



**Municipal Emergency
Management Plan
Governance Framework
POL-10-104-01**



Municipal Emergency Management Plan

Governance Framework

2016-02-08

This plan has been developed by the Town of High River in consultation with internal and external stakeholders. Requests for copies of this plan should be directed to the:

Town of High River
Emergency Management Department
309B Macleod Trail
High River, AB T1V 1Z5



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APPROVED – Issued for Use – Master File Is Electronic Copy		
Mayor and Council		
	Approved By: Craig Snodgrass	Date (yyyy-mm-dd)

REVISION HISTORY

Rev.	Date	Summary of Changes	Author	Approved By
00	2014-04-28	Initial Release	Carly Benson	Council
01	2015-12-21	Minor formatting changes to enhance readability Updated terminology based on name changes to plans and documents Added terms to the Glossary for clarification 1.0 Introduction <ul style="list-style-type: none"> - Updated plan names and categorizations - Included information on new services such as HRready.ca 2.3 Response <ul style="list-style-type: none"> - Updated response priorities to align with Incident Command System 3.0 Emergency Management Organization <ul style="list-style-type: none"> - Removed organizational diagrams 5.0 Roles and Responsibilities: <ul style="list-style-type: none"> - Added Recovery responsibilities for each stakeholder - Included disaster risk reduction principles in mitigation/preparedness - Added responsibility for Local Businesses (5.8) 6.0 Operational Facilities <ul style="list-style-type: none"> - Revised description for EOC and ICP to align with High River practice 	Carly Benson	Council



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GLOSSARY

Act	The Emergency Management Act, R.S.A. 2000, Chapter E-6.8.
Agency Representative	A person assigned by a cooperating agency or private organization that has been delegated authority to make decisions affecting that agency's or organization's participation in the emergency response (e.g. utility companies, other jurisdictions, etc.)
All-hazard	Indicates a philosophy to emergency planning wherein the same preparedness model can be applied to any kind of disaster –whether biological, chemical, explosive, natural or nuclear. It does not imply that all possible hazards have been identified, simply that the same basic approach and principles in the Town's emergency plan apply to each situation.
All-impacts	Indicates an approach taken to emergency planning and plan development that attempts to assess consequences to identified hazards and planned responses through a comprehensive look at the interconnectedness of society, including impacts to infrastructure, human services, property, the environment, and the economy. Plans have attempted to identify potential cascading consequences so responders can make informed decisions about how a particular action may affect the community.
Council	The Council of the Town of High River.
Director of Emergency Management (DEM)	Provincial legislation requires each community appoint a Director of Emergency Management to oversee emergency planning and response operations. According to the Emergency Management Bylaw, the Director of Emergency Management and a minimum of two Deputies are appointed by Council.
Disaster	An event that results in serious harm to the safety, health or welfare of people or in widespread damage to property.
Emergency	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.
Emergency Advisory Committee	The committee established under the Town of High River Emergency Management By-law and referenced in the Emergency Management Act.
Emergency Management	Plans, measures, and programs pertaining to the mitigation of, preparedness for, response to and recovery from any hazard, both natural and human induced.
Emergency Management Agency	Delegated the authority to act as the agents of the local authority in exercising the power of the local authority in an emergency. The Emergency Management Agency is comprised of designated Town personnel and external partners and is led by the Director of Emergency Management.
Emergency Management Bylaw	Refers to the current Town of High River Emergency Management Bylaw 4411/2014 as amended from time to time.
Emergency Operations Centre(EOC)	A protected site from which members of the Emergency Management Agency coordinate, monitor and direct emergency response and recovery operations.
Emergency Operations Centre Director	The individual in charge of the Emergency Operations Centre who is the link between the local authority and the Emergency Operations Centre.



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Emergency Preparedness	A continuous cycle of planning, training, resourcing, exercising and evaluating to ensure measures are in place to efficiently and effectively respond to and recover from potential impacts from all present hazards.
Emergency Response	Measures undertaken, during an emergency, to save lives and limit impacts on property, the environment, and the economy.
Emergency Social Services (ESS)	The provision of services required to preserve the well-being of people affected by an emergency event such as food, lodgings, clothing, personal care, pet care and psychosocial care.
Evacuation	Organized, phased and supervised removal of people from dangerous or potentially dangerous areas.
Hazard	Any potential source of damage, harm or adverse effects on people, property, the environment and/or the economy.
Hazard, Risk, and Vulnerability Assessment (HRVA)	A systematic assessment of the risks – natural, human, and technological – that may impact the Town of High River. Each risk is ranked based on the probability of its occurrence and the severity of its impact. This documents forms the foundation for all emergency plans within the Town.
Incident Commander	The person who has the authority to command and control operations at the site of the emergency or disaster.
Incident Command Post	The location near the site of the emergency or disaster, from which the coordinated control of the emergency operations is directed by the incident commander.
Interruption	Any disruption to critical municipal services that has the potential to exceed identified downtime thresholds. This is not the same as an emergency as it may not pose an immediate threat to life or property. The Municipal Services Continuity Plan describes strategies and processes for restoring critical services in the event of an interruption. Critical municipal services and maximum allowable downtimes are identified in the Business Impact Analysis.
Local Authority	Mayor and Council of the Town of High River.
Local Emergency Committee	A committee made up of a subset of Council that has the delegated authority to declare, renew, and terminate a state of local emergency in accordance with Section 21 of the Emergency Management Act.
Mitigation	Efforts made to reduce or eliminate the potential impacts of a present hazard on people, property, the environment and/or the economy. They can be structural (dikes, levees etc.) or non-structural (planning, building codes etc.)
Municipal Services Continuity Lead	Town personnel responsible for preparing and executing Municipal Services Recovery Plans for their Department.
Reception Centre	A facility established to provide the basic needs of those evacuated due to an emergency. Services are provided on an as-needed basis and may include shelter, food, recreation, information, and referrals to existing services with the Town of High River.
Recovery	The coordinated process of supporting individuals, communities and organizations impacted by emergency events in the reconstruction of physical infrastructure and the restoration of emotional, social, economic and physical well-being.



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State of Local Emergency	A resolution or order of a local authority under Section 21 of the <i>Emergency Management Act</i> . A declaration of a state of local emergency creates a legal state of affairs of a temporary nature so that the local authority may take extraordinary actions to deal with the situation at hand.
Town	The Town of High River.



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1.0 INTRODUCTION

The Town of High River (the Town) Municipal Emergency Management Plan is the governance document that provides a framework for how the Town conducts its comprehensive emergency management program. This document outlines the authorities, methodology, and roles and responsibilities for all stakeholders with a role in preparing the Town for an emergency.

It provides guidance on how the entire community can work together towards creating a more resilient and event ready Town. This plan takes into account the integration of outside agencies, recognizing that the Town has limited internal resources and there are numerous agencies – from other levels of government to the private sector to non-governmental organizations and community volunteers – with the willingness and expertise to support the Town during all phases of emergency management.

Planning for emergencies is an on-going and continual process to reflect the changing nature of the community. The Municipal Emergency Management Plan reflects a snapshot of that dynamic planning process and is updated at least annually. This plan is not the final goal for the Town of High River to ensure readiness to an emergency; it reflects a record of policies, procedures, manuals, and key information currently in place or under development.

1.1 Purpose

The Municipal Emergency Management Plan is the overall strategy to guide the emergency management program. It is an all-hazards plan based on relevant legislation, best practices, and professional standards. The Municipal Emergency Management Plan utilizes the Incident Command System as its emergency management system and is designed to be scalable and relevant regardless of the type or complexity of the emergency.

1.2 Scope

The scope of the Municipal Emergency Management Plan is to provide guidance on emergency operations, organizational structure, roles and responsibilities, and the coordination of resources necessary to execute the effective management of emergencies in the Town of High River. This plan addresses incidents that may cause damage of sufficient severity and magnitude to warrant execution of all or part of this Plan.

This Plan:

- Outlines the procedures, organization, and systems involved with managing an incident when its consequences are outside of the scope of normal operations;
- Outlines legislated and delegated authorities during an emergency;
- Defines the roles and responsibilities of internal, external, and support agencies during all phases of an emergency;
- Provides personnel with clear, established procedures and guidelines; and
- Outline how the municipal emergency management program will be enacted and maintained.



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The Municipal Emergency Management Plan applies to members of the Emergency Management Agency and any contractors and/or sub-contractors authorized by the Emergency Management Agency.

Note: This Plan does not apply to incidents that are routinely handled at the scene by first responder agencies and/or Town departments and is not designed to replace existing procedures for handling such incident. The Municipal Emergency Management Plan is for incidents which exceed the capabilities of responding departments/agencies and require additional resources (internal or external) and coordination to manage.

1.3 Assumptions

The assumptions on which the planning process was undertaken include the following:

- Emergency procedures will be documented for employees to use during emergencies. Employees will receive training on the use of these procedures and participate in an exercise program to maintain proficiency.
- During emergencies, the Incident Commander will have authority to coordinate on-scene response activities during an emergency/disaster situation in conjunction with the Emergency Operations Centre and the Director of Emergency Management.
- Emergency Services, such as the Fire/Rescue Department, EMS and RCMP, will be available to provide the required level of first responder assistance during most incidents. It is also assumed that these agencies will coordinate efforts, in conjunction with High River's Director of Emergency Management or delegate, to manage the emergency in a collaborative and effective manner.

1.4 Plan Components

The Municipal Emergency Management Plan is the governing document that outlines the policy, operations, and roles and responsibilities for the Town and Emergency Management Agency in carrying out duties related to the municipal emergency management program.

There are a number of technical and reference documents and plans¹ that contain information and procedures relevant to the specific elements of the emergency management program that come into effect to support emergency management activities depending on the nature of the emergency.

Risk Assessment

Hazard, Risk, and
Vulnerability
Assessment

This document is the foundation for all subsequent emergency plans within the Town. It is an analysis and ranking of the risks – natural, human, and technological – that may impact the Town of High River. Each risk is ranked based on the probability of its occurrence and the severity of its impact.

¹ Most of these plans are internal documents and can be accessed via request to the Town of High River. The release of these plans is subject to the Freedom of Information and Privacy Act. Those that are for public use are available at www.HRready.ca.



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Business Impact Analysis (BIA)

The Business Impact Analysis is a ranking of all business functions that the Town performs based on how critical they are, how long these functions can be interrupted before causing serious consequences, and the minimum number of staff needed to perform these critical tasks. The BIA determines the priority in which business functions are restored after an interruption.

Mitigation

Community Mitigation Plan*

This document is based on the hazards identified in the Hazard, Risk, and Vulnerability Analysis (HRVA). The HRVA provides the basis for High River to assess priorities for the most significant hazards and then look at strategies to minimize or limit potential consequences. The Community Mitigation Plan is the document that tracks the development, implementation, and ongoing assessment of these mitigation projects.

Town Dike maps and as-built drawings

Record of composition, placement, assessment, and inspection requirements for the town diking system.

Preparedness

Public Awareness and Education Strategy

Describes the seasonal and ongoing messages and activities to increase public awareness about specific hazards as well as general emergency preparedness.

Training & Exercise Standards

Outlines the standards the Town has adopted in terms of emergency-related training and exercises for key staff and partner organizations. This standard is designed to use a building-block approach in which staff are familiarized to and have the opportunity to practice roles and plans in stages that increase in complexity and difficulty.

Multi-Year Training & Exercise Plan

Takes a five-year look at training and exercising to provide a holistic program and identify opportunities to collaborate with partnering agencies and jurisdictions.

Response

Emergency Operations Centre Response Plan

Provides step-by-step instructions on the activation, response activities, and demobilization of the Emergency Operations Centre (EOC). This includes checklists of typical tasks for each position within the EOC.

Emergency Support Functions (ESFs)

Annexes to the EOC Response Plan for specific response activities that describe policies, procedures, and roles related to the activity described. Includes: Animal Rescue, Evacuation, Warning and Notification and Re-Entry.

Hazard-Specific Response Plans

Annexes to the EOC Response Plan for specific hazards identified in the Hazard, Risk, and Vulnerability Analysis. These are used in conjunction with the EOC Response Plan but describe special response considerations, such the need to evacuate or shelter-in-place, as well as identifying agencies that may be required for the response. Includes: Flood Response Plan, Hazmat Plan*, Pandemic Plan.



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Emergency Social Services Response Plan	The Emergency Social Services (ESS) Response Plan describes the activities and roles necessary to provide for the basic needs of individuals displaced during an emergency (such as food, shelter, and clothing). This plan focuses on the immediate aftermath of an emergency until evacuees can return to their homes or more long-term solutions can be found.
Emergency Social Services Operational Guidelines	There are a number of functions related to emergency social services that each have a plan describing their specific operations, their relationship to other facilities and the Emergency Operations Centre, and the roles of those providing services within that function. Includes: Reception Centre Operational Guidelines, Welcome Centre Operational Guidelines*, Volunteer Centre Operational Guidelines*.
Facilities Assessments	Annexes to the ESS Response Plan with detailed information on pre-identified facilities within the community and surrounding area. Information includes descriptions of kitchen facilities, showers and bathrooms, back-up power options, etc. These assessments assist the ESS Response Team select appropriate facilities to meet the needs of evacuees.
Crisis Communications Plan	This plan describes how the Town communicates with all of its audiences (internal, external, residents, government, media, etc.) during a crisis event. It includes roles and responsibilities, descriptions of different communication tools (such as web-based, radio, electronic signs, etc.), contingency plans for loss of power or relocation, and templates for messages. This plan is used in conjunction with the EOC Response Plan, but may be activated on its own if there is a situation that requires rapid, coordinated communication to audiences through multiple channels (e.g. a fatality in the community).

Transition to Recovery

Municipal Service Continuity Plan (MSCP)	Provides a framework for maintaining and restoring critical municipal services during an interruption that threatens the delivery of critical services. It identifies critical municipal services, strategies for how to continue these functions in the event of an interruption, and the roles and responsibilities of the Municipal Services Continuity Team. This plan may be activated in conjunction with the Emergency Operations Centre Response Plan if the interruption is part of a large-scale emergency, or may be activated on its own to address isolated interruptions (e.g. a gas leak in the municipal building).
Municipal Service Function Recovery Plans	Annexes to the Municipal Services Continuity Plan for specific municipal services within the Town Administration. These plans contain the following: strategies on how to maintain and recover critical municipal services within each division/department, contact lists, and alternate locations if the division/ departments cannot stay in their primary location. Each critical municipal service has its own recovery plan.



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IT Disaster Recovery Plan

Annex to the Municipal Services Plan that is specific to the Information Technology department. It describes the hardware and software used by the Town, redundancies in the networks, and recovery strategies in the event of an interruption to any information technology service.

Recovery

Community Recovery and Renewal Plan*

Describes the considerations, strategies, and organizational requirements to coordinate community recovery and renewal. It looks at issues such as the reduction of suffering, protection of community culture, reduction of economic and social losses, and the enhancement of a sustainable community.

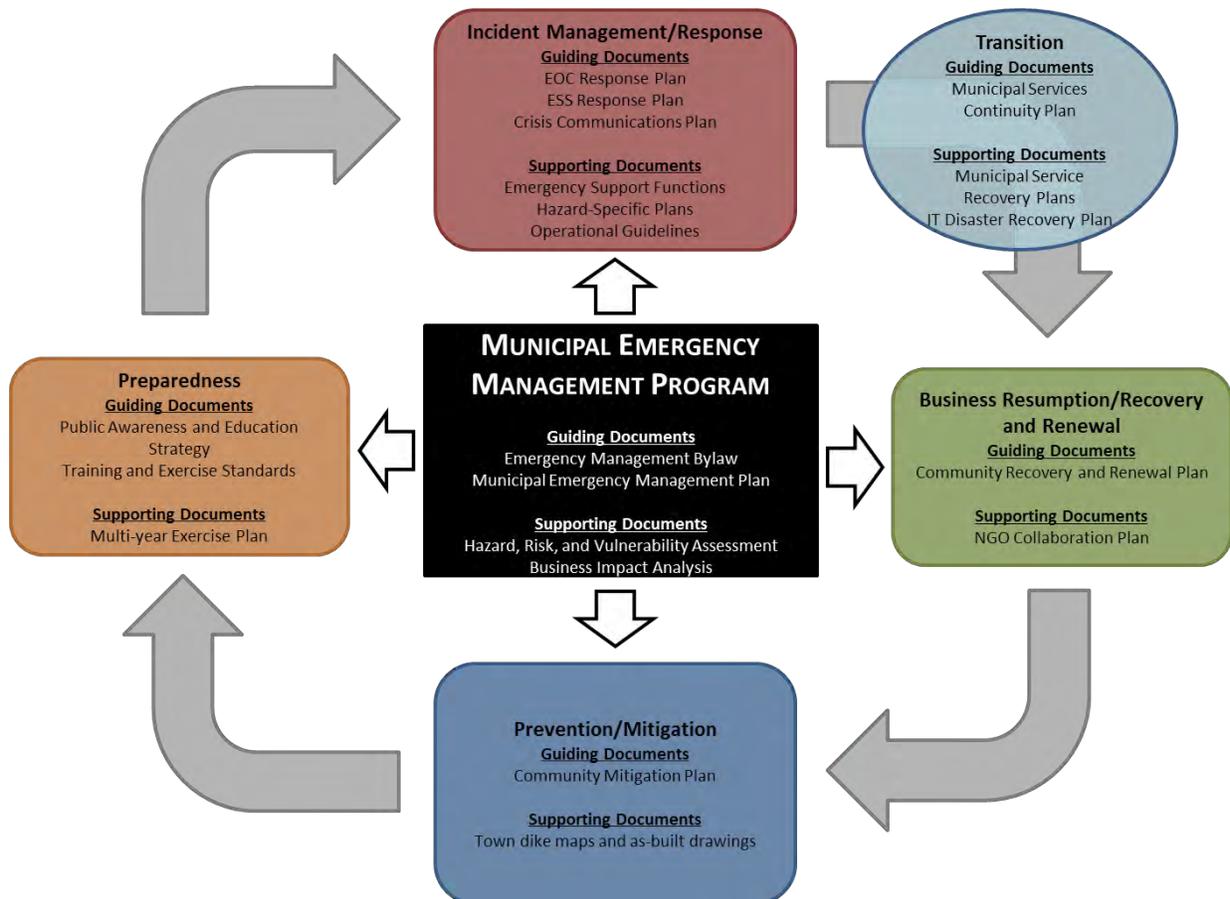
Non-Government Organization Collaboration Plan*

Provides a framework for how agencies with mandates for reconstruction and community renewal work together to meet ongoing needs of the community during long-term recovery.

* Plan is currently under development

The following schematic demonstrates how these plans work together to create a comprehensive emergency management program under the umbrella of the Municipal Emergency Management Plan.

Figure 1: Emergency Management Plan Components





1.5 Legislated Authority

The Municipal Emergency Management Plan is approved by Council under the authority of the following:

- Province of Alberta Emergency Management Act, R.S.A. 2000, c. E-6.8; and
- The Town of High River Emergency Management Bylaw.

1.6 Confidentiality

The Freedom of Information and Privacy Act does not apply to the supporting documentation used for the purpose of preparing for or administering the Municipal Emergency Management Plan as per section 17.1 (2) of the Emergency Management Act.

The Municipal Emergency Management Plan as approved and accepted by Council is publicly available.

1.7 Plan Distribution

The Municipal Emergency Management Plan is available electronically on the Town's Emergency Management website, at www.HRready.ca.

Hard copies of the Municipal Emergency Management Plan are distributed by the Emergency Management Agency as authorized by the Director of Emergency Management.



2.0 COMPREHENSIVE EMERGENCY MANAGEMENT

The Town of High River is committed to the implementation of a comprehensive emergency management program. Comprehensive emergency management can be defined as the preparation for and the carrying out of all emergency functions necessary to prevent, mitigate, prepare for, respond to, and recover from emergencies and disasters caused by all hazards, whether natural, technological, or human caused. This consists of four related components:

- All hazards,
- All impacts,
- All phases, and
- All stakeholders.

2.1 All-Hazards

As part of its emergency management program, the Town conducts an annual risk assessment of all hazards that may impact the community. These are ranked and prioritized based on the severity of impact and the likelihood of occurrence in the Hazard, Risk, and Vulnerability Assessment.

2.2 All Impacts

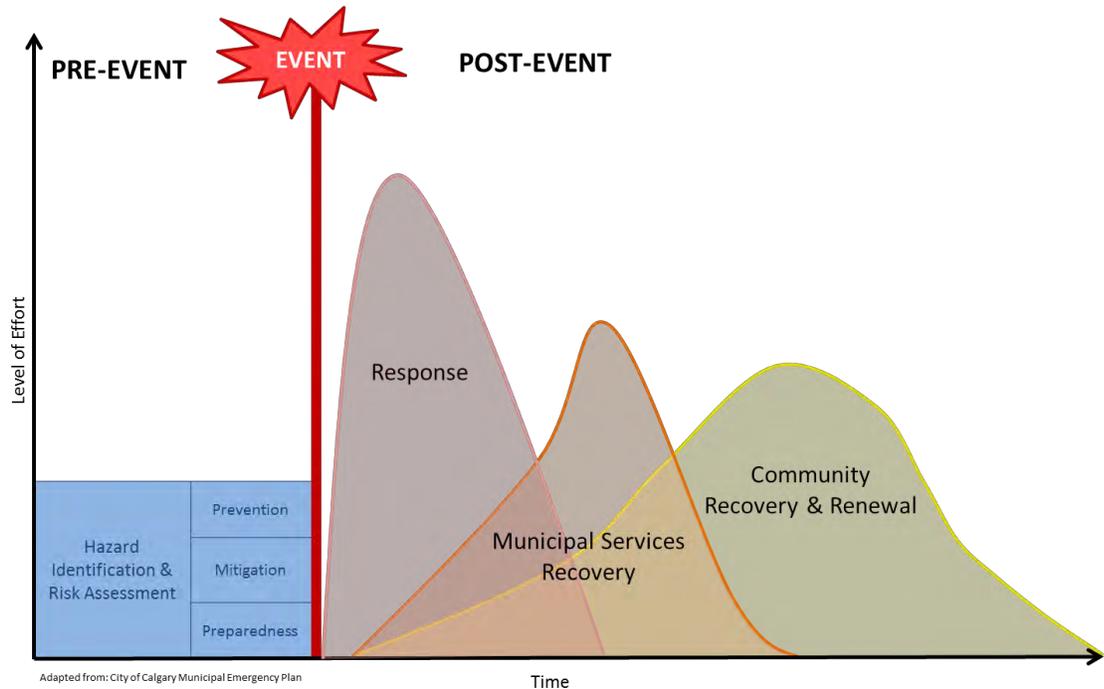
Emergencies and disasters can cut across a broad spectrum in terms of impact on infrastructure, human services, property, the environment, and the economy. It is important to assess the interrelation of these when developing mitigation and preparedness strategies to ensure that, where possible, the implementation of a certain activity to protect one aspect of society does not adversely affect another.

Just as all hazards need to be considered in developing response plans, all impacts and predictable consequences relating to those hazards and planned responses must also be analyzed and addressed.

2.3 All Phases

Emergency management has four distinct phases that often overlap in practice but have specific goals and activities: mitigation, preparedness, response, and recovery. The relationship between these phases is demonstrated in the following diagram.

Figure 2: Emergency Management Phases



2.3.1 Hazard Identification & Risk Assessment

The identification of hazards is the first step in developing appropriate mitigation and response plans. Although there are some similarities in how the Town reacts to all emergencies, there are also important distinctions that are addressed in hazard-specific plans.

The specific documents that address all-hazard planning within the Town include the following:

- Hazard, Risk, and Vulnerability Assessment
- Business Impact Analysis
- Community Mitigation Plan (identification of mitigation strategies for high impact, high probability events)
- Emergency Operations Centre Response Plan (response actions similar to all emergencies)
- Hazard-Specific Plans, including:
 - Flood Response Plan and
 - Pandemic Plan.

2.3.2 Mitigation

Mitigation consists of those activities designed to reduce the likelihood of an emergency and/or limit the severity or magnitude of the consequences. Prevention and mitigation activities are undertaken before an emergency. Both the Town and residents have specific responsibilities for mitigating the damage of an emergency (see [Section 5.0 Roles and Responsibilities](#)).

Town examples: *Diking to prevent future flooding; conservative land use planning.*

Resident examples: *Cleaning eaves troughs before spring; shovelling snow away from home; using fire-resistant building materials.*

2.3.3 Preparedness

Preparedness activities increase the capacity of the Town and its residents to respond in an emergency. This involves a continuous cycle of planning, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during a response.

Preparedness occurs at the following levels²:

- Individual and household,
- Neighbourhood/community,
- Municipal,
- Regional,
- Provincial, and
- Federal.

The Town of High River incorporates the following preparedness measures into its emergency management program:

- Developing and maintaining emergency plans;
- Establishing mutual aid agreements with key partner agencies;
- Training internal and external response personnel;
- Conducting exercises to reinforce training and test emergency plans;
- Evaluating and assessing effectiveness as part of its continuous improvement;
- Stocking the Emergency Operations Centre, the Fire Hall, and other key response facilities with the necessary emergency equipment;
- Implementing redundancies within its critical municipal services (e.g. IT, water, sewage); and
- Providing all-hazard education campaigns to residents and business to encourage preparedness at the personal and household level.

²Public Safety Canada: <http://www.getprepared.gc.ca/cnt/hzd/bfr-eng.aspx>



Town examples: Emergency Operations Centre Response Plan; annual emergency exercises; maintaining notification and warning infrastructure (High River Alert).

Resident examples: Preparing a 72-hour kit; developing a family emergency plan; registering for High River Alerts; stay informed about local hazards.

2.3.4 Response

Response actions are carried out immediately before, during, and after an emergency event for the purpose of saving lives, preventing further adverse impact to the affected area, and protecting property and the environment. In order to determine objectives and resource allocation during a response, critical municipal services are provided according to the following priorities:

1. Protect lives;
2. Stabilize the incident to limit further damage;
3. Protect critical infrastructure;
4. Protect property and the environment; and
5. Reduce economic and social losses.

Instructions for managing these activities during a response are provided within the corporate technical reference documents³ that support this plan, including:

- Emergency Operations Centre Response Plan (*internal document*),
- Crisis Communications Plan (*internal document*),
- Emergency Social Services Response Plan (*internal document*),
- Hazard-specific plans (*internal documents*), and
- Operational Guidelines (*internal documents*).

2.3.5 Recovery

Recovery refers to the activities undertaken to restore, rebuild, and renew an affected area following an emergency. There are two distinct areas of focus for recovery: municipal service recovery and community recovery and renewal.

Municipal Service Recovery

The goal of municipal service recovery is to reduce the direct impact to residents by restoring critical municipal services. Examples of these services include but are not limited to the following:

- Respond to 9-1-1 calls;
- Staff and operate the Emergency Operations Centre to manage emergency situations;

³ Available via request to the Town of High River. May be subject to Freedom of Information Act restrictions.



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- Manage early warning systems;
- Maintain water and waste treatment and delivery systems; and
- Maintain public safety.

Municipal Services Recovery is supported by the Municipal Services Continuity Plan, within available resources.

Community Recovery and Renewal

Community Recovery and Renewal consists of the policies, plans, and procedures to restore the physical, social, and economic landscape of the Town when any of these has been affected by a disaster. This program is currently under development.

2.4 All Stakeholders

Comprehensive emergency management relies on all stakeholders, both internal and external, to be engaged in the preparation for and the carrying out of all functions necessary to prevent, mitigate, prepare for, respond to, and recover from emergencies and disasters. Effective emergency management requires the coordination and collaboration among all levels of government, the private sector, and the general public.



3.0 EMERGENCY MANAGEMENT ORGANIZATION

3.1 Overview

The Town of High River's Municipal Emergency Management Program is focused on continuously progressing toward a state of high emergency preparedness from a response-ready posture. This legislated requirement entails developing, approving, leading, and implementing plans and programs.

3.2 Reporting Structure and Governance

3.2.1 Mayor and Council (Local Authority)

Under the Emergency Management Act, Section 11.2(1):

"A local authority shall maintain an emergency management agency to act as the agent of the local authority in exercising the local authority's powers and duties under this Act."

3.2.2 Local Emergency Committee

The Local Emergency Committee is formed under the authority of the Emergency Management Bylaw, Section 4:

"The power to declare, renew, or terminate a state of local emergency in accordance with the Act is hereby delegated to a committee to be known as the "Local Emergency Committee" which shall be composed of:

- a) the Mayor and one other member of Council; or*
- b) if the Mayor is unavailable, the Deputy Mayor and one other member of Council; or*
- c) if the Mayor and Deputy Mayor are unavailable, two members of Council; or*
- d) if two elected officials are not available, one Councillor and the Chief Administrative Officer or individual delegated the authority to act as the Chief Administrative Officer."*

3.2.3 Emergency Advisory Committee

Under the Act, Section 11.1(1):

"Each local authority shall appoint an emergency advisory committee consisting of a member or members of the local authority...to advise on the development of emergency plans and programs."

As per Section 3 of the Emergency Management Bylaw, the Emergency Advisory Committee shall consist of at least two members of Council. The Committee shall:

"Review the Municipal Emergency Plan and related plans and programs; and be responsible to advise Council on the development of those emergency management plans and programs at least annually."

The Emergency Advisory Committee consists of a Chairperson and other members as appointed by Council.

3.2.4 Director of Emergency Management

As per the Emergency Management Bylaw, Section 2, Council shall:

“By resolution, appoint a Director of Emergency Management, and at least two (2) Deputy Directors of Emergency Management who shall do those things required of the Director of Emergency Management in that person’s absence.”

The Director of Emergency Management is responsible the following activities, as described in Section 11(2) of the Act:

- a) prepare and co-ordinate emergency plans and programs for the municipality;
- b) act as director of emergency operations on behalf of the emergency management agency;
- c) co-ordinate all emergency services and other resources used in an emergency; and
- d) perform other duties as prescribed by the local authority.

During an activation of the Emergency Operations Centre Response Plan, the Director of Emergency Management is the delegated agent of the Local Authority to manage the response to the event.

3.2.5 Emergency Operations Centre Director

The Emergency Operations Centre Director manages the Emergency Operations Centre and by extension the incident. This individual is the link between Council and the Emergency Operations Centre.

This role is typically filled by the Director of Emergency Management or a Deputy Director of Emergency Management. In the event of a protracted emergency, this position may be filled by a qualified individual from an Incident Management Team or partner municipality in a relief capacity.

3.2.6 Chief Administrative Officer

Reporting to Council, the Chief Administrative Officer is the administrative head of the municipality and remains the administrative head during an activation of the Emergency Operations Centre Response Plan. The Chief Administrative Officer provides corporate resources and support where available and within his/her authority to assist the Director of Emergency Management in managing the emergency.

3.2.7 Directors

Directors are the administrative leaders and are responsible for ensuring their areas have in place business function recovery plans within available resources and authority to maintain and restore critical municipal services



during an interruption. The Director is the Municipal Services Continuity Lead for each department unless this authority has been delegated.

Some Directors may be designated as members of the Emergency Management Agency and may be required in the Emergency Operations Centre upon request of the Director of Emergency Management. Within the Emergency Operations Centre, Directors report to the Director of Emergency Management.

3.2.8 Emergency Management Agency

The Emergency Management Agency is comprised of designated internal personnel and external partners, and is the agent of the local authority to exercise the powers and duties of the local authority under the Act, as per Section 11.2. The Director of Emergency Management is the head of the Emergency Management Agency.

The Emergency Management Agency is the primary group responsible for the development of plans, measures, and programs pertaining to the mitigation of, preparedness for, response to and recovery from any hazard, both natural and human induced.

As per Section 5 of the Emergency Management Bylaw, the Emergency Management Agency will, at a minimum, consist of the following:

- a) the Director of Emergency Management;
- b) the Deputy Directors of Emergency Management;
- c) the Fire Chief;
- d) the Non-Commissioned Officer in Charge of the local Royal Canadian Mounted Police detachment;
- e) designated employees from the following departments, divisions, and business units:
 - i. Communications
 - ii. Operations Services
 - iii. Family and Community Support Services
 - iv. Information Technology
 - v. Bylaw Services
 - vi. Engineering Services
 - vii. Finance; and
- f) members of the Town of High River Administration as required.

In addition to the members appointed under subsection 5.5, other organizations may be invited by the Director to serve as members of the Agency, including but not limited to:

- a) utility companies;



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- b) health agencies;
- c) service organizations; and
- d) any other agency, organization, or individual that, in the opinion of the Director, may assist in the preparation or implementation of emergency management plans and programs.

During an activation of the Emergency Operations Centre Response Plan, the Emergency Management Agency shall utilize the Incident Command System to determine roles and functions within the Emergency Operations Centre.

4.0 STATE OF LOCAL EMERGENCY

4.1 Declaration

The local authority may, when satisfied that an emergency exists or may exist within the Town, by resolution declare a state of local emergency relating to all or any part of the Town. Once a state of local emergency is declared the local authority must:

- identify the nature of the emergency and the area of the municipality in which it exists,
- cause the details of the declaration to be published by any means of communication that it considers is most likely to make known to the population of the area of the municipality affected the contents of the declaration, and
- forward a copy of the declaration to the Minister of Municipal Affairs.

The power to declare a state of local emergency in accordance with Section 21 of the Act is delegated to the Local Emergency Committee under the Emergency Management Bylaw, Section 4.

If the emergency exists seven days after the declaration of the state of local emergency, the local authority may renew it.

See [Annex C: Declaration of a State of Local Emergency](#).

4.2 Cancellation/Termination

A state of local emergency may be cancelled/terminated under the following circumstances:

- In the opinion of the local authority, the emergency no longer exists in the area of the town;
- The Minister of Municipal Affairs considers it appropriate, based on the circumstances;
- The Lieutenant Governor in Council declares a state of emergency in the same area of the town; or
- After seven days have elapsed, if the declaration has not been renewed.

4.3 Provincial State of Emergency

As per Section 18(1) of the Act, the Lieutenant Governor in Council may, when satisfied that an emergency exists or may exist, make an order for a declaration of a state of emergency relating to all or any part of Alberta.

The Town of High River may request that the Government of Alberta declare a provincial state of emergency if the ability of the Town to maintain direction and control of an emergency is completely overwhelmed or the need for external resources to support the Town has not been met. This request would be made from the Local Emergency Committee to the Minister of Municipal Affairs.

Note: The decision to declare a provincial state of emergency is solely the discretion of the Government of Alberta.



5.0 ROLES AND RESPONSIBILITIES

5.1 Mayor and Council (Local Authority)

5.1.1 Mitigation and Preparedness

- Appoint members to serve on the Emergency Advisory Committee.
- Appoint a Director of Emergency Management and at least two Deputy Directors.
- Ensure that the Director of Emergency Management prepares emergency plans and programs to address potential emergencies or disasters in the Town of High River.
- Review and as necessary approve the Municipal Emergency Management Plan at least once each year.
- Through the budgetary process, provide resources to support the emergency management program.
- Provide community leadership on disaster risk reduction aimed at preventing the creation of risk; the reduction of existing risk; and the strengthening of economic, social, health, and environmental resilience (e.g. review adequacy of land use bylaws and zoning designations).
- Participate in emergency exercises and appropriate training.
- Contribute to community education and awareness about local hazards.

5.1.2 Response

- Support the Director of Emergency Management on the direction of the emergency response.

Through the activation of emergency plans:

- Provide long-term strategic direction and crisis management during and after the immediate response.
- Form part of the Local Emergency Committee as required.

In consultation and coordination with the Emergency Operations Centre through the Director of Emergency Management:

- Keep the community informed of the situation.
- Serve as official spokesperson(s) for the emergency.
- Engage with other levels of government for financial and resource support.
- Brief other levels of government.
- Authorize major expenditures.
- Create a delegation of authority for external resources needed to support the response.



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A more detailed description of the specific roles and responsibilities for Council can be found in the Emergency Operations Centre Response Plan.

5.1.2.1 Local Emergency Committee

As members of the Local Emergency Committee, at the request of the Director of Emergency Management and when satisfied that an emergency exists or may exist within the Town:

- Declare a State of Local Emergency, in accordance with Section 21 of the Emergency Management Act.
- Renew a State of Local Emergency.
- Cancel/terminate a State of Local Emergency.
- Request a provincial State of Emergency through the Minister of Municipal Affairs.

5.1.3 Recovery

- Establish community recovery goals and priorities, while considering economic, legal, political, and social implications.
- Make policy decisions to expedite community and business recovery.
- Identify opportunities to enhance the resiliency of the community to future disasters through mitigation and policy decisions.
- Establish community-based advisory groups to provide input into the development of recovery goals and strategies.
- Modify bylaws and regulations as needed to facilitate recovery for the community.

5.2 Emergency Advisory Committee

The Emergency Advisory Committee is responsible for providing advice to Council on emergency management plans and programs for the Town of High River. These plans and programs are managed and implemented by the Emergency Management Agency. The committee is comprised of members of Council with advisory members from Town administration and others as appointed by Council. The Emergency Advisory Committee has an active role in preparing for emergencies and advising Council on developing emergency plans.

5.2.1 Mitigation and Preparedness

- Review the Municipal Emergency Management Plan and related plans and programs on a regular basis.
- Advise Council on the status of the Municipal Emergency Management Plan and related plans and programs at least once each year.



5.3 Director of Emergency Management

5.3.1 Mitigation and Preparedness

- Conduct a review of the Hazard, Risk, and Vulnerability Assessment (HRVA) on an annual basis.
- In consultation and collaboration with other Town departments, recommend mitigation and preparedness measures to the Chief Administrative Officer.
- Review the Municipal Emergency Management Plan and approve supporting and appending plans and documents on a regular basis.
- Approve training and exercise program on an annual basis.
- Advise the Emergency Advisory Committee on the status of the Municipal Emergency Management Plan and related plans and programs at least once each year.
- Develop and support regional partnerships to increase local capacity for emergency management.
- Participate in training and exercises.

5.3.2 Response

- Activate the Emergency Operations Centre Response Plan and determine which members of the Emergency Management Agency are required to support the EOC.
- Ensure that Mayor and Council and the Chief Administrative Officer are advised of the emergency situation and the response actions taken by the EOC.
- Recommend a declaration of a state of local emergency.
- Direct emergency operations consistent with the Act and with Town emergency response plans.
- Coordinate all emergency services and other resources.
- Resolve conflicts related to competition for limited resources based on response priorities.
- Monitor and approve the organizational structure for response to the event. Proactively determine if existing Town and mutual aid resources are sufficient for the response. Work with Chief Administrative Officer and Provincial Operations Centre to secure additional resources.
- Work with the Chief Administrative Officer and Council on determining recovery/renewal priorities and the transition from response to recovery.

5.3.3 Recovery

- Lead the debriefing process and develop an After Action Report that identifies lessons learned and provides recommendations for improvement.
- Review and update emergency management plans based on lessons learned.
- Review and update public education and training standards based on lessons learned.
- Support recovery initiatives as required.

5.4 Chief Administrative Officer

5.4.1 Mitigation and Preparedness

- Support the review of the Hazard, Risk, and Vulnerability Assessment on an annual basis.
- Recommend emergency management plans, programs, and measures based on the HRVA to Council.
- Sign mutual aid agreements to increase local capacity.
- Participate in training and exercises.

5.4.2 Response

- Act in a strategic advisory capacity to Council.
- Maintain communication with and assist Mayor and Council as required.
- Provide available Town resources to the Director of Emergency Management in support of the emergency response and recovery.
- Work with the Council and the Director of Emergency Management on determining recovery/renewal priorities and the transition from response to recovery.
- Subject to available resources, provide and maintain essential and support services throughout an emergency. Oversee municipal service recovery outside of the incident site.

In consultation and coordination with the Emergency Operations Centre through the Director of Emergency Management:

- Engage with other municipalities, groups, agencies, organizations, or businesses to provide resources to support the emergency response.

5.4.3 Recovery

- Lead the Town administration through recovery and the resumption of regular services.
- Support Council in establishing community recovery goals and priorities.



- Work with Council to develop a community recovery plan.
- Identify and establish a recovery organization and designate a recovery manager.

5.5 Directors

5.5.1 Mitigation and Preparedness

- Participate in emergency and municipal services continuity planning.
- Participate in training and exercises.
- Ensure that any business function response or recovery plan for the department is updated on an annual basis.
- Implement risk reduction and mitigation measures as permitted by funding.
- Identify roles for staff during an emergency and support training initiatives.

5.5.2 Response

- At the request of the Director of Emergency Management, report to the Emergency Operations Centre.

5.5.3 Recovery

- Support the development of the community recovery plan.
- Execute the community recovery plan.

5.6 Emergency Management Agency

The Emergency Management Agency acts as the agent of the local authority in exercising the local authority's powers and duties under Act. The Director of Emergency Management is the head of the Emergency Management Agency.

5.6.1 Mitigation and Preparedness

- Prepare and maintain plans, measures, and programs pertaining to the mitigation of, preparedness for, response to and recovery from any hazard.
- Prepare, maintain, test/exercise, and train personnel in emergency management plans and procedures.
- Prepare and maintain emergency-related equipment.
- Recommend risk reduction, mitigation, and preparedness measures to the Director of Emergency Management and/or direct supervisors.
- Develop and conduct public education and awareness about local hazards and emergency preparedness.

5.6.2 Response

- At the request of the Director of Emergency Management, report to the Emergency Operations Centre.
- Conduct emergency response operations under the direction of the Director of Emergency Management. If at the Incident Command Post, receive direction from the Incident Commander.

Roles for the Emergency Management Agency are based on the Incident Command System. Position-specific checklists of roles and responsibilities can be found in the Emergency Operations Centre Response Plan.

5.6.3 Recovery

- Support recovery initiatives as required.

5.7 External Coordination

The Town of High River will work with other jurisdictions, organizations, and levels of government on emergency management priorities. On mitigation and preparedness activities, this coordination follows standard Town communication protocols. During recovery, this coordination follows the Provincial Recovery Framework protocols.

Communication protocols during a response are outlined below.

5.7.1 Agency Representatives

Agency Representatives are individuals from organizations that are assisting with response operations in coordination with the Town of High River. These individuals will have a position within the Emergency Operations Centre or Reception Centre to ensure close communication and coordination for the entire response. As integrated members of the Emergency Operations Centre and Emergency Social Services, they will follow the communication protocols within the Emergency Operations Centre and Reception Centre.

Examples of organizations with agency representatives include but are not limited to the following:

- The Royal Canadian Mounted Police
- Alberta Health Services
- Utility providers (e.g. Fortis, ATCO, TELUS, Shaw, etc.)
- Contractors responsible for response priorities (e.g. debris removal, dewatering, street cleaning, etc.)
- Non-governmental organizations (Foothills Search and Rescue, HAM Radio, the Salvation Army, the Canadian Red Cross, etc.)

Details of how these organizations work within the EOC and Reception Centre can be found in the Emergency Operations Centre Response Plan and the Emergency Social Services Operational Guidelines.

5.7.2 Alberta Emergency Management Agency (Provincial Operations Centre)

The Alberta Emergency Management Agency will send an Agency Representative (usually the local Field Officer) to the Emergency Operations Centre. The Agency Representative is responsible for updating the Provincial Operations Centre. Requests to the Provincial Operations Centre should go through the Agency Representative.

Other responsibilities of the Agency Representative include:

- Act in a strategic advisory capacity.
- Work with the Liaison Officer to meet requirements of provincial government officials as appropriate.
- At the direction of the Director of Emergency Management, request provincial resources to support the local response.

5.7.3 Provincial and Federal Elected Officials

The Mayor is responsible for providing formal updates to provincial and federal elected officials.

If the officials are on site, Mayor and Council can work with the Liaison Officer to coordinate briefings, tours, and updates from key personnel that do not disrupt emergency operations.

5.7.4 Government of Alberta

The Town may be required to communicate directly with specific Ministers on response or early recovery operations.

Formal communication should go through the Mayor, or, if unavailable, the Deputy Mayor or other municipal elected official. If no elected officials are available, this communication should go through the Chief Administrative Officer.

5.7.5 Government of Canada

Formal communication to request assistance from the Government of Canada should come from the Government of Alberta. This request can be made through the Provincial Operations Centre.

If the request is for assistance from the Canadian Forces, this must go from the Government of Alberta to the Government of Canada. Because of the chain of approval, it is recommended that this call be made as quickly as possible if required. This request must include a detailed description of the specific tasks for which the Town requires support.

5.7.6 Liaison Officers

The Town of High River may be requested to dispatch Liaison Officers to other Emergency Operations Centres to streamline the sharing of information during a regional disaster.

5.8 Local Businesses

Local businesses are essential partners of the Town's comprehensive emergency management program. Businesses are the key to successful recovery from an emergency and this requires a certain level of preparedness. While the Town looks at community-wide mitigation, preparedness, response, and recovery, the Town relies on businesses to ensure their facilities, personnel, and supply chains are prepared for an emergency.

5.8.1 Mitigation and Preparedness

- Be informed about local hazards and prepare the business.
- Review insurance policy and ensure it provides adequate coverage.
- Develop and practice a business emergency plan with information on how to evacuate, contact employees, access critical documents, and get in touch with customers. Insurance is only part of the solution. It does not cover all losses and it cannot replace customers.
- Implement hazard mitigation measures such as using fire-resistant building materials, raising electrical wiring in basements, installing sump pumps, etc.
- Prepare business for each hazard season with activities such as cleaning eaves troughs before spring, shoveling snow, sanding sidewalks, etc.
- Sign up for High River Alerts and Alberta Emergency Alerts.
- Pay attention to media and Town communications during high-risk periods of the year.

Details about mitigation and preparedness information for businesses can be found at www.HRready.ca.

5.8.2 Response

- Listen to warnings and advisories from emergency officials. Consider the potential for the hazard to escalate and prepare accordingly.
- Follow directions to evacuate or shelter in place. Account for employees.
- Avoid hazard areas to protect personal safety and allow for unhindered access for emergency response personnel.
- Ensure contact details for on business license are up to date to receive updated information specific to businesses.
- Communicate with customers and vendors during business closure.

5.8.3 Recovery

- Work with insurance and, if applicable, the provincial Disaster Recovery Program.
- Attend community information sessions to learn about recovery projects.
- Keep and file all documentation related to recovery.

5.9 Residents

Residents play a critical role in the Town's comprehensive emergency management program. While the Town looks at community-wide mitigation, preparedness, response, and recovery, the Town relies on residents to ensure preparedness and appropriate response at an individual and household level.

5.9.1 Mitigation and Preparedness

- Be informed about local hazards and take steps to prepare at a household level.
- At a household level, ensure that the applicable insurance policies provide adequate coverage based on the owner's assessment of risks to the household.
- Implement hazard mitigation measures such as using fire-resistant building materials, raising electrical wiring in basements, installing sump pumps, etc.
- Prepare property for each hazard season with activities such as cleaning eaves troughs before spring, shoveling snow away from homes,
- Ensure fire fuels such as wood piles are stored away from the home, etc.
- Develop and practice a family emergency plan with information on how to evacuate from the home and the neighbourhood, how to reconnect after an evacuation, important contact details, etc.
- Stock and maintain a 72-hour preparedness kit.
- Sign up for High River Alerts and Alberta Emergency Alerts.
- Pay attention to media and Town communications during high-risk periods of the year.

Resources for individual and household preparedness can be found at www.HRready.ca.

5.9.2 Response

- Listen to warnings and advisories from emergency officials.
- Follow direction to evacuate or shelter in place.
- Avoid hazard areas to protect personal safety and allow for unhindered access for emergency response personnel.



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- Ensure contact details for High River Alert are update to date so the Town can maintain communication flow.
- Share warnings and alerts with neighbours, family, friends, and coworkers to spread emergency message to the entire community as quickly as possible.

5.9.3 Recovery

- Work with your insurance company and, if applicable, the provincial Disaster Recovery Program.
- Do not be afraid to ask for help, whether that is financial, labour, psychosocial, or anything else you might need for the recovery of yourself and your family. Use the recovery resources available.
- Attend community information sessions to learn about recovery projects.
- Keep and file all documentation related to your recovery.
- If you want to be more involved in recovery, consider the following options:
 - Help your family, friends, and neighbours.
 - Provide input into community recovery goals and priorities by serving on advisory boards and speaking with elected officials.
 - Volunteer with local voluntary sector organizations or for special events.



6.0 OPERATIONAL FACILITIES

6.1 Incident Command Post (ICP)

An Incident Command Post is established at or near an incident scene and is the location from which the development, coordination, and execution of tactical plans occur. The Incident Commander is in charge at the Incident Command Post and is responsible for providing updates to the Director of Emergency Management as required.

Should the emergency grow or have the potential to grow beyond the ability of the Incident Command Post to manage effectively, the Director of Emergency Management will activate the Emergency Operations Centre.

6.2 Emergency Operations Centre (EOC)

The Emergency Operations Centre is led by the Emergency Operations Centre Director. This is typically filled the Director of Emergency Management or a Deputy Director of Emergency Management; however, it is not synonymous with the Director of Emergency Management as that position is appointed by Council. The role of the Emergency Operations Centre Director may be filled by another qualified individual through a delegation of authority if needed due to the scope of the incident or for managing staffing levels and fatigue.

Once the Emergency Operations Centre is activated, it becomes the focal point for decision-making and centralized collection and analysis of information. Ideally, the Emergency Operations Centre is staffed with senior members of the various services and stakeholder entities who have the authority to provide expedient direction and decisions on behalf of their agency.

The Emergency Operations Centre uses the Incident Command System, which is an emergency management system that assists with the effective coordination of response efforts by using an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. The role of the Incident Commander is fulfilled by the Emergency Operations Centre Director.

The primary functions of the Emergency Operations Centre include:

- Providing leadership, strategic guidance, and support to personnel in the field;
- Gathering, analyzing, sharing, and disseminating information to create a common operating picture;
- Coordinating assistance and resources required to support the response; and
- Developing key messages and coordinating communication between the various stakeholders.

Specific procedures, roles and responsibilities, and organizational structures within the Emergency Operations Centre are outlined in the Emergency Operations Centre Response Plan.

The Emergency Operations Centre is not designed for:



- Conducting extensive recovery operations during emergency operations, or
- An emergency shelter for the public or emergency responders.

However, in the event of a total loss of municipal facilities, the Emergency Operations Centre may be used to support extended recovery operations until the municipality is capable establishing a facility for recovery operations.

6.3 Reception Centre

A Reception Centre is established when an emergency requires the evacuation of residents. The primary purpose of the Reception Centre is to meet the basic needs of evacuees.

The following services are available, as needed, at a Reception Centre:

- Reception Services (meet and greet, referral, and information)
- Essential Services (food, lodging, clothing)
- Personal Services (medical and hygiene services, pet care, recreation, child care)

If it is not safe or the facilities within the Town are not sufficient to meet the needs of evacuees, the Town has agreements with facilities in several neighbouring communities.

The location of the Reception Centre(s) will be confirmed during an emergency and communicated to residents.

Specific procedures, roles and responsibilities, and organizational structures for the Reception Centre are outlined in the Reception Centre Operational Guidelines.⁴

⁴ The latest version of the document is available from the Town of High River Emergency Management Department upon request but may be subject to Freedom of Information and Privacy legislations.



7.0 CONTINUOUS IMPROVEMENT

7.1 Training

Training is a critical component of emergency preparedness because it introduces and familiarizes personnel with their role in the event of an emergency. The Town offers training that includes but is not limited to the following:

- Incident Command System
- Emergency Operations Centre Orientation
- Section-Specific Training for the Emergency Operations Centre
- Emergency Social Services
- Reception Centre Management
- Municipal Services Continuity Orientation

In addition, the Town offers other specialized training to provide staff with the tools to be effective during an emergency response. This includes sessions related to stress, recognizing signs of trauma, critical incident debriefing, etc.

7.2 Evaluation

The Town shall review the Municipal Emergency Management Plan and its components on a regular basis or after every major emergency.

Exercises form an important part of the evaluation process, as they provide the opportunity to assess the operational readiness of the organization and the effectiveness of various plans. Exercises provide an opportunity to identify areas for improvement, resource requirements, and role clarity. The Town will conduct an exercise annually, with a full-scale exercise conducted every three years.



8.0 REFERENCES

The following references were used in the development of this plan:

- Province of Alberta, Alberta Emergency Management Agency – Alberta Emergency Plan
- CAN/CSA Z731-03, A National Standard of Canada – Emergency Preparedness and Response
- CAN/CSA Z1600-14, A National Standard of Canada – Emergency Management and Business Continuity Programs
- The City of Red Deer Municipal Emergency Management Plan (Public Version) 2012
- The City of Calgary Municipal Emergency Plan (Public Version) 2010
- The City of Edmonton Municipal Emergency Plan (Public Version) 2011
- The City of Medicine Hat Municipal Emergency Plan 2014
- Grande Prairie Regional Emergency Partnership Emergency Response Plan (Public Version) Draft August 2011
- Incident Command System Canada – ICS Material and Forms 2013
- Sendai Framework for Disaster Risk Reduction 2015-2030
- Federal Emergency Management Agency – ready.gov



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ATTACHMENTS

[Annex A: Emergency Management Act \(R.S.A. 2000, Ch. E-6.8\)](#)

[Annex B: Town of High River Emergency Management Bylaw \(4411/2014\)](#)

[Annex C: Declaration of a State of Local Emergency](#)



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ANNEX A: EMERGENCY MANAGEMENT ACT



Province of Alberta

EMERGENCY MANAGEMENT ACT

Revised Statutes of Alberta 2000
Chapter E-6.8

Current as of December 11, 2013

Office Consolidation

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Alberta Queen's Printer
7th Floor, Park Plaza
10611 - 98 Avenue
Edmonton, AB T5K 2P7
Phone: 780-427-4952
Fax: 780-452-0668

E-mail: qp@gov.ab.ca
Shop on-line at www.qp.alberta.ca

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Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

Regulations

The following is a list of the regulations made under the *Emergency Management Act* that are filed as Alberta Regulations under the Regulations Act

Alta. Reg. *Amendments*

Emergency Management Act

Disaster Recovery51/94 196/2006
Government Emergency Management248/2007 112/2012

EMERGENCY MANAGEMENT ACT

Chapter E-6.8

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HER MAJESTY, by and with the advice and consent of the Legislative Assembly of Alberta, enacts as follows:

Definitions

- 1 In this Act,
 - (a) "Agency" means the Alberta Emergency Management Agency referred to in section 3.1(1);
 - (a.1) "Cabinet Committee" means the committee of the Executive Council appointed under section 4;
 - (b) "declaration of a state of emergency" means an order of the Lieutenant Governor in Council under section 18;
 - (c) "declaration of a state of local emergency" means a resolution or order of a local authority under section 21;
 - (d) repealed 2007 c12 s3;
 - (e) "disaster" means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property;
 - (f) "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;
 - (g) "local authority" means
 - (i) where a municipality has a council within the meaning of the *Municipal Government Act*, that council,
 - (ii) in the case of an improvement district, the Minister responsible for the *Municipal Government Act*,

- (iii) in the case of a special area, the Minister responsible for the *Special Areas Act*,
 - (iv) the settlement council of a settlement under the *Metis Settlements Act*,
 - (v) the park superintendent of a national park or the superintendent's delegate where an agreement is entered into with the Government of Canada under section 9(b) in which it is agreed that the park superintendent is a local authority for the purposes of this Act, or
 - (vi) the band council of an Indian band where an agreement is entered into with the Government of Canada under section 9(b) in which it is agreed that the band council is a local authority for the purposes of this Act;
- (g.1) "Managing Director" means the individual who holds the office of Managing Director of the Agency by virtue of an appointment under section 3.1(2), and includes any individual acting in that capacity;
- (h) "Minister" means the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for this Act;
- (i) "municipality" means the area comprising a municipality within the meaning of the *Municipal Government Act* or an improvement district or special area and includes
- (i) the settlement area of a settlement under the *Metis Settlements Act*,
 - (ii) the area comprising a national park where an agreement is entered into with the Government of Canada under section 9(b) in which it is agreed that the park superintendent is a local authority for the purposes of this Act, and
 - (iii) the area comprising an Indian reserve where an agreement is entered into with the Government of Canada under section 9(b) in which it is agreed that the band council is a local authority for the purposes of this Act.

RSA 2000 cD-13 s1;2002 c32 s5;2004 c30 s2;
2007 c12 s3

Crown bound

- 2** This Act binds the Crown.

1992 c31 s3

Proof of authorization

3 If the Minister authorizes a person to carry out a power or duty of the Minister under this Act as the Minister responsible for this Act or as a local authority and the authorization

- (a) is made in writing,
- (b) purports to be signed by the Minister responsible for the *Municipal Government Act* or the Minister responsible for the *Special Areas Act*, and
- (c) states that the person named in it is authorized under this section to carry out the power or duty set out in the written authorization,

that written authorization or a copy of it shall be admitted in evidence as proof, in the absence of evidence to the contrary, of that person's authorization to carry out the power or duty without proof of the signature or official character of the Minister.

RSA 2000 cD-13 s3;2007 c12 s4;2010 c5 s2

Part 1 Administration

Emergency Management Alberta Agency

3.1(1) There shall be a part of the public service of Alberta known as the "Alberta Emergency Management Agency".

(2) In accordance with the *Public Service Act*, there shall be appointed a Managing Director and such officers and employees of the Crown in right of Alberta as the Minister considers are required for the administration of the business and affairs of the Agency.

2007 c12 s5

Cabinet Committee

4 The Lieutenant Governor in Council may appoint a committee consisting of those members of the Executive Council whom the Lieutenant Governor in Council designates to advise on matters relating to emergencies and disasters.

RSA 1980 cD-36 s3

Advisory committees

5(1) The Minister may appoint committees as the Minister considers necessary or desirable to advise or assist the Minister, the Cabinet Committee or the Managing Director.

(2) The members of committees appointed under subsection (1) who are not officers or employees of the Crown, or officers or employees of an agency of the Crown, may be paid remuneration for their services and expenses at a rate or rates fixed by the Minister.

RSA 2000 cD-13 s5;2007 c12 s6

Regulations

6 The Lieutenant Governor in Council may make regulations

- (a) assigning responsibility to departments, boards, commissions or Crown agencies for the preparation or implementation of plans or arrangements or parts of plans or arrangements to deal with emergencies;
- (b) delegating any power or duty of the Minister or the Lieutenant Governor in Council under this Act except
 - (i) a power or duty of the Minister that has been delegated by the Minister,
 - (ii) the power to make regulations, and
 - (iii) the power to make an order declaring a state of emergency;
- (c) governing the assessment of damage or loss caused by a disaster and the payment of compensation for the damage or loss;
- (c.1) respecting the providing of funding for the reimbursement of costs incurred by local authorities and individuals in connection with measures taken to reduce or mitigate potential flood hazards, including, without limitation, regulations
 - (i) prescribing or describing the measures to be taken to reduce or mitigate potential flood hazards that are eligible for the reimbursement of costs, and
 - (ii) governing the procedures applicable to and the proof required for the reimbursement of costs;
- (c.2) respecting the filing and removal of caveats against titles to land in a flood fringe or floodway, as those terms are defined in the regulations, for which funding has been provided pursuant to a disaster recovery program administered under the regulations;

- (d) governing the sharing of costs incurred by the Government of Alberta or by a local authority in conducting emergency operations;
- (e) requiring persons
 - (i) who are engaged or may be engaged in any operation,
 - (ii) who are utilizing or may be utilizing any process,
 - (iii) who are using any property in any manner, or
 - (iv) on whose real property there exists or may exist any condition,
 - that may be or may create a hazard to persons or property, whether independently or as a result of some other event, to develop plans and programs in conjunction with local authorities to remedy or alleviate the hazard and to meet any emergency that might arise from the hazard;
- (f) governing the administration of the Disaster Relief Fund;
- (g) concerning any other matter or thing necessary for the administration of this Act and for which no specific provision is made in this Act.

RSA 2000 cD-13 s6;2002 c32 s5;2007 c12 s7;
2010 c5 s3;2013 c21 s1

Subrogation regulations

7(1) The Lieutenant Governor in Council may make regulations establishing that Her Majesty in right of Alberta has a right of subrogation with respect to

- (a) payments of compensation made by Her Majesty in right of Alberta for damage or loss caused by a disaster, or
- (b) payments made by Her Majesty in right of Alberta for the purpose of sharing costs incurred by a local authority in conducting emergency operations.

(2) The regulations under this section may define and describe the right of subrogation and may deal with any matter respecting the enforcement of or procedures relating to the right of subrogation.

(3) The regulations under this section may provide that the right of subrogation applies to payments made before November 15, 1993.

1993 c23 s3

8 Repealed 2011 c13 s3.

Powers of Minister

9 The Minister may

- (a) review and approve or require the modification of provincial and municipal emergency plans and programs;
- (b) enter into agreements with the Government of Canada or of any other province or territory or any agency of such a government, dealing with emergency plans and programs;
- (c) make surveys and studies of resources and facilities to maintain and provide information necessary for the effective preparation of emergency plans and programs;
- (d) make surveys and studies to identify and record actual and potential hazards that may cause emergencies;
- (e) make payments and grants, subject to any terms or conditions that the Minister may prescribe, to local authorities for the purposes of assisting in emergency preparedness and the provision of public safety programs;
- (f) 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;
- (g) conduct public information programs relating to emergency preparedness for and the mitigation of disasters.

RSA 1980 cD-36 s6;1985 c22 s7;1992 c31 s5;1995 c34 s13

Ministerial orders

10(1) The Minister may, by order,

- (a) divide Alberta into various subdivisions for the purpose of organizing integrated emergency planning, training, assistance and emergency operations programs;
- (b) require local authorities of those municipalities located within a subdivision referred to in clause (a) to prepare integrated plans, procedures and mutual assistance programs to deal with emergencies and to submit them to the Managing Director for review;
- (c) establish procedures required for the prompt and efficient implementation of plans and programs to meet emergencies;

- (d) require a person to whom the order is directed and
 - (i) who is engaged or may be engaged in any operation,
 - (ii) who is utilizing or may be utilizing any process,
 - (iii) who is using any property in any manner, or
 - (iv) on whose real property there exists or may exist any condition,

that may be or may create a hazard to persons or property, whether independently or as a result of some other event, to develop plans and programs in conjunction with one or more local authorities to remedy or alleviate the hazard and to meet any emergency that might arise from the hazard.

(2) The *Regulations Act* does not apply to an order made under subsection (1).

RSA 2000 cD-13 s10;2002 c32 s5;2007 c12 s8

Municipal emergency organization

11 A local authority

- (a) shall, at all times, be responsible for the direction and control of the local authority's emergency response unless the Government assumes direction and control under section 18;
- (b) shall prepare and approve emergency plans and programs;
- (c) may 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.

RSA 2000 cD-13 s11;2007 c12 s9;2010 c5 s4

Emergency advisory committee

11.1(1) Each local authority shall appoint an emergency advisory committee consisting of a member or members of the local authority or, in the case of an improvement district, a special area or a national park, a person or persons the local authority designates, to advise on the development of emergency plans and programs.

(2) The local authority shall provide for the payment of expenses of the members of the committee.

2010 c5 s4

Emergency management agency

11.2(1) A local authority shall maintain an emergency management agency to act as the agent of the local authority in exercising the local authority's powers and duties under this Act.

(2) There shall be a director of the emergency management agency, who shall

- (a) prepare and co-ordinate emergency plans and programs for the municipality,
- (b) act as director of emergency operations on behalf of the emergency management agency,
- (c) co-ordinate all emergency services and other resources used in an emergency, and
- (d) perform other duties as prescribed by the local authority.

(3) A local authority, except an improvement district, special area, national park or Indian reserve, may by bylaw that is not advertised borrow, levy, appropriate and expend all sums required for the operation of the emergency management agency.

(4) For greater certainty, an emergency management agency may be maintained by and may act as the agent of more than one local authority.

2010 c5 s4

Delegation by local authority

11.3(1) Without limiting section 9 of the *Government Organization Act*, a local authority may delegate the local authority's powers or duties under this Act to

- (a) a regional services commission established under the *Municipal Government Act* representing 2 or more local authorities if the regional services commission is authorized in its establishing regulation to exercise that power or duty;
- (b) if authorized by ministerial order, a joint committee representing 2 or more local authorities that is composed of one or more members appointed by each of the local authorities;
- (c) in the case of a summer village and if authorized by ministerial order, another local authority.

(2) Despite sections 21(1) and 23(1), a delegate of a local authority under subsection (1) that declares or terminates a local state of emergency shall do so by resolution.

2010 c5 s4

Disaster Relief Fund

12(1) There is hereby established a Disaster Relief Fund into which may be deposited public donations for disaster relief in areas inside or outside Alberta.

(2) The Disaster Relief Fund shall be administered in accordance with the regulations by a committee called the “Disaster Relief Committee” consisting of those persons who are appointed to the committee by the Lieutenant Governor in Council.

(3) Members of the Disaster Relief Committee who are not officers or employees of the Crown, or officers or employees of an agency of the Crown, may be paid remuneration for their services and expense allowances at the rate fixed by the Lieutenant Governor in Council.

RSA 1980 cD-36 s10

Recovery of expenditures

13 When an expenditure with respect to a disaster is made by the Government within or for the benefit of a municipality, the local authority, other than a park superintendent or an Indian band council, shall, if so required by the Lieutenant Governor in Council, pay to the Minister the amount of the expenditure or the portion of it as may be specified in the order, at the times and on the terms as to the payment of interest and otherwise that the order may require.

RSA 2000 cD-13 s13;2006 c23 s23

Fees

14 The Minister may charge fees for any services or materials that are provided and any research that is carried out in respect of matters to which this Act pertains.

1985 c22 s12

15 and 16 Repealed 2010 c5 s5.

Offence

17 Any person who

- (a) contravenes this Act or the regulations, or
- (b) interferes with or obstructs any person in the carrying out of a power or duty under this Act or the regulations,

is guilty of an offence and liable to imprisonment for a term of not more than one year or to a fine of not more than \$10 000 or to both imprisonment and fine.

RSA 2000 cE-6.8 s17;2010 c5 s6

Confidentiality

17.1(1) Terms used in this section have the same meaning as is assigned to them in the *Freedom of Information and Protection of Privacy Act*.

(2) The *Freedom of Information and Protection of Privacy Act* does not apply in respect of information in a record that is in the possession of a public body where the information

- (a) is used or to be used for the purpose of preparing or administering a crisis management plan under a regulation under this Act, or
- (b) forms part of a crisis management plan under a regulation under this Act.

2002 c32 s5

Part 2 State of Emergency

Declaration of state of emergency

18(1) The Lieutenant Governor in Council may, at any time when the Lieutenant Governor in Council is satisfied that an emergency exists or may exist, make an order for a declaration of a state of emergency relating to all or any part of Alberta.

(2) A declaration of a state of emergency under subsection (1) must identify the nature of the emergency and the area of Alberta in which it exists.

(3) Immediately after the making of an order for a declaration of a state of emergency, the Minister shall cause the details of the declaration to be published by any means of communication that the Minister considers is most likely to make known to the majority of the population of the area affected the contents of the declaration.

(4) Unless continued by a resolution of the Legislative Assembly, an order under subsection (1) expires at the earlier of the following:

- (a) at the end of 28 days, but if the order is in respect of a pandemic influenza, at the end of 90 days;

- (b) when the order is terminated by the Lieutenant Governor in Council.

(5) Repealed 2010 c5 s7.

(5.1) Unless otherwise provided for in the order for a declaration of a state of emergency, where

- (a) an order for a declaration of a state of emergency is made, and
- (b) there is a conflict between this Act or a regulation made under this Act and any other Act or regulation, other than the *Alberta Bill of Rights* or the *Alberta Human Rights Act* or a regulation made under either of those Acts,

during the time that the order is in effect, this Act and the regulations made under this Act shall prevail in Alberta or that part of Alberta in respect of which the order was made.

(6) The *Regulations Act* does not apply to an order made under subsection (1).

RSA 2000 cD-13 s18;2007 c23 s1;2009 c26 s34;2010 c5 s7;
2011 c13 s3;2013 c21 s1

Powers of Minister in emergency

19(1) On the making of the declaration and for the duration of the state of emergency, the Minister may do all acts and take all necessary proceedings including the following:

- (a) put into operation an emergency plan or program;
- (b) authorize or require a local authority to put into effect an emergency plan or program for the municipality;
- (c) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
- (d) authorize or require any qualified person to render aid of a type the person is qualified to provide;
- (e) control or prohibit travel to or from any area of Alberta;
- (f) 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 Alberta;

- (g) cause the evacuation of persons and the removal of livestock and personal property from any area of Alberta 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;
- (h) 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;
- (i) 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;
- (j) 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 any part of Alberta for the duration of the state of emergency;
- (k) authorize the conscription of persons needed to meet an emergency.

(2) As it relates to the acquisition of real property, subsection (1)(c) does not apply to real property located within a national park or an Indian reserve.

(3) If the Minister acquires or utilizes real or personal property under subsection (1) or if any real or personal property is damaged or destroyed due to an action of the Minister in preventing, combating or alleviating the effects of an emergency or disaster, the Minister shall cause compensation to be paid for it.

(4) The Lieutenant Governor in Council may make regulations in respect of any matter mentioned in subsection (1).

(5) On the making of an order under section 18(1), the Managing Director or some other person whom the Minister appoints is responsible for the co-ordination and implementation of any or all necessary plans or programs prepared pursuant to this Act and all persons and agencies involved in the implementation are subject to the control and direction of the Managing Director or other person appointed.

RSA 2000 cD-13 s19;2007 c12 s11;2010 c5 s8

Termination of state of emergency

20(1) When, in the opinion of the Lieutenant Governor in Council, an emergency no longer exists in an area in relation to which a declaration of a state of emergency was made, the Lieutenant

Governor in Council shall make an order terminating the declaration of a state of emergency in respect of that area.

(2) Immediately after an order is made under subsection (1), the Minister shall cause the details of the termination to be published by any means of communication that the Minister considers is most likely to make known to the majority of the population of the area affected the contents of the termination order.

RSA 1980 cD-36 s17

Declaration of state of local emergency

21(1) A local authority may, at any time when it is satisfied that an emergency exists or may exist in its municipality, by resolution or, in the case of the Minister responsible for the *Municipal Government Act*, the Minister responsible for the *Special Areas Act* or a park superintendent of a national park, by order, make a declaration of a state of local emergency relating to all or any part of the municipality.

(2) A declaration of a state of local emergency under subsection (1) must identify the nature of the emergency and the area of the municipality in which it exists.

(3) Immediately after the making of a resolution for a declaration of a state of local emergency, the local authority shall cause the details of the declaration to be published by any means of communication that it considers is most likely to make known to the population of the area of the municipality affected the contents of the declaration.

(4) Repealed 2010 c5 s9.

RSA 2000 cE-6.8 s21;2010 c5 s9

Cancellation of declaration of state of local emergency

22(1) The local authority shall forthwith on making a declaration of a state of local emergency forward a copy of the declaration to the Minister.

(2) The Minister may cancel the declaration of a state of local emergency at any time the Minister considers appropriate in the circumstances.

(3) A declaration of a state of local emergency ceases to be of any force or effect on the making of an order for a state of emergency by the Lieutenant Governor in Council relating to the same area of the municipality.

(4) A declaration of a state of local emergency lapses 7 days after its making by the local authority unless it is earlier cancelled by the

Minister or terminated by the local authority or unless it is renewed by the local authority.

(5) This section and section 21(3) apply to any renewal of a state of local emergency.

RSA 1980 cD-36 s19

Termination of declaration of state of local emergency

23(1) When, in the opinion of the local authority, an emergency no longer exists in an area of the municipality in relation to which a declaration of a state of local emergency was made, it shall by resolution or, in the case of the Minister responsible for the *Municipal Government Act*, the Minister responsible for the *Special Areas Act* or a park superintendent of a national park, by order, terminate the declaration of a state of local emergency in respect of that area.

(2) Immediately after

- (a) the passage of a resolution or order terminating a declaration under subsection (1),
- (b) the cancellation by the Minister of a declaration of a state of local emergency, or
- (c) the termination by lapse of time of a declaration of a state of local emergency,

the local authority shall cause the details of the declaration or cancellation or the fact of the termination by lapse of time to be published by any means of communication that it considers is most likely to make known to the majority of the population of the area affected the contents of the declaration or cancellation or the fact of the termination.

RSA 1980 cD-36 s20;1985 c22 s18

Notice provisions do not apply

23.1 Where the sole purpose of a meeting of a local authority is to pass a resolution referred to in section 21(1) or 23(1), the notice requirements in sections 194 to 196 of the *Municipal Government Act* do not apply.

2002 c32 s5

Powers of local authority

24(1) On the making of a declaration of a state of local emergency and for the duration of the state of local emergency, the local authority may do all acts and take all necessary proceedings including the following:

- (a) cause any emergency plan or program to be put into operation;
- (b) exercise any power given to the Minister under section 19(1) in relation to the part of the municipality affected by the declaration;
- (c) 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) in relation to any part of the municipality affected by a declaration of a state of local emergency.

(1.1) If the local authority acquires or utilizes real or personal property under subsection (1) or if any real or personal property is damaged or destroyed due to an action of the local authority in preventing, combating or alleviating the effects of an emergency or disaster, the local authority shall cause compensation to be paid for it.

(2) A local authority, except the local authority of an improvement district, special area, national park or Indian reserve, may, during or within 60 days after the state of local emergency, by bylaw that is not advertised but is approved by the Minister responsible for the *Municipal Government Act*, borrow any money necessary to pay expenses caused by the emergency including payment for services provided by the Government of Alberta or by the Government of Canada when the services were provided at the request of the local authority.

(3) In the case of an improvement district, the Minister responsible for the *Municipal Government Act* and in the case of a special area, the Minister responsible for the *Special Areas Act* may, during or within 60 days after the state of local emergency, borrow any money necessary to pay expenses caused by the emergency including payment for services provided by the Government of Alberta or by the Government of Canada when the services were provided at the request of the Minister responsible for the *Municipal Government Act* or the Minister responsible for the *Special Areas Act*, as the case may be.

RSA 2000 cE-6.8 s24;2010 c5 s10

Dispute re compensation

25 If any dispute arises concerning the amount of compensation payable under this Act, the matter shall be determined by arbitration and the *Arbitration Act* applies.

RSA 1980 cD-36 s22

Conscript's employment

26 A person's employment shall not be terminated by reason only that the person is conscripted pursuant to section 19(1) or 24(1).

1992 c31 s10

Part 3

Liability Protection for Emergency Service Providers

Minister

27 No action lies against the Minister or a person acting under the Minister's direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under this Act or the regulations.

2010 c5 s11

Local authority

28 No action lies against a local authority or a person acting under the local authority's direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under this Act or the regulations during a state of local emergency.

2010 c5 s11

Search and rescue organization

29 No action in negligence lies against a search and rescue organization, the directors of that organization or a person acting under the direction or authorization of that organization for anything done or omitted to be done in good faith while acting under an agreement between that organization and the Minister.

2010 c5 s11



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**ANNEX B: TOWN OF HIGH RIVER EMERGENCY MANAGEMENT
BYLAW**

TOWN OF HIGH RIVER
IN THE PROVINCE OF ALBERTA
BYLAW 4411/2014

A Bylaw to provide for the direction and control of the Town of High River's emergency operations under the Emergency Management Act.

WHEREAS Pursuant to Emergency Management Act, RSA 2000 c. E-6.8, the Town of High River is responsible for the direction and control of the Town's response in the event of a major emergency;

AND WHEREAS Pursuant to section 11 of the Emergency Management Act, the Council of High River is required to appoint a committee consisting of a member or members of Council to advise on the development of emergency plans and programs, to appoint a director of emergency management, and to establish and maintain a municipal emergency management agency to act as the agent of the Council of High River in exercising its powers and duties under the Act;

AND WHEREAS It is in the public interest that such an agency be established and maintained and that such a committee be appointed to carry out Council's statutory powers and obligations under the Emergency Management Act;

AND WHEREAS Pursuant to section 203 of the Municipal Government Act, R.S.A. 2000, the Council of High River may by bylaw delegate any of its powers, duties or functions under the Municipal Government Act or any other enactment or bylaw to a council committee, the chief administrative officer or a designated officer, unless the Municipal Government Act or other enactment or bylaw provides otherwise;

NOW THEREFORE the Council of the Town of High River, in the Province of Alberta, hereby enacts as follows:

1. **NAMES AND DEFINITIONS:**

1.1 This Bylaw may be referred to as the "Emergency Management" Bylaw.

1.2 For the purpose of this bylaw:

- a. "Act" means the Emergency Management Act, RSA 2000, c. E-6.8, as amended, or any legislation substituted for it;
- b. "Chief Administrative Officer" or "CAO" means the individual appointed by Council pursuant to the Chief Administrative Officer Bylaw, or any successor legislation, who is responsible for the overall coordination, direction and administration of all policies of Council;
- c. "Committee" means the Emergency Advisory Committee established under this bylaw;
- d. "Council" means the municipal council of the Town of High River;
- e. "Director" means the person appointed Director of Emergency Management under this bylaw;
- f. "Disaster" shall have the same meaning given to it by the Act;
- g. "Emergency" shall have the same meaning given to it by the Act;
- h. "Emergency Management Agency" means the agency established under this Bylaw;
- i. "Emergency Management Program" means the development, coordination,

and execution of plans, measures, and programs pertaining to the mitigation, preparedness, response, and recovery before, during, and after an emergency event.

- j. "Local Emergency Committee" means the committee established under this bylaw;
- k. "Minister" means the Minister charged with administration of the Act; and
- l. "Municipal Emergency Management Plan" means the plan prepared and maintained by the Emergency Management Agency to govern the emergency management program for the Town of High River.

2. **DUTIES OF COUNCIL**

2.1 Council shall:

- a. by resolution, appoint at least two (2) Councillors to serve on the Emergency Advisory Committee;
- b. provide for the payment of expenses of the members of the Emergency Advisory Committee;
- c. by resolution, appoint a Director of Emergency Management, and at least two (2) Deputy Directors of Emergency Management who shall do those things required of the Director of Emergency Management in that person's absence;
- d. review and, as necessary, approve the Municipal Emergency Management Plan at least annually.

2.2 Council may:

- a. by Bylaw borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Emergency Management 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.

3. **EMERGENCY ADVISORY COMMITTEE:**

- 3.1 There is hereby established an Emergency Advisory Committee to advise Council on the development of emergency management plans and programs.
- 3.2 The Committee shall consist of at least two members of Council.
- 3.3 The Committee shall meet annually, or more frequently as required.
- 3.4 The Committee shall:
 - a. Review the Municipal Emergency Plan and related plans and programs; and

- b. Be responsible to advise Council on the development of those emergency management plans and programs at least annually.

4. **STATE OF LOCAL EMERGENCY**

- 4.1. The power to declare, renew, or terminate a state of local emergency in accordance with the Act is hereby delegated to a committee to be known as the "Local Emergency Committee" which shall be composed of:
 - a. the Mayor and one other member of Council; or
 - b. if the Mayor is unavailable, the Deputy Mayor and one other member of Council; or
 - c. if the Mayor and Deputy Mayor are unavailable, two members of Council; or
 - d. if two elected officials are not available, one Councillor and the Chief Administrative Officer or individual delegated the authority to act as the Chief Administrative Officer.
- 4.2. The Local Emergency 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.
- 4.3. When a state of local emergency is declared, the Local Emergency Committee shall:
 - a. ensure that the declaration identifies the nature of the emergency and the area(s) of the Municipality in which it exists;
 - b. immediately cause the details of the declaration to be published by any means of communication considered most likely to make known to the population of the area(s) affected by the contents of the declaration;
 - c. forward a copy of the declaration to the Minister forthwith; and
 - d. advise all Members of Council of the declared state of local emergency forthwith.
- 4.4. When, in the opinion of the Local Emergency Committee, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.
- 4.5. When a declaration of a state of local emergency has been terminated, the Local Emergency Committee shall immediately cause the details of the declaration to be published by any means of communication considered most likely to make known to the population of the area affected by the contents of the declaration.

5. **EMERGENCY MANAGEMENT AGENCY**

- 5.1 There is hereby established an Emergency Management Agency.
- 5.2 The Agency will act as the agent of Council to carry out all statutory powers and obligations of Council under the Act, except for those powers and duties delegated by this bylaw to the Emergency Advisory Committee and the Local Emergency Committee.

- 5.3 The Director of Emergency Management, as appointed by Council, shall be the head of the Emergency Management Agency.
- 5.4 In the absence of the Director of Emergency Management, a Deputy Director of Emergency Management, as appointed by Council, will act as the Director.
- 5.5 The Emergency Management Agency will consist of:
- a. the Director of Emergency Management;
 - b. the Deputy Directors of Emergency Management;
 - c. the Fire Chief;
 - d. the Non-Commissioned Officer in Charge of the local Royal Canadian Mounted Police detachment;
 - e. designated employees from the following departments, divisions, and business units:
 - i. Communications
 - ii. Operations Services
 - iii. Family and Community Support Services
 - iv. Information Technology
 - v. Bylaw Services
 - vi. Engineering Services
 - vii. Finance
 - f. members of the Town of High River Administration as required.
- 5.6 In addition to the members appointed under subsection 5.5, other organizations may be invited by the Director to serve as members of the Agency, including but not limited to:
- a. utility companies;
 - b. health agencies;
 - c. service organizations; and
 - d. any other agency, organization, or individual that, in the opinion of the Director, may assist in the preparation or implementation of emergency management plans and programs.
- 5.7 The Agency is responsible for:
- a. The development, maintenance and implementation of the Municipal Emergency Management Plan and related plans and programs;
 - b. The maintenance, establishment and operation of the Emergency Operation Centre;

- c. The provision of assistance and guidance to the Director and, as requested by the Director, to the Committee;
- d. The conduct of appropriate training to facilitate the effective operation of the Emergency Operations Centre.

6. DUTIES OF THE DIRECTOR OF EMERGENCY MANAGEMENT

- 6.1 The Director of Emergency Management, with the advice and assistance of the Agency, shall:
- a. Prepare and coordinate emergency plans and programs for the Town of High River;
 - b. Act as director of emergency operations for the Agency;
 - c. Coordinate all emergency services and other resources used in an emergency;
 - d. Ensure that the Agency reviews the Municipal Emergency Management Plan and is briefed on the Town's emergency management program at least annually and any time conditions arise or opportunities for improvement occur;
 - e. Ensure that the Committee is briefed at least annually on the Town's emergency management program and Municipal Emergency Management Plan; and
 - f. Perform other duties as prescribed by the Chief Administrative Officer.
- 6.2 If the Director is unable to perform these duties, the Director will ensure that a qualified individual is designated to so act on behalf of the Agency.

7. DELEGATION OF AUTHORITY

- 7.1 The Director shall approve the emergency plans and programs of the Town of High River, except for the Municipal Emergency Management Plan, which shall be approved by Council.

8. EFFECTIVE DATE

This Bylaw will become in full force and effect upon 3rd and Final Reading.

Bylaw 3843/96 and any amending bylaws are hereby rescinded.

READ A FIRST, SECOND AND WITH UNANIMOUS CONSENT OF ALL COUNCIL
PRESENT A THIRD AND FINAL TIME THIS ____ DAY OF _____ A.D. 20__.

MAYOR/DEPUTY MAYOR

CHIEF ADMINISTRATIVE OFFICER /
DIRECTOR OF LEGISLATIVE & ADMINISTRATIVE SERVICES

ANNEX C: DECLARATION OF STATE OF LOCAL EMERGENCY



Declaration of a State of Local Emergency

YYYY-MM-DD

Insert time in 24 hr. format

WHEREAS a local emergency exists in the TOWN OF HIGH RIVER

Due to

<describe nature of emergency, e.g. severe flooding, dangerous goods release, etc.>

THEREFORE, pursuant to Section 21 of the *Emergency Management Act (R.S.A. 2000 ch. E-6.8)* and Section 4 of the Town of High River Emergency Management Bylaw (4411/2014) the Local Emergency Committee declares that a state of local emergency exists

<precise description of affected area, e.g. within the corporate boundaries of the Town of High River in the Province of Alberta, within the community of XXX between XX street and XX street, etc.>

Signature(s):

Per:

Mayor (or person acting for Mayor under Bylaw
4411/2014, Section 4)

Per:

Councillor

As per Section 4(1) of Town of High River Bylaw 4411/14 as amended:

4.1. The power to declare, renew, or terminate a state of local emergency in accordance with the Act is hereby delegated to a committee to be known as the "Local Emergency Committee" which shall be composed of:

- a) the Mayor and one other member of Council; or
- b) if the Mayor is unavailable, the Deputy Mayor and one other member of Council; or
- c) if the Mayor and Deputy Mayor are unavailable, two members of Council; or
- d) if two elected officials are not available, one Councillor and the Chief Administrative Officer or individual delegated the authority to act as the Chief Administrative Officer.

Fax to:

- Minister of Municipal Affairs (780) 427-1044
- Provincial Operations Centre at 780-644-7962