



BYLAW NO. 662-20 VILLAGE OF INNISFREE EMERGENCY MANAGEMENT BYLAW

THIS BYLAW NO. 662-20 OF THE VILLAGE OF INNISFREE, IN THE PROVINCE OF ALBERTA TO ESTABLISH A REGIONAL EMERGENCY ADVISORY COMMITTEE AND A REGIONAL EMERGENCY MANAGEMENT AGENCY.

WHEREAS the Council of the Village of Innisfree, is responsible for the direction and control of its emergency response and is required, under the *Emergency Management Act*, RSA 2000, Chapter E-6.8, (the 'Act'), to appoint an Emergency Advisory Committee and to establish an Emergency Management Agency.

AND WHEREAS THE *Municipal Government Act*, RSA 2000, Chapter M-26, provides that a Council may establish by bylaw special committees of Council and delegate powers and duties;

AND WHEREAS it is desirable in the public interest, and in the interests 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 the said *Emergency Management Act*;

AND WHEREAS it is recognized that an emergency or disaster of a jurisdictional or multi-jurisdictional nature could affect any or all the municipalities within the geographical boundaries of the Village of Innisfree and Minburn County to such a degree that local resources would be inadequate to cope with the situation independently;

AND WHEREAS Council wishes to enter into a Regional Emergency Management Partnership Agreement with other municipalities within the geographical boundaries of Minburn County for the purpose of integrated emergency management planning and operations. This partnership to be recognized as the Minburn Regional Emergency Management Partnership;

AND WHEREAS a local authority may delegate some or all the local authority's powers and duties under the *Emergency Management Act*;

NOW THEREFORE, the Council of the Village of Innisfree, duly assembled enacts Innisfree Emergency

Management Bylaw as follows:

1. SHORT TITLE

1.1 This Bylaw may be cited as the **Innisfree Emergency Management Bylaw**.

2. DEFINITIONS

2.1 In this Bylaw:

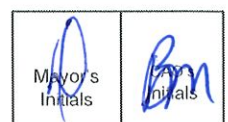
- a) **Act** means the *Emergency Management Act*, R.S.A. 2000, Chapter E-6.8 and all amendments thereto.
- b) **All-Hazards** means all types of hazards including natural, technological, and human caused.
- c) **CAO** means the Chief Administrative Officer of the Village of Innisfree or their designate.
- d) **Council** means the duly elected Council of the Village of Innisfree.
- e) **County** means the County of Minburn No. 27.
- f) **Director of Emergency Management [DEM]** means an individual appointed by resolution of Council to organize the local authority's emergency management program.
- g) **Disaster** means an event that results in serious harm to the safety, health or welfare of people, the environment or in widespread damage to property.
- h) **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 and the environment.
- i) **Emergency Social Services** are services that provide for the basic essential needs of victims, evacuees and/or affected residents as may be required.
- j) **Incident Command Post** in this Bylaw 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 may be activated on behalf of multiple authorities within the Minburn Region.
- k) **Local Authority** means, where a municipality has a council within the meaning of the *Municipal Government Act* RSA 2000, Chapter M-26.

- l) **Local Authority Emergency Management Regulation** means the Alberta *Local Authority Emergency Management Regulation 2020* and all amendments thereto.
- m) **Minburn Region** means the geographical area within the boundaries of the County of Minburn No. 27 including the municipalities of the Town of Vegreville, Village of Innisfree and Village of Mannville.
- n) **Minburn Regional Emergency Management Partnership** is a partnership comprising the municipalities of the Town of Vegreville, Village of Innisfree, Village of Mannville and the County of Minburn No. 27 who have entered into a joint agreement for the purpose of organizing integrated emergency planning, training, assistance, and emergency operations programs.
- o) **Minister** means the Minister charged with the administration of the *Act*.
- p) **Partners** means the municipalities of Minburn County, Town of Vegreville, Village of Innisfree and Village of Mannville.
- q) **Regional Emergency Advisory Committee** means a regional committee comprised of one (1) councillor, or alternate, from each of the partnering municipalities of the Minburn Regional Emergency Management Partnership as established by the Minburn Regional Emergency Management Partnership Agreement and the Bylaws of the Partners that advise on development of regional emergency management plans and programs.
- r) **Regional Emergency Management Agency** is the agency appointed to act as the agent of the regional local authorities of each of the partnering municipalities of the Minburn Regional Emergency Management Partnership as established by the Minburn Regional Emergency Management Partnership Agreement in exercising the regional authorities' powers and duties under the *Emergency Management Act* of Alberta. The Agency provides feedback, guidance, and expertise regarding the regional emergency management plans and programs.
- s) **Regional Emergency Management Plan** means the Regional Emergency Management Plan prepared by the Regional Emergency Management Agency to guide and coordinate the response to an emergency or disaster, including training and governance/administrative functions and requirements.

3. COUNCIL

3.1 Council shall:

- a) By resolution, appoint one (1) member to serve on the Regional Emergency Advisory Committee.
- b) By resolution, appoint one (1) member to serve as an alternate on the Regional Emergency Advisory Committee.
- c) By resolution appoint a Director of Emergency Management.



- d) Annually review and approve the Regional Emergency Management Plan.
- e) Complete any courses as prescribed by the Managing Director of the Alberta Emergency Management Agency in accordance with the *Act* and *Local Authority Emergency Management Regulation* and any amendments thereto.
- f) Pursuant to the *Act*, provide for the payment of expenses of locally appointed members of the Regional Emergency Advisory Committee.

3.2 Council may:

- a) Appoint a Deputy Director(s) of Emergency Management.
- b) By Bylaw, borrow, levy, appropriate and expend, without the consent of the electors, all sums required for its share of the operation of the Regional Emergency Advisory Committee and the Regional Emergency Management Agency.
- c) Authorize and expend such funds as required to prepare, respond to, and recover from an emergency.
- d) Enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans and programs, including mutual aid plans and agreements.
- e) Make applications for grants or other funding applicable to the development of emergency plans or programs including but not limited to mutual aid and/or regional aid plans and programs.
- f) Enter into agreements with other regional districts or municipalities for the purpose of mutual aid, emergency assistance or coordination of emergency preparedness, response or recovery initiatives or resources.

4. DECLARATION OF STATE OF LOCAL EMERGENCY

4.1 Each local authority shall at all times retain authority for the power to declare, renew or terminate a state of local emergency for its respective jurisdiction.

4.2 A resolution for a declaration of a state of local emergency shall be made by the elected Council of the governing authority having jurisdiction.

4.3 A state of local emergency may be declared by any of the following:

- a) Mayor
- b) Deputy Mayor
- c) In the absence of Mayor or Deputy Mayor, a state of local emergency may be declared by any two (2) members of Council.

4.4 A state of local emergency must:

- d) Ensure that the declaration identifies the nature of the emergency and the area of the municipality in which it exists; and
- e) Cause the details of the declaration to be published immediately by such means of communications considered most likely to notify the population of the area affected; and

f) Forward a copy of the declaration to the Minister immediately.

4.5 A non-pandemic state of local emergency lapses after seven (7) days unless it is renewed or terminated.

4.6 A pandemic state of local emergency lapses after ninety (90) days unless it is renewed or terminated.

4.7 When in the opinion of the local authority an emergency no longer exists, it shall be terminated by resolution and the details of such immediately made public by the most effective means of communication for the population of the areas as possible.

4.8 No action lies against the Village of Innisfree or a person acting under the Village's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the *Act* or the regulations during a State of Local Emergency.

4.9 In accordance with Section 532(2) of the *Municipal Government Act*, RSA 2000, Chapter M-26, 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.

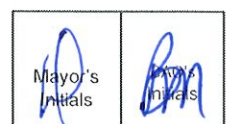
5. REGIONAL EMERGENCY ADVISORY COMMITTEE

5.1 Councils of the Minburn Region agree through the Minburn Regional Emergency Management Partnership Agreement, to establish a Regional Emergency Advisory Committee to advise the Regional Emergency Management Agency on the development of regional emergency plans and programs.

5.2 A Regional Emergency Advisory Committee is hereby established and shall consist of:

- a) One (1) municipal Councillor appointed by each of the local authorities having jurisdiction as set forth within this Bylaw, of whom shall have one vote regarding any matter coming before the Committee.
- b) One (1) alternate member appointed by each of the local authorities having jurisdiction as set forth within this Bylaw, who shall be permitted to vote in the absence or in place of the primary member.

5.3 The Committee will be chaired by a council member appointed to the Committee and will be elected from the Committee membership. The Chair position will be rotated on a bi-annual basis amongst the members of the Committee.



5.4 The members of the Committee will elect from the membership a Vice-Chair. The Vice-Chair position will be rotated bi-annually in alternating years of the Chair amongst the members of the Committee.

5.5 The Regional Emergency Advisory Committee will meet at least once annually or as any emergent or immediate need arises.

5.6 Decisions will be passed by a majority vote. A quorum of the Committee shall be at least three (3) members.

5.7 Any disputes will be resolved in accordance with Roberts Rule of Order.

5.8 The Regional Emergency Advisory Committee is delegated the authority to develop policies concerning emergency preparedness, mitigation, response, and recovery and the operation of the Regional Emergency Partnership and Regional Emergency Management Agency.

5.9 The Regional Emergency Advisory Committee shall:

- a) Provide policy, direction, guidance, and oversight to the Regional Emergency Management Agency.
- b) Each member will act as a liaison between the Committee and their local authority by communicating information from each meeting and bringing forth items requiring Council decision or approval to their respective Council on behalf of the Committee.
- c) Annually review the Regional Emergency Management Plan after review by the Regional Emergency Management Agency.
- d) Annually provide a copy of the reviewed Regional Emergency Management Plan for review and final approval to each Council.
- e) Review, and where appropriate, approve annual objectives of the Regional Emergency Management Agency.
- f) Review any corrective or after-action reports submitted by the Regional Emergency Management Agency and determine process for approval where appropriate.

6. REGIONAL EMERGENCY MANAGEMENT AGENCY

6.1 Councils of the Minburn Region agree through the Minburn Regional Emergency Management Partnership Agreement, to establish a Regional Emergency Management Agency to act as the agent of Council to carry out its statutory powers and obligation under the *Act*. This does not include the power to declare, renew or terminate a State of Local Emergency.

6.2 The Agency is responsible for the administration of the Regional Emergency Management Plan and Program.

6.3 Members of the Regional Emergency Management Agency shall include:

- a) All appointed Directors of Emergency Management and Deputy Directors of Emergency Management within the region.

- b) All municipally appointed emergency management personnel as invited by the Chair of the Agency.
- c) Representatives from public and private organizations or other stakeholders who may provide expertise or assist with emergency management activities within the region as invited by the Chair of the Agency.

6.4 The Agency shall be chaired by an appointed Director of Emergency Management from within the region on an annually rotating basis by motion of Agency members.

6.5 The Regional Emergency Management Agency shall meet at least quarterly but may meet more often as determined by the Chair of the Agency.

6.6 The Agency shall utilize the command, control and coordination system as prescribed by the Managing Director of the Alberta Emergency Management Agency.

6.7 The Agency shall report to the Regional Emergency Advisory Committee at least once (1) per year and provide an update on the Agency's review of the regional emergency plan and program.

6.8 The Regional Emergency Management Agency shall:

- a) Work collaboratively with the partnership communities through the Regional Emergency Advisory Committee, Alberta Emergency Management Agency and other government departments or agencies as necessary to develop, implement and maintain all emergency plans and programs for the Region.
- b) Determine the direction of the Regional Emergency Management Agency and any of its subgroups or committees.
- c) Coordinate the provision of services and operations in preparation for and during an emergency or disaster.
- d) Coordinate annual training and exercises for members of the Regional Emergency Management Agency as per the *Local Authority Emergency Management Regulation 2020* and any amendments thereto.
- e) Set annual objectives for the Regional Emergency Management Agency and submit to the Regional Emergency Advisory Committee for approval.
- f) Annually review and as necessary update the Regional Emergency Management Plan to ensure it meets changing regional capacities and all provincial requirements pursuant to the *Local Authority Emergency Management Regulation 2020* and any amendments thereto.
- g) Submit a copy of the Regional Emergency Management Plan to the Advisory Committee annually following review and any updates.
- h) Make the Regional Emergency Management Plan available to Alberta Emergency Management Agency for review and comment.
- i) Ensure that in the event of an emergency, an individual or group of individuals is designated in the Regional Emergency Management Plan to act on behalf of the Regional Emergency Management Agency. The designation of an individual or group of individuals to act on the behalf of the Agency shall be guided by the following when an Incident Command Post has been activated.

- (i) Municipal Incident Command Post Activation:
 - (A) The appointed municipal Director of Emergency Management will either serve as the Incident Commander for their local authority and municipal Incident Command Post and may request support from the Regional Emergency Management Agency to provide additional personnel in the locally established Incident Command Post if needed or;
 - (B) Request partial or full activation of a Regional Incident Command Post in the event that the incident affects more than one (1) regional local authority.

- (ii) Regional Incident Command Post Activation:
 - (A) A regional Incident Command post will be activated and staffed by members of the Regional Emergency Management Agency and;

 - (B) One (1) or more Directors of Emergency Management from the affected areas will be appointed to lead the regional response and the Regional Incident Command Post by majority vote of Agency members present.

7. DIRECTOR OF EMERGENCY MANAGEMENT

7.1 The Village of Innisfree shall by resolution appoint a Director of Emergency Management to act on their jurisdiction's behalf as per the *Act*. At the discretion of each local authority, a Deputy Director of Emergency Management may be appointed in addition to the Director of Emergency Management.

7.2 Each appointed Director of Emergency Management or in their absence, and if appointed, the Deputy Director of Emergency Management shall assume the following roles and responsibilities for the Village of Innisfree :

- a) Be prepared to assume the role of Incident Commander in the event that an Incident Command Post is partially or fully activated.
- b) Oversee municipally led emergency response operations including coordination of all emergency services and other resources used in an emergency.
- c) Oversee municipally led recovery operations where directed by Council.
- d) Coordinate a debrief for personnel involved in any incident activations and compile a corrective or after-action report with tasks and dates for completion assigned for review and approval by Council and/or the Regional Emergency Advisory Committee.
- e) Is prepared to respond to an Incident Command Post within the Region to provide relief capacity for the acting Director of Emergency Management.
- f) Participate in assigned rotation as Chair of the Regional Emergency Management Agency as per Section 6 of the Bylaw.
- g) Participate as an active member of the Regional Emergency Management Agency.
- h) Complete any courses prescribed by the Managing Director of the Alberta Emergency Management Agency within the designated timeframe.

8. REPEAL

8.1 Bylaw 572-10 is hereby repealed.

9. EFFECTIVE DATE

9.1 This Bylaw shall come into effect on August 17, 2021.

Read for a first time this 17th Day of August, 2021 A.D.

Read for a second time this 17th Day of August, 2021 A.D.

UNANIMOUS CONSENT RECEIVED FOR THIRD AND FINAL READING

Read for a third time this 17th Day of August, 2021 A.D.



DEBORAH MCMANN, Mayor



BROOKE MAGOSSE, C.A.O.