

THE COUNTY OF VERMILION RIVER IN THE PROVINCE OF ALBERTA

BYLAW NO 21-02

Regional Emergency Management Bylaw

A BYLAW OF THE COUNTY OF VERMILION RIVER, IN THE PROVINCE OF ALBERTA TO ESTABLISH A REGIONAL EMERGENCY MANAGEMENT ORGANIZATION

WHEREAS the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 provides that a council of a municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and

WHEREAS the Council of the County of Vermilion River 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 Advisory Committee and to establish and maintain an Emergency Management Agency; and

WHEREAS the Council of the County of Vermilion River wishes to establish regulations and procedures to meet the obligations of the municipality under the Emergency Management Act and the Local Authority Emergency Management Regulation, Alberta Regulation 203/2018; and

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

NOW THEREFORE, under the authority of the Municipal Government Act, the Council of the County of Vermilion River, in the Province of Alberta, enacts as follows:

1. TITLE

1.1. This bylaw shall be known as the Regional Emergency Management Bylaw.

2. DEFINITIONS

2.1. In this Bylaw:

- a. "Act" means the *Alberta Emergency Management Act, 2000*.
- b. "Agency" means the Regional Emergency Management Agency unless stated otherwise.
- c. "All-Hazards" refers to all types of hazards including natural and human caused.
- d. "Council" means the elected officials that form the Council of any of the local authorities listed within this Bylaw.
- e. "County" means the County of Vermilion River, Alberta.
- f. "Director of Emergency Management" means the person appointed by the Council of the local authority to organize the local authority's Emergency Management Program.
- g. "Disaster" shall have the same meaning as given to it by the Act.
- h. "Emergency" shall have the same meaning as given to it by the Act.
- i. "Emergency Social Services" are services that provide for the basic essential services to victims, evacuees and/or affected residents as may be required.
- j. "Incident Commander" means the person in control of the local authority's Incident Command Post or Regional Incident Command Post whose responsibility it is to oversee functions of the Incident Command Post including any municipally led Emergency Social Services.
- k. "Incident Command Post" in this Bylaw replaces what was previously known as the Emergency Operations Centre and means a location for carrying out coordinated emergency or disaster response activities including planning, logistical and operational requirements. It may function as the Incident Command Post of a local authority or a regional Incident Command Post on behalf of multiple local authorities within the County of Vermilion River.
- l. "Local Authority" and "Local Authorities" refer to the authorities having jurisdiction as represented by the Regional Emergency Advisory Committee and include the following:
 - County of Vermilion River
 - Town of Vermilion
 - Village of Kitscoty

- Village of Marwayne
 - Village of Paradise Valley
- m. "Regional" means the County and all local authorities having jurisdiction within the boundaries of the County of Vermilion River.
- n. "Regional Emergency Advisory Committee" provides guidance and direction to the Regional Emergency Management Agency.
- o. "Regional Emergency Management Agency" is the committee appointed to provide feedback, guidance and expertise regarding the Regional Emergency Management Plan and Program.
- p. "Regional Emergency Plan" refers to the document created to guide the actions of the County and the local authorities within its boundaries during an emergency.
- q. "Regulation" within this Bylaw refers to the *Local Authorities Emergency Management Regulation 2020*.

3. PURPOSE

- 3.1. Subject to section 11 of the *Alberta Emergency Management Act, 2000* for the purpose of this Bylaw is to establish a Regional Emergency Management Organization for the local authorities listed above in order to prepare and respond to emergencies. This organization shall consist of the following:
- a. Regional Emergency Plan
 - b. Regional Emergency Advisory Committee
 - c. Directors of Emergency Management
 - d. Regional Emergency Management Agency

4. REGIONAL EMERGENCY PLAN

- 4.1. The Regional Emergency Plan shall be an all-hazards plan for the County and the local authorities within its boundaries that details emergency and disaster preparedness, response and recovery activities including provision of emergency social services.
- 4.2. The Regional Emergency Plan may be activated in whole or in part as required to respond to a potential, imminent or occurring emergency or disaster.
- 4.3. Each Council shall annually review and approve the Regional Emergency Plan.

5. REGIONAL EMERGENCY ADVISORY COMMITTEE

- 5.1. A Regional Emergency Advisory Committee is hereby established and Chaired by the Reeve of the County of Vermilion River.
- 5.2. The Committee shall represent each local authority of and within the County of Vermilion River who shall each appoint two members of Council to serve on the Regional Emergency Advisory Committee.
- 5.3. Decisions will be passed by majority vote. Required quorum of the Committee is five (5) members.
- 5.4. The Committee shall provide guidance and direction to the Regional Emergency Management Agency.
- 5.5. The Committee will meet at least annually. Additional meetings may be called at the discretion of the Committee Chair.
- 5.6. The Committee shall:
 - a. Provide policy direction and guidance to the Regional Emergency Management Agency.
 - b. Annually review the Regional Emergency Plan after review by the Regional Emergency Agency as per section 7.9(d) of this Bylaw.
 - c. Annually provide a copy of the reviewed Regional Emergency Plan for review and approval to each Council.
 - d. Review annual objective of the Regional Emergency Management Agency and provide approval of such objectives where appropriate.
 - e. Review any corrective action reports submitted by the Emergency Management Agency and determine approval of such as appropriate.
- 5.7. The Committee may enter into agreements with other regional districts, municipalities or local authorities for the purpose of mutual aid, emergency assistance or coordination of emergency preparedness, response or recovery initiatives or resources.
- 5.8. During an emergency or disaster, the Regional Emergency Advisory Committee will:
 - a. Provide policy oversight.
 - b. Ensure clear and consistent communication with the Incident Command Post.
 - c. Provide support to the Incident Command Post by establishing clear lines of communication and liaising with other municipalities and government bodies where requested.

6. DECLARATION OF STATE OF LOCAL EMERGENCY

- 6.1. Each local authority shall at all times retain authority of the power to declare, terminate or renew an extension of a State of Local emergency for its respective jurisdiction and the areas within its boundaries.
- 6.2. A resolution for a declaration of State of Local Emergency shall be made by the elected Council of the governing authority having jurisdiction.
- 6.3. Immediately following a declaration, the public within the declaring jurisdiction shall be notified by any means of communication considered most likely to make known to residents the details of the declaration.
- 6.4. A State of Local Emergency may be declared by any of the following:
 - a. Mayor/Reeve and Council
- 6.5. In the absence of a quorum of Council, a State of Local Emergency may be declared by:
 - a. Any two (2) elected officials of the declaring jurisdiction.

7. REGIONAL EMERGENCY MANAGEMENT AGENCY

- 7.1. There is hereby established a Regional Emergency Management Agency to act as the Agency of the local authorities in exercising their powers and duties under the Act. The Agency is responsible for the administration of the Regional Emergency Management Program shared by them.
- 7.2. The Regional Emergency Management Agency shall be Chaired by an appointed Director of Emergency Management.
- 7.3. Duties of Directors of Emergency Management to Chair the Regional Emergency Management Agency shall be rotated on an annual basis by motion of Agency Members.
- 7.4. A Director of Emergency Management shall serve as Chair of the Agency for no more that one (1) year at a time.
- 7.5. Members of the Regional Emergency Management Agency shall include:
 - a. Directors of Emergency Management
 - b. Deputy Directors of Emergency Management
 - c. All designated members of Municipal Incident Command Posts.
 - d. Other municipal personnel as requested by the Chair of the Agency.

- e. Representatives from public and private organizations or other stakeholders who may provide expertise or assist with emergency management activities within the County or the local authorities within as invited by the Chair of the Regional Emergency Management Agency.
- 7.6. The Agency shall utilize the command, control and coordination system as prescribed by the Managing Director of the Alberta Emergency Management Agency.
- 7.7. The Regional Emergency Management Agency shall meet at least three (3) times per year or more frequently as determined by the Chair of the Agency.
- 7.8. The Agency shall report to the Emergency Advisory Committee at least once (1) per year and provide an update on the Agency's review of the municipal Emergency Response Plan.
- 7.9. The Agency shall provide feedback and expertise regarding the Regional Emergency Plan and Program including:
- a. Coordination and provision of services and operations in preparation for and during an emergency.
 - b. Coordinate annual training and exercises for members of the Regional Emergency Management Agency as per *Section 6 of the Local Authority Management Regulation, 2020*.
 - c. Set annual objectives for the Regional Emergency Management Agency subject to approval from the Regional Emergency Advisory Committee.
 - d. Annual review of the Regional Emergency Plan and assigned positions within the plan.
 - e. Completion of updates and ensuring the plan meets all provincial requirements pursuant to the *Local Authority Emergency Management Regulation section 4 (a)-(m)* as a minimum for submission to the Advisory Committee.
 - f. Provision of assistance with Incident Command Post and Emergency Social Services centres.
 - g. Provide recommendations following Incident Command Post activations where appropriate.
- 7.10. Municipally employed committee members shall participate in:
- a. Annual emergency exercises as requested by the Director of Emergency Management.

- b. Training as required by the Managing Director of Alberta Emergency Management Agency or as requested by the Director of Emergency Management.

8. DIRECTOR OF EMERGENCY MANAGEMENT

- 8.1. Each Council having jurisdiction within the County of Vermilion River, shall by resolution, appoint a Director of Emergency Management to act on their jurisdiction's behalf as per the *Act*. A Deputy Director of Emergency Management may be appointed in addition to the Director at the discretion of the local authority.
- 8.2. Each appointed Director of Emergency Management shall fulfill the duties of Director of Emergency Management as per section 8.3 of this Bylaw for the jurisdiction to which they have been appointed.
- 8.3. Duties and responsibilities of the Director of Emergency Management during an emergency or disaster:
 - a. The Director of Emergency Management shall be prepared to assume the position of Incident Commander during emergency or disaster situations in which an Incident Command Post within the Region may be partially or fully activated.
 - b. Oversees municipally led emergency response operations in which the Incident Command Post is activated including:
 - Acting as the Director of Emergency Operations on behalf of the Emergency Management Agency.
 - Coordinating all emergency services and other resources used in an emergency
 - c. Oversees municipally led recovery operations where directed by Council.
 - d. Coordinates a debrief for personnel involved in any Incident Command Post activations and compiles a corrective action report with tasks and dates for completion assigned as appropriate.
 - e. Submits any corrective action reports to the Regional Emergency Advisory Committee for review and approval.
 - f. Is prepared to response to an Incident Command Post to provide relief capacity for the active Director of Emergency Management.
- 8.4. In addition to duties in an emergency or disaster, the Director of Emergency Management shall:

- a. Participate in assigned rotation as Chair for the Regional Emergency Management Agency as per section 7.3 of this Bylaw and coordinate regular meetings of the Regional Emergency Management Agency as set forth in section 7.6 of this Bylaw.
- b. Participate as an active member of the Regional Emergency Management Agency.
- c. Complete any courses prescribed by the Managing Director of the Alberta Emergency Management Agency within the designated timeframe unless granted exemption.

8.5. Appointed Deputy Directors of Emergency Management shall be prepared to fulfill all of the above duties in the absence of the Director of Emergency Management.

9. FINANCIAL

- 9.1. Council may authorize and expend such monies as required to prepare, response to and recover from an emergency.
- 9.2. Council may enter into agreements and make payments to persons or organizations for emergency management services including development and implementation of plans, programs or portions thereof.
- 9.3. Council may make applications for grants or other funding applicable to the development of emergency plans or programs including but not limited to mutual aid plans and programs.
- 9.4. Council may enter into agreements with other regional districts, municipalities or local authorities for the purpose of mutual aid, emergency assistance or coordination of emergency preparedness, response or recovery initiative or resources.

10. INDEMNIFICATION

- 10.1. No action lies against the 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 or duty under the *Alberta Emergency Management Act, 2000* or this Bylaw under a declaration of local emergency.

11. REPEALED

- 11.1. Bylaw No. 19-23 is hereby repealed.
- 11.2. Bylaw No. 20-19 is hereby repealed.

INTRODUCED AND READ a First time this 9 day of February, 2021.

READ a Second time this 9 day of February, 2021.

Introduced for a Third and Final Reading this 9 day of February, 2021

READ a Third and Final Time and adopted this 9 day of February, 2021.


Reeve


Chief Administrative Officer