

BYLAW NO. 7417

A bylaw to enter into an Agreement with The Corporation of the District of North Vancouver and The Corporation of the District of West Vancouver to establish the North Shore Emergency Management Office (“NSEMO”) for the joint exercise of powers conferred on the municipalities pursuant to subsection 4.(1) of the *Emergency Program Act* R.S.B.C. 1996, c.111.

The Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts the following:

Title

1. This Bylaw may be cited as the "**North Shore Emergency Management Office Agreement Bylaw, 2002 No. 7417**".

Joint Exercise of Powers

2. The powers conferred on the City of North Vancouver by the Emergency Program Act are authorized to be jointly exercised with the District of North Vancouver and the District of West Vancouver in accordance with the provisions of the agreement between the City of North Vancouver, District of North Vancouver, and the District of West Vancouver in substantially the form of the Agreement attached to the “North Shore Emergency Management Office Agreement Bylaw, 2002, No. 7417” as Schedule “A”.

Creation of The North Shore Emergency Management Office

3. The NSEMO, North Shore Emergency Management Office (“NSEMO”), is hereby created.

Authorization to Enter into Agreement

4. The Council authorizes The Corporation of the City of North Vancouver to enter into an Agreement with The Corporation of the District of North Vancouver and The Corporation of the District of West Vancouver in order to establish the North Shore Emergency Management Office for the joint exercise of powers conferred on the municipalities by Section 176 of the Local Government Act R.S.B.C. 1996, c.323, as set out in the Agreement entitled “North Shore Emergency Management Office Agreement”, attached to and forming part of this bylaw.

Execution Of Documents

5. The Mayor and Municipal Clerk are authorized to execute any documents required to give effect to the intent of this bylaw.

Repeal

6. “North and West Vancouver Emergency Program Bylaw, 1988, No. 5938” and any amendments thereto, are hereby repealed.

READ a first time by the Council on the 9th day of September, 2002.

READ a second time by the Council on the 9th day of September, 2002.

READ a third time and passed by the Council on the 9th day of September, 2002.

RECONSIDERED and finally adopted by the Council, signed by the Mayor and City Clerk, and sealed with the Corporate Seal on the 16th day of September, 2002.

“Barbara A. Sharp”

MAYOR

“Bruce A. Hawkshaw”

CITY CLERK

SCHEDULE "A" TO BYLAW NO. 7417

NORTH SHORE EMERGENCY MANAGEMENT OFFICE AGREEMENT

IN THIS AGREEMENT made the day of , 2002.

BETWEEN:

THE CORPORATION OF THE CITY OF NORTH VANCOUVER, a Municipal Corporation under the Local Government Act, having its offices at 141 West 14th Street, North Vancouver, British Columbia, V7M 1H9,

(hereinafter called the "City")

AND:

THE CORPORATION OF THE DISTRICT OF NORTH VANCOUVER, a Municipal Corporation under the Local Government Act, having its offices 355 West Queens Road, North Vancouver, British Columbia, V7L 4K1,

(hereinafter called the "District")

AND:

THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER, a Municipal Corporation under the Local Government Act, having its offices at 750 - 17th Street, West Vancouver, British Columbia, V7V 3T3,

(hereinafter called "West Vancouver")

(the above parties hereinafter collectively called the "municipalities")

WHEREAS:

- A. The City, the District and West Vancouver desire to create the North Shore Emergency Management Office ("NSEMO") to assist in the preparation, maintenance and implementation of the municipal Emergency and Disaster Plans;
- B. The Parties have agreed to enter into this agreement to record the organizational structure, responsibilities and duties of the NSEMO.

NOW THEREFORE THIS AGREEMENT WITNESSES that the City, the District, and West Vancouver covenant and agree as follows:

1. DEFINITIONS

1.01 In this Agreement:

"Disaster" means any present calamity, occurrence, sudden or violent disturbance, or the imminent threat thereof, which extends beyond the boundaries of the municipality, requiring 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 or the environment;

"Disaster Plan" means a plan formulated by the North Shore Municipalities setting out procedures to be followed in the case of a Disaster;

"Emergency" means any present calamity, occurrence, sudden or violent disturbance, or the imminent threat thereof, and which is confined within the boundaries of one municipality, and requiring 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 or the environment;

"Emergency Plan" means a plan formulated by a municipality, setting out procedures to be followed in the case of an Emergency;

"Emergency Program Act" means the Emergency Program Act R.S.B.C. 1996, Chapter 111 and the Regulations hereunder;

"Provincial Emergency Program" (PEP) means the Provincial agency responsible for carrying out the powers and duties vested in it by the Emergency Program Act R.S.B.C. 1996, Chapter 111, the Regulations and the Minister responsible for the Provincial Emergency Program; and

"Volunteer" means a volunteer registered by a municipality or the Provincial Emergency Program.

2. North Shore Emergency Management Office (hereinafter referred to as NSEMO)

2.01 The NSEMO shall consist of the following:

- (a) Executive Committee;
- (b) NSEMO Director;
- (c) NSEMO staff;
- (d) NSEMO volunteers.

2.02 The NSEMO shall be entitled to acquire, by purchase or otherwise, fire, demolition and other emergency operations equipment or materials necessary or useful for emergency preparedness, response, recovery or civil defence.

3. EXECUTIVE COMMITTEE

3.01 The Executive Committee shall consist of the following:

3.011 Voting members of the NSEMO Executive Committee, being:

- (a) one Councillor from the City;
- (b) one Councillor from the District;
- (c) one Councillor from West Vancouver.

3.012 Ex-officio (non-voting) members of the NSEMO Executive Committee, being:

- (a) the Municipal Manager of each of the City, the District and West Vancouver;

3.02 Each of the City, the District, and West Vancouver may appoint one alternate for each of the respective appointees described in 3.011 and 3.012. In the case of the regular voting members, these alternate appointees shall be non-voting members of the Executive Committee except when the member or members of the Executive Committee for whom they have been appointed as an alternate are absent in which case the alternate appointee shall become a voting member of the Executive Committee. In the case of the regular non-voting members, these alternate appointees shall remain non-voting members of the Executive Committee.

3.03 At the first meeting in each calendar year the Executive Committee shall elect a Chairperson.

3.04 The quorum of the Executive Committee is two voting members.

3.05 The Executive Committee shall meet at least four times a year.

3.06 The Executive Committee shall

- (a) formulate the policies of the NSEMO;
- (b) employ or contract for a Director and such other staff as are necessary to discharge the responsibility of the NSEMO;
- (c) recommend to the Councils of the City, the District and West Vancouver

- (i) an annual budgeting of funds
 - (a) to maintain and operate the NSEMO; and
 - (b) for the purchase of services and equipment, and the undertaking of operations in preparation for, in response to, or the recovery from an Emergency or Disaster;
- (d) report to the Councils of the City, the District and West Vancouver on:
 - (i) the matters set out in (a), (b) and (c);
 - (ii) the adoption of the Emergency Plan and a Disaster Plan for the respective municipalities and any amendments thereto;
 - (iii) Provincial Emergency Program activities;
 - (iv) the formulation, maintenance and operation of the Emergency Plans and Disaster Plans of the respective Municipalities.

4. PERSONNEL

4.01 The personnel of the NSEMO shall consist of

- (a) a Director,
- (b) such other staff as are required by the Executive Committee to carry out activities of the NSEMO,
- (c) any volunteers, including but not limited to the North Shore Rescue Team, the Emergency Social Services Team, the Communications Team and the Emergency Management Team, which may be required to assist the staff, the Director and the Executive Committee.

4.02 The duties of the Director shall include:

- (a) preparing budgets and reporting regularly to the Executive Committee on expenditures made by the NSEMO;
- (b) preparing, reviewing and maintaining, in conjunction with the staff of the City, the District, and West Vancouver, Emergency Plans and Disaster Plans for each municipality and the North Shore;
- (c) preparing, conducting and reporting to the Executive Committee on Emergency Plan and Disaster Plan exercises;

- (d) liaising with the Provincial Emergency Program and other associated agencies and reporting thereon to the Executive Committee;
- (e) assessing the general state of emergency preparedness within the City, the District, and West Vancouver and reporting thereon to the Executive Committee;
- (f) reporting as directed by the Executive Committee on administrative matters of the NSEMO;
- (g) reporting to the Executive Committee on all emergency planning within the City, the District and West Vancouver and on all operational matters of the NSEMO.
- (h) chairing the North Shore Emergency Planning and Operations Group.

4.03 The Director will, under the direction of the Executive Committee and within the budgetary and policy guidelines of the NSEMO as set out by the Executive Committee, be authorized to:

- (a) direct the activities of the staff and volunteers of the NSEMO;
- (b) supervise the maintenance of the records and accounts of the NSEMO;
- (c) oversee operational activities of the NSEMO, including search and rescue, emergency social services, emergency operations, and communications activities;
- (d) evaluate and purchase equipment and supplies for the NSEMO;
- (e) direct and evaluate training programs of the NSEMO for municipal staff, NSEMO staff and volunteers, and related community emergency programs;
- (f) select candidates for federal and provincial emergency management courses;
- (g) maintain a resource catalogue of material, equipment and personnel available to assist operations within the City, the District, and West Vancouver; and
- (h) distribute information on safety, survival and emergency preparedness to the public.

5. FUNDING

5.01 The cost of maintaining and operating the NSEMO shall be apportioned as follows:

- (a) from monies received from the Provincial Emergency Program; and
- (b) the balance to be paid by the City, the District, and West Vancouver in proportion to the population of the City, the District, and West Vancouver as determined by the latest published census, and amendments thereto.

6. MISCELLANEOUS

6.01 Accounts of the NSEMO shall be administered by the Finance Department of the District or, by agreement of the Parties, by the Finance Department of the City or West Vancouver. The cost of providing this service shall be shared between the City, the District, and West Vancouver in the proportions set out in paragraph 5.01(b).

6.02 The supervision of the administration of the NSEMO shall be carried out by the Manager of the City who shall from time to time report thereon to the Managers of the District and West Vancouver and the Executive Committee.

6.03 The City shall provide liability, property and vehicle insurance coverage respecting the assets of the NSEMO and the premium costs resulting from said insurance shall be recoverable from the NSEMO by the City.

6.04 The Clerk and Manager of the City, District and West Vancouver shall each receive and maintain copies of the minutes of Executive Committee meetings.

6.05 Attached hereto as Appendix 1 to this Agreement are Operational Guidelines and Procedures for the NSEMO. These Guidelines and any amendments thereto are created and provided for the guidance of the Executive Committee and Director.

7. TERMINATION

7.01 Any party to this Agreement may withdraw from this Agreement providing that written notice of such intention is delivered to each of the remaining parties before July 1st of any given year indicating an intention to withdraw as of December 31st of that year. When intention to withdraw has been delivered in accordance with this section, all the rights and responsibilities of the party withdrawing shall be terminated and extinguished as of December 31st of that year.

7.02 At any time, those of the Parties which have not withdrawn from this Agreement may agree to terminate this Agreement in which case the assets of the NSEMO will be distributed as follows:

District	49%
West Vancouver	25%
City	26%

except in the event that one or more of the City, the District, or West Vancouver have withdrawn from this Agreement in which case their share of the assets will be divided between the remaining parties, if more than one, as set out above.

IN WITNESS WHEREOF the parties hereto have executed this Agreement under seal as of the day and year first written above.

The Corporate Seal of THE)
CORPORATION OF THE CITY OF)
NORTH VANCOUVER was affixed)
hereto in the presence of:)

Mayor

CS

Clerk

The Corporate Seal of THE)
CORPORATION OF THE DISTRICT)
OF NORTH VANCOUVER was affixed)
hereto in the presence of:)

Mayor

CS

Clerk

The Corporate Seal of THE)
CORPORATION OF THE DISTRICT)
OF WEST VANCOUVER was affixed)
hereto in the presence of:)

Mayor

CS

Clerk

OPERATIONAL GUIDELINES AND PROCEDURES

OBJECTIVES

To more fully integrate the North Shore Emergency Management Office with the three funding agencies, the City and Districts of North and West Vancouver, there is a need to establish operating guidelines, policies and procedures to ensure a good working relationship between the municipalities, the Executive Committee of the North Shore Emergency Management Office and the staff of the NSEMO.

SPECIFIC POLICIES, PROCEDURES AND GUIDELINES

The Budget Process

This process outline is based on the premise that the funding provided under the Provincial Emergency Program is offsetting revenue for a portion of the cost of operating the North Shore Emergency Management Office.

<u>ACTIVITY</u>	<u>MONTH</u>
<u>Provisional Budget</u>	
1. Budget request to be in an agreed upon format which would segregate operating from capital reserves for future expenditure. Said budget to be prepared by North Shore Emergency Management Office hereinafter referred to as NSEMO Staff for consideration to Executive Committee.	September
2. NSEMO Staff file Provisional Budget information to the three Municipal Financial Officers.	October
3. Executive Committee review Provisional Budget and forward approved budget to the three Municipal Financial Officers.	October
4. Municipal and NSEMO staff review submission and confirm final figure for cost sharing and incorporate same into municipal Provisional Budgets. Submitted to respective Councils for Inaugural meeting.	December

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| 5. Finance Committee review. | February/April |
| 6. Final report of Finance Committee concluding with recommendation to Council re Annual Budget. | Prior to April 15 |

Annual Budget

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| 7. Annual Budget Bylaw adopted by three Municipalities. | Prior to May 15 |
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PROVINCIAL FUNDING

NSEMO staff confirm from Provincial Emergency Program staff the funding allocation for the calendar year April 1 to March 31. Changes in funding allocation for previous year are to be reported to Municipal Financial Officers on receipt of this information.

Revised Budget

NSEMO staff to review revenues, expenditures and Provincial Emergency Program contribution and report same to the three Municipal Financial Officers.

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| Municipal staff review all budget elements and report to Council on amendments, if necessary for revised budget. | Sept./Oct. October |
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This concludes the regular budget cycle.

Unforeseen Funding Requirements

Activities which are unforeseen requiring funding such as emergency replacement of major capital equipment or other emergency expenditures authorized by the Executive Committee are to be processed in the following manner:

1. Project or activity identified is to be outlined by NSEMO staff to verify the details and establish funding requirement.
2. Executive Committee to review project or activity and indicate approval (if any) with appropriately worded resolution recommending consideration by the three Municipal Councils.

3. Said resolution and all supporting data to be filed with the three Municipal Managers with copies forwarded to the respective Municipal Financial Officers. A copy of this report or at a minimum the cover sheet dealing with the overall project is to be circulated to all Executive Committee members to confirm action is taking place.

COMMUNICATIONS

To improve effective communications between the three North Shore municipalities and the North Shore Emergency Management Office, the following procedure will be followed unless otherwise specifically directed by the Executive Committee on a particular subject matter:

1. Copies of all minutes of the Executive Committee meetings will be forwarded to the Municipal Clerks for distribution in the "For Information" package to all Members of Council.
2. Any notices, media releases or other public information should be circulated to the three Municipal Clerks for distribution to Council and appropriate municipal staff.
3. Materials from the NSEMO staff specifically directed to the members of the Executive Committee may be distributed through the Municipal Clerks "Council Packages" when and if deemed appropriate. All such materials should be separately enclosed to distinguish itself from the regular Council package information.

Resolutions

To assist in processing agenda items from the Executive Committee, NSEMO staff will provide to Committee members, when preparing the agenda for Executive meetings, appropriately worded recommendations in the form of resolutions which if adopted can, if necessary, be readily forwarded to the Municipal Clerks for processing and advancement to Council. In the event assistance is required on preparing said resolutions the City Manager will provide assistance and liaise with the two other Municipal Managers as and when necessary.

LIAISON WITH MUNICIPAL DEPARTMENTS

To establish and maintain a good free flow of information and understanding between the NSEMO office and the other municipal departments, it is required that periodic meetings take place between the three municipal staff groups and the NSEMO staff to update one another on activities, interests and objectives and concerns and to maintain individual familiarity with the various personnel. Participation of the NSEMO Director in Municipal Director's Team meetings is partial fulfillment of this requirement

INSURANCE PROGRAMS

The City will continue to provide and maintain insurance programs for liability, property and vehicle coverage as required. NSEMO staff will maintain file records, update values and equipment inventories and advise of changes in areas of activity or positions to assist in economical utilization of insurance services.

COMMUNICATIONS (INTERNAL AND EXTERNAL)

See Communications and Resolutions Sections previously referred to in this document. Notwithstanding the foregoing, external communications with other agencies, groups or organizations and the media are to be reviewed by NSEMO staff to confirm if they should be communicated through the Municipal Clerks to the parent organizations. The objective being to keep everyone informed as to what is going on.

PURCHASING ACTIVITIES

NSEMO staff are to review the services that may be available through Municipal Purchasing staff to assist in tendering/sourcing/budgeting.