

BYLAW 2151-22 - Regional Emergency Management Bylaw

A BYLAW OF THE TOWN OF STETTLER, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE AND AGENCY

WHEREAS the Council of the Town of Stettler is responsible for the direction and control of its emergency response and is required, under the *Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8*, to appoint an Emergency Management Advisory Committee and to establish and maintain a Municipal Emergency Management Agency;

AND WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a regional committee be appointed and such a regional agency be established and maintained to carry out Council's statutory powers and obligations under the said *Emergency Management Act*;

AND WHEREAS the municipalities of Big Valley, Donalda, The Summer Village of Rochon Sands, The Summer Village of White Sands, Town of Stettler, and the County of Stettler No. 6 wish to establish a Regional Emergency Management Advisory Committee and a Regional Emergency Management Agency;

NOW THEREFORE the Council of the Town of Stettler, in the Province of Alberta, duly assembled, wishes to enact the following:

1. TITLE

- 1.1. This Bylaw may be referred to as the "Regional Emergency Management Bylaw".

2. INTERPRETATION

- 2.1. In this Bylaw, including this Section, unless the contrary context otherwise requires:
 - 2.1.1. "**Act**" means the *Emergency Management Act, R.S.A 2000, Chapter E-6.8*, amendments thereto, including provincial regulations such as the Local Authority Emergency Management Regulation 203/2018 and amendments thereto.
 - 2.1.2. "**Chief Administrative Officer**" or "**CAO**" means the Chief Administrative Officer of the Town of Stettler or their delegate.
 - 2.1.3. "**Council**" means the Council of the Town of Stettler.
 - 2.1.4. "**Deputy Director of Emergency Management**" (**DDEM**) means the person(s) appointed by resolution of Council who are responsible for the duties of the Director of Emergency Management in their absence.
 - 2.1.5. "**Director of Emergency Management**" (**DEM**) means the person appointed by resolution of Council who shall be responsible for the municipalities' Emergency Management Program as contained in Section 9 of the Bylaw.
 - 2.1.6. "**Disaster**" means an event that results in serious harm to the safety, health, or welfare of people, or in widespread damage to property.
 - 2.1.7. "**Emergency**" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health, or welfare of people or to limit damage to property.
 - 2.1.8. "**Emergency Management Advisory Committee**" means the Stettler Regional Emergency Management Advisory Committee as established by Agreement between and the bylaws of the parties hereto. The Emergency Management Advisory Committee shall consist of Councillors appointed by the parties hereto.
 - 2.1.9. "**Local Authority**" means, where a municipality has a Council within the meaning of the *Municipal Government Act*, that council.
 - 2.1.10. "**Minister**" means the Minister charged with administration of the Act.

- 2.1.11. **“Regional Emergency Management Agency”** means the Stettler Regional Emergency Management Agency (SREMA) as established by agreement and the bylaws of the parties hereto.
- 2.1.12. **“Regional Director of Emergency Management” (RDEM)** means the person appointed by the Emergency Management Advisory committee to act as the Regional Emergency Coordinator. The Regional Director of Emergency Management is delegated with the responsibility for program administration, planning, preparedness, and mitigation on behalf of the Committee and Director(s) of Emergency Management; who shall facilitate coordination of planning for and response to regional or intermunicipal disasters or emergencies.
- 2.1.13. **“Regional Emergency Plan”** means the Stettler Regional Emergency Management Plan prepared by the Directors of Emergency Management to coordinate responses to an emergency or disaster based on the Incident Command System for command and control.

3. ADVISORY COMMITTEE AND AGENCY

- 3.1. There is hereby established, a Regional Emergency Management Advisory Committee to advise Council on the development of emergency plans and programs and to provide direction to the Regional Emergency Management Agency with regard to planning priorities, policy issues and budget.
- 3.2. There is hereby established, a Regional Emergency Management Agency responsible for administering the Emergency Management Program on behalf of the Town of Stettler and the partner municipalities within the Stettler Region. The Regional Emergency Management Agency is authorized to act as the agent of Council to carry out its statutory powers and obligations under the Act, the Regulation, and this bylaw.

4. Council Responsibilities:

- 4.1. By resolution, appoint two of its members to serve on the Regional Emergency Management Advisory Committee and at least one member as an alternate;
- 4.2. Provide for the payment of expenses of its member(s) of the Regional Emergency Management Advisory Committee;
- 4.3. By resolution, in cooperation and coordination with the Regional Emergency Management Advisory Committee, appoint a Director of Emergency Management and Deputy Director of Emergency Management;
- 4.4. Ensure that emergency plans and programs are prepared under Section 11.2(2) of the Act to address potential emergencies or disasters in the Town of Stettler.
- 4.5. By Bylaw, borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Regional Emergency Management Agency; and
- 4.6. Enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.

5. Council Delegation:

Council hereby delegates to the Regional Emergency Management Advisory Committee the local authority’s power and duties to:

- 5.1. Approve the Regional Emergency Plans and Programs as they relate to the Town of Stettler; and
- 5.2. Enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs;
- 5.3. Declare, renew or terminate a State of Local Emergency in accordance with the Act and this bylaw;
- 5.4. Exercise any power under the Act and this bylaw in relation to the part of the municipality affected by a declaration of a State of Local Emergency; and

- 5.5. Authorize any persons at any time to exercise, in the operation of an emergency plan or program, any power under the Act and this bylaw in relation to the part of the municipality affected by a declaration of a State of Local Emergency.

6. REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE RESPONSIBILITIES

The Regional Emergency Management Advisory Committee shall:

- 6.1. Meet to review and approve the Emergency Management Plan and related plans and programs on a regular basis, but at a minimum once per year, to ensure that the Town of Stettler is prepared to address any potential Emergency or Disaster;
- 6.2. Advise Council, duly assembled, on the status of the Regional Emergency Plan and related plans and programs upon request from Council;
- 6.3. Provide guidance and direction to Council and the Agency, both during an Emergency or Disaster and when these events are not occurring;
- 6.4. Approve the annual operating budget for the Regional Emergency Management Agency, subject to coordination with the Town of Stettler's budget approval process;
- 6.5. Adopt policies as required for the effective and efficient operation of the Regional Emergency Management Agency; and
- 6.6. Provide input for Hazard Identification Risk Assessments as required;
- 6.7. Meet at least (1) time per year as scheduled. The Regional Director of Emergency Management or any of the Directors of Emergency Management will be the meeting chairperson and quorum will consist of committee members or alternates from at least four (4) of the member municipalities and motions will be carried by a simple majority of the committee members present.
- 6.8. Be declared through this Bylaw to have delegated all powers and duties that are provided to the local authority under the Act.
- 6.9. The command, control and coordination system prescribed by the Managing Director of Alberta Emergency Management Agency will be utilized by the Regional Emergency Management Agency.

7. REGIONAL EMERGENCY MANAGEMENT AGENCY COMPOSITION

The Regional Emergency Management Agency shall be comprised of the following persons:

- 7.1. The Regional Director of Emergency Management;
- 7.2. The Chief Administrative Officers of each municipality which is a member of the Partnership Agreement;
- 7.3. The Directors of Emergency Management of each municipality which is a member of the Partnership Agreement.
- 7.4. The Deputy Directors of Emergency Management of each municipality which is a member of the Partnership Agreement;
- 7.5. Designated management and other staff identified for various emergency roles.
- 7.6. In addition, the Agency may request that the following persons join or advise the Committee for each period of time that the Agency deems appropriate:
 - 7.6.1. Health Agencies;
 - 7.6.2. Fire Chiefs or designates;
 - 7.6.3. Emergency Social Services Manager or designate;
 - 7.6.4. Stettler and District Family and Community Support Services;
 - 7.6.5. County of Stettler Housing Authority;
 - 7.6.6. Local RCMP Detachment or designate;
 - 7.6.7. Public Information Officers or designate;
 - 7.6.8. Public Works Directors or designates;
 - 7.6.9. School Board trustees, area school division or designate;
 - 7.6.10. Representative(s) from adjacent municipalities which have entered into the Regional Emergency Management Agency;
 - 7.6.11. Representative(s) from an Alberta Ministry;
 - 7.6.12. Representative(s) from local businesses;
 - 7.6.13. Representative(s) from local industry or industrial associations;
 - 7.6.14. Representative(s) from local utility companies and coops;

- 7.6.15. Anyone else who might serve a useful purpose in the preparation or implementation of the Regional Emergency Plan.

8. REGIONAL EMERGENCY MANAGEMENT AGENCIES RESPONSIBILITIES

The Regional Emergency Management Agency is hereby established to act as Council's agent in exercising the powers and duties under the Act, and is responsible for the implementation and administration of the Emergency Management Plan, subject to any such powers and duties delegated under this bylaw to the Committee:

- 8.1. To report on its activities at each Regional Emergency Management Advisory Committee meeting, and to include any observations from the agency's review of the emergency plan;
- 8.2. To utilize the command, control and coordination system as prescribed by the Managing Director of the Alberta Emergency Management Agency under the Act;
- 8.3. To track training and exercises to support preparedness, response and recovery activities;
- 8.4. To support and assist the DEM in the implementation and co-ordination of the emergency response pursuant to the Emergency Management Plan;
- 8.5. To, at least once a year, provide the Committee with an update on the activities of the Agency;
- 8.6. To, at least once a year, review the Emergency Management Plan;
- 8.7. To, at least once a year, provide the Committee with an update on the Agency's review of the Emergency Management Plan;
- 8.8. To annually make the Emergency Management Plan available to the Alberta Emergency Management Agency for review and comment;
- 8.9. To produce relevant reports for presentation to all of Council and the public;
- 8.10. To represent all municipalities identified in this Bylaw.

9. DIRECTOR OF EMERGENCY MANAGEMENT

- 9.1. The Director of Emergency Management on behalf of the Emergency Management Agency shall:
 - 9.1.1. Prepare, review and coordinate the Regional Emergency Plan and related plans and programs for the Town of Stettler in accordance with the Act;
 - 9.1.2. Act as director of the Emergency Coordination Centre or Incident Command Post, or ensure that someone is designated under the Regional Emergency Plan to so act, on behalf of the Regional Emergency Management Agency;
 - 9.1.3. Coordinate all emergency services and other resources used in an emergency or disaster; and
 - 9.1.4. Ensure that someone is designated to discharge the responsibilities specified in Sections 9.1.1., 9.1.2. and 9.1.3. above.

10. STATE OF LOCAL EMERGENCY

- 10.1. In the event of an Emergency entirely within the boundaries of, or only affecting, the Town of Stettler, the authority and powers to declare, renew, or terminate a state of local emergency under the Act are hereby delegated to a committee of the Town of Stettler comprised of the Mayor and 1 other Member of Council, or in their absence, a combination of any two (2) Members of Council. This committee may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.
- 10.2. In the event of an Emergency within or affecting more than one municipality within the Stettler Emergency Management Region, the authority and power to declare, renew, or terminate a state of local emergency under the Act are hereby delegated to a committee of two (2) Elected Officials within the region's municipalities, and strive to first have those members be from the affected municipalities, if at all possible. This committee may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency for the entire area affected. Whenever possible this resolution should be made by at least one member or alternate from each municipality affected.
- 10.3. When a state of local emergency is declared, the person or persons making the declaration shall:
 - 10.3.1. Ensure that the declaration identifies the nature of the emergency and the area in which it exists;
 - 10.3.2. Communicate the declaration to the affected Council(s) and Local Authorities;
 - 10.3.3. Cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
 - 10.3.4. Forward a copy of the declaration to the Minister forthwith.
- 10.4. When a state of local emergency is declared, the Regional Emergency Management Agency may:
 - 10.4.1. Cause the Regional Emergency Plan or any related plans or programs to be put into operation;
 - 10.4.2. acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
 - 10.4.3. authorize or require any qualified person to render aid of a type the person is qualified to provide;
 - 10.4.4. control or prohibit travel to or from any area of the Town of Stettler;
 - 10.4.5. 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 Town of Stettler;
 - 10.4.6. 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;
 - 10.4.7. cause the demolition or removal of any trees, structures, or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
 - 10.4.8. procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources, or equipment within the Town of Stettler for the duration of the state of local emergency;
 - 10.4.9. authorize the conscription of persons needed to meet an emergency; and
 - 10.4.10. authorize any person at any time to exercise, in the operation of the Regional Emergency Plan and related plans or programs, any power specified in sub-paragraphs (10.4.2.) through (10.4.10.) of this section in relation to any part of the municipality affected by a declaration of a state of local emergency, including as part of a Regional Emergency

affecting more than one municipality for which a declaration of state of local emergency was made under section 10.1 or 10.2 hereof.

- 10.5. In accordance with Section 28 of the Act, no action lies against a local authority or a person acting under the local authority's direction or authorization for anything done or omitted to be done in good faith while carrying out a power of duty under this Act or the regulations during a state of local emergency.
- 10.6. In accordance with Section 532(2) of the *Municipal Government Act*, R.S.A 2000, c.M-26, councillors, council committee members, municipal officers and volunteer workers are not liable for loss or damage caused by anything said or done or omitted to be done in good faith in the performance or intended performance of their functions, duties or powers under the *Municipal Government Act* or any other enactment.
- 10.7. When, in the opinion of the delegated committee (S10.1 or S10.2) who have made a declaration or renewal of a state of local emergency, an emergency no longer exists in relation to which the declaration was made, the person or persons who made the declaration shall, by resolution, terminate the declaration.
- 10.8. A declaration of a state of local emergency is considered terminated or cancelled and ceases to be of any force or effect when:
 - 10.8.1. A resolution is passed under Section 10.7;
 - 10.8.2. a period of seven days has lapsed since it was declared, unless it is renewed by resolution;
 - 10.8.3. the Lieutenant Governor in Council makes an order for a state of local emergency under the Act, relating to the same area, which specifically cancels a state of local emergency; or
 - 10.8.4. the Minister cancels the state of local emergency.
- 10.9. When a declaration of a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

11. MUTUAL AID, POLICIES, LEGAL

- 11.1. The Emergency Management Advisory Committee is delegated the authority to enter into an Emergency Management Mutual Aid Agreement with another regional group or single municipality.
- 11.2. The Emergency Management Advisory Committee is delegated the authority to create policies relating to the emergency preparedness, mitigation, response, recovery and the effective and efficient operation of the Regional Emergency Management Agency.
- 11.3. Should any provision of this Bylaw become invalid, void, illegal or otherwise not enforceable, it shall be considered separate and severable from the Bylaw and the remainder shall remain in force and be binding as though such provision had not been invalid.
- 11.4. This bylaw shall come into force and take effect on the day of third and final reading thereof.

12. COUNCILLOR AND EMPLOYEE TRAINING

- 12.1. Councillors shall complete any courses prescribed by the Alberta Emergency Management Agency in accordance with the Act.
- 12.2. Any employee of the Town of Stettler who has been assigned responsibilities respecting the implementation of the Emergency Management Plan shall complete any courses prescribed by the Alberta Emergency Management Agency in Accordance with the Act.

13. REPEAL

- 13.1. **Bylaw No. 2122-19** and all amendments thereto are hereby rescinded.

READ A FIRST TIME THIS 16th day of August 2022 A.D. on a motion of Councillor Pfeiffer

READ A SECOND TIME THIS 16th day of August 2022 A.D. on a motion of Councillor Randell

READ A THIRD TIME THIS 16th day of August 2022 A.D. on a motion of Councillor Lawlor

DATED THIS 16th day of August 2022 A.D.

Mayor

Chief Administrative Officer