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**PEACE RIVER REGIONAL DISTRICT  
By-law No. 1599, 2005**

A by-law for the administration and operation of the  
Emergency and Disaster Service

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WHEREAS the Board of the Peace River Regional District has, by "Peace River Regional District Emergency and Disaster Service Establishment By-law No. 1598, 2005", established an Emergency and Disaster Service;

AND WHEREAS, pursuant to the provisions of the *Emergency Program Act, R.S.B.C. 1996, c. 111*, the Board must prepare or cause to be prepared local emergency plans respecting preparation for, response to and recovery from emergencies and disasters and establish and maintain an emergency management organization to develop, maintain and implement emergency plans and other preparedness, response and recovery measures for emergencies and disasters for the Electoral Areas within the Regional District;

NOW THEREFORE, the Board of the Peace River Regional District in open meeting assembled enacts as follows:

1. **Citation**

1.1 This By-law shall be cited as the "Peace River Regional District Emergency and Disaster Operations By-law No. 1599, 2005".

2. **Interpretation**

2.1 In this bylaw:

- a) **"Act"** means the *"Emergency Program Act", R.S.B.C., c.111*, and any regulations made thereunder;
- b) **"Board"** means the Board of Directors of the Peace River Regional District;
- c) **"Chair"** means that person elected by the Board as chair;
- d) **"Declaration of a state of local emergency"** means a declaration of the Board or the Chair that an emergency exists or is imminent in the Regional District;
- e) **"Disaster"** means a calamity that:
  - (i) is caused by accident, fire, explosion or technical failure or by the forces of nature, and
  - (ii) has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property;

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2. **Interpretation** (continued)

- f) **"emergency"**, means a present or imminent event or circumstance that:
  - (i) is caused by accident, fire, explosion or technical failure or by the forces of nature, and
  - (ii) 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;
- g) **"Emergency Co-ordinator"** means that person appointed under Section 5.1 of this by-law;
- h) **"Emergency Executive Committee"** means that Committee appointed under Section 4.1 of this by-law;
- i) **"Emergency Management Organization"** means that organization established under Section 3.1 of this by-law;
- j) **"Emergency Program"** means the emergency plans and other preparedness, response and recovery measures for emergencies and disasters developed and implemented from time to time by the Emergency Management Organization;
- k) **"Service Area"** means the service area established under "Peace River Regional District Emergency and Disaster Service Establishment By-law No. 1598, 2005."

3. **EMERGENCY MANAGEMENT ORGANIZATION**

- 3.1 An "Emergency Management organization" is established comprised of:
- a) the Emergency Executive Committee;
  - b) the Emergency Co-ordinator;
  - c) such other persons appointed and sub-committees and working groups established and which are charged with emergency preparedness, response and recovery measures.

4. **EMERGENCY EXECUTIVE COMMITTEE DUTIES AND RESPONSIBILITIES:**

- 4.1 An "Emergency Executive Committee" is established comprised of:
- a) the Directors of the Board representing Electoral Areas 'B', 'C', 'D' and 'E';
  - b) the Chief Administrative Officer for the Regional District or designate; and
  - c) such other persons as may be appointed to the Committee by the Board from time to time.
- 4.2 The Emergency Executive Committee shall elect a Chair and Vice-Chair.
- 4.3 The Emergency Executive Committee may establish such Sub-Committees and Working Groups as deemed necessary to facilitate emergency preparedness, response and recovery programs.

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**4. EMERGENCY EXECUTIVE COMMITTEE DUTIES AND RESPONSIBILITIES:**

- 4.4 The Emergency Executive Committee will be responsible for the following duties and responsibilities:
- a) providing policy guidance and direction to the Emergency Co-ordinator and such other persons appointed and Sub-Committees and Working Groups established under this by-law for developing and implementing the emergency program;
  - b) reviewing and approving the Emergency Program prepared by the Emergency Coordinator;
  - c) preparing and submitting to the Board for approval an annual budget for the development and implementation of the Emergency Program;
  - d) negotiating and recommending to the Board agreements with other governments, for the purpose of emergency assistance or the formulation of coordinated emergency preparedness, response or recovery;
  - e) negotiating and recommending to the Board agreements with individuals, bodies, corporations or other non-government agencies for the provisions of goods and services in delivering the Emergency Program; and
  - f) meeting not less than two times a year with the Emergency Co-ordinator to stay informed of the status of the Emergency Program related initiatives and activities.

**5. EMERGENCY CO-ORDINATOR**

- 5.1 The Board shall appoint an Emergency Co-ordinator that will report directly to the Emergency Executive Committee.
- 5.2 The Emergency Coordinator will be responsible for the following duties and responsibilities:
- a) preparing and presenting to the Emergency Executive Committee for annual review and approval an Emergency Program which includes:
    - i) a periodic review and updating of plans and procedures for that review;
    - ii) an emergency response exercise program and training program;
    - iii) procedures by which emergency resources may be obtained;
    - iv) procedures by which emergency plans are to be implemented;
    - v) warning procedures to those persons who may be harmed or who may suffer loss in an Emergency of impending Disaster;
    - vi) procedures to coordinate the provision of food, clothing, shelter, transportation and medical services to victims of Emergencies and Disasters;

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5. EMERGENCY CO-ORDINATOR

- vii) procedures to establish priorities for restoring essential services provided by the Regional District that are interrupted during an Emergency or Disaster;
  - viii) procedures to recommend priorities for restoring essential services not provided by the Regional District that are interrupted during an Emergency or Disaster; and
  - ix) roles and responsibilities for all persons appointed pursuant to this By-law whose roles and responsibilities are not otherwise defined in this Bylaw.
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- b) Making such amendments to the Emergency Program as are necessary to ensure that the information contained in the Emergency Program remains current at all times;
  - c) Advising the Emergency Executive Committee on all matters relating to the Emergency Program;
  - d) Providing day to day administration of the Emergency Program, including the co-ordination of staff involvement in emergency management, encouraging community preparedness and liaising with external organizations for emergency management purposes;
  - e) identifying and maintaining information on potential or real hazards and the impact that such hazards could have on the Service Area;
  - f) ensuring municipal departments in the Service Area keep updated emergency plans that are consistent with and support the Emergency Program;
  - g) being the liaison with other external support organizations and function as the point of contact with the Provincial Emergency Program and other government agencies with regards to emergencies;
  - h) selecting and processing candidates for federal or provincial emergency program training courses;
  - i) co-ordinating the delivery or conduct studies, training and exercises within the Service Area to ensure the Emergency Program is understood, effective and in a state of readiness; and
  - j) performing such other duties as may be assigned by the Emergency Executive Committee.

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6. POWER ASSOCIATED WITH THE DECLARATION OF A STATE OF LOCAL EMERGENCY

6.1 Once a Declaration of a state of local emergency is made by the Board or the Chair pursuant to the Act in respect of all or part of the Service Area, the Emergency Executive Committee may, subject to the limitations in the Act, exercise all of the powers given to the Board or the Chair in a Declared state of local emergency under the Act.

READ A FIRST TIME this 13<sup>th</sup> day of OCTOBER, 2005.


READ A SECOND TIME this 13<sup>th</sup> day of OCTOBER, 2005.


READ A THIRD TIME this 13<sup>th</sup> day of OCTOBER, 2005.

ADOPTED this 24<sup>th</sup> day of NOVEMBER, 2005.

CERTIFIED a TRUE and CORRECT COPY of "Peace River Regional District Emergency and Disaster Operations By-law No. 1599, 2005."

THE CORPORATE SEAL of the Peace River Regional District was hereto affixed in the presence of:

  
Harald Hansen, Administrator

  
Karen Goodings, Chair

  
Harald Hansen, Administrator

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