential level of emergency management program preparedness;
 - e. Appointing the Director of Emergency Management.
- 4.2 Despite Section 4.1, the Chair may carry out the responsibilities specified in Sections 4.1 a) and b) where, because of circumstances of an emergency or disaster, it is not possible to assemble a quorum of the Board, and provided the Chair has made best efforts to obtain the consent of the other members of the Board.
- 4.3 The Board hereby delegates its powers and duties under the Act, outside of those listed in Section 4.1 of this bylaw, to the Director of Emergency Management and Emergency Program Coordinator in accordance with Sections 6 and 7 of this bylaw.

5. EMERGENCY MANAGEMENT EXECUTIVE COMMITTEE

- 5.1 The Emergency Management Executive Committee (“the Executive Committee”) is accountable to the Board and is comprised of;
- a. The Chief Administrative Officer;
 - b. The Chief Financial Officer;
 - c. The Director of Emergency Management; and,
 - d. Any others appointed to the Executive Committee by the Chief Administrative Officer.
- 5.2 The Executive Committee:
- a. Provides strategic direction and organizational support to the Emergency Management Program;
 - b. Periodically evaluates the performance of the Emergency Management Program in relation to the adopted plans and policies of the Board and the Act;
 - c. Makes recommendations to the Board and the Director of Emergency Management with respect to the Emergency Management Program;
 - d. integrates the departments of the FVRD with the emergency management program to ensure the organization, its staff, and volunteers are prepared to manage emergencies;
 - e. directs interdepartmental initiatives and projects that are interlinked with the Emergency Management Program; and,
 - f. provides preliminary approval of emergency management plans and policies ;
- 5.3 The Executive Committee may:
- a. direct the establishment of work groups as deemed necessary; and,
 - b. subject to the approval of the Board, make and amend its terms of reference, policies and procedures;

6. DIRECTOR OF EMERGENCY MANAGEMENT

- 6.1. The Director of Emergency Management is accountable to the Executive Committee and is responsible for:
- a. Providing oversight and leadership to the Emergency Management Program and Emergency Program Coordinator;
 - b. Ensuring budgets are prepared for presentation to the Board reflect plans and goals;
 - c. Ensuring that the strategic direction from the Executive Committee is reflected in the plans and projects of the emergency management program;
 - d. Providing guidance and direction to the Emergency Program Coordinator and other persons appointed to working groups established under this bylaw;

- e. Directing the development and implementation of programs, plans, and projects and budgets for the emergency management program;
- f. Making recommendations to the Executive Committee and the Board;
- g. Ensuring that a staffing support plan for the Emergency Operations Centre is developed and maintained;
- h. Negotiating and recommending to the Board agreements with other governments, corporations, non-government agencies, individuals, and bodies for the provision of goods and services necessary to implement the emergency management program; and for the purpose of emergency assistance or the formulation of coordinated emergency preparedness, response, or recovery; and,
- i. Appointing the Emergency Program Coordinator.

7. EMERGENCY PROGRAM COORDINATOR

7.1. The Emergency Program Coordinator is accountable to the Director of Emergency Management and is responsible for:

- a. Administering and maintaining the Emergency Management Program;
- b. Preparing emergency management programs, plans, documentation and budgets
- c. Supervising and coordinating work groups;
- d. Preparing, maintaining, and coordinating an emergency management training and exercise program
- e. Identifying and maintaining interdepartmental links to support the FVRD Emergency Management Program;
- f. Coordinating with other governments, non-government agencies, First Nations, volunteers, vendors, suppliers, partners, and other stakeholders;
- g. Establishing and maintaining Emergency Operations Centres ("EOC") within available resources;
- h. Establishing, coordinating and managing emergency management volunteers;
- i. Management of the Emergency Management Program; and,
- j. Creation and management of procedures and plans to support the Emergency Management Program.

8. EMERGENCY OPERATIONS CENTRE DIRECTOR ("EOC DIRECTOR")

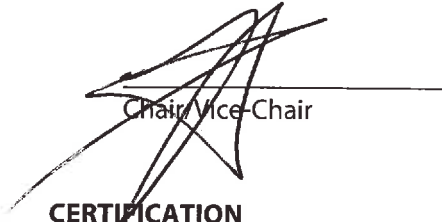
8.1. After a declaration of a state of emergency has been made, the EOC Director may do all acts and implement all procedures the EOC Director considers necessary to prevent, respond to or alleviate the effects of an emergency or a disaster, in accordance with the *Emergency Program Act* and regulations and any amendments or replacements thereunto.

READ A THIRD TIME THIS

27th day of May, 2021

ADOPTED THIS

27th day of May, 2021



Chair/Vice-Chair

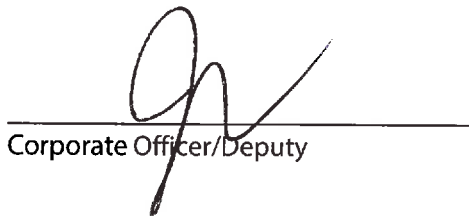


Corporate Officer/Deputy

CERTIFICATION

I hereby certify that this is a true and correct copy of *Fraser Valley Regional District Emergency Management Regulations Bylaw No. 1622, 2021* as adopted by the Board of Directors of the Fraser Valley Regional District on May 27, 2021.

Dated at Chilliwack, BC on May 28, 2021



Corporate Officer/Deputy