



REQUEST FOR PROPOSALS No. 21-076

Business Continuity and Recovery Plan Consulting Services

Addendum 3

(8 pages)

Issued: October 27, 2021

Closing Date & Time: on or before 3:00 PM Pacific Time on November 3, 2021

This addendum shall be read in conjunction with and considered as an integral part of the Request for Proposal. Revisions supersede the information contained in the original Proposal or previously issued Addendum. No consideration will be allowed for any extras due to any Proponent not being familiar with the contents of this Addendum. All other terms and conditions remain the same.

QUESTIONS & ANSWERS:

- Q1.** Are there any pre-requisites for submitting proposals?
- A1.** No.
- Q2.** Can you provide number of departments in RDN?
- A2.** 5.
- Q3.** Can you provide number of staff members in RDN?
- A3.** 491 employees including casual and temporary employees.
- Q4.** Can you provide number external vendors/Suppliers of RDN?
- A4.** 600 +
- Q5.** Can you provide number of locations/sites of RDN?

A5. Not all sites will be relevant to the project. Actual locations and sites should be confirmed with service area managers during the development of the BCP. Numbers provided are approximates.

1 - Administration building

10 - Fire Halls

2 - Solid Waste facilities

27 - Wastewater sites (includes pump stations, treatment plants, lift stations)

46 - Water sites (includes wells, pumphouses, buildings, reservoirs, treatment plants)

2 - Transit buildings

4 - Recreation facilities

1 - Parks building

220 - Parks

2 - Campgrounds

8 - Reception Centre sites (not RDN owned)

2 - Emergency wharves

Q6. Can you provide if RDN has any mass notification system (Voice calls, SMS, etc.) for Call Tree testing and Crisis Management?

A6. The RDN uses the Voyent Alert Emergency Notification system for public notifications and the Connect Rocket Emergency Notification System for internal notifications as well as the RDN Answering Service with Stericycle.

Q7. The scope in RFP is defined as Business Impact Analysis, Risk Assessment, Business Continuity Plan and Testing/Exercising. Can we assume that BCM Policy/Framework are already developed, and we can directly start from BIA and move to RA, BCP and testing?

A7. The RDN has Bylaw No. 1790 to establish the operation and administration of the RDN emergency program extended service including aspects of Business Continuity Planning. The Bylaw does not directly address a BCM Policy or Framework, and this should be considered with the development of the Business Continuity and Recovery Plan.

End of Addendum 3

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1790

A BYLAW TO ESTABLISH THE OPERATION AND ADMINISTRATION OF THE REGIONAL
DISTRICT OF NANAIMO EMERGENCY PROGRAM EXTENDED SERVICE

WHEREAS the Board of the Regional District of Nanaimo has adopted "Regional District of Nanaimo Emergency Program Extended Service Establishing Bylaw No. 952, 1995", which established an extended service for emergency programs under the *Emergency Program Act* within the Electoral Areas (the "*Plan Area*");

AND WHEREAS the Board of the Regional District of Nanaimo wishes to provide a comprehensive management program to prevent and mitigate, to prepare for, respond to and recover from emergencies and disasters;

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

1. Citation

This bylaw may be cited as the "Regional District of Nanaimo Emergency Program Bylaw No. 1790, 2019".

2. Interpretation

- a) This bylaw shall be construed in accordance with the *Emergency Program Act*, RSBC 1996 Chapter 111 and all Regulations made thereunder;
- b) In this bylaw:
 - i. "**Act**" means the "*Emergency Program Act*" (British Columbia);
 - ii. "**Board**" means the Board of Directors of the Regional District of Nanaimo;
 - iii. "**Chair**" means that member of the Regional District of Nanaimo Board from time to time, elected Chair under the *Local Government Act* and includes the Vice Chair or authorized designate(s);
 - iv. "**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 of Nanaimo;
 - v. "**Disaster**" means a calamity that:
 - a) is caused by accident, fire, explosion or technical failure or by the forces of nature, and
 - b) has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property or animals;

- vi. **"Emergency"** means a present or imminent event that:
 - a) is caused by accident, fire, explosion or technical failure or by the forces of nature, and
 - b) requires prompt coordination of action or special regulation of persons or property, to protect the health, safety or welfare of people to limit damage to property or animals;
- vii. **"Plan Area"** means those lands that lie within Regional District of Nanaimo Electoral Area boundaries;
- viii. **"Emergency Operations Centre"** means the Board Room at 6300 Hammond Bay Road, Nanaimo or alternate site as designated by the Director of EOC from which employees monitor, coordinate and support the emergency response and recovery activities during an emergency or disaster;
- ix. **"Electoral Area Services Committee"** means the committee established under Bylaw 1754, 2017 that will consider matters pertaining to the prevention and mitigation, preparation, response and recovery from emergencies, disasters or both;
- x. **"Director of EOC"** means the Chief Administrative Officer or designate who provides overall direction as identified in the Incident Command System in regard to the operations of the Emergency Operations Centre;
- xi. **"Regional District of Nanaimo Emergency Management Organization"** means the Chief Administrative Officer, Department Heads, Emergency Services staff and such other persons appointed, and functional groups established, which are charged with the development and implementation of measures for the business continuity of essential services, the prevention and mitigation of, the preparedness for, the response to and recovery from emergencies, disasters or both for the Plan Area

3. Emergency Program

- a) In accordance with the provisions of the **Act**, an Emergency Program, comprising:
 - i. the Board
 - ii. the Electoral Area Services Committee
 - iii. the Chief Administrative Officer
 - iv. the Department Heads
 - v. the Emergency Services Staff

is hereby established.

4. Powers, Duties and Responsibilities of the Board

- a) The Board is at all times responsible for the general direction and control of the response of the Regional District to an emergency or disaster;
- b) The Board, may enter into agreements with Canada, the Province, First Nations, regional districts or municipalities for the purpose of emergency assistance or the formulation of coordinated emergency prevention and mitigation, preparedness, response or recovery;
- c) The Board, the Chair, the Chief Administrative Officer, or authorized designate(s), may, whether or not a state of local emergency has been declared, cause the Plan to be implemented where it is of the opinion that an emergency exists or appears imminent or a disaster has occurred or threatens in the Plan Area or any other municipality or electoral area if the local authority having responsibility for that other jurisdictional area has requested assistance;
- d) The Board, in accordance with section 8 of the **Act**, by Bylaw or resolution, or the Chair may, by order, declare a state of local emergency in accordance with Section 12 of the **Act** where:
 - i. the Board or the Chair considers that an emergency exists or is imminent in the Plan Area; and
 - ii. the Chair has complied with section 12(3) of the **Act** by using best efforts to obtain the consent of other members of the Regional Board.
- e) Upon a '*declaration of a state of local emergency*' being made, the Board or the Chair must, in accordance with section 12(4) of the **Act**:
 - i. forward a copy of the declaration to the Minister who is designated by the Executive Council as being responsible for the **Act**, and
 - ii. cause the details of the declaration to be published by a means of communication that the Board or the Chair considers most likely to make the contents of the declaration known to the majority of the population of the affected area.
- f) The Board or the Chair may with the approval of the minister or the Lieutenant Governor in Council, extend the duration of a declaration of a state of local emergency for periods of not more than 7 days each.
 - i. subsection c) and d) apply to each extension of the duration of a declaration of a state of local emergency
- g) After a declaration of a state of emergency is made under the **Act** in respect of all or any part of the Plan Area, and for the duration of the state of emergency in accordance with section 13(1) of the **Act**, the Board may do any or all acts considered necessary and implement procedures that the Board, the Chair, and the Director of EOC considers necessary to prevent, respond to or alleviate the effects of an emergency or disaster.
- h) The Board delegates to the Chair the power and duty and function of the Board as a local authority under section 13(1) of the **Act** and, in the absence or incapacity of the Chair, to such other designate(s):
- i) Under the **Act** in the case of a declaration of local authority the powers of the Board or the delegate under paragraph h) as a local authority include the following:

- i. Acquire or use any real or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster;
 - ii. 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 an emergency or disaster;
 - iii. Control or prohibit travel to or from any part of the Plan Area;
 - iv. 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 the Plan Area;
 - v. Cause the evacuation of persons and the removal of livestock, animals and personal property from any part of the Plan Area that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property;
 - vi. Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program or if otherwise considered by the Board or Chair to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster;
 - vii. Cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the Board or Chair to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster;
 - viii. Construct works considered by the Board or Chair to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster;
 - ix. Procure, fix prices for or ration 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 Plan Area for the duration of the local state of emergency; and
 - x. Delegate those specific powers enabled in Section 4 and assumed by the Board or Chair as required, and to monitor the use of such powers;
- j) In accordance with section 14 of the **Act** the Board or Chair must, when of the opinion that an emergency no longer exists in the Plan Area to which a declaration of local state of emergency was made:
- i. cancel the declaration of a state of local emergency in relation to that part;
 - a) by bylaw or resolution, if cancellation is effected by the Board, or
 - b) by order, if the cancellation is effected by the Chair; and
 - ii. promptly notify the Minister responsible for the **Act** of the cancellation of the declaration of a state of local emergency.

5. Administration

- a) The Electoral Area Services Committee which meets throughout the year, will provide direction to the Regional District of Nanaimo Emergency Management Organization by reviewing reports presented at its meetings, which include;
 - i. reports on all matters pertaining to plans and activities respecting the business continuity of essential services, the prevention and mitigation of, preparation for, response to and recovery from emergencies, disasters, or both;
 - ii. the emergency plan, which will include;
 - a) a procedure for a periodic review and updating of the plan;
 - b) a program of emergency response training and exercise;
 - c) procedures by which physical and financial emergency resources or assistance may be obtained;
 - d) procedures by which the emergency plan is to be implemented;
 - e) notification procedures to those persons who may be harmed or suffer loss in an emergency or disaster;
 - f) procedures to coordinate the provision of food, clothing, shelter, transportation and medical assistance or service to victims of emergencies and disasters, whether that provision is made from within or outside of the Regional District of Nanaimo; and
 - g) procedures to establish the priorities for restoring essential services provided by the Regional District of Nanaimo, or recommend priorities to other service providers, that are interrupted during an emergency or disaster.
- b) The Regional District of Nanaimo Emergency Management Organization is appointed to facilitate business continuity, emergency prevention and mitigation, preparedness, response and recovery measures and are delegated the authority to:
 - i. advise the Electoral Area Services Committee on all matters relating to the Emergency Program including reporting on the progress and needs of the program, which include;
 - ii. prepare, and publish an Emergency Plan and coordinate the development and involvement of emergency response organizations in the Plan;
 - iii. establish and maintain in accordance with the Plan, an organization capable of implementing the Plan;
 - iv. establish and maintain an Emergency Operations Centre;
 - v. establish, coordinate and support volunteer programs;
 - vi. establish and maintain training and exercise programs;

- vii. develop, implement and maintain plans, procedures and activities for the prevention, mitigation, preparedness, response and recovery from emergencies and disasters;
- viii. make minor amendments to the Emergency Plan as are necessary to ensure that the information contained in such Plan remains current at all times, including, without limitation, updating telephone numbers, addresses, locations of equipment and response teams;
- ix. collaborate with Regional District departments for the development and maintenance of business continuity plans that are consistent with and support the Emergency Program;
- x. perform such other duties as may be assigned by the Electoral Area Services Committee;
- xi. use any land or equipment or chattels belonging to the Regional District to further the Plan;
- xii. establish working groups as it deems necessary to carry out its duties and obligations;
- xiii. enter into agreements with individuals, bodies, corporations or other non-government agencies for the provision of goods or services pursuant to the Board purchasing policy.

6. In the case of a conflict between the **Act** and this bylaw, the **Act** prevails.

7. Liability

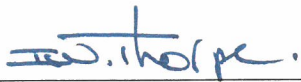
- a) The liability of persons acting under the authority of the **Act** pursuant to this bylaw is governed by section 18 of the **Act** and sections 1 through 3 of the *Good Samaritan Act* (British Columbia).

8. Repeal

- a) "Regional District of Nanaimo Emergency Measures Regulatory Bylaw No. 1416, 2005", as amended, is repealed.

Introduced and read three times this 17th day of September, 2019.

Adopted this this 17th day of September, 2019.



CHAIR



CORPORATE OFFICER