

# SUMMER VILLAGE OF CRYSTAL SPRINGS

## BYLAW NO. 258

### REGIONAL EMERGENCY MANAGEMENT BYLAW

**A Bylaw of the Summer Village of Crystal Springs  
in the Province of Alberta  
to establish a joint Emergency Advisory Committee  
and Regional Emergency Management Agency**

WHEREAS the Council of the Summer Village of Crystal Springs is responsible for the direction and control of its emergency response and is required under the *Emergency Management Act*, Chapter E-6.8, Revised Statutes of Alberta 2000, to appoint an emergency advisory committee and to establish and maintain a municipal emergency management agency; and

WHEREAS the Minister of Municipal Affairs by virtue of Ministerial Order No. A:005/13 authorized the Summer Villages of Argentia Beach, Crystal Springs, Golden Days, Grandview, Itaska Beach, Ma-Me-O Beach, Norris Beach, Poplar Bay, Silver Beach, and Sundance Beach to delegate their powers and duties under the *Emergency Management Act* to the Summer Villages of Pigeon Lake Emergency Advisory Committee;

NOW THEREFORE, THE COUNCIL OF THE SUMMER VILLAGE OF CRYSTAL SPRINGS, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the "Regional Emergency Management Bylaw".
2. In this Bylaw:
  - 2.1. "Act" means the *Emergency Management Act*, Chapter E-6.8, Revised Statutes of Alberta 2000;
  - 2.2. "Alberta Emergency Management Agency" means the Alberta Emergency Management Agency, which is the Alberta Government agency responsible for the coordination, collaboration and cooperation of all organizations involved in the prevention, preparedness and response to Disasters and Emergencies;
  - 2.3. "Council" means the municipal council of the Summer Village of Crystal Springs;
  - 2.4. "Deputy Director" means the person(s) appointed as the Deputy Director(s) of the Regional Emergency Management Agency;
  - 2.5. "Director" means the person appointed as the Director of the Regional Emergency Management Agency;
  - 2.6. "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;
  - 2.7. "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;
  - 2.8. "Emergency Advisory Committee" means the joint committee established under this Bylaw;

- 2.9. "Minister" means the Minister charged with the administration of the Act;
  - 2.10. "Regional Emergency Management Plan" or "Plan" means the Summer Villages of Pigeon Lake Regional Emergency Management Plan and programs prepared by the Agency and approved by the Emergency Advisory Committee;
  - 2.11. "Regional Emergency Management Agency" or "Agency" means the Regional Emergency Management Agency established under this Bylaw for the Summer Villages of Pigeon Lake;
  - 2.12. "State of Local Emergency" or "SOLE" means a state of local emergency declared in accordance with the provisions of the Act and this Bylaw;
  - 2.13. "Summer Village" means the Summer Village of Crystal Springs;
  - 2.14. "Summer Villages" means the Summer Villages of Pigeon Lake, which includes Argentia Beach, Crystal Springs, Golden Days, Grandview, Itaska Beach, Ma-Me-O Beach, Norris Beach, Poplar Bay, Silver Beach, and Sundance Beach.
3. The municipal Council shall:
    - 3.1. Establish, through this Bylaw, the Emergency Advisory Committee, which shall act as a joint committee for undertaking the powers and duties of the Summer Villages under the Act.
    - 3.2. Establish, through this Bylaw, the Regional Emergency Management Agency, which shall act as a single agency for the Summer Villages in exercising their powers and duties under the Act.
    - 3.3. Ensure each of their elected officials completes any courses prescribed by the Local Authority Emergency Management Regulation.
    - 3.4. Ensure any employee of the Summer Village who has been assigned responsibilities respecting the implementation of the Regional Emergency Management Plan completes any courses prescribed by the Local Authority Emergency Management Regulation.
  4. Council hereby delegates to the Emergency Advisory Committee the power to:
    - 4.1. Approve the Regional Emergency Management Plan;
    - 4.2. 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;
    - 4.3. Declare, renew or terminate a State of Local Emergency;
    - 4.4. Exercise any power given to the Minister under section 19(1) of the Act in relation to the part of the municipality affected by a declaration of a State of Local Emergency; and
    - 4.5. 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 Act in relation to the part of the municipality affected by a declaration of a State of Local Emergency.
  5. Composition of the Emergency Advisory Committee:
    - 5.1. The Committee shall consist of one member of each Council of the Summer Villages;
    - 5.2. A quorum of the Committee shall be six members, except when the Committee is exercising its powers with respect to declaring a State of Local Emergency in which case a quorum is as prescribed in this Bylaw;
    - 5.3. The Committee shall, by resolution, appoint a Chair.

6. The Emergency Advisory Committee shall:
  - 6.1. Appoint, by resolution, a Director of the Agency, and authorize the Director to exercise the powers outlined in section 19(1) of the Act during a State of Local Emergency;
  - 6.2. Appoint, by resolution, a Deputy Director of the Agency;
  - 6.3. Meet at least once year;
  - 6.4. When no Disaster or Emergency exists:
    - 6.4.1. Approve the Plan and any suggested changes on a regular basis, but at a minimum once a year, to ensure that each Summer Village is prepared to address any potential Emergency or Disaster;
    - 6.4.2. Assess the hazards, risks, and mitigation strategies affecting the Summer Villages; and
    - 6.4.3. Determine the level of Emergency management resourcing for the Summer Villages;
  - 6.5. During an Emergency or Disaster, provide guidance and direction to the Regional Emergency Management Agency.
  
7. The Regional Emergency Management Agency shall:
  - 7.1. Coordinate all emergency services and other resources used in an Emergency;
  - 7.2. Be responsible for the administration of the Summer Villages emergency management program;
  - 7.3. Utilize the command, control and coordination system as prescribed by the managing director of the Alberta Emergency Management Agency in accordance with the Act;
  - 7.4. Review the Plan and related programs on a regular basis;
  - 7.5. Report to the Emergency Advisory Committee, at least once per year, on the status of the Plan and recommend applicable updates;
  - 7.6. Report to the Emergency Advisory Committee, at least once per year, on the activities of the Agency;
  - 7.7. Track training and exercises to support preparedness, response and recovery activities;
  - 7.8. Be responsible for all coordination and liaison with the Alberta Emergency Management Agency;
  - 7.9. Be responsible for calling meetings with the Emergency Advisory Committee either in person or by electronic means of communication;
  - 7.10. Act as agent for the Summer Villages in exercising the powers and duties under the Act; and
  - 7.11. Advise the Emergency Advisory Committee on the declaration of a SOLE when it is considered that an Emergency exists or may exist in a Summer Village.
  
8. The Agency shall be comprised of the Director, Deputy Director, and any other person, that, in the opinion of the Director, may assist in the development or implementation of the Regional Emergency Management Plan or related plans or programs.
  
9. The Director may invite representatives of external organizations to work with the Agency, including representatives of:
  - a) the Alberta Emergency Management Agency;
  - b) the RCMP;
  - c) fire services;
  - d) utility companies;
  - e) health agencies;

- f) school boards; and
  - g) any other person, agency or organization that, in the opinion of the Director, may assist in the development or implementation of the Regional Emergency Management Plan or related plans or programs.
10. Declaration of a State of Local Emergency (SOLE):
- 10.1. Any single Emergency Advisory Committee member of the Summer Village experiencing the Emergency or any two members of the Emergency Advisory Committee may declare, renew or cancel a State of Local Emergency or expand or reduce the part of the municipality to which a State of Local Emergency applies.
  - 10.2. Member(s) of the Emergency Advisory Committee intending to declare a State of Local Emergency may contact the Director and/or Deputy Director of the Agency prior to making the declaration and if not done so, will make such contact immediately after making the declaration.
  - 10.3. A declaration, renewal or cancellation of a State of Local Emergency shall be made in accordance with the Act, and specifically:
    - 10.3.1. the declaration, renewal or termination must be made by resolution at a meeting for which notice under the *Municipal Government Act* is not required;
    - 10.3.2. all members of the Emergency Advisory Committee shall be notified of the declaration, renewal or termination as soon as practicable;
    - 10.3.3. the declaration must identify the nature of the Emergency and the area of the Summer Village in which it exists;
    - 10.3.4. the details of the declaration shall be published immediately by such means of communication considered most likely to make known to the majority of the population of the area affected the contents of the declaration;
    - 10.3.5. the Alberta Emergency Management Agency will be notified; and
    - 10.3.6. the declaration shall immediately be forwarded to the Minister.
  - 10.4. When a State of Local Emergency is declared and for its duration, the Director may at any time, in accordance with the Plan:
    - 10.4.1. cause the Plan to be put into operation, if not already in operation;
    - 10.4.2. exercise any power given to the Minister under section 19(1) of the Act in relation to the part of the municipality affected by the declaration;
    - 10.4.3. authorize any persons at any time to exercise, in the operation of the Plan, any power given to the Minister under section 19(1) of the Act in relation to any part of the municipality affected by a declaration of a State of Local Emergency.
11. A declaration of a State of Local Emergency is considered terminated and ceases to be of force and effect when:
- 11.1. a resolution to terminate the declaration of a State of Local Emergency is passed under the provisions of this Bylaw;
  - 11.2. a period of seven (7) days has lapsed since it was declared, unless it is renewed by resolution;
  - 11.3. the Lieutenant Governor in Council makes an order for the declaration of a state of emergency under the Act, relating to the same area; or
  - 11.4. the Minister cancels the State of Local Emergency.

12. Immediately after the State of Local Emergency is terminated or cancelled, the details of the termination shall be published by such communication considered most likely to notify the majority of the population in the area affected.
13. Regional Emergency Management Bylaw #213, passed on July 9, 2013, is hereby repealed and replaced.
14. This Bylaw comes into force upon third and final reading.

READ A FIRST TIME THIS 5<sup>th</sup> DAY OF MAY, 2022

READ A SECOND TIME THIS 5<sup>th</sup> DAY OF MAY, 2022

GIVEN UNANIMOUS CONSENT TO PROCEED TO THIRD READING THIS 5<sup>th</sup> DAY OF MAY, 2022

READ A THIRD TIME AND FINALLY PASSED THIS 5<sup>th</sup> DAY OF MAY, 2022

Ian Rawlinson

MAYOR (printed)



MAYOR (signature)

Sylvia Roy

CHIEF ADMINISTRATIVE OFFICER  
(printed)



CHIEF ADMINISTRATIVE OFFICER  
(signature)