



CULTUS LAKE PARK BOARD

**EMERGENCY PROGRAM BYLAW
NO. 2009-07**

CULTUS LAKE PARK BOARD

BYLAW NUMBER BYLAW #2009-07

EMERGENCY PROGRAM BYLAW #2009-07

A bylaw to develop and implement plans for emergencies and disasters in the Park pursuant to the Cultus Lake Park Act 1932 and the *Emergency Program Act*, R.S.B.C. 1996, c. 111

WHEREAS Municipalities and Regional District are required by the provisions of the *Emergency Program Act*, R.S.B.C. 1996 c. 111, as amended, to establish an emergency plan to prepare for, respond to and recover from emergencies and disasters;

AND WHEREAS the Cultus Lake Park Board believes it to be in the best interest of the Cultus Lake Park to establish an Emergency Program Bylaw pursuant to the Emergency Program Act, R.S.B.C. 1996 c. 111 and under the authority of the Cultus Lake Park Act 1932.

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

AND WHEREAS the Park Board may appoint a Coordinator of its emergency management organization;

AND WHEREAS this bylaw is intended to provide a comprehensive program of emergency management by a coordinated response of the Park Board, officers and employees of the Cultus Lake Park Board, 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 prevention, mitigation, preparedness, response and recovery, all in a manner that will ensure the continuity of government;

NOW THEREFORE, The Cultus Lake Park Board in open meeting assembled, enacts as follows:

1. Title

This bylaw may be cited for all purposes as "Emergency Program Bylaw Number BYLAW #2009-007.

2. Definitions

In this bylaw

(a) "Act" the Emergency Program Act, R.S.B.C. 1996, c. 111, as amended, and any regulations hereunder;

(b) "Park" means the Cultus Lake Park;

EMERGENCY PROGRAM BYLAW #2009-07

- (c) "Chief Administrative Officer" means the senior administrative officer of the Park;
- (d) "Declaration of a State of Local Emergency" means a bylaw or resolution of the Local Authority or an order of the Board Chair that an Emergency or Disaster exists or is imminent and made in accordance with section 12 of the Act;
- (e) "Director of EOC" means the Chief Administrative Officer who provides overall direction in and is responsible for the operations in the Emergency Operations Center;
- (f) "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;
- (g) "Emergency" means a present or imminent event that
 - (i) is caused by accident, fire explosion or technical failure or by the forces of nature, and
 - (ii) requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;
- (h) "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 Local Authority;
- (i) "Emergency Operations Management and Policy Group" means the group constituted as such pursuant to section 3.3 of this bylaw;
- (j) "Emergency Program" means the Parks Emergency Program as adopted or implemented from time to time and any amendment thereto;
- (k) "Emergency Program Coordinator" means the person appointed to act in that capacity for the Park by the Local Authority and is deemed to be the coordinator for the emergency management organization of the Park pursuant to section 6(3) of the Act;
- (l) "Emergency Measures Policy/Planning Committee" means a Committee constituted pursuant to Section 3.2 of the bylaw;

EMERGENCY PROGRAM BYLAW #2009-07

- (m) "Local Authority" means the Board for Cultus Lake Park;
- (n) "Board Chair" means the individual elected as the Board Chair of the Park or, in the event the Board Chair is absent, ill, or otherwise unable or unwilling to carry out or exercise his or her duties and powers under this bylaw and the Act, the person elected as the Board Vice Chair at the relevant time;
- (o) "Minister" means the Solicitor General for the Province of British Columbia;
- (p) "Order" means a written statement or instruction giving effect to a Declaration of a state of local emergency by the Board Chair, which Order must include the date of issuance and bear the name of the Board Chair.

3. Emergency Program Administration

3.1 The Local Authority must appoint an individual to the following position:

- (a) Emergency Program Coordinator;

and may establish a reporting structure for such position.

3.2 An Emergency Measures Policy/Planning Committee is hereby created which will meet not less than every 6 months. The following individuals may constitute the Committee:

- (a) the Board Chair, who may act as Chair
- (b) the Chief Administrative Officer
- (c) the Public Works Foreman
- (d) the RCMP Representative as appointed by the RCMP
- (e) the Manager Of Finance
- (f) the Emergency Program Co-Ordinator
- (g) the Fire Chief
- (h) the Executive Administrative Assistant
- (i) the Emergency Social Services Director

or their designates; and

EMERGENCY PROGRAM BYLAW #2009-07

such other individuals as may be appointed to the Committee or sub-Committee(s) by the Chair from time to time.

- 3.3 With the exception of the Board Chair, or any Board member(s), the positions listed in 3.2 shall be members of the Emergency Operations Management and Policy Group (see section 4.(a) (ii)).

4. Responsibilities

The Emergency Measures Policy/Planning Committee will be responsible for the following:

- (a) preparing the Emergency Program, which program must
 - (i) provide a general direction and framework that covers prevention, mitigation, preparedness, response and recovery programs to deal with a Disaster or Emergency in the Park, 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,
 - (i) negotiating agreements with other municipalities or governments for the purpose of mutual aid or the formation of joint organizations,
 - (ii) 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;

The Emergency Operations Management and Policy Group will be

EMERGENCY PROGRAM BYLAW #2009-07

responsible for the coordination and direction of overall operations in accordance with its Emergency Program.

- 4.1 The Emergency Program Coordinator will report directly to the Chief Administrative Officer and will be responsible for the following:
 - (a) serving as a member of the Emergency Measures Policy/Planning Committee and the Emergency Operations Management and Policy Group;
 - (b) making such minor amendments to the Emergency Program as are necessary to ensure that the information contained in such Program remains current at all times, including, without limitation, updating telephone numbers, addresses, locations of equipment and response teams;
 - (c) providing day to day administration of the Emergency Program, including coordinating staff emergency management, encouraging public emergency management and coordinating with external organizations on emergency management;
 - (d) maintaining information on potential natural and man-made hazards and the impact that such hazards could have on the Park;
 - (e) ensuring all Park departments, including Emergency Social Services, develop and keep updated departmental emergency plans that are consistent with and support the Emergency Program;
 - (f) developing and keeping updated the Parks Emergency Plan which includes the EOC Plan
 - (g) coordinating, equipping and training the Parks emergency volunteer services
 - (h) providing liaison on behalf of the Park with other external support organizations
 - (i) selecting and processing candidates for Federal or Provincial Emergency Program courses

EMERGENCY PROGRAM BYLAW #2009-07

- (j) conducting studies and exercise within the Park to ensure that the Emergency Program is understood, effective and in a state of readiness
- (k) acting as the point of contact for the Park with the Provincial Emergency Program and other governments or agencies concerning emergency planning and operations; and
- (l) when a Declaration of a state of emergency exists, acting as the Park's liaison person between the Director or such other person the Minister may appoint pursuant to section 90(2) of the Act and the Local Authority.

5. Declaration of a State of Local Emergency as provided in the Act

- 5.1 Subject to section 5.3, the Local Authority may, when satisfied that an Emergency or Disaster exists make a Declaration of a State of Local Emergency either by resolution or bylaw.
- 5.2 Subject to section 5.3 and provided that the Board Chair has used his or her best efforts to obtain the consent of all other members of the Local Authority to make a Declaration of a state of local emergency, the Board Chair may, by Order, make a Declaration of a State of Local Emergency.
- 5.3 A Declaration of a State of Local Emergency, whether made by the Local Authority or the Board Chair must:
 - (a) identify the nature of the Disaster or Emergency
 - (b) identify whether the Disaster or Emergency affects all of the Park or only a portion thereof and, in the latter case, clearly identify the affected portion of the Park; and
 - (c) be made in the form annexed as Schedule "A" to this bylaw.
- 5.4 If a Declaration of a state of local emergency is made in accordance with this bylaw the Local Authority or Board Chair, as applicable, must immediately:
 - (a) forward a copy of the Declaration of a State of Local Emergency, to PEP Surrey Regional Office first and then onto the Solicitor General; and
 - (b) cause details of the Declaration of a State of Local Emergency to be published by a means of communication

EMERGENCY PROGRAM BYLAW #2009-07

that the Local Authority or Board Chair, as the case may be, considers most likely to make the contents of the declaration known to the population of the affected area of the Park.

6. Powers associated with the Declaration of a State of Local Emergency as provided for in the Act

Once a Declaration of a state of local emergency has been made in the Park the Emergency Operations Management and Policy Group will immediately assume responsibility for the Disaster or Emergency which prompted the Declaration of a state of local emergency in accordance with the division of responsibilities set out in sections 4.2 and 4.3 of this bylaw, the Act and the Emergency Program. In carrying out its duties and responsibilities the Emergency Operations Management and Policy Group may exercise any or all of the following powers of the Local Authority pursuant to the delegation provisions of section 5(4) of the Act, subject only to an order from the Minister directing the Local Authority and, through it to its delegates, to refrain or desist from exercising any one or more of the powers enumerated in paragraphs (a) through to and including (i) below:

- (a) acquire or use any land or personal property considered necessary to prevent, respond to alleviate the effects of the Emergency or Disaster;
- (b) authorize or require any person to render assistance of a type that the person is qualified to provide or that otherwise is or may be required to prevent, respond to or alleviate the effects of the Emergency or Disaster;
- (c) control or prohibit travel to or from any area of the Park;
- (d) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the Park;
- (e) cause the evacuation of persons and the removal of personal property from any area of the Park that is or may be affected by the Emergency or Disaster and make arrangement for the adequate care and protection of those persons and personal property;
- (f) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing the Emergency Program or if otherwise considered necessary to prevent, respond to or alleviate the effects of the Emergency or Disaster;

EMERGENCY PROGRAM BYLAW #2009-07

- (g) cause the demolition or removal of any trees, structures if the demolition or removal is considered necessary or appropriate in order to prevent, respond to or alleviate the effects of the Emergency or Disaster;
- (h) construct works considered necessary or appropriate to prevent, respond to or alleviate the effects of the Emergency or Disaster;
- (i) procure, clothing, fuel, equipment medical supplies or other essential supplies and the use of any property, services resources or equipment, within any part of the Park for the duration of the Declaration of a State of Local Emergency under this bylaw

The Local Authority may, during or within 60 days after the Declaration of a State of Local Emergency, by bylaw ratified by the Minister of Community Development, borrow any money necessary to pay expenses caused by the Disaster or Emergency.

7. Cancellation of a Declaration of a State of Local Emergency

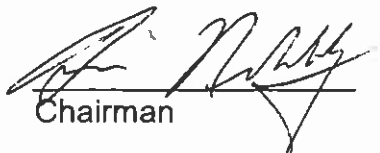
The Local Authority or Board Chair, as the case may be, must, when of the opinion that the Emergency or Disaster no longer exists in the Park or part thereof for which a Declaration of a State of Local Emergency was made, cancel the Declaration of a State of Local Emergency by means of a bylaw or resolution of the Local Authority or Order of the Board Chair, as appropriate, and promptly notify the Minister of the cancellation of the Declaration of a State of Local Emergency.

Received first reading on the 28th day of October, 2009.

Received second reading on the 28th day of October, 2009.

Received third reading on the 28th day of October, 2009.

Reconsidered, finally passed and adopted on the 25th day of November, 2009.


Chairman


Chief Administrative Officer

EMERGENCY PROGRAM BYLAW #2009-07

Schedule "A"

DECLARATION OF A STATE OF LOCAL EMERGENCY

TO: Solicitor General of BC
c/o PEP Emergency Coordination Centre
Surrey Regional Office

FAX: (604) 586-4334

FROM: Cultus Lake Park Board
4165 Columbia Valley Highway
Cultus Lake, BC V0G 1Y0

CONTACT: Ron W. Campbell
TELEPHONE: (604) 858-3334
FAX: (604) 858-8091

RE: State of Local Emergency

It is hereby declared, under the authority of the British Columbia Emergency Program Act and the Cultus Lake Park Board Emergency Program Bylaw No.2009-07, that a State of Local Emergency exists in the Cultus Lake, British Columbia, as the result of

(name the emergency and state the date / time of occurrence)

Temporary emergency powers to effectively respond to this disaster are now deemed to be required.

The area(s) affected by this *disaster*, and to which this Declaration applies, is identified on the attached. The nature of this emergency is as follows: (include a short narrative description explaining the scope and nature of the emergency)

Park Board officials have been delegated the authority to implement powers that are set out in the *Emergency Program Act*. The titles of these officials and the specific powers that they may exercise in connection with this emergency are attached.

For the duration of this State of Local Emergency, the Cultus Lake Park Board Emergency Program Bylaw No.2009-07 and the British Columbia Emergency Program Act will prevail in any instance where there may be a conflict with any other bylaw, act or regulation.

As required under the B.C. *Emergency Program Act* and the Park Board's Emergency Program Bylaw, the Cultus Lake Park Board hereby officially informs the PEP Surrey Regional office, Solicitor General of the Government of British Columbia and also the population within the affected area that a State of Local Emergency now exists.

This Declaration will remain in force for seven days from the date noted below at which time the need for either a renewal or cancellation will be considered. This Declaration is Ordered by the Chairman of Cultus Lake Park Board and, or by resolution of the Cultus Lake Park Board.

Chairman (print and sign)

Chief Administrative Officer (print and sign)

Date/Time: _____

Attachments:

- Original Declaration or Last Renewal of a State of Local Emergency
- Delegation of Powers
- Affected area(s)
- Resolution _____
- Other _____

EMERGENCY PROGRAM BYLAW #2009-07

Delegation of Powers
Under Section 10 of the B.C. *Emergency Program Act*
Authorized to Cultus Lake Park Board officials

Attached as part of the *Declaration of a State of Local Emergency* issued on
 Date/Time: _____

| Delegated Powers To | Y/N | Park Board Officials' Titles |
|--|-----|------------------------------|
| a) Acquire or use any land or personal property considered necessary to prevent, respond to or alleviate the effects of the Emergency or <i>Disaster</i> . | | |
| b) Authorize or require any person to render assistance of a type that the person is qualified to provide or that otherwise is or may be required to prevent, respond to or alleviate the effects of the Emergency or <i>Disaster</i> . | | |
| c) Control or prohibit travel to or from any area of the Park. | | |
| d) Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the Park. | | |
| e) Cause the evacuation of persons and the removal of animals and personal property from any area of the Park that is or may be affected by the Emergency or <i>Disaster</i> and make arrangements for the adequate care and protection of those persons, animals and personal property. | | |
| f) Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing the Emergency Program or if otherwise considered necessary to prevent, respond to or alleviate the effects of the Emergency of <i>Disaster</i> . | | |
| g) Cause the demolition or removal of any trees and structures if the demolition or removal is considered necessary or appropriate in order to prevent, respond to or alleviate the effects of the Emergency or <i>Disaster</i> . | | |
| h) Construct works considered necessary or appropriate to prevent, respond to or alleviate the effects of the Emergency or <i>Disaster</i> . | | |
| i) Procure, food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment, within any part of the Park for the duration of the <i>Declaration of a State of Local Emergency</i> under this Bylaw. | | |

EMERGENCY PROGRAM BYLAW #2009-07

Schedule "B"

RENEWAL / CANCELLATION OF A STATE OF LOCAL EMERGENCY

TO: Solicitor General of BC
c/o PEP Emergency Coordination Centre
Surrey Regional Office

FAX: (604) 586-4334

FROM: Cultus Lake Park
4165 Columbia Valley Highway
Cultus Lake, BC, V2R 5B5

CONTACT:
TELEPHONE:
FAX:

RE: Renewal / Cancellation of a State of Local Emergency

A State of Local Emergency declared on (date and time)

by the Cultus Lake Park Board is hereby:

- Renewed OR Cancelled
In its entirety OR For the following affected areas only:

This Renewal will remain in force for seven days from the date noted below.

OR

This Cancellation will remain in force from the date noted below unless otherwise notified.

This Renewal or Cancellation is:

- Ordered by the Chairman of the Cultus Lake Park Board
By Resolution of the Cultus Lake Park Board

Chairman (print and sign)

Certified by Chief Administrative Officer (print and sign)

Date / Time:

Attachments:

- Original Declaration or Last Renewal of a State of Local Emergency
Delegation of Powers
Affected area(s)
Resolution
Other