



City of Chestermere

PROVINCE OF ALBERTA

Bylaw #011-24

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Regional Emergency Management Bylaw

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BEING A BYLAW OF THE CITY OF CHESTERMERE IN THE PROVINCE OF ALBERTA TO ESTABLISH A REGIONAL EMERGENCY MANAGEMENT COMMITTEE, AND AN AGENCY.

WHEREAS the *Municipal Government Act* allows Council to pass bylaws respecting the safety, health, and welfare of people and the protection of people and property;

AND WHEREAS the City of Chestermere is responsible for the direction and control of its emergency response and it required under the *Emergency Management Act*, chapter E-6.8, RSA 2000, to appoint an Emergency Management Committee and to establish and maintain a Municipal Emergency Management Agency;

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

AND WHEREAS it is desirable in the public interest and in the interests of public safety that a regional emergency management group be formed to coordinate a regional emergency approach and programs;

AND WHEREAS THE City of Chestermere, Town of Strathmore, Wheatland County, and Villages of Hussar, Rockyford, and Standard wish to establish the Wheatland Regional Partnership which includes a Regional Emergency Advisory Committee and a Regional Emergency Management Agency;

NOW, THEREFORE, THE COUNCIL OF THE CITY OF CHESTERMERE ENACTS AS FOLLOWS:

1. TITLE

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

2. DEFINITIONS

2.1 In this Bylaw the following words and terms shall have the following meanings:

- a. "Act" means the *Emergency Management Act*, Chapter E-6.8, RSA 2000;
- b. "Council" means the Council of the City of Chestermere;
- c. "Deputy Director of Emergency Management" (DDEM) means the person responsible for the duties of the Director of Emergency Management in their absence;
- d. "Director of Emergency Management" (DEM) means the person appointed by resolution of Council who shall be responsible for the municipality's Emergency Management Program;
- e. "Disaster" means an event that results in serious harm to the safety, health, or welfare of people, or in widespread damage to property;
- f. "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;
- g. "Emergency Coordination Centre" (ECC) means the location that functions as a point of coordination, addressing the needs of the municipality or the Wheatland Region as a whole, exercising the authority of the local officials, as well as anticipating and supporting the needs of one (1) or more incident sites;
- h. "Joint Wheatland Regional Emergency Management Coordinators" (WREM Coordinators) means the persons appointed to coordinate the activities of the Wheatland Regional Emergency Planning and Coordinating Group;

- i. "Local Authority" means where a municipality has a council within the meaning of the Municipal Government Act, Chapter M-26, RSA 2000;
- j. "Minister" means the Minister charged with administration of the Act;
- k. "Parties" means Wheatland County, the City of Chestermere, the Town of Strathmore, the Village of Hussar, the Village of Rockyford, and the Village of Standard;
- l. "Regional Emergency Advisory Committee" (the Committee) means the Regional Emergency Management Committee of the Wheatland Regional Emergency Management Partnership as established by agreement between and the bylaws of the Parties;
- m. "Regional Emergency Management Agency" (the Agency) means the Wheatland Regional Emergency Management Partnership Agency as established by Agreement between and the bylaws of the respective municipal councils of the Parties;
- n. "Regional Emergency Management Plan" means the Wheatland Regional Emergency Management Plan prepared by the Directors of Emergency Management to co-ordinate the response to an emergency or a disaster;
- o. "Wheatland Regional Emergency Management Partnership" (WREMP) means the Wheatland Regional Emergency Management Partnership as established by agreement between and the bylaws of the respective municipal councils of the Parties.

3. WHEATLAND REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE

3.1 ESTABLISHMENT

There is hereby established a Wheatland Regional Emergency Management Advisory Committee; to establish the Committee to advise Council on the development of emergency plans and programs.

3.2 MEMBERSHIP & RESPONSIBILITY

The Committee shall:

- a. Consist of municipal Councillors appointed by each of the Parties, with each municipality appointing one (1) primary member, each of whom shall have one (1) vote regarding any matter coming before the Committee;
- b. Have each municipality appoint one (1) alternate member for the Committee who shall be permitted to vote in absence of in place of the primary member;
- c. Elect a chair who will serve as the chair for the remainder of the calendar year, the elected chair must be a member of the represented council;
- d. Meeting a minimum of twice a year and hold the option of calling a special meeting of the Committee on an as needed basis, upon fourteen (14) days advance notice to all members of the Committee;
- e. Four (4) Committee Members shall constitute a quorum of the Committee and a motion or resolution of the Committee may only be passed by an affirmative vote of the majority of the members on the motion or resolution;
- f. Review the Regional Emergency Management Plan and related plans and programs on a regular basis;
- g. Advise Council, duly assembled, on the status of the Regional Emergency Management Plan and related plans and programs at least once a year;
- h. Provides guidance and direction.

4. ROLE OF COUNCIL

4.1 COUNCIL SHALL:

- a. By resolution, appoint one (1) of its members to serve on the Committee and at least one (1) member as an alternate;
- b. Provide for payment of expenses of its member(s) of the Committee;

- c. Ensure that the emergency plans and programs are prepared to address potential emergencies or disasters in the City of Chestermere and the WREMP Region;
- d. Approve the Regional Emergency Management Plans and Programs as they relate to the City of Chestermere and WREMP Region;
- e. Review the status of the Regional Emergency Management Plan and related plans and programs at least once a year; and
- f. By resolution appoint a DEM.

4.2 COUNCIL MAY:

- a. By resolution, appoint one (1) or more DDEM;
- b. By bylaw borrow, levy, appropriate, and extend all sums required for its share of the operation of the Agency; and
- c. Enter into agreements with and make payments, 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.

4.3 Council agrees through the WREMP, to establish a position of Joint Wheatland Regional Emergency Management Coordinators to handle program administrations, planning, coordination, and leadership on behalf of the Committee and Planning and Coordinating Group.

5. AGENCY STRUCTURE

5.1 Council agrees through the WREMP, to establish the Agency to act as the agent of Council to carry out its statutory powers and obligations under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, nor the powers contained in Section 7 of this Bylaw.

5.2 MEMBERSHIP & RESPONSIBILITY

The Agency shall:

- a. Report to the Committee once per year, while including an update on the Agency's review of the Local Authority's emergency plan and

activities;

- b. Be familiar with the Regional Emergency Management Plan;
- c. Provide input and make recommendations for the Regional Emergency Management Plan;
- d. Participate in local and regional training;
- e. Provide updated contact information to the Agency;
- f. Participate in regional Agency meetings;
- g. Share information to the Agency;
- h. Participate in providing public education within their organization;
- i. Provide an up-to-date resource and inventory list to the Agency;
- j. Use a command, control and coordination system prescribed by the AEMA (Incident Command System);
- k. Guide the creation, implementation, and evaluation or group of individuals are designated under the Regional Emergency Management Plan to act on behalf of the Agency. The designation of an individual or group of individuals to act on behalf of the Agency shall be guided by the following:
 - i. Once an ECC has been activated, any one (1) of the DEMs or DDEMs that are members of the Agency may serve as DEM for incident. Whenever possible, the DEM or DDEM from the impacted municipality shall fill that roll. The intent is to ensure that there is

leadership in the ECC while the DEM may be on route to the ECC, or the DEM is away or not available for whatever reason.

- ii. In the event of an Emergency within the affecting more than one (1) municipality within the WREMP regions, the first DEM to the ECC will serve as DEM for the incident. As other DEMs arrive at the ECC, they will jointly decide who will take the lead role. DEM and DDEMs from the Agency may rotate through the role of DEM for the ECC.

5.3 COMPOSITION OF THE AGENCY

The agency shall be comprised of the following persons:

- a. The CAO of each municipality which is a member of the WREMP;
- b. The DEM of each municipality which is a member of the WREMP;
- c. The DDEM of each municipality which is a member of the WREMP.

5.4 EXTERNAL PARTIES

The Agency may request that the following persons join or advise the Agency on either a standing or as needed basis for each period of time that the Agency deems appropriate:

- a. RCMP Detachment Commander or designate;
- b. Fire Chiefs or designates;
- c. Wheatland and District Emergency Medical Services Association Manager or designate;
- d. Enforcement Services Supervisor or designate;
- e. Family and Community Support Services Director or designate;
- f. Public Works Supervisor or designate;

- g. Utility Manager or designate;
- h. Emergency Public Information Officers or designates;
- i. Emergency Social Services Manager or designates;
- j. Alberta Health Services representatives or designates;
- k. School Superintendent or designate;
- l. Disaster Social Services Managers or designates;
- m. Representative(s) from adjacent municipalities or First Nations;
- n. Representatives from local business;
- o. Representatives from local industry or industrial associations;
- p. Representatives from Alberta Municipal Affairs.

5.5 In accordance with Section 28 of the Act, no action lies against a Local Authority or 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 this Act or in the regulations during a state of local emergency.

5.6 In accordance with Section 535 (2) of the Municipal Government Act, 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.

5.7 When, in the opinion of the Local Authority in which the state of local emergency was declared, or the Committee, as the case may be, an

emergency no longer exists, the Local Authority or the Committee shall, by resolution, terminate the declaration.

5.8 A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:

- a. A resolution is passed under Section 8;
- b. A period of seven days has lapsed since it was declared unless it is renewed by resolution;
- c. The Lieutenant Governor in Council makes and orders for a state of emergency for the same area; or
- d. The Minister cancels the state of local emergency for the affected area.

5.9 When a declaration of a state of local emergency have been terminated, the Local Authority or the Committee 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.

6. AGREEMENTS AND POLICIES

6.1 The Committee is delegated the authority to enter into an Emergency Management Mutual Aid Agreement with another regional group or single municipality. The decision for the Committee to enter into a mutual aid agreement must be made by unanimous vote of all Parties. The Parties shall be permitted to vote in person or by way of email.

6.2 The Committee is delegated the authority to create policies relating to the emergency preparedness, mitigation, response, recovery, and the operation of the Regional Emergency Partnership and the Agency.

7. SEVERABILITY

7.1 If any sections of this Bylaw or parts thereof are found in any court or law to be illegal or beyond the power of Council to enact, such Section or Sections or parts therefore shall be deemed separate and independent therefrom and to be enacted as such.

8. REPEAL AND EFFECTIVE DATE

8.1 Bylaw 033-20 is hereby repealed.

8.2 This Bylaw shall become effective when it has received third and final reading and has been signed by the Mayor and Chief Administrative Officer.

Read a first time this 9th of April 2024

Read a second time this 14 of May 2024

Read a third time this 14 of May 2024.

Res: 240419-14 / 240514-28 / 240514-29

X Douglas A. Heger
MAYOR

X Edinent
CAO