

## **Town of Slave Lake Emergency Management Bylaw #12-2023**

### **Bylaw Statement:**

A Bylaw of the Town of Slave Lake, in the Province of Alberta for the purpose of establishing an Emergency Advisory Committee and Emergency Management Agency.

**WHEREAS** the Council of the Town of Slave Lake 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 a Director of Emergency Management, an Emergency Advisory Committee and to establish and maintain a Municipal Emergency Management Agency.

**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*

**THEREFORE**, be it resolved that the Council of Town of Slave Lake in the Province of Alberta, duly assembled hereby enacts as follows:

### **INTERPRETATION**

1. Headings in This Bylaw are for reference purposes only.
2. Words in the masculine gender will include the feminine and other genders whenever the context so requires and vice versa.
3. Words in the singular shall include the plural or vice versa whenever the context so requires.

## DEFINITIONS

1. This Bylaw shall be cited as the "Emergency Management Bylaw" In This Bylaw the following words and terms shall have the following meanings:
  - a. **"Act"** means the *Emergency Management Act*, RSA 2000, Chapter E6-8;
  - b. **"Council"** means the Council of the Town of Slave Lake;
  - c. **"Deputy Director of Emergency Management"** (DDEM) means the person responsible for duties of the Director of Emergency Management in This absence;
  - d. **"Director of Emergency Management"** (DEM) means the person appointed by of Council through This bylaw, 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 or the environment;
  - 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 or the environment;

- g. **"Emergency Advisory Committee"** (the Committee) means the whole of Council through this bylaw to advise the Emergency Management Agency and to report to Council on the state of the Town of Slave Lake's Emergency Program;
  - h. **"Emergency Management Agency"** (the Agency) means the Emergency Management Agency as established by This bylaw;
  - i. **"Emergency Plan"** (the Plan) means the Emergency Plan prepared under the direction of the Director of Emergency Management to co-ordinate the response to an emergency or disaster
  - j. **"Evacuation Order"** means the order to evacuate persons, the removal of livestock and personal property from an identified area during a state of local emergency or state of emergency;
  - k. **"Incident Commander"** means the person appointed by the DEM to manage the response to an emergency or disaster;
  - l. **"Local Authority"** means Council, where a municipality has a council within the meaning of the *Municipal Government Act*, Chapter M-26, RSA 2000;
  - m. **"Minister"** means the Minister charged with administration of the Act; and
  - n. **"Municipality"** means the Town of Slave Lake;
2. Council establishes the Emergency Advisory Committee to advise Council on the development of emergency plans and programs and to provide guidance and direction to the Town of Slave Lake's Emergency Management Agency.

3. The Committee shall:

- a. consist of seven (7). Quorum shall be four (4). Quorum during an Emergency four (4).
- b. Mayor or Deputy Mayor shall chair the Committee;
- c. advise on the development of emergency plans and programs to address potential emergencies or disasters in the Town of Slave Lake;
- d. advise Council, duly assembled, on the status of the emergency plans and programs at least once each year;
- e. meet once a year and shall have the option of calling special meetings on an as needed basis. The DEM or This alternate, as requested, shall attend all meetings. In the event of a pending or imminent emergency, no notice shall be required to call a special meeting of the Committee. All members shall use their best efforts to be present at all meetings despite no notice having been provided;
- f. the agenda for all upcoming regular meetings of the Committee shall be distributed to all members a minimum of one (1) week prior to the scheduled date of the meeting. Minutes shall be kept at each of the Committee meeting and shall be circulated to all Committee members and the DEM within fourteen (14) days of the meeting;
- g. meetings may be held through the use of a conference telephone or similar communications equipment such as video conference mediums, email, or instant messaging so long as all members participating in such meeting can communicate with one another at the time of such meeting. Participation in such a meeting constitutes presence in person at such meeting. Each person participating in the meeting shall sign the minutes thereof, which may be in counterparts. Approval of said meeting may be accomplished via email.

4. Outside of Emergency or Disaster events, the purpose of the Committee is to:
  - a. advise on the development of emergency plans and programs;
  - b. review Emergency Program progress annually and set priorities for the following year;
  - c. complete training as required;
  - d. recommend entering into agreements as appropriate to increase local capacity to respond to emergencies and disasters; and
  - e. provide guidance and direction to the Agency.
  - f. Appoint DDEMs, as necessary, to assist the DEM in the performance of This duties.
5. During an Emergency or Disaster, the purpose of the Committee is to:
  - a. support the DEM, DDEM or alternate in the management of the emergency response and provide strategic direction as required;
  - b. in accordance with Section 15 of this bylaw, declare, renew or terminate a state of local emergency;
  - c. in consultation and coordination with the Incident Commander, through the DEM, DDEM or alternate, Committee members may be requested to:
    - I. assist with keeping the community informed using established key messages;
    - II. serve as a spokesperson if required;
    - III. engage with other levels of government for financial and resource support;
    - IV. provide briefings to other levels of government; and
    - V. authorize major expenditures as required.

6. Council delegates the following powers and duties to the Committee:

- a. advise on the development of emergency plan and programs;
- b. in accordance with section 15 of this bylaw, declare, renew or terminate a state of local emergency for part or all of the Town of Slave Lake;
- c. set priorities for the Emergency Program;
- d. enter into emergency management agreements with another regional group or single municipality.
- e. create policies relating to emergency preparedness, response, and the operation of the Agency.

7. Council maintains the authority to:

- a. approve emergency plans and programs;
- b. appoint the Chief Administrative Officer;
- c. appoint the Director of Emergency Management;
- d. set the budget for Emergency Management in the Town of Slave Lake; and
- e. approve this Bylaw.

8. Council may:

- a. By bylaw that is not advertised, borrow, levy, appropriate and expend all sums required for its share of the operation of the 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.

9. Council establishes the 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.
10. Council appoints the Chief Administrative Officer (CAO) to be the Director of Emergency Management (DEM) for the Town of Slave Lake.
11. The Municipality establishes that all salaried staff shall be paid overtime for extraordinary emergency situations as per our standard overtime procedures under our Compensation Policy.
  - a. Records shall be kept of all authorized overtime worked by each employee.
  - b. The salaried employee will be reimbursed for overtime hours worked at the rate of one and one-half (1.5) times the number of hours worked on the employee's regular workdays and Saturdays.
  - c. When an employee is required to work on Sundays and/or Statutory Holidays, will be reimbursed for overtime hours worked at the rate of double time (2 times the employees' regular hourly rate), provided that the Sunday or the day of Statutory Holiday is not a regular workday for the employee.
12. The Agency shall be comprised of the following persons:
  - a. The DEM and any DDEMs appointed;
  - b. The Regional Fire Chief;
  - c. The Regional Deputy Fire Chief;
  - d. The RCMP Detachment Commander;
  - e. The Director of Public Works;
  - f. The District Manager of EMS from Alberta Health Services;
  - g. The Superintendent or their designate of the High Prairie School Division;
  - h. The Superintendent or their designate of the Living Waters Catholic Separate School Division;

- i. The President or their Designate of Northern Lakes College;
- j. The DEM or DDEMs may request any persons to join or advise the Agency at meetings, activities or in the preparing or implementation of the Emergency Plan for each period of time that the Agency deems appropriate.

**13. The Agency will:**

- a. prepare and administer the emergency plans and program for the Town of Slave Lake and present them to the Emergency Advisory Committee at least annually for approval;
- b. review the plans and program on a regular basis;
- c. act as the appointed agent in exercising the Council's powers and duties under the Act;
- d. coordinate all emergency services and other resources used in an Emergency;
- e. ensure that one of the DEMs, DDEMs or alternate is designated to discharge the responsibilities of the Agency;
- f. meet a minimum of twice a year. Additional meetings may be called by the DEM;
- g. use the command, control and coordination system as prescribed by the Managing Director of the Alberta Emergency Management Agency;
- h. meetings may be held through the use of a conference telephone or similar communications equipment such as email, instant messaging so long as all members participating in such meeting can communicate with one another at the time of such meeting. Participation in such a meeting constitutes presence in person at such meeting. Each person participating in the meeting shall sign the minutes thereof, which may be in counterparts. Approval of said meeting may be accomplished via email.



## State of Local Emergency

14. In the event of an Emergency within the boundaries of The Town of Slave Lake, the authority and powers to declare, renew or terminate a state of local emergency under the Act, the authority and powers specified in Section 20 of this Bylaw, and the requirement specified in Section 18 of this Bylaw are hereby delegated to the Emergency Advisory Committee. The 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. For clarity, the declaration of a State of Local Emergency would be during an emergency and therefore the quorum for the committee would be as per section 4(a) of this bylaw.
15. When a state of local emergency is declared, the Committee making the declaration shall:
  - a. ensure that the declaration identifies the nature of the Emergency and the area 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. as needed and subject to the Act, ensure the declaration of a state of local emergency is renewed every seven (7) days until the Emergency has passed; and
  - d. forward a copy of the declaration to the Minister forthwith.

*This section also applies to any renewal of a state of local emergency.*

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 18 of this Bylaw;
  - b. a period of seven (7) days has lapsed since it was declared, unless it is renewed by resolution; or
  - c. the Minister cancels the state of local emergency for the affected area.

17. When, in the opinion of the Committee, an emergency no longer exists, the Committee shall, by resolution, terminate the declaration.
18. When a declaration of a state of local emergency has been terminated by resolution or lapse of time or cancelled by the Minister, the Committee 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.
19. Subject to Section 15 of this Bylaw, the Committee has declared a state of local emergency, the Agency may at any time, in accordance with the Act and related plans or programs may, for the duration of that state of local emergency, do all acts and take all necessary proceedings in the area under a state of local emergency in accordance with the section 24 of the Act.
20. In accordance with Section 19.1 of the Act, if an Evacuation Order is made, every person within the area that is the subject of the Evacuation Order must leave:
  - a. immediately, or
  - b. if a deadline for evacuation is specified in the Evacuation Order, by the deadline.
21. Section 21 of this Bylaw does not apply to a person acting under the direction of a person exercising powers under Section 20 of this Bylaw, as long as there is a plan for safely evacuating that person in a timely manner and the means are available to carry out the plan.
22. In accordance with Section 28 of the Act, no action lies against *The Town of Slave Lake* or person acting under *The Town of Slave Lake* 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.

23. In accordance with Section 535(1) of the Municipal Government Act Councilors, 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 This functions, duties, or powers under the *Municipal Government Act* or any other enactment.
24. 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.

#### **SEVERABILITY**

Each Section of this Bylaw shall be read and construed as being separate and severable from each other Section. Furthermore, should any Section or Part of this Bylaw be found to have been improperly enacted for any reason, then such Section or Part shall be regarded as being severable from the rest of the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable.


**EFFECTIVE DATE**

1. Bylaw 19-2013 and amendments thereto be hereby rescinded.
2. This Bylaw shall come into force and effect on the 16 of May, 2023

Read the FIRST time on 16 of May, 2023

Read a SECOND time on 16 of May, 2023

Read a THIRD and FINAL time on 16 of May, 2023

  
MAYOR

  
CHIEF ADMINISTRATIVE OFFICER