

County of Vermilion River

Bylaw No 19-23.

Regional Emergency Management Bylaw

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. "Administrator" or "Chief Administrative Officer" means the person appointed by Council as the Administrative Officer for the County of Vermilion River
- e. "Council" means the elected officials that form the Council of the County of Vermilion River
- f. "County" means the County of Vermilion River, Alberta.
- g. "Director of Emergency Management" means the person appointed by the Council of the local authority to organize the local authority's Emergency Management Program.
- h. "Disaster" shall have the same meaning as given to it by the *Act*.
- i. "Emergency" shall have the same meaning as given to it by the *Act*.
- j. "Emergency Social Services" are services that provide for the basic essential services to victims, evacuees and/or affected residents as may be required.
- k. "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.
- l. "Incident Command Post" means the local authority's location for carrying out coordinated emergency or disaster response and recovery activities including planning, logistical and operational requirements. In this Bylaw, Incident Command Post replaces what was previously known as the Emergency Operations Centre.
- 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. "Regional Incident Command Post" means an incident command post that is activated to respond to an emergency or disaster affecting multiple jurisdictions within the County of Vermilion River.

3. Purpose

3.1 Subject to *section 11 of the Alberta Emergency Management Act, 2000* the purpose of this Bylaw is to establish a Regional Municipal Emergency Organization for preparing and responding to emergencies within the County, Town, Villages and Hamlets therein that 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 The Regional Emergency Plan will be structured under the Incident Command System.

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 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 and approve the Regional Emergency Plan.
- c. Review annual objectives of the Regional Emergency Management Agency and provide approval of such objectives where appropriate.
- d. 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 Regional or Municipal Incident Command Post.
- c. Provide support to the Regional or Municipal 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 request 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:

- Mayor/Reeve and Council.

6.5 In the absence of a quorum of Council, a State of Local Emergency may be declared by:

- Any 2 elected officials of the declaring jurisdiction.

7. Regional Emergency Management Agency

7.1 There is hereby established a Regional Emergency Management Agency that represents the following local authorities and is responsible for the administration of the Regional Emergency Management Program shared by them.

- County of Vermilion River
- Town of Vermilion

- Village of Marwyane
- Village of Kitscoty
- Village of Paradise Valley
- Hamlet of Blackfoot
- Hamlet of Clandonald
- Hamlet of Islay
- Hamlet of McLuaghlin
- Hamlet of Rivercourse
- Hamlet of Streamstown
- Hamlet of Tulliby Lake

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 than 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 Regional Emergency Management Agency shall meet at least three (3) times per year or more frequently as determined by the Chair of the Agency.

7.7 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.

7.8 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 s. 6 of the *Local Authority Emergency 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 approval of the plan if it meets all provincial requirements pursuant to the *Local Authority Emergency Management Regulation section 4 (a)-(m)* for submission to the Advisory Committee.
- f. Assistance with Municipal and/or Regional Incident Command Post and Emergency Social Services centres where appropriate.
- g. Provide recommendations following Municipal and Regional Incident Command Post activations where appropriate.

7.9 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. 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 Municipal Incident Commander during emergency or disaster situations in which the Municipal Incident Command Post may be partially or fully activated.
- b. Oversees municipally led emergency response operations in which the Municipal Incident Command Post is activated.
- c. Oversees municipally led recovery operations where directed by Council.
- d. Coordinates a debrief for personnel involved in any Municipal 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 respond to a Regional Incident Command Post to provide relief capacity for the acting 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, respond 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.

10. Dispute Resolution (Optional)

10.1 Where a conflict of opinion regarding response operations may arise between the Director of Emergency Management and the Incident Commander, the Director of Emergency Management's opinion shall prevail.

10.2 Notwithstanding the foregoing of 10.1, where disputes cannot be amicably resolved or a third-party opinion is required, the local Director of Emergency Management or Incident Commander may at any time bring the dispute forward to Council to resolve.

11. 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.

12. Repealed

Bylaw No. 08-21 is hereby repealed.

INTRODUCED AND READ a first time this 14 day of December, 2019

READ a second time this 14 day of December, 2019

READ a third time and adopted this 14 day of December, 2019.

