

**BEAVER EMERGENCY SERVICES COMMISSION
(THE "COMMISSION")**

**BYLAW NO. 12-2022
EMERGENCY MANAGEMENT BYLAW**

**BEING A BYLAW RESPECTING THE ESTABLISHMENT AND OPERATIONS OF AN
EMERGENCY MANAGEMENT AGENCY AND EMERGENCY MANAGEMENT
ADVISORY COMMITTEE BY THE COMMISSION**

WHEREAS:

- A. The Commission has been established by Ministerial Order; and
- B. The Commission has been delegated responsibility by its Member municipalities listed below for the direction and control of fire and emergency management within the boundaries of the Member municipalities and is required to appoint an Emergency Management Advisory Committee and to establish and maintain an Emergency Management Agency to act as the agent of Commission Members in exercising powers and duties under the *Alberta Emergency Management Act* Revised Statutes of Alberta 2000 Chapter E – 6.8 section 11 and the *Local Authority Emergency Management Regulation* 203/2018 and all amendments thereto;
 - Village of Ryley
 - Village of Holden
 - Town of Tofield
 - Town of Viking
 - Beaver County

NOW THEREFORE the Board of Directors of the Commission enacts the following:

1. TITLE

1.1 This Bylaw shall be known as the Beaver Emergency Services Commission Emergency Management Bylaw.

2. DEFINITIONS

2.1 "Act" means the Alberta Emergency Management Act, Revised Statutes of Alberta 2000, and all amendments thereto.

2.2 "Alberta Emergency Management Agency" or "AEMA" means the provincial government agency charged with the administration of the Emergency Management Act and the Local Authority Emergency Management Regulation.

2.3 "Board" means the Board of Directors of the Commission.

2.4 “Commission” means the Beaver Emergency Services Commission.

2.5 “Director” means a person appointed to the Board of Directors of the Commission.

2.6 “Deputy Director of Emergency Management” means the person(s) appointed by the Board who report to the Director of Emergency Management and can act in the capacity of the Director of Emergency Management if the Director of Emergency Management is unable to do so.

2.7 “Director of Emergency Management” means the person appointed by the Board to lead and organize Commission Members’ emergency management programs.

2.8 “Disaster” shall have the same meaning as given to it by the Act.

2.9 “Emergency” shall have the same meaning as given to it by the Act.

2.10 “Emergency Management Advisory Committee” means the committee established by the Board under this Bylaw that provides oversight on development of emergency plans and programs.

2.11 “Emergency Management Agency” means the agency that is responsible for the administration of the Commission’s emergency program including carrying out the power and duties of Commission Members under the Act.

2.12 “Emergency Management Plan” means the emergency management plan prepared by the Emergency Management Agency, approved by the Emergency Advisory Committee and approved by the Alberta Emergency Management Agency to coordinate response to an emergency or disaster.

2.13 “Member” or “Members” means the member municipal authorities as set out in the Ministerial Order for establishment of Beaver Emergency Services Commission.

2.14 “Regulation” means the *Local Authority Emergency Management Regulation*, Alberta Regulation 203/2018.

3. ESTABLISHMENT OF COMMITTEE

3.1 The Commission does hereby establish the Emergency Management Advisory Committee.

3.2 The Board shall appoint seven (7) Directors to serve on the Emergency Management Advisory Committee that shall be appointed as follows:

3.2.1 One (1) Director who is an elected official from each of the following Member municipalities:

- (a) Town of Tofield;
- (b) Town of Viking;
- (c) Village of Ryley;
- (d) Village of Holden; and

3.2.2 Three (3) Directors who are elected officials from Beaver County.

- 3.3 The Committee will be chaired by an annually appointed member of the Board.
- 3.4 The Committee will meet at least annually but may meet more often as determined necessary.
- 3.5 Each Committee member will have one (1) vote regarding any matter presented before the Committee.
- 3.6 Appointed alternate Committee members may vote in absence of the primary appointed member for their municipal jurisdiction.
- 3.7 The agenda for all meetings of the Committee shall be prepared by the Chair of the Committee.
- 3.8 The Committee shall ensure minutes are kept of each Committee meeting. Any Director may request the minutes of any Committee meeting and that Director shall be provided with a copy of those minutes, once adopted by the Commission.
- 3.9 Decisions will be passed by a majority vote. A quorum of the Committee shall be at least four (4) members.

4. COMMITTEE ROLES & RESPONSIBILITIES

- 4.1 The Committee shall:
- 4.1.1 Review and approve the Emergency Management Plan and related plans and programs on a regular basis, but at a minimum once a year to ensure that the Commission is prepared to address potential emergencies or disasters within the boundaries of its Member municipalities.
 - 4.1.2 Participate in mandatory training within 90 days of taking their official oath of office as prescribed in the *Regulation*.
 - 4.1.3 Appoint a person as the Director of Emergency Management who shall serve as the Director of Emergency Management for the Member Municipal authorities of the Beaver Emergency Services Commission.
 - 4.1.4 Provide guidance, direction, and oversight to the Emergency Management Agency.
 - 4.1.5 Review and where appropriate approve any annual objectives as may be determined by the Emergency Management Agency or Director of Emergency Management.
 - 4.1.6 Review corrective or after-action reports as may be submitted by the Emergency Management Agency or Director of Emergency Management following emergency management training, exercises and/or emergency response and activations.
- 4.2 During an emergency or disaster, the Advisory Committee will:
- 4.2.1 Provide support to the Emergency Management Agency by liaising with their respective Member municipal elected officials as may be required.

4.2.2 Provide policy oversight and may coordinate approval processes for any extraordinary measures not already provided for under the Commission's authority or the *Act*.

5. STATE OF LOCAL EMERGENCY

5.1 If at any time the Committee is satisfied that a local emergency exists, may exist, or no longer exists within the boundaries of the Commission's Member municipalities, the Committee shall be empowered to declare, renew, or terminate a state of local emergency by resolution.

5.2 In absence of quorum, the following may declare a state of local emergency for a Member or Member municipalities in the following descending order:

- (a) Committee Chair
- (b) In absence of the Committee Chair, any two (2) other Committee Members.
- (c) In absence of the Chair and two Committee Members, any other available Committee Member.

5.3 Upon declaring a state of local emergency, the Committee shall:

5.3.1 As soon as possible, advise all Members of the state of local emergency;

5.3.2 Where a Member is absent, ensure the Council for their respective municipality has been notified.

5.3.3 Ensure that the declaration identifies the nature of the emergency and location;

5.3.4 Ensure the details of the declaration are published immediately by such means considered most likely to notify the majority of the population of the area affected; and

5.3.5 Notify Alberta Emergency Management Agency and forward a copy of the declaration to the Minister forthwith.

5.4 When a state of local emergency is declared the Emergency Management Agency is authorized by the respective member's council to exercise those powers granted within section 24 of the *Act*.

5.5 A declaration of a state of local emergency lapses at the end of seven (7) days after the declaration is made, or at the end of ninety (90) days after the declaration is made if the declaration is in respect of a pandemic unless it is earlier cancelled by the Minister or terminated by the Committee or renewed by the Committee.

5.6 When, in the opinion of the Committee, an emergency no longer exists in relation to which the declaration was made, the committee shall, by resolution, terminate the declaration and cause the details of such to be made public by the means of communication it considers most likely to notify the majority of the population of the affected area(s) as possible.

6. ESTABLISHMENT OF AGENCY

6.1 The Commission does hereby establish the Emergency Management Agency.

6.2 The Emergency Management Agency is responsible for the administration of the Emergency Plan and the Emergency Management Program as a whole, and to act as the agent for the Emergency Management Advisory Committee and on behalf of the Member municipalities of the Commission.

6.3 The Agency shall be chaired by the Director of Emergency Management. In their absence, Agency meetings will be chaired by an appointed Deputy Director of Emergency Management.

6.4 The Emergency Management Agency shall be comprised of the following:

- (a). The Director of Emergency Management
- (b). All appointed Deputy Directors of Emergency Management.
- (c) All municipal personnel appointed a role in the Emergency Management Plan and any other agency or organization that in the opinion of the Director of Emergency Management may assist in the development or implementation of the Emergency Management Plan or related plans and programs.

7. EMERGENCY MANAGEMENT AGENCY DUTIES

7.1 The Emergency Management Agency shall:

7.1.1 Utilize the command, control and coordination system as prescribed by the Managing Director of Alberta Emergency Management Agency.

7.1.2 Track training and exercises to support preparedness, response and recovery activities as mandated in the *Regulation*.

7.1.3 Determine annual objectives of the Agency and submit to the Advisory Committee for review and where necessary approval.

7.1.4 Contribute to development of corrective or after-action reports as may be compiled following emergency management training, exercises and/or emergency response and activations.

7.1.5 Review and where necessary make updates to the Emergency Management Plan and hazard and risk assessment at a minimum, annually.

7.1.6 Submit the Emergency Management Plan annually to Alberta Emergency Management Agency for review as prescribed in the *Regulation*.

7.1.7 Report to the Advisory Committee at least once (1) per year to provide an update on agency activities and provide an update and review of the Emergency Management Plan.

7.1.8 Meet at least four (4) times per year but may meet more often as determined by the Chair of the Agency.

7.2 Municipal personnel appointed a role in the Emergency Management Plan will:

- (a) Participate in training as required by the Managing Director of Alberta Emergency Management Agency or as requested by the Director of Emergency Management.
- (b) Participate in annual emergency training exercises as requested by the Director of Emergency Management.
- (c) Be prepared to provide assistance to a level at which they are qualified to perform in order to help coordinate emergency response operations as requested by the Director of Emergency Management.

8. DIRECTOR OF EMERGENCY MANAGEMENT

8.1 The Director of Emergency Management shall:

8.1.1 Prepare and coordinate the Emergency Management Plan and programs for Member municipalities.

8.1.2 Act as Director of emergency operations on behalf of the Emergency Management Agency which includes the authority to delegate Incident Command Post and Emergency Social Services functions to qualified personnel.

8.1.3 Coordinate the provision of services, resources, and operations in preparation for and during an emergency.

8.1.4 Complete the prescribed training as outlined in the *Regulation* within the designated timeframe.

8.1.5 Coordinate training and exercises for Emergency Management Agency members as per the *Regulations*.

8.1.6 Ensure the Advisory Committee is kept informed during emergency operations through regular reporting.

8.1.7 Coordinate debriefs for personnel involved in emergency or disaster operations.

8.1.8 Compile as needed, an after-action or corrective action report following emergency or disaster operations in consultation with the Emergency Management Agency and submit to the Advisory Committee for review.

9. EMERGENCY MANAGEMENT PLAN

9.1 The Agency will maintain an Emergency Management Plan containing the following as per the *Regulation*:

- Hazard and risk assessment
- The command, control, and coordination system to be used.
- Assignment of responsibilities by position.
- Procedures for implementation
- Communications plan
- Training and exercise plan
- Plan for provision of emergency social services during an emergency or disaster.
- Any other requirements as per the *Regulation*.

10. Deputy Directors of Emergency Management

10.1 Deputy Directors of Emergency Management shall:

10.1.1 Be qualified and capable of filling the Deputy Director of Emergency Management role which may include filling a support role to the Director of Emergency Management or other leadership role during emergency or disaster operations.

10.1.2 Be qualified and prepared to fulfill the role of Director of Emergency Management during both day-to-day operations and emergency or disaster operations as required.

10.1.3 Be qualified and able to provide relief capacity for the Director of Emergency Management in extended duration incidents.

11. INDEMNIFICATION

11.1 No action lies against the Commission or a person acting under the Commission'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* or its *Regulations* and any amendments thereto or under this Bylaw during a state of local emergency or other emergency or disaster event.

12. AMENDMENTS

12.1 A bylaw to amend this Bylaw does not come into force until this bylaw is passed by a majority of the Board.

13. REPEAL OF EXISTING BYLAW

13.1 Bylaw No. 12-2021 of the Commission is hereby repealed in its entirety.

READ A FIRST TIME this 14th day of December, 2022.



CHAIRPERSON



REGIONAL EMERGENCY MANAGER

