



**VILLAGE OF ARROWWOOD
BYLAW 490**

Being a bylaw of Village of Arrowwood in the Province of Alberta to establish the Vulcan County Regional Emergency Management Agency and Advisory Committee

WHEREAS Village of Arrowwood is responsible for the direction and control of its emergency response and is required under the Emergency Management Act, Chapter E-6.8, RSA 2000, to appoint an Emergency Advisory Committee and to establish and maintain a Municipal Emergency Management Agency.

AND WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed, 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 desirable in the public interest, and in the interests of public safety that a regional emergency management organization be formed to coordinate a regional emergency approach and programs.

AND WHEREAS the municipalities within Vulcan County wish to establish a Regional Emergency Advisory Committee, and a Regional Emergency Management Agency, led by a Regional Director of Emergency Management.

NOW THEREFORE, THE MUNICIPAL COUNCIL OF VILLAGE OF ARROWWOOD, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the "Regional Emergency Management Bylaw".
2. 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. **"Agency"** means the Regional Emergency Management Agency;
 - c. **"Council"** means the Council of Village of Arrowwood;
 - d. **"CAO"** means the Chief Administrative Officer as appointed by Council.
 - e. **"Director of Emergency Management"** (DEM) means the person appointed by resolution of Council as the "Chief Administrative Officer" (CAO) who shall be responsible for the municipality's Emergency Management Program;
 - f. **"Disaster"** means an event that results in serious harm to the safety, health or welfare of people, or in widespread damage to property;
 - g. **"Emergency"** means an event that requires prompt coordination of action or special regulation of persons or property

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to protect the safety, health or welfare of people or to limit damage to property;

- h. **"Emergency Coordination Centre"** (ECC) means the physical location which supports the needs of the municipality or the Vulcan County Regional Emergency Management Partnership as a whole, and where the coordination of information and resources to support incident management (on-scene operations/Incident Command Post) activities normally take place.
- i. **"Emergency Management Advisory Committee"**, (the Committee) means the Emergency Advisory Committee of the Vulcan County Regional Emergency Management Partnership as established by agreement between and the bylaws of the Parties;
- j. **"Incident Command Post"** means the primary field location where primary functions are performed.
- k. **"Vulcan County Regional Emergency Management Partnership"** (VCREMP) means the Vulcan County Regional Emergency Management Partnership as established by agreement between and the bylaws of the respective municipal councils of the Parties;
- l. **"Local Authority"** means, where a municipality has a council within the meaning of the Municipal Government Act, Chapter M-26, RSA 2000, that council;
- m. **"Minister"** means the Minister charged with administration of the Act;
- n. **"Parties"** means the Town of Vulcan, Vulcan County, and the Villages of Arrowwood, Carmangay, Champion, Lomond and Milo;
- o. **"Vulcan County Regional Emergency Management Plan"**, (the Plan) means the Vulcan County Regional Emergency Management Plan to co-ordinate the preparation for, response to and recovery from an emergency or disaster.
- p. **"Regional Deputy Director of Emergency Management" (RDDEM)** means the person responsible for the duties of the Regional Director of Emergency Management in their absence;
- q. **"Regional Director of Emergency Management" (RDEM)** means the person responsible to lead the Regional Agency in the preparation for, response to and recovery from a disaster or emergency;
- r. **"Regional Emergency Management Agency"**, (the Agency) means the Vulcan County Regional Emergency Management Agency as established by Agreement between and the bylaws of the respective municipal councils of the Parties; and
- s. **"Regional Emergency Coordination Centre" (RECC)** means the primary and backup Regional Emergency Coordination Centre as established and maintained in accordance with the Regional Emergency Management Plan

3. Council agrees

- a. through the VCREMP, to establish the Committee to guide the creation, implementation and evaluation of VCREMP plans and programs and to advise Council on the development of the aforementioned plans and programs.
- b. through the VCREMP, to establish the Vulcan County Regional Emergency Management Agency, to act as the agent of the parties of VCREMP to carry out their statutory powers and obligations under the Emergency Management Act. This however, does not include the power to declare, renew, or terminate a state of local emergency (SOLE).

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4. The Committee shall:
 - a. consist of one appointed municipal Councillor from the Village of Arrowwood, the Village Carmangay, the Village of Champion, the Village of Lomond, the Village of Milo, the Town of Vulcan, and Vulcan County, each of whom shall have one (1) vote regarding any matter coming before the committee;
 - b. each municipality shall also appoint one (1) alternate member to the committee who shall be permitted to vote in the absence or in place of the primary member;
 - c. have a quorum of 4 members and a motion or resolution of the Committee may only be passed by an affirmative vote of the majority of the members voting on the motion or resolution;
 - d. appoint one of the municipal members as chair, whom will hold the position for two years;
 - e. shall meet at a minimum frequency of one time per year;
 - f. review the Regional Emergency Management Plan and related plans and programs on a regular basis; and
 - g. advise Council, duly assembled, on the status of the Regional Emergency Management Plan and related plans and programs at least once each year;
 - h. provide guidance and direction to the Regional Emergency Management Agency, as per the Local Authority Emergency Management Regulation 2(b).

5. 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 the payment of expenses of its member(s) of the Committee;
 - c. ensure that emergency plans and programs are prepared to address potential emergencies or disasters in Village of Arrowwood and the VCREMP Region;
 - d. approve the Regional Emergency Plans and Programs as they related to Village of Arrowwood and the VCREMP Region;
 - e. review the status of the Regional Emergency Plan and related plans and programs at least once a year; and
 - f. by resolution appoint the CAO as DEM;
 - g. by resolution, on the recommendation of the Emergency Management Advisory Committee, appoint a Regional Director of Emergency Management and six (6) Deputy Director of Emergency Management.

6. Council will still retain the power to declare, renew or terminate a State of Local Emergency (SOLE) for any incident that is occurring or may occur within the jurisdiction of Village of Arrowwood.

7. Council may:
 - a. by resolution appoint one (1) or more DDEM;
 - b. by bylaw that is not advertised, borrow, levy, appropriate and expend all sums required for its share of the operation of the Committee and the Agency; and
 - c. 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 or programs including mutual aid plans and programs.

8. Council agrees through the VCREMP to have a Regional Director of Emergency Management (RDEM). The RDEM is responsible to lead the Regional Agency in the preparation for, response to and recovery from a disaster or emergency.


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- a. Council agrees through the VCREMP to have six (6) Deputy Regional Directors of Emergency Management (RDDEM).
 - b. The RDDEM and six (6) DDEM appointments shall represent all partner municipalities.
9. The Agency shall be comprised of the following persons:
- a. the CAO of each municipality which is a member of VCREMP;
 - b. DEM of each municipality which is a member of VCREMP;
 - c. DDEM of each municipality which is a member of VCREMP;
10. The Agency may request that the following persons may join or advise the Agency for each period of time that the Agency deems appropriate:
- a. Non Commissioned Officer in charge of RCMP or designate;
 - b. the Vulcan County Director of Protective Services;
 - c. Fire Chiefs or Designates;
 - d. Enforcement Services Manager or designate;
 - e. Emergency Public Information Officers or designates;
 - f. Vulcan County Protective Services;
 - g. Alberta Health Services representatives or designates;
 - h. School Superintendent or designate;
 - i. Emergency Social Services Managers or designates;
 - j. Representative(s) from adjacent municipalities which have entered in the Agency;
 - k. Municipal Public Works;
 - l. Representatives from local business;
 - m. Representatives from local industry or industrial associations;
 - n. Representatives from Alberta Municipal Affairs;
 - o. Representatives from local utility companies; and
 - p. Anybody else who might serve as useful purpose in the preparation or implementation of the Regional Emergency Plan.
11. The Agency shall:
- a. guide the creation, implementation and evaluation of Regional Emergency Plans and programs for the VCREMP Region;
 - b. determine the direction of the Agency and any of its sub groups;
 - c. coordinate all emergency services and other resources used in an emergency;
 - d. ensure that in the event of an emergency, an individual or group of individuals is 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. In the event of an emergency/incident affecting only one municipality, the local DEM will serve as the Emergency Coordination Centre (ECC) Director in the local ECC. This ECC will be supported by resources of the VCREMA as required including the activation of the Regional Emergency Coordination Centre (RECC); and
 - ii. In the event of an emergency/incident, resulting in the activation of the RECC within or affecting more than one municipality within the VCREMP Region, the RDEM will serve as ECC Director for the emergency/incident. As the DEMs from the affected municipalities arrive at the RECC, the RDEM and local DEMs will jointly decide who will take the lead role in the RECC.
 - e. ensure someone is designated to discharge the responsibilities specified in paragraphs b, c, and d of this Section.
 - f. shall utilize the command, control and coordination system (ICS) as prescribed by the Managing Director of the Alberta Emergency Management Agency.


- g. On an annual basis, advise the Committee, duly assembled, on the status of the Regional Emergency Management Plan and any actions which have been performed.
12. In the event of an emergency entirely within the boundaries of and only affecting Village of Arrowwood, the authority and powers to declare or renew a state of local emergency under the Act, the authority and powers specified in Section 15 of this Bylaw, and the requirement specified in Section 19 of this Bylaw are hereby delegated to a municipal committee comprised of the Mayor or any two (2) Councillors. This municipal committee may at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.
13. When a state of local emergency is declared, the Agency on behalf of Village of Arrowwood shall:
- ensure that the declaration identifies the nature of the emergency and the area in which it exists;
 - cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
 - forward a copy of the declaration to the Minister forthwith.
14. When Village of Arrowwood has declared a state of local emergency, Village of Arrowwood may for the duration of that State of Local Emergency, do all acts and take all necessary proceedings including the following:
- cause any emergency plan or program to be put into operation;
 - exercise any power given to the Minister under section 19(1) of the Emergency Management Act in relation to the part of the municipality affected by the declaration;
 - authorize any persons at any time to exercise, in the operation of an emergency plan or program, any power given to the Minister under section 19(1) of the Emergency Management Act in relation to any part of the municipality affected by a declaration of a state of local emergency.
15. 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 carry out a power or duty under this Act or in the regulations during a state of local emergency.
16. In accordance with Section 535(1)(2) of the *Municipal Government Act*, councillors, council committee members, municipal officers (CAO and employees) 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.
17. In consultation with the Regional Emergency Management Agency, if the emergency no longer exists, Village of Arrowwood, shall, by resolution, terminate the declaration.
18. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
- a resolution is passed under Section 18
 - a period of seven (7) days has lapsed since it was declared, unless it is renewed by resolution;

- c. if declared due to a Pandemic a period of twenty-eight (28) days has lapsed since it was declared, unless it is renewed by resolution
 - d. the Lieutenant Governor in Council makes and order for a state of emergency for the same area; or
 - e. the Minister cancels the state of local emergency for the affected area.
19. When a declaration of a state of local emergency has been terminated, the Agency on behalf of Village of Arrowwood 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.
20. The Regional Emergency Advisory Committee is delegated the authority to create policies relating to the emergency preparedness, mitigation, response, recovery and the operation of the Vulcan County Regional Emergency Partnership and the Agency.
21. Should any provisions of this Bylaw become invalid, void, illegal or otherwise not enforceable, it shall be considered separate and severable from the bylaw and the remainder shall remain in force and be binding as though such provision had not been invalid.
22. Bylaw 485 is hereby rescinded.
23. This Bylaw shall come into force and take effect upon third reading.

Received first reading this 11th day of August, 2022




 Matt Crane,
 Mayor




 Christopher Northcott,
 Chief Administrative Officer

Received second reading this 11th day of August, 2022




 Matt Crane,
 Mayor




 Christopher Northcott,
 Chief Administrative Officer

Presented for unanimous consent of Council to proceed to third reading

this 11th day of August, 2022



 Matt Crane,
 Mayor



 Christopher Northcott,
 Chief Administrative Officer



Received third reading and finally passed this 11th day of August, 2022



Matt Crane,
Mayor



Christopher Northcott,
Chief Administrative Officer

