

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

**BYLAW NO. 12-2021**

**BEING A BYLAW RESPECTING THE ESTABLISHMENT AND OPERATION OF AN  
EMERGENCY MANAGEMENT AGENCY AND EMERGENCY MANAGEMENT ADVISORY  
COMMITTEES 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 for the direction and control of fire and emergency responses within the boundaries of the Member municipalities and is required to appoint a Municipal Emergency Management Advisory Committee and to establish and maintain a Municipal Emergency Management Agency, under the *Emergency Management Act*, RSA 2000, c E-6.8 and the Local Authority Emergency Management Regulation 203/2018, as amended from time to time;

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

**1. DEFINITIONS**

- 1.1 "**Act**" means the *Emergency Management Act*, RSA 2000, c E-6.8, as amended from time to time;
- 1.2 "**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;
- 1.3 "**Board**" means the Board of Directors of the Commission;
- 1.4 "**Chair of the Committee**" means the Director of Emergency Management, or an alternate, as decided by the majority of the Directors;
- 1.5 "**Commission**" means the Beaver Emergency Services Commission;
- 1.6 "**Director**" means a person appointed to the Board of Directors of the Commission in accordance with this Bylaw;
- 1.7 "**Director of Emergency Management**" or the "**DEM**" means the person appointed by the Board to lead the municipal emergency plan;
- 1.8 "**Deputy Director of Emergency Management**" or the "**DDEM**" means the person(s) appointed by the Board who can act in the capacity of the Director of Emergency Management if the Director of Emergency Management is unable to do so;

- 1.9 “**Emergency**” means an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property or the environment;
- 1.10 “**Emergency Management Advisory Committee**” or “**Committee**” means the committee established by the Board under this Bylaw;
- 1.11 “**Emergency Management Agency**” means the agency that is responsible for the administration of the Commission’s emergency program;
- 1.12 “**Emergency Plan**” means the emergency plan prepared by the Emergency Management Agency, approved by the Emergency Advisory Committee and approved by the Alberta Emergency Management Agency (AEMA) to co-ordinate response to an emergency or disaster;
- 1.13 “**Fire Chiefs**” means the persons appointed as such by the Board, and “**Fire Chief**” means any one of them;
- 1.14 “**Member**” or “**Members**” means the member municipal authorities as set out in the Ministerial Order;
- 1.15 “**Regional Emergency Manager**” means the person appointed or hired in this role by the Board; and
- 1.16 “**Regulation**” means the *Local Authority Emergency Management Regulation, Alta Reg 203/2018*.

## 2 ESTABLISHMENT OF COMMITTEE

- 2.1 The Commission does hereby establish the Emergency Management Advisory Committee.
- 2.2 The Board shall appoint seven (7) Directors to serve on the Emergency Management Advisory Committee that shall be appointed as follows:
- 2.2.1 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
- 2.2.2 three (3) Directors who are elected officials from Beaver County.
- 2.3 The Committee composition shall be set out as follows:
- 2.3.1 Directors;

2.3.2 the DEM; and

2.3.3 the DDEM(s).

### **3 PURPOSE OF COMMITTEE AND COMMITTEE DUTIES**

3.1 The Committee shall:

3.1.1 review and approve the Emergency Plan and related plans and programs on a regular basis, but minimally once a year to ensure that the Commission is prepared to address potential emergencies or disasters within the boundaries of its Member municipalities;

3.1.2 appoint the Director of Emergency Management (DEM) and a Deputy Director or Directors of Emergency Management (DDEM) who can fulfil the duties of the Director of Emergency Management in that person's absence or inability to perform the required tasks;

3.1.3 participate in mandatory training within 90 days of taking their official oath of office as prescribed in the Regulation; and

3.1.4 provide guidance, direction and/or assistance to the DEM as requested by the DEM before, during and after an emergency or disaster within the boundaries of a Member municipality.

### **4 COMMITTEE MEETINGS**

4.1 The Chair of the Committee will be the DEM or an alternate, as agreed upon by a majority of the Directors;

4.2 Quorum of the Committee shall consist of four (4) Directors and the DEM or a DDEM.

4.3 The Committee shall meet at least once a year on and at such date, time, and place as determined by the majority of the Directors, or as may be determined from time to time by the Chair of the Committee.

4.4 The agenda for all meetings of a Committee shall be prepared by the Chair of the Committee.

4.5 The Committee shall cause minutes to be 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.

### **5 ESTABLISHMENT OF AGENCY**

5.1 The Commission does hereby establish the Emergency Management Agency.

- 5.2 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 agent for the Emergency Management Advisory Committee and on behalf of the Member municipalities of the Commission, which include:
- 5.2.1 Beaver County;
  - 5.2.2 the Town of Tofield;
  - 5.2.3 the Town of Viking;
  - 5.2.4 the Village of Ryley; and
  - 5.2.5 the Village of Holden.
- 5.3 The Emergency Management Agency shall be comprised of one or more of each of the following:
- 5.3.1 the DEM;
  - 5.3.2 the DDEM(s);
  - 5.3.3 the Regional Emergency Manager;
  - 5.3.4 and at least one Director.

## **6 EMERGENCY MANAGEMENT AGENCY DUTIES**

- 6.1 The Emergency Management Agency shall:
- 6.1.1 utilize the command, control and coordination system as prescribed by the Managing Director of the AEMA;
  - 6.1.2 track training and exercises to support preparedness, response and recovery activities as mandated in the Regulation;
  - 6.1.3 review hazard and risk assessment within the municipal boundaries of the Members regularly and at least annually;
  - 6.1.4 submit the Emergency Plan annually to the AEMA for comment, review, and approval as prescribed in the Regulation;
  - 6.1.5 submit an exercise notification to the AEMA as prescribed in the Regulation; and
  - 6.1.6 report to the Committee annually to provide an update on Emergency Management Agency activities and provide an update and review of the Emergency Plan.

## **7 DIRECTOR OF EMERGENCY MANAGEMENT DUTIES**

- 7.1 The Director of Emergency Management shall:
- 7.1.1 prepare and co-ordinate the Emergency Plan and programs for Member municipalities;
  - 7.1.2 act as director of emergency operations on behalf of the Emergency Management Agency;
  - 7.1.3 co-ordinate all emergency services and other resources used in an Emergency;
  - 7.1.4 complete the prescribed training as outlined in the Regulation within six (6) months of the person's appointment as the Director of Emergency Management; and
  - 7.1.5 perform any other duties as prescribed by the Commission.

## **8 PROCEDURES WHEN DECLARING A STATE OF LOCAL EMERGENCY**

- 8.1 If at any time the Committee is satisfied that a local emergency exists or may exist 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.
- 8.2 Upon declaring a state of local emergency, the Committee shall:
- 8.2.1 as soon as possible, advise all Members of the state of local emergency;
  - 8.2.2 ensure that the declaration identifies the nature of the emergency and location;
  - 8.2.3 ensure the details of the declaration are published immediately by such means considered most likely to notify the population if the area affected; and
  - 8.2.4 notify AEMA and forward a copy of the declaration to the Minister forthwith.
- 8.3 A declaration of a state of local emergency lapses at the end of 7 days after the declaration is made, or at the end of 90 days after the declaration is made if the declaration is in respect of a pandemic, unless:
- 8.3.1 it is earlier cancelled by the Minister;
  - 8.3.2 it is earlier terminated by the Committee; or
  - 8.3.3 it is renewed by the Committee .

8.4 When, in the opinion the Committee, an emergency no longer exists in relation to which the declaration was made, the Committee shall, by resolution, terminate the declaration.

8.5 Immediately after the:

8.5.1 passage of a resolution or order terminating a declaration;

8.5.2 cancellation by the Minister of a declaration of a state of local emergency,  
or

8.5.3 the termination by lapse of time of a declaration of a state of local emergency,

the Committee shall cause the details of the declaration or cancellation or termination by lapse of time to be published by any means of communication that it considers is most likely to make known to the majority of the population of the area affected by the local emergency the contents of the declaration or cancellation or termination.

8.6 When a state of local emergency is declared, the Emergency Management Agency is authorized by council to exercise those powers granted within Section 24 of the Act.


**9 INDEMNIFICATION**

9.1 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 under the *Emergency Management Act* or its regulations during a state of local emergency.

**10 AMENDMENTS**

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

READ A FIRST TIME this 11<sup>th</sup> day of August, 2021

  
\_\_\_\_\_  
CHAIRPERSON

  
\_\_\_\_\_  
REGIONAL EMERGENCY MANAGER