



Committee of the Whole Report For the Meeting of November 16, 2017

To: Committee of the Whole
From: Paul Bruce, Fire Chief
Subject: Emergency Program Bylaw

Date: November 16, 2017

RECOMMENDATION

That Council direct staff to bring forward the emergency Program Bylaw to the November 23, 2017 Council meeting for first second and third readings.

EXECUTIVE SUMMARY

The Emergency Program Act (EPA) and the associated regulations provide the legislative framework for the management of disasters and emergencies in B.C.

Local governments must establish and maintain an emergency program and emergency plan appropriate to the community; and an executive and administrative structure to support the ongoing planning, exercise and implementation of the Plan. This is achieved through the Emergency Program Bylaw. The current Emergency Program Bylaw was adopted in 2004 and requires amendment in order to reflect the changes and updates in the structure of Victoria's Emergency Management Program.

The Emergency Management Review for the City of Victoria in May, 2105, recommended that the City initiate a more holistic and integrated approach to emergency planning by reviewing the emergency program bylaw.

As a result of the above, staff have reviewed and prepared amendments to the bylaw in order to reflect the emergency program updates and recommendations.

PURPOSE

The purpose of this report is to seek Council's approval for updates to the City's Emergency Program Bylaw to reflect the City's continuing enhancement of our emergency planning and to maintain conformity with the legislation governing emergency planning inn British Columbia

BACKGROUND

In order to continue the momentum we have gained in the refreshment and update of the emergency program it is essential to update the bylaw to ensure we are consistent with provincial legislation

and ensuring we have delegated the appropriate structure and authority to the emergency program.

The current bylaw contains an inaccuracy in that it refers to a “declaration of emergency” which is a provincial status, instead of “declaration of state of local emergency”. The current bylaw is also unnecessarily detailed and prescriptive in the program and committee structure and meeting schedule.

The purpose of the bylaw as stated above is to provide the appropriate delegation of authority to those responsible for the emergency program as well as authorize and empower the development and maintenance of an emergency program. An Emergency Management and Business Continuity Policy and Framework draft has been developed which outlines roles, responsibilities, and schedules in regards to emergency planning and business continuity in the City. It is not necessary for the Bylaw to outline these details.

In 2016 an update was provided to council which identified the following priorities for refreshing the emergency program. Noted below each propriety item is an update on the progress:

Emergency Management Program Priorities:

1. Review the Emergency Program Bylaw and Emergency Management Committee structures in order to ensure efficiencies.

The bylaw has been reviewed by staff and updated through the Legal department and Emergency Management division (Refer to Attachment A - Emergency Program Bylaw). The Emergency Management Planning Team has been re-established and has reviewed terms of reference and discussed roles and responsibilities in regards to emergency management planning in the City. This is outlined in the bylaw and draft Emergency Management and Business Continuity Policy.

2. Identify potential response priorities based on BCEMS goals, the Hazards, Risks, Vulnerabilities Analysis (HRVA), and Business Impact Analysis (BIA).

This has been completed through the completion of an updated hazards, risks, vulnerabilities analysis (HRVA), a business impact analysis (BIA), as well as the completion of Business Continuity Plans (BCPs) at the departmental/divisional level for the City of Victoria. The next step is to exercise and test these plans.

3. Implement formal processes for alerting the public and/or key entities of an impending emergency/disaster that requires action (Public notification system).

This has been completed through the implementation of Vic-Alert, the City of Victoria's public notification system, which now has over 6400 subscribers since May 2017 (6 months).

4. Implement formal processes for notifying response personnel and volunteers in an emergency/disaster (Staff notification system).

This has been addressed through the Business Continuity Plans (BCPs) and the Connect Rocket system, which is the same system used for Vic-Alert, and has been in place for emergency management volunteer team call outs for 5 years now.

5. Continue to develop an exercise program and ensure stakeholders are engaged in the exercises.

This is in progress and a continuous ongoing process. Victoria Ready recently held an all volunteer training exercise which involved Urban Search and rescue, K9 Search team, Royal Canadian Marine Search and Rescue (RCM SAR), Emergency Social Services setting up a reception centre in James Bay open to the public, Cyclist Response Team, and Emergency Operations Centre support team. Numerous City staff have taken JIBC emergency management courses, and a training and exercise program is in the process of being formally developed.

6. Further develop public/stakeholder awareness and education materials (e.g., web-based, print, social media)

This is an ongoing development and we have refreshed the program with public education materials for "Victoria Ready" including Facebook, website, brochures, emergency contact cards, banner, and update of regional "prepare yourself workbook". We have also partnered with Resilient Streets to pilot a "Preparedness through Connectedness, neighbourhood emergency program" with the assistance of a Royal Roads student as a City Studio project.

7. Implement technical communications and information management systems to ensure effective information sharing with responding personnel, volunteers, and stakeholders.

This has been addressed by implementing several technologies which will assist the City with emergency management functions including Unmanned Aerial Vehicles/systems (UAVs), the basecamp connect system for back-up communications, emergency management radios, Office 365, skype for business, Vic-alert, and Better Impact software for volunteer management.

ISSUES & ANALYSIS

The Emergency Management in BC Reference Manual (2011) states the following:

"Each community government must pass a bylaw in order to provide the appropriate delegation of authority to the emergency program executive committee to operate as a directive body. This bylaw will authorize and empower the development and maintenance of an emergency program by an executive committee. Each regional district government must pass an additional bylaw to extend the service throughout all the electoral areas of the regional district.

The implementing bylaw should specify the organization and concept of operations of the emergency program, delegate authority to an emergency program Executive Committee and outline the responsibilities of the local authority.

Bylaws should be reviewed following each local government election to ensure that newly elected officials are aware of their responsibilities to support the emergency program as well as to ensure the provisions of bylaws are up to date.

Passing the bylaw reinforces awareness of the Emergency Program Executive Committee to the council or board and demonstrates their commitment and support for the local emergency program.

Emergency programs may be shared between jurisdictions by agreement/bylaws. Emergencies do not respect jurisdictional boundaries. As a result, many communities have benefited by an integration of emergency programs. As an example, a municipality may integrate their plans with a regional district.” (P. 8)

The existing bylaw was reviewed by staff. The changes are in line with the current emergency program structure in the City of Victoria, Region, and Province and allow for the refresh of the emergency program without being restrictive in regards to the committees, members and meeting schedules.

The proposed Bylaw amendments continue to move the emergency planning for the City forward and position the operations to be in a sound position to respond to situations that may arise as outlined in the Emergency Plan.

Next steps would involve the continued review and updating of the associated plans

- Emergency Plan
- **Hazards, Risks, Vulnerabilities, Analysis (HRVA)** – The Emergency Management Planning team will review the HRVA and identify mitigation strategies and planning currently in place for each hazard, recommend future mitigation strategies and planning required, as well as response and recovery actions for each respective City department. This will inform the section(s) of the emergency plan on hazard specific Emergency Procedures / Response Plans (ERP)
- Business Impact Analysis (BIA)
- IT Disaster Recovery Plan (IT DRP)
- Business Continuity Plans (BCP)
- Crisis Communications Plan (CCP)
- Debris Management Plan
- Training and Exercise Plans

Accessibility Impact Statement

Part of the updating process for the Emergency Plan and the associated response plans, will include the recognition of accessibility issues in order to represent the diversity of residents in the City.

2015 – 2018 Strategic Plan

Victoria’s Emergency Management objectives are consistent with and compliment the 2015 – 2018 Strategic Plan objectives, specifically to:

- innovate and lead through our internal city planning as well as community programs;
- engage and empower the community through our neighbourhood, volunteer, and education programs;
- facilitate social inclusion and community wellness by consulting with key stakeholders such as the Disability Alliance of BC (DABC) and using the functional needs framework for activities that promote community resilience; and
- plan for emergencies including climate change short and long-term, by taking an all-hazards approach.

Impacts to Financial Plan

The current financial plan allocates funding for the emergency program, and emergency management will continue to require ongoing funding. In addition, Council has set aside \$250,000 and as part of the planned work, staff will prioritize the needs for emergency management. It is anticipated that additional funding will be needed for staff training, software tools, and equipment, and requests, in addition to the funding that has already been allocated, would be brought to Council as part of the annual financial planning process.

Official Community Plan Consistency Statement

Our Emergency Management activities align with the Official Community Plan goals outlined in Section 18 – Emergency Management:

- Victoria is prepared to deal with known hazards and emerging threats, to limit the adverse impacts of events, and effectively manage emergencies;
- Victoria is able to respond rapidly and effectively to all emergencies, including events with long-term impacts and recovery times; and
- Victorians can rely on significant local sources for food, energy and materials to meet daily needs under emergency conditions.

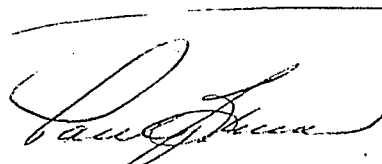
CONCLUSIONS

The proposed Bylaw updates, should Council wish to move forward with them, ensure that the City is operating in accordance with the Bylaw and that it is consistent with Provincial legislation and regional initiatives,

Respectfully submitted,




Tanya Patterson
Emergency Program Coordinator



Paul Bruce
Fire Chief

Report accepted and recommended by the City Manager:


Date: NOV 10, 2017

List of Attachments

- Attachment A – Current Emergency Program Bylaw No.04-23, A Bylaw of the City of Victoria
- Attachment B – Updated Bylaw
- Attachment C – Emergency Management and Business Continuity Policy and Framework DRAFT