

**BY-LAW NUMBER: A42**

**A BY-LAW OF THE SUMMER VILLAGE OF SUNDANCE BEACH  
IN THE PROVINCE OF ALBERTA  
TO ESTABLISH A MUNICIPAL EMERGENCY SERVICES AGENCY**

WHEREAS the Council of the Summer Village of Sundance Beach is responsible for the direction and control of its emergency response and is required, under the Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8, to appoint a Emergency Services Committee and to establish and maintain a Municipal Emergency Services Agency; 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;

NOW, THEREFORE, the council of the Summer Village of Sundance Beach, duly assembled, enacts as follows:

1. This by-law may be cited as the Municipal Emergency Services by-law.
2. In this by-law,
  - (a) "Act" means the Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000;
  - (b) "Council" means the Council of the Summer Village of Sundance Beach;
  - (c) "Emergency" means an event that has resulted or may result in serious harm to the safety, health or welfare of people, or in widespread damage to property;
  - (d) "Emergency Services Committee" means the committee established under this by-law;
  - (e) "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;
  - (f) "Minister" means the Minister charged with administration of the Act;
  - (g) "Municipal Emergency Services Agency" means the agency established under this by-law; and
  - (h) "Municipal Emergency Plan" means the emergency plan prepared by the Director of Emergency Management to co-ordinate response to an emergency.
3. There is hereby established a Emergency Services Committee to advise Council on the development of emergency plans and programs.
4. There is hereby established a Municipal Emergency Services 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 12 of this by-law.
5. Council shall
  - (a) by resolution, appoint one of its members to serve on the Emergency Services Committee;
  - (b) provide for the payment of expenses of the members of the Emergency Services Committee;
  - (c) by resolution, on the recommendation of the Emergency Services Committee, appoint a Director of Emergency Management and a Deputy Director of Emergency Management who shall do those things required of the Director of Emergency Management in that person's absence;
  - (d) ensure that emergency plans and programs are prepared to address potential emergencies in the Summer Village of Sundance Beach;
  - (e) approve the Summer Village of Sundance Beach's emergency plans and programs; and
  - (f) review the status of the Municipal Emergency Plan and related plans and programs at least once each year.

6. Council may
  - (a) by by-law borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Emergency Services Agency; and
  - (b) 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.
  
7. The Emergency Services Committee shall
  - (a) review the Municipal Emergency Plan and related plans and programs on a regular basis; and
  - (b) advise Council, duly assembled, on the status of the Municipal Emergency Plan and related plans and programs at least once each year.
  
8. The Municipal Emergency Services Agency shall be comprised of one or more of the following:
  - (a) the Director of Emergency Management;
  - (b) the Deputy Director of Emergency Management;
  - (c) the Manager, Administrator, Clerk or other administrative staff member(s) of the municipality;
  - (d) the Police Chief or designate or the N.C.O. in charge, RCMP or designate;
  - (e) the Fire Chief or designate;
  - (f) the Public Information Officer or designate;
  - (g) the Public Works Foreman or designate;
  - (h) the Ambulance Service Manager or designate;
  - (i) the Community Development Manager or designate;
  - (j) the Health Unit Manager or designate;
  - (k) the Hospital Director or designate;
  - (l) the Recreational Director or designate;
  - (m) the School Board Chairman or designate;
  - (n) the Social Services Manager or designate;
  - (o) representative(s) from adjacent communities which have entered into mutual aid agreements;
  - (p) representative(s) from local business or business associations (e.g. Chamber of Commerce, Board of Trade);
  - (q) representative(s) from local industry or industrial associations;
  - (r) representative(s) from local telephone service provider;
  - (s) representative(s) from Alberta Agriculture, Food and Rural Development;
  - (t) representative(s) from Alberta Environment;
  - (u) representative(s) from Alberta Transportation; and
  - (v) anybody else who might serve a useful purpose in the preparation or implementation of the Municipal Emergency Plan.
  
9. The Director of Emergency Management shall
  - (a) prepare and co-ordinate the Municipal Emergency Plan and related plans and programs for the Summer Village of Sundance Beach;
  - (b) act as director of emergency operations, or ensure that someone is designated under the Municipal Emergency Plan to so act, on behalf of the Municipal Emergency Services Agency; and
  - (c) co-ordinate all emergency services and other resources used in an emergency; or
  - (d) ensure that someone is designated to discharge the responsibilities specified in paragraphs (a), (b), and (c).
  
10. The power to declare or renew a state of local emergency under the Act, the powers specified in Section 12 of this by-law, and the requirement specified in Section 15 of this by-law, are hereby delegated to a committee comprised of the Reeve/Mayor, or the Deputy Reeve/Mayor, alone, or in their absence, any two members of Council. This 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.
  
11. When a state of local emergency is declared, the person or persons making the declaration shall

- (a) ensure that the declaration identifies the nature of the emergency and the area of the summer village in which it exists;
- (b) 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;
- (c) notify Alberta Emergency Management Agency, as soon as is reasonably practicable; and
- (d) forward a copy of the declaration to the Minister forthwith.

12. Subject to section 15, when a state of local emergency is declared, the person or persons making the declaration may

- (a) cause the Municipal Emergency Plan or any related plans or programs to be put into operation;
- (b) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
- (c) authorize or require any qualified person to render aid of a type he or she is qualified to provide;
- (d) control or prohibit travel to or from any area of the \_\_\_\_\_;
- (e) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of the \_\_\_\_\_;
- (f) cause the evacuation of persons and the removal of livestock and personal property from any area of the summer village that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
- (g) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
- (h) cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
- (i) procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within the summer village for the duration of the state of emergency;
- (j) authorize the conscription of persons needed to meet an emergency; and
- (k) authorize any persons at any time to exercise, in the operation of the Municipal Emergency Plan and related plans or programs, any power specified in paragraphs (b) through (j) in relation to any part of the municipality affected by a declaration of a state of local emergency.

13. When a state of local emergency is declared,

- (a) neither Council nor any member of Council, and
- (b) no person appointed by Council to carry out measures relating to emergencies or disasters, is liable in respect of damage caused through any action taken under this By-law, nor are they subject to any proceedings by prohibition, certiorari, mandamus or injunction.

14. Notwithstanding Section 13,

- (a) Council and any member of Council, and
- (b) any person acting under the direction or authorization of Council, is liable for gross negligence in carrying out their duties under this By Law.

15. When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.

16. 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 15;
- (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 an order for a state of emergency under the Act, relating to the same area; or

(d) the Minister cancels the state of local emergency.

17. When a declaration of a state of local emergency has been terminated, the person or persons 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.

This By Law comes into force on the day it is finally passed.

Read a first time this 28<sup>th</sup> day of October, A.D., 2008.

Read a second time this 28<sup>th</sup> day of October, A.D., 2008 2008.

Read a third time and finally passed this 28<sup>th</sup> day of October, A.D., 2008.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator

## Explanation of NOTES:

Note 1 Enter the number of the By Law;

Note 2 Enter the type of municipality (e.g. city, town, village, county, municipal district);

Note 3 Enter the name of the municipality;

Note 4 The municipality may wish to define additional terms, particularly if they are used more than once in the by-law (e.g Mayor, Reeve, etc.) - if so, simply insert the definition alphabetically and re-letter the paragraphs accordingly;

Note 5 Enter the number of members of Council who will serve on the Emergency Services Committee - 2 or 3 is the norm. Council may wish to specify that the Mayor or Reeve be one of the members - this could be done either in the by-law itself or in the resolution;

Note 6 If the municipality also wants to appoint a "Deputy Director of Emergency Management", the words "and a Deputy Director of Emergency Management who shall do those things required of the Director of Emergency Management in that person's absence" should be inserted here;

Note 7 Except for paragraphs (a) and (b), the individuals listed are suggestions only for potential members of the Agency - the Act does not specify any duties or responsibilities for the Agency but clearly anticipates that it would assist the Director of Emergency Management in carrying out those duties set out in Section 9, Where the municipality wishes to include any of the suggestions mentioned, the actual title of the person (eg: Section 8(c) may read "the Manager of the note 2 of note 3;

Note 8 The Act allows the delegation of this authority to a committee composed of a member or members of Council - this is not necessarily the Emergency Services Committee established under Section 3 of the by-law. The number of members needed to form this committee should be specified (e.g. "any three members of Council") - some municipalities allow the Mayor or Reeve to make a declaration alone or, in that person's absence, two other members of Council (e.g. "the Mayor or any two members of Council), if Council does not wish to delegate this authority at all, the entire sentence may simply be deleted and the next sentence would start "Council may,";

Note 9 The words "person or persons" may have to be changed here dependent upon who is delegated under Section 10.