

# Emergency Management Organization

## Bylaw 1441

### A bylaw to establish an Emergency Management Organization for the City of Castlegar.

WHEREAS the *Emergency and Disaster Management Act* [SCB 2023] requires that a local authority establish and maintain an Emergency Management Organization for the purposes of emergency and disaster mitigation, preparedness, response, and recovery;

AND WHEREAS Council has the authority to delegate some, or all, of its authority under the *Act* to declare a State of Local Emergency;

NOW THEREFORE the Council of the City of Castlegar, in open meeting assembled, enacts as follows:

#### CITATION

1. This bylaw may be cited as the "Emergency Management Organization Bylaw 1441, 2026".

#### DEFINITIONS

2. In this Bylaw, the following words shall have the following meanings:

**Act** means the *Emergency and Disaster Management Act* [SCB 2023] and any relevant amendments and replacements. Unless otherwise specifically defined, the words used in this bylaw shall have the same meaning as the words have in the *Act*.

**British Columbia Emergency Management System (BCEMS)** means a framework for a standardized response to all emergencies and disasters that has been adopted by the Province of British Columbia.

**Chief Administrative Officer (CAO)** means the person appointed by Council as the Chief Administrative Officer pursuant to Section 147 of the *Community Charter*, or as designated as Acting Chief Administrative Officer, to act on their behalf.

**Community Resiliency or Reception Centre** means a facility for various agencies and groups offering guidance, advice, and assistance to those affected by an emergency or disaster.

**Council** means the municipal Council elected for the City of Castlegar.

**Declaration of a State of Local Emergency** means a declaration under the *Act* that allows local authorities to take special measures to address an imminent or existing emergency that threatens lives, property, or heritage sites. This declaration enables the local authority to exercise emergency powers, such as evacuation orders, travel restrictions, or entering private property to mitigate the emergency's effects.

**Disaster** means a serious disruption to a community that overwhelms its capacity to cope using its own resources. This can stem from natural, man-made, or technological hazards, and includes events threatening to cause substantial loss of life or human suffering, property damage, or environmental degradation.

**Emergency** means a current or imminent event resulting from an accident, fire, force of nature, the presence or suspected presence of a transmissible disease, or environmental toxin, or a prescribed type of event or circumstance that requires prompt coordination or action to protect the health, safety, or wellbeing of people, or limit damage to property.

**Emergency Program Coordinator (EPC)** means the coordinator appointed by Council to support the City of Castlegar Emergency Management Organization.

**Emergency Program Director (EPD)** means the director appointed by Council to provide leadership and administration of the City's Emergency Management Organization.

**Emergency Management Organization** means an organized strategy and program consisting of assessment of community hazards and vulnerabilities, risk mitigation, preparedness, response, business continuity, and recovery.

**Emergency Operations Centre (EOC)** means a function identified by the Emergency Management Organization that is provided with appropriate equipment and resources to gain situational awareness, provide strategic direction to response and recovery efforts, to liaise and communicate with other levels of government, and develop public messaging prior to, during, and following emergencies and disasters.

**Emergency Operations Centre (EOC) Director** means the person that manages the staff and overall operations in the Emergency Operations Centre while activated.

**Recovery Manager** means the person appointed by Council to manage short, medium, or long-term recovery efforts following a disaster or emergency event.

**Recovery Operations Centre** means the facility that is established to provide continuity in the support and coordination of recovery activities as efforts transition from response and early recovery to medium to longer term recovery efforts.

## ORGANIZATION

3. The purpose of this Bylaw is to ensure that the City's emergency management organization is carried out in accordance with the *Act*.
4. Council will appoint an Emergency Program Director (EPD) to coordinate the City's Emergency Management Organization.
5. Council will appoint an Emergency Program Coordinator (EPC) to perform the day-to-day administration of the City's Emergency Management Organization, including ensuring readiness for an emergency and/or disaster event by keeping the City's Emergency Operations Centre (EOC) functional and by coordinating on-going training and qualification requirements of staff and volunteers for EOC and ESS services.
6. Council will establish and maintain an Emergency Management Policy Group that is comprised of:
  - a. A member of Council;
  - b. the City's Chief Administrative Officer (CAO);
  - c. the City's Emergency Program Director (EPD); and
  - d. the City's Emergency Program Coordinator (EPC).

7. The Emergency Management Policy Group may also include others as determined by the Committee to support the work of the Emergency Management Policy Group as deemed necessary to support the City's Emergency Management Organization from time to time.
8. The Emergency Management Policy Group will be responsible for providing guidance to Council on emergency management priorities and work plans.
9. Council will maintain its authority over decisions on emergency management bylaws, plans, policies and agreements in accordance with the *Act*.

#### **DUTIES AND RESPONSIBILITIES OF THE EMERGENCY MANAGEMENT POLICY GROUP**

10. The Emergency Management Policy Group through the Emergency Program Director (EPD) will prepare and present to Council for approval:
  - a. An emergency management plan as prescribed in the *Act*;
  - b. A business continuity plan as prescribed in the *Act*;
  - c. An annual work plan and budget to support the City's Emergency Management Organization.
11. The Emergency Management Policy Group through the Emergency Program Director (EPD) is responsible for providing annual reports respecting the Emergency Management Organization to Council and the Province in accordance with the *Act*.
12. The Emergency Management Policy Group through the Emergency Program Director (EPD) is responsible for providing reports respecting a Declaration of State of Local Emergency or Local Recovery Period to the Province in accordance with the *Act*.

#### **DUTIES AND RESPONSIBILITIES OF COUNCIL**

13. Council may by Resolution, or through the Mayor, perform the following actions in accordance with the *Act*:
  - a. Declare, amend, extend, or cancel a State of Local Emergency;
  - b. Exercise response powers;
  - c. Exercise recovery powers;
  - d. Declare, amend, extend, or cancel a Local Recovery Period;
  - e. Authorize the borrowing of money when a State or Local Emergency or Local Recovery Period is in effect; and
  - f. Designate a person or entity to perform the actions as listed.

#### **DUTIES AND RESPONSIBILITIES OF THE EMERGENCY PROGRAM DIRECTOR**

14. The Emergency Program Director reports to the City's Chief Administrative Officer.
15. The Emergency Program Director is responsible for providing leadership and administration of the City's Emergency Management Organization and ensuring compliance with the *Act* and its associated regulations.
16. The Emergency Program Director, subject to the approval of Council, may enter into agreements with other regional districts, municipalities, Indigenous Governing Bodies, emergency response agencies, community organizations and private business for the purposes of mutual aid and coordination of emergency mitigation, preparedness, response and recovery.

**DUTIES AND RESPONSIBILITIES OF THE EMERGENCY PROGRAM COORDINATOR**

17. The Emergency Program Coordinator is responsible for establishing and maintaining the City's Emergency Operations Centre and all required equipment to ensure readiness to emergency events.
18. The Emergency Program Coordinator is responsible for coordinating Emergency Operations Centre staff training and maintaining a staffing and resource plan for the Emergency Operations Centre.
19. The Emergency Program Coordinator will develop an annual exercise program as a refresher for staff expected to contribute to the functioning of the Emergency Operations Centre.
20. The Emergency Program Coordinator is responsible for public communications to build community awareness of risk, mitigation, and preparedness.
21. The Emergency Program Coordinator may be required to liaison with other regional districts, municipalities, Indigenous Governing Bodies, community organizations, and private businesses in the delivery of emergency management activities.
22. The Emergency Program Coordinator may be required to establish, coordinate, and support volunteer programs in the delivery of Emergency Support Services, establishment of a short-term Community Resiliency or Response Centre, and in appointing a short-term Recovery Manager.

**IMPLEMENTATION OF THE EMERGENCY MANAGEMENT ORGANIZATION**

23. The City will establish and maintain an Emergency Operations Centre for the purposes of coordinating emergency operations, including response and recovery to emergency and disaster events.
24. The City's Emergency Management Organization will use the British Columbia Emergency Management System (BCEMS) in accordance with the *Act*.
25. Activation of the City's Emergency Operations Centre may be initiated by the City's Chief Administrative Officer, Emergency Program Director, Emergency Program Coordinator, or Fire Chief.
26. Following an emergency or disaster event, Council may establish a Recovery Operations Centre and appoint a Recovery Manager to support and manage medium term and long-term recovery efforts.

**LIABILITY**

27. As enabled under the *Act*, no person, including without limitation, Council, Mayor, members of the Emergency Management Policy Group, employees of the City, EOC or ESS volunteers, or response agencies appointed, authorized, or responsible for carrying out actions or directives related to emergency or disaster response or recovery is liable for any loss, cost, expense, damages, or injuries to persons or property that result from such actions or directives if exercised in good faith unless grossly negligent.

**SEVERABILITY**

28. If a portion of this Bylaw is held invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this Bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause, or phrase.

**Repeal**

29. Emergency Measures Bylaw 828, 1997, and all amendments thereto is hereby repealed.

**Readings**

READ A FIRST TIME this 1<sup>st</sup> day of June 2026.

READ A SECOND TIME this 1<sup>st</sup> day of June 2026.

READ A THIRD TIME this 1<sup>st</sup> day of June 2026.

ADOPTED this 15<sup>th</sup> day of June 2026.



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Maria McFaddin, Mayor



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Bree Seabrook, Director of Corporate Services