



## **AGENDA**

REGULAR MEETING OF THE MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON JANUARY 21, 2019 AT 4:30 PM.

	<b><u>MOTION</u></b>
<b>1. CALL TO ORDER</b>	
<b>2. ADOPTION OF THE AGENDA</b>	<b>X</b>
<b>3. ADOPTION OF THE MINUTES</b>	
ITEM No. 3.1 Minutes of the Municipal Emergency Management Committee: September 4, 2018	<b>X</b>
<b>4. BUSINESS ARISING FROM THE MINUTES</b>	
<b>5. ACTION ITEMS</b>	
ITEM No. 5.1 Setting Regular Meeting Dates for 2019	<b>X</b>
ITEM No. 5.2 Alberta Emergency Management Act Amendments	<b>X</b>
<b>6. DELEGATIONS</b>	
<b>7. MEDIA INQUIRIES</b>	
<b>8. CLOSED SESSION</b>	
<b>9. OPEN SESSION</b>	
<b>10. CLOSE OF MEETING</b>	<b>X</b>



## **Municipal Emergency Management Committee Request for Decision**

**Meeting Date: January 21, 2019**

**Subject:**

Minutes of the Municipal Emergency Management Committee: September 4, 2018

**Recommendation:**

The Municipal Emergency Management Committee adopts the minutes of the Regular Meeting held on September 4, 2018, as presented.

**Background:**

Minutes of the previous meeting of the Municipal Emergency Management Committee have been attached for review and consideration of approval.

**Legislation / Authority:**

MGA, Section 208

**Strategic Plan Alignment:**

None.

**Financial Implication:**

None.

**Service Level / Staff Resource Implication:**

None.

**Justification:**

Approval of minutes is in accordance with the Municipal Government Act, Section 208.

**Alternative(s):**

That the Municipal Emergency Management Committee adopts the Minutes of the Regular Meeting held on September 4, 2018, as amended.



Attachment(s): Minutes

**APPROVALS:**

**Originated By:**  
Raeanne Keer

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL  
EMERGENCY MANAGEMENT COMMITTEE OF THE TOWN OF  
TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE FIRE HALL  
BUILDING, ON TUESDAY, SEPTEMBER 4, 2018, AT 4:30 PM.

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**Members**

Jack Brewin  
Joe Strojwas

**Alternate Member**

Andrew Prokop

**Absent**

Garth Bekkering

**Chief Administrative Officer**

Cory Armfelt

**Staff**

Nathan Cote  
Raeanne Keer

**CALL TO ORDER**

Chair Brewin called the meeting to Order at 4:30 PM.

**ADOPTION OF THE AGENDA**

RES. 8/2018            MOVED by Councillor Strojwas that the Municipal  
Emergency Management Committee adopts the  
Agenda, as presented.

CARRIED UNANIMOUSLY

## **ADOPTION OF THE MINUTES**

### **1) Minutes of the Municipal Emergency Management Committee: June 27, 2018**

RES. 9/2018            MOVED by Mayor Prokop that the Municipal Emergency Management Committee adopts the minutes of the Regular Meeting held on June 27, 2018, as presented.

CARRIED UNANIMOUSLY

## **BUSINESS ARISING FROM THE MINUTES**

None.

## **ACTION ITEMS**

### **1) Fire Underwriters Survey**

Deputy Chief N. Cote, of the Taber Fire Department, presented information of the Fire Underwriter Survey that will be completed for the Town of Taber in the near future. He noted that the previous survey was completed thirteen years ago in June 2005.

The Committee discussed the Fire Underwriter Survey, the purchase of the new aerial truck, and how the relocation of the Emergency Services Building could improve the Town's rating.

RES. 10/2019            MOVED by Councillor Strojwas that the Municipal Emergency Management Committee accepts this report for information only.

CARRIED UNANIMOUSLU

## **ACTION ITEMS – CONT'D**

### **2) AFFRACS Radio purchase**

Deputy Chief N. Cote presented information on the collaboration purchase with the Town of Taber, the M.D. of Willow Creek, and the County of Smoky Lake, which allowed the municipalities to purchase new AFFRACS radios at a specially discounted price.

The Committee discussed the Town's collaborative purchase with the M.D. of Willow Creek and the County of Smoky Lake.

RES. 11/2019      MOVED by Councillor Strojwas that the Municipal Emergency Management Committee accepts this report for information only.

CARRIED UNANIMOUSLY

## **DELEGATIONS**

None.

## **MEDIA INQUIRIES**

None.

## **CLOSED SESSION**

None.

## **OPEN SESSION**

None.

**CLOSE OF MEETING**

RES. 12/2018      MOVED by Mayor Prokop that the Regular Meeting of the Municipal Emergency Management Committee is hereby Closed.

CARRIED UNANIMOUSLY AT 5:08 PM

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CHAIR

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CHIEF ADMINISTRATIVE OFFICER

10/2018

Meeting Date  
04/09/2018



## Municipal Emergency Management Committee Request for Decision

**Meeting Date:** January 21, 2019

**Subject:**

Setting Regular Meeting Dates for 2019

**Recommendation:**

That the Municipal Emergency Management Committee sets the schedule of the Regular Meetings of the Municipal Emergency Management Committee for 2019 to be the 1<sup>st</sup> Monday on a quarterly basis, as being March, June, September, and December.

**Background:**

In 2017 and 2018, the Municipal Emergency Management Committee met following the same recommended guidelines and on an ad hoc basis. Administration is requesting that the Committee review the need to set dates in advance for Regular Meetings to create an opportunity for public participation and attendance, to create transparency, and to be in accordance with Section 195 of the *Municipal Government Act*.

**Legislation / Authority:**

*Municipal Government Act*, Section 195.

**Strategic Plan Alignment:**

No Strong Alignment

**Financial Implication:**

None.

**Service Level / Staff Resource Implication:**

Time commitment on behalf of the Committee and staff.

**Justification:**

To keep the Committee informed on a regular basis, and be in accordance with the *Municipal Government Act*, Section 195.





**Alternative(s):**

The Municipal Emergency Management Committee could choose to meet on a different day and/or frequency.

That the Municipal Emergency Management Committee could refer this to another meeting.

The Municipal Emergency Management Committee could choose to hold meetings on an ad hoc basis at the call of the Chair.

Attachment(s): None.

**APPROVALS:**

**Originated By:**

Raeanne Keer

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_



## **Municipal Emergency Management Committee Request for Decision**

**Meeting Date: January 21, 2019**

**Subject:**

Alberta Emergency Management Act Amendments

**Recommendation:**

The Municipal Emergency Management Committee Supports the new amendments to the Act and agrees to move forward with the training guideline set out.

**Background:**

Early in 2018 Bill 8 the Emergency Management Amendment Act received first reading and further debate was held over until the fall session of the Legislature to allow time for Stakeholder engagement. Stake holders attended meetings and discussions throughout the Province providing feedback. As of November 27, 2018 the Emergency Management Amendment Act was enacted.

The areas which will need attention are documented in the attached Alberta Emergency Management Framework Review. This document also includes timelines for completion.

Local authorities will have until January 1, 2020, to ensure they meet the requirements established in the Local Authority Emergency Management Regulation.

**Legislation / Authority:**

Part 6 Orientation training 201.1(3)

**Strategic Plan Alignment:**

To maintain a safe community that is healthy, innovative and environmentally aware while following Provincial Legislation.

**Financial Implication:**

There will not be any financial implications as this is part of the Deputy Fire Chiefs and Emergency Management Agency's responsibilities.



**Service Level / Staff Resource Implication:**

The Emergency Management Department is part of the Deputy Fire Chiefs job description and amendments will be completed in accordance to Provincial timelines.

**Justification:**

The Emergency Management Act amendments and the Local Authority Emergency Management Regulation have been enacted. A timeline for compliance has been set by the Provincial Government. The Director of Emergency Management and the Deputy Director of Emergency Management have begun working towards compliance with the amendments.

**Alternative(s):**

The Emergency Management Act has been amended and enacted leaving us without alternatives.

Attachment(s):     AEMA Work Flow  
                          LEMR Content Summery  
                          EMERGENCY MANAGMENT ACT  
                          SOUTHERN ALABERTA EMRGENCY MANAGMENT RESOURCE SHARING AGREEMENT  
                          SAEMRSA SIGNATORIES

**APPROVALS:**

**Originated By:**  
Steve Munshaw

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_

# Alberta Emergency Management Act Amendments

## Emergency Advisory Committees/Emergency Management Agencies

The Local Authority Emergency Management Regulation indicates an Emergency Advisory Committee as well as an Emergency Management Agency needs to be established through bylaw.

Bylaw 4-2011 needs to be updated to include the Municipal Emergency Management Committee (Emergency Advisory Committee) as well as the Emergency Management Agency.

A Tentative Completion Date for the Bylaw update will be **April 2019**.

## Regional Collaboration

The Town of Taber is a signatory to the Southern Alberta Emergency Management Resource Sharing Agreement. We are not currently part of a Regional Collaboration therefore the requirements of this section do not apply to the Town of Taber.

## Training Requirements

The Local Authority Emergency Management Regulation indicates mandatory training levels for the various levels within the Organization. Training requirements are as follows:

- Elected Officials: Municipal Elected Officials Course – Scheduled for April 24, 2019  
Incident Command System 100 – Scheduled for April 24, 2019
- Director of Emergency Management: All course requirements have been completed.
- Municipal Staff: Incident Command System 100 – Scheduled for April 24, 2019  
Basic Emergency Management – Scheduled for April 25, 2019

If Elected Officials or Members of the Emergency Management Agency are unable to attend the scheduled training, options for attending courses in another Community or an online course will be exercised.

A tentative completion date for the indicated training courses will be **April 2019**.

## Emergency Management Plans

The Regulation indicates the need for an Emergency Management Plan, which must be reviewed by our local Emergency Management Agency and the Alberta Emergency Management Agency annually.

A tentative completion date for the Emergency Management Plan review is **April 2019**.

## Emergency Management Exercises

The Local Authority Emergency Management Regulation indicates the use of Exercises to assist our Agency with future planning and testing of our plan. I have applied for an Emergency Management Preparedness Program grant for the 2019 year. If the grant is approved the funding will be used to host a functional exercise.

A tentative completion date will be **May 2020**.

# Local Authority Emergency Management Regulation

## Summary

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### When will the Local Authority Emergency Management Regulation come into force?

The regulation will come into force on January 1, 2020. Local authorities must meet the requirements for emergency advisory committees, emergency management agencies, regional collaboration, and emergency management plans by January 1, 2020.

Specific timelines for training and exercise requirements are outlined below.

### Emergency Advisory Committees

The emergency advisory committee must be appointed by bylaw, and that bylaw must at a minimum:

- Set out the purpose of the committee both during and outside emergencies.
- Establish that the committee provides guidance and direction to the emergency management agency.
- Establish procedures that must be followed when declaring a state of local emergency.
- Identify the committee membership and chair by title or position.
- Set out a minimum meeting frequency, which must be at least once per year.
- Outline quorum and procedural requirements for decision making, unless they are set out in another bylaw.

### Emergency Management Agencies

The emergency management agency must be established by bylaw, and that bylaw must at a minimum:

- Set out the responsibilities of the agency.
- Appoint a person as the director of emergency management, or state that a person who holds a specified position or title is appointed as the director of emergency management by virtue of holding that title or position.
- State that the agency is responsible for the administration of the local authority's emergency management program.
- Identify how often the agency must report to the emergency advisory committee on agency activities, which must be at least once per year and include an update on the agency's review of the emergency plan.
- State that the command, control, and coordination system prescribed by the Managing Director will be used by the agency.
- Indicate if the agency is acting on behalf of more than one local authority, and identify these local authorities.

The Managing Director of Alberta Emergency Management Agency will prescribe a command, control, and coordination system that must be used by emergency management agencies. This system will be identified through a notice posted at [aema.alberta.ca](http://aema.alberta.ca).

## Regional Collaboration

- If a local authority has delegated some or all of their powers under the *Emergency Management Act* to a regional services commission or joint committee, the local authority must establish a bylaw setting out the powers and duties which have been delegated.
- If the local authority has delegated powers to a regional services commission, their bylaw must indicate whether the local authority will maintain an independent emergency management agency.
- When summer villages delegate powers and duties under the *Emergency Management Act* to another local authority, the local authority accepting the delegation of the summer village may delegate the powers to a council committee.
- When a summer village delegates powers and duties under the *Emergency Management Act* to another local authority, the summer village and the local authority must establish in bylaw which powers and duties have been delegated and accepted.

## Training Requirements

Training requirements will be prescribed by the Managing Director by posting a notice at [aema.alberta.ca](http://aema.alberta.ca). The requirements are as follows:

### Elected Officials

Must complete the following course within 90 days of taking their official oath, or by January 1, 2021:

- The Municipal Elected Officials Course

### Directors of Emergency Management

Must complete the following courses within 18 months of being appointed, or by July 1, 2020:

- Basic Emergency Management,
- Incident Command System (ICS) 100, 200, and 300
- The Director of Emergency Management Course

### Municipal Staff

Staff who have been assigned responsibilities respecting the implementation of the emergency plan must complete the following courses within six months of being identified for this role, or by January 1, 2020:

- Basic Emergency Management
- ICS 100

The Managing Director of Alberta Emergency Management Agency may grant exemptions or extensions in some exceptional cases, and may approve alternative courses. For more information, please visit [aema.alberta.ca](http://aema.alberta.ca) or speak to your field officer.

## Emergency Management Plans

The emergency management agency must review the emergency plan at least once per year, and make that plan available to the Alberta Emergency Management Agency for review and comment annually.

A local authority's emergency management plan must include the following:

- A description of the local authority's emergency management program.
- The procedures for implementing the plan during an emergency or exercise response.
- The local authority's plan for preparedness, response, and recovery activities.

- A hazard and risk assessment.
- Emergency management program exercises the local authority will engage in.
- The plan for regular review and maintenance of the emergency plan, and the plan for the review and maintenance of the plan after an exercise, emergency or disaster.
- How the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency will be used by the emergency management agency.
- Assignment of responsibilities respecting the implementation of the emergency plan to employees and elected officials by position.
- A training plan for staff assigned responsibilities in the emergency plan.
- The mechanisms used to prepare and maintain contact lists for those assigned responsibilities respecting implementation of the emergency plan.
- The plan for communications, public alerts, and notifications during exercises, emergencies and disasters.
- The plan for providing emergency social services during an emergency or disaster.

## Emergency Management Exercises

Local Authorities must complete the following:

- A table top exercise within one year from January 1, 2020, and annually after the regulation is in force.
- A functional exercise within four years from January 1, 2020, and at least once every four years after the regulation is in force.
- Participation in a regional exercise that utilizes the local authority's emergency plan meets this requirement.
- If a community experienced an emergency or disaster in the previous four years that utilized the emergency plan and resulted in a written post-incident assessment that includes observations and recommendations for improvement and corrective action, the requirement for the conduct of a functional exercise will be met.
- Local authorities must submit an exercise notification to Alberta Emergency Management Agency 90 days before the functional exercise, which includes the exercise date, scenario, objectives and participant list.





Province of Alberta

# **EMERGENCY MANAGEMENT ACT**

Revised Statutes of Alberta 2000  
Chapter E-6.8

Current as of November 19, 2018

Office Consolidation

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Alberta Queen's Printer  
Suite 700, Park Plaza  
10611 - 98 Avenue  
Edmonton, AB T5K 2P7  
Phone: 780-427-4952  
Fax: 780-452-0668

E-mail: [qp@gov.ab.ca](mailto:qp@gov.ab.ca)  
Shop on-line at [www.qp.alberta.ca](http://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

	<b>Alta. Reg.</b>	<i>Amendments</i>
<b>Emergency Management Act</b>		
Disaster Recovery .....	51/94 .....	196/2006
Government Emergency Management .....	248/2007 .....	112/2012, 18/2017, 216/2017

# **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 or the environment;
  - (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 or the environment;
  - (f.1) "evacuation order" means an evacuation order made under section 19(1)(g) or section 24(1)(b);
  - (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 person designated under section 3.1(2), and includes any person acting in the capacity of the Managing Director;
- (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;2018 c14 s2

#### **Crown bound**

- 2** This Act binds the Crown.

1992 c31 s3

#### **Proof of authorization**

**3(1)** 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.

**(2)** In a proceeding under this Act in which proof is required as to the existence and contents of a declaration or order made under this Act, a certified or notarized copy of the declaration or order is admissible in evidence as proof of the statements contained in the declaration or order, and proof of the signature of the Minister or members of the local authority is not required.

RSA 2000 cD-13 s3;2007 c12 s4;2010 c5 s2;2018 c14 s3

## **Part 1 Administration**

### **Alberta Emergency Management Agency**

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

**(2)** The Minister shall designate a person employed in the Minister's department as the Managing Director of the Agency.

(3) In accordance with the *Public Service Act*, there may be appointed such officers and employees that the Minister considers are required for the administration of the business and affairs of the Agency.

2007 c12 s5;2018 c14 s4

#### **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) repealed 2018 c14 s5;
- (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;2018 c14 s5

### **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

### **Local authority emergency management regulations**

**7.1** The Lieutenant Governor in Council may make regulations

- (a) respecting the powers, duties and functions of local authorities under this Act;
- (b) respecting the establishment of emergency advisory committees referred to in section 11.1, including the duties and functions of the committees;
- (c) respecting the establishment of emergency management agencies referred to in section 11.2, including the duties and functions of the agencies;
- (d) respecting the delegation of a local authority's powers or duties under this Act and the regulations;
- (e) respecting training requirements for persons designated by the regulations;
- (f) respecting the preparation, approval, maintenance and co-ordination of local authority emergency plans and programs;
- (g) respecting the conduct of exercises relating to emergency plans.

2018 c14 s6

**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 c14 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 approve emergency plans and programs, subject to the regulations;
- (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;2018 c14 s7

### **Emergency advisory committee**

**11.1(1)** A local authority shall appoint, subject to the regulations, 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, and to exercise any powers delegated to the committee under section 11.3(1)(a).

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

2010 c5 s4;2018 c14 s8

### **Emergency management agency**

**11.2(1)** A local authority shall establish and maintain, subject to the regulations, 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;2018 c14 s9

#### **Delegation by local authority**

**11.3(1)** A local authority may delegate some or all of the local authority's powers or duties under this Act to

- (a) a committee composed of a member or members of the local authority, including an emergency advisory committee appointed under section 11.1(1), and
- (b) subject to the regulations, one or more of the following:
  - (i) 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;
  - (ii) if authorized by order of the Minister, a joint committee representing 2 or more local authorities that is composed of one or more members appointed by each of the local authorities;
  - (iii) in the case of a summer village and if authorized by order of the Minister, another local authority.

**(1.1)** Where, under subsection (1)(b)(iii), a summer village has delegated its powers or duties under this Act to a local authority, the local authority may subdelegate those powers or duties to a committee composed of a member or members of that local authority, including an emergency advisory committee appointed under section 11.1(1).

(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;2018 c14 s10

#### **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,
- (b) fails to comply with an evacuation order, or

- (c) 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 a fine.

RSA 2000 cD-13 s17;2010 c5 s6;2018 c14 s11

### **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 consequence management plan for human-induced intentional threats under a regulation under this Act, or
- (b) forms part of a consequence management plan for human-induced intentional threats under a regulation under this Act.

2002 c32 s5;2018 c14 s12

## **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) order 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 is, unless the Minister authorizes another person under subsection (6), responsible for the co-ordination and implementation of the 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.

**(6)** The Minister may, by order, authorize another person to be responsible for the co-ordination and implementation of the



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 that person.

(7) On the making of an order under section 18(1), the Minister may, by order, authorize the Managing Director or any other person to exercise some or all of the powers given to the Minister under subsection (1).

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

RSA 2000 cD-13 s19;2007 c12 s11;2010 c5 s8;2018 c14 s13

#### **Compliance with evacuation order**

**19.1(1)** If an evacuation order is made, every person within the area that is the subject of the evacuation order must leave the area

- (a) immediately, or
- (b) if a deadline for evacuation is specified in the evacuation order, by that deadline.

(2) Subsection (1) does not apply to a person acting under the direction of a person exercising powers under section 19(1) or 24(1)(b), as the case may be, so long as there is a plan for safely evacuating that person in a timely manner and the means available to carry out the plan.

2018 c14 s14

#### **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 amount**

**25(1)** If any dispute arises concerning the amount of compensation payable under section 19(3) or 24(1.1), the matter shall be determined by arbitration and the *Arbitration Act* applies.

(2) For greater certainty, arbitration is not available to contest eligibility for compensation under this Act or the regulations.

RSA 2000 cD-13 s25;2018 c14 s15

#### **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, including a power or duty under section 19(1)(g) or 19.1 of this Act.

2010 c5 s11;2018 c14 s16

#### **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 including a power or duty under section 19(1)(g) or 19.1 or the exercise of the powers under section 24(1)(b) of this Act, during a state of local emergency.

2010 c5 s11;2018 c14 s17

#### **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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**Southern Alberta  
Emergency Management  
Resource Sharing  
Agreement**

# SOUTHERN ALBERTA EMERGENCY MANAGEMENT RESOURCE SHARING AGREEMENT

**THIS AGREEMENT** made this 1<sup>st</sup> day of September A.D. 2017

**BETWEEN:** As per list of parties identified in Appendix D

**WHEREAS** a major emergency could affect any community, municipality(s), and/or First Nations at any time, regardless of size to such a degree that local resources would be inadequate to stabilize the situation.

**AND WHEREAS** the parties to this agreement desire to progressively work toward a high level of emergency management preparedness and state of readiness for prompt regional collaboration in support of two or more parties as identified in Appendix D and Appendix E during a Type 3, 2, 1 incident/event as defined by ICS Public Safety Canada.

**AND WHEREAS** the parties to this Agreement are not limited to Municipal Corporations within the Province of Alberta, incorporated pursuant to the *Municipal Government Act RSA 2000, M-26*, as amended;

**AND WHEREAS** each party to this Agreement is required to provide *Emergency Services* within their respective boundaries;

**AND WHEREAS** each of the parties acknowledge and agree that it is desirable and to the parties mutual benefit, that from time to time, each be able to provide assistance to any or all of the other parties to this Agreement;

**AND WHEREAS** each of the parties desire to enter into this Agreement to formalize the systems and procedures which can be utilized in order for the parties to request resources and assistance from another party or parties to this Agreement and to respond where/when possible to such requests;

**AND WHEREAS** the parties understand that this agreement is intended for the purposes of transitioning toward formal regionalization and effective incident management for Type 3 escalating, Type 2 and/or 1 incidents to best provide public protection;

**AND WHEREAS** the authority for local authorities to enter into this agreement by bylaw is provided in Sections 7 (a & f) and 54 of the current Municipal Government Act and/or Band Council Resolution (BCR).

**NOW THEREFORE** in consideration of the mutual covenants contained herein and other good and valuable consideration the receipt of which are hereby acknowledged, each municipality and First Nations Council that is a party to this Agreement agrees as follows:

1. In this Agreement, the following words and terms shall have the following meanings:

a) “*Assistance*” shall mean *Emergency Services* and/or multidisciplinary resources made

- available pursuant to this Agreement. *Assistance* may relate to incidents that the *Requesting Party* may or may not attend, and/or incidents that the *Requesting Party* does attend, but believes it would be prudent to require additional resources for augmenting response purposes.
- b) “*Consumables*” shall mean tools; equipment and products once used cannot likely be recovered.
  - c) “*Designated Officer*” shall mean person whom in their scope of responsibilities can authorize the employment or deployment of equipment, personnel, consumables and delegation of authority for the provision of *Emergency services*.
  - d) “*Emergency Services*” shall be multidisciplinary organizations who evaluate and/or respond to all hazards incidents and/or events for the purposes of providing public safety protection.
  - e) “*Equipment*” shall mean vehicles, apparatus and equipment by type and by kind, commensurate with the degree of complexity of the incident.
  - f) “*Fee Schedule*” shall be on a cost recovery basis as defined by the *Responding Party(s)*. Where the *Fee Schedule* is in dispute, the posted Rate Schedule published by Alberta’s Ministry of Infrastructure and Transportation shall be utilized.
  - g) “*FOIPPA*” The parties hereby acknowledge and agree that this Agreement and its contents may be subject to disclosure under the *Freedom of Information and Protection of Privacy Act (FOIPPA), Alberta*, and nothing in this Agreement shall require a party to violate any duty or obligation the party has or may have under *FOIPPA*.
  - h) “*Governance*” of this agreement shall be accomplished through the Chair of *SAEMRSA* whom shall be chosen by committee members by whatever means deemed appropriate by the committee and will be responsible for a one-year term to coordinate meetings, assign a minute taker who will distribute minutes to all parties.
  - i) “*Incident Complexity*” typing shall be defined in concert with ICS Public Safety Canada as per Appendix G
  - j) “*Incident Management Team*” as defined as per Appendix F
  - k) “*Local Authority*”: is defined in Section 1 (g) of the current *Emergency Management Act, Alberta*.
  - l) “*Municipality*” is defined in Section 1 (i) of the current *Emergency Management Act, Alberta*.
  - m) “*Municipal Emergency*” is defined as any situation where the resources of the Local Authority and its service providers are involved in efforts to mitigate immediate threat

- to life, property, environment and/or economy within the municipality.
- n) “*Personnel*” shall mean those individuals who respond to requests for *Assistance* and who comply with all standards under the *Occupational Health and Safety Act and Regulations, Alberta*.
  - o) “*Requesting Party*” shall mean any party to this Agreement that requests *Assistance* from another party to this Agreement.
  - p) “*Responding Party*” “*Responding Party*” shall mean any party to this Agreement that responds to the request for *Assistance* made by a *Requesting Party*.
  - q) “*SAEMRSA*” shall mean Southern Alberta Emergency Management Resource Sharing Agreement.
2. The “Southern Alberta Emergency Management Resource Sharing Agreement” may be activated when two or more municipalities or First Nations are involved in an incident or event that has, or will likely, overwhelm mutual aid resources.
  3. Subject to the terms and conditions of this Agreement, any *party* to this Agreement may request the *Assistance* of another *party* to this Agreement.
  4. Subject to the terms and conditions of this Agreement, the parties to this Agreement agree that they will endeavor to provide *Assistance* to the *Requesting Party* upon request. At all times, whether or not assistance will be provided, and the nature of the *Assistance* to be provided, if any, will be in the unfettered discretion of the *Responding Party*.
  5. Any *Party* to this Agreement may withdraw from this Agreement by providing the other party with six (6) months written notice of their intention to withdraw.
  6. All requests for *Assistance* pursuant to this Agreement shall be directed to the *Designated Officer* or authorized representative of the *Responding Party*, as soon as reasonably possible. If the *Responding Party’s Designated Officer* or designate cannot be contacted, the next person in the chain of command of the *Responding Party* may, but will not be required to respond.

NOTE: The *Requesting Party* shall complete the request form in “Appendix A” and forward to the manager or designate of the *Responding Party* at the time of request or as soon as reasonably possible.

7. The *Requesting Party’s Designated Officer* may delegate authority to a *Responding Party* to request, employ or command equipment or personnel as defined. When operating under the *delegation of authority* the party doing so, shall present the *delegation of authority* form to the on-site *Requesting Party*.

NOTE: The *Delegation of Authority* form is provided in Appendix C of this Agreement.

8. A *Responding Party* may, after responding to a request for *Assistance*, withdraw their *Assistance* in the event that the *Responding Party*, the *Responding Party’s Designated Officer*, or their designate of either of them, deems it prudent or desirable to withdraw

*Assistance*. Without restricting the generality of the forgoing, *Assistance* may be withdrawn if the *Responding Party's* Equipment or services are required elsewhere, or it is deemed to be prudent and/or unsafe to provide or continue providing *Assistance*.

9. When providing *Assistance*, the following command and control structure applies:
    - a. The *Requesting Party* shall have incident command authority over all incidents which occur within its geographic boundaries, provided that the *Requesting Party's Emergency Services* is in attendance and does not relinquish incident command to the *Responding Party*;
    - b. The *Requesting party* agrees that in the event that a *Responding Party* is the first response to arrive at the scene of an incident, that *Responding Party* will assume and establish incident command until such time as the *Requesting Party* assumes and/or unifies command or the *Responding party* transfers command.
    - c. Formal requests including a recommendation for a *declaration of a state of local emergency* by the Incident Commander or qualified designate, shall be communicated in accordance with incident command structure protocol.
    - d. "*Declaration of a state of local emergency*" as defined in Section 21 (1) of the *Emergency Management Act, Alberta*.
  10. In providing *Assistance*, a *Responding Party* shall not be required to provide Equipment that is not owned by the *Responding Party*, or employees or volunteers who are not employed or usually utilized by the *Responding Party*.
  11. It is acknowledged and agreed by the signatories hereto that a *Responding Party* providing *Assistance* pursuant to this Agreement shall be entitled to bill or charge the *Requesting Party* for Equipment and/or services, or support for *Assistance* provided.
- NOTE: The fee schedule for the purposes of billing as defined in Appendix B of this agreement.
- NOTE: Where the fee schedule is in dispute the current Rate Schedule published by Alberta's Ministry of Infrastructure and Transportation shall be utilized.
12. The *Requesting Party* shall indemnify, defend, pay on behalf of and hold harmless the *Responding Party*, its officers, officials, agents, representatives, employees and volunteers from and against all losses, claims, demands, costs (including solicitor/client costs), damages, actions, suits, or proceedings arising, directly or indirectly, out of or in connection with the provision of *Assistance* by the *Responding Party*, except where the losses, claims, demands, costs, damages, actions, suite or proceedings arose due to the gross negligence of any employee, volunteer or representative of the *Responding Party*. The liability of the *Requesting Party* shall survive the termination of this Agreement.
  13. Notwithstanding Article 11 and 12 of this Agreement, the parties to this Agreement covenant and agree that a *Responding Party* will not in any way be liable to a *Requesting Party* for:

- a. Failure to respond to a request for *Assistance*, or failure to provide *Assistance*;
  - b. Failure to respond to a request for *Assistance* within a certain period of time, or in a timely fashion;
  - c. Consequential, indirect, exemplary or punitive damages;
  - d. Economic loss;
  - e. Any Claims that arise as a result of a party's refusal to provide *Assistance*;
  - f. Any Claim that arises or results from the manner in which a *Responding Party* provides or does not provide *Assistance*, save and except Claims directly arising from the gross negligence of the *Responding Party* while providing *Assistance*.
14. The *parties* hereto shall, at their own respective cost and expense, maintain in full force and effect during the life of this Agreement, general liability insurance in an amount not less than \$5,000,000.00 per occurrence for personal injury and/or property damage, together with such other insurance that may be agreed to in writing by the parties hereto as being reasonable and obtainable.
  15. Nothing in this Agreement, nor any of the acts of any party hereto shall be construed, implied or deemed to create a relationship of agency, partnership, joint venture, or employment as between the signatories hereto, or any of them, and none of the parties have the authority to bind any other party to this Agreement to any obligation of any kind.
  16. The party providing *Assistance* will be responsible for submitting to the *Requesting Party* a written invoice for the services provided to the *Requesting Party* within 30 days of the service(s) being provided.
  17. The *Requesting Party* will be responsible for the payment of all costs associated with the provision of the service and or support within 60 days of receipt of a written invoice for services provided. Extensions may be provided upon approval of the *Responding party(s)*
  18. No signatory to this Agreement may assign this Agreement to a non-signatory without the written consent of the other signatories' hereto.
  19. The terms and conditions contained in this Agreement shall extend to and be binding upon the respective successors and permitted assigns of the parties to this Agreement.
  20. In this Agreement, the singular shall mean the plural, and the masculine the feminine, and vise-versa, as the context of this Agreement may require.
  21. This Agreement may be executed in counterparts each of which when so executed shall be deemed to be an original and such counterparts shall constitute one in the same instrument, notwithstanding their date of execution.
  22. In the event that any dispute arises pursuant to the terms of this Agreement, or the interpretation thereof, the parties hereto agree that, in the event that such a dispute cannot be resolved by mutual negotiations, they will submit the dispute to a third party

arbitrator for a determination of the dispute pursuant to the *Arbitration Act of Alberta*. The costs of the arbitrator will be shared equally between the parties to any such dispute.

23. The parties shall notify their respective *Designated Officers* and *Emergency Services* officers of this Agreement so that they may become familiar with this Agreement, and its terms.
24. The parties further acknowledge and agree that they will comply with all laws, rules, regulations, and codes applicable to the provision of *Emergency Services* within the Province of Alberta. **IN WITNESS WHEREOF** the parties hereto have set their seals and hand of their proper officials in that behalf on the day herein first above written.

**APPENDIX A - Resource Request Form**

Name of Incident or Event: \_\_\_\_\_

*Requesting Party:* \_\_\_\_\_

*Responding Party:* \_\_\_\_\_

The *Requesting Party* formally requests the following resources from the *Responding Party* for an estimated duration of \_\_\_\_\_ days.

- 1: \_\_\_\_\_
- 2: \_\_\_\_\_
- 3: \_\_\_\_\_
- 4: \_\_\_\_\_
- 5: \_\_\_\_\_
- 6: \_\_\_\_\_

If further resources are required attach an addition sheet.

- A- The *Requesting Party* agrees that if personnel are to be deployed for greater than 12 (twelve) hours at a distance of greater 150 Km from home base, lodging will be supplied for a minimum of 8 (eight) hour rest period.
- B- The *Requesting Party* agrees to ensure adequate food and lodging are supplied to Responding Party personnel if deployed greater than 24 (twenty four) hours.
- C- The *Requesting Party* agrees to pay the *Responding Party* at agreed upon rates as agreed upon in Appendix B.
- D- The *Responding Party's Designated Officer* will communicate, by any means available i.e., email, text, cell phone etc., as to what resources can be supplied.

*Requesting Party Designated Officer:* \_\_\_\_\_ Contact Information:

Signature: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date: \_\_\_\_\_ E-Mail: \_\_\_\_\_



## APPENDIX B - Fee Schedule

*Fee Schedule* shall be on a cost recovery basis as defined by the *Responding Party(s)*. Where the *Fee Schedule* is in dispute, the posted Rate Schedule published by Alberta's Ministry of Infrastructure and Transportation shall be utilized. Potential Resources (not exhaustive) that may be requested:

1. Mileage – Under one-ton to and from event.
2. Mileage – Over one-ton to and from event.
3. Lodging
4. Meals include healthy Breakfast – Lunch – Supper
5. *Consumables*
6. Personnel (Career)
7. Personnel (Volunteer)
8. Personnel (Paid on Call)
9. Damaged Equipment – Insurance or Cost Recovery of repair or replacement.
10. Fire Apparatus (without staffing):
  - a. Type 1 – 2 Engines
  - b. Type 3 – 5 Engines
  - c. Type 6 – 7 Engines
  - d. Ladder
  - e. ATV – UTV
  - f. Rescue (Light, Medium or Heavy)
  - g. Squad/Car
  - h. Sprinkler Trailer
  - i. Specialty Apparatus – i.e.: Hazmat
11. Fire Apparatus: Based on 24 Hour Day (without staffing):
  - a. Command Vehicle
  - b. Command Center
12. Other Vehicles and Construction Equipment – Current Alberta Road Builders Rates
13. One Time Administration Fee
14. Responding Party will provide backup data for cost recovery items.

**APPENDIX C - Delegation of Authority**

1. Authority has been assigned to \_\_\_\_\_ to act on behalf of the Municipality of \_\_\_\_\_, to mitigate, respond/stabilize, and/or aid in the recovery of the \_\_\_\_\_ incident.

2. You have full authority to (request, employ or command) \_\_\_\_\_ equipment, personnel required. Your primary responsibility is to organize and direct your assigned or ordered resources for efficient and effective control of the incident.

3. You are accountable to \_\_\_\_\_ or his/her designated representative listed below.

4. Financial limitations will be consistent with the best approach to the values at risk. Specific direction for this incident covering the management and other concerns are:

A: \_\_\_\_\_

B: \_\_\_\_\_

C: \_\_\_\_\_

D: \_\_\_\_\_

E: \_\_\_\_\_

F: \_\_\_\_\_

\_\_\_\_\_ will represent me on any occasion that I am not immediately available.

5. This authority is effective: Date: \_\_\_\_\_ Time: \_\_\_\_\_.

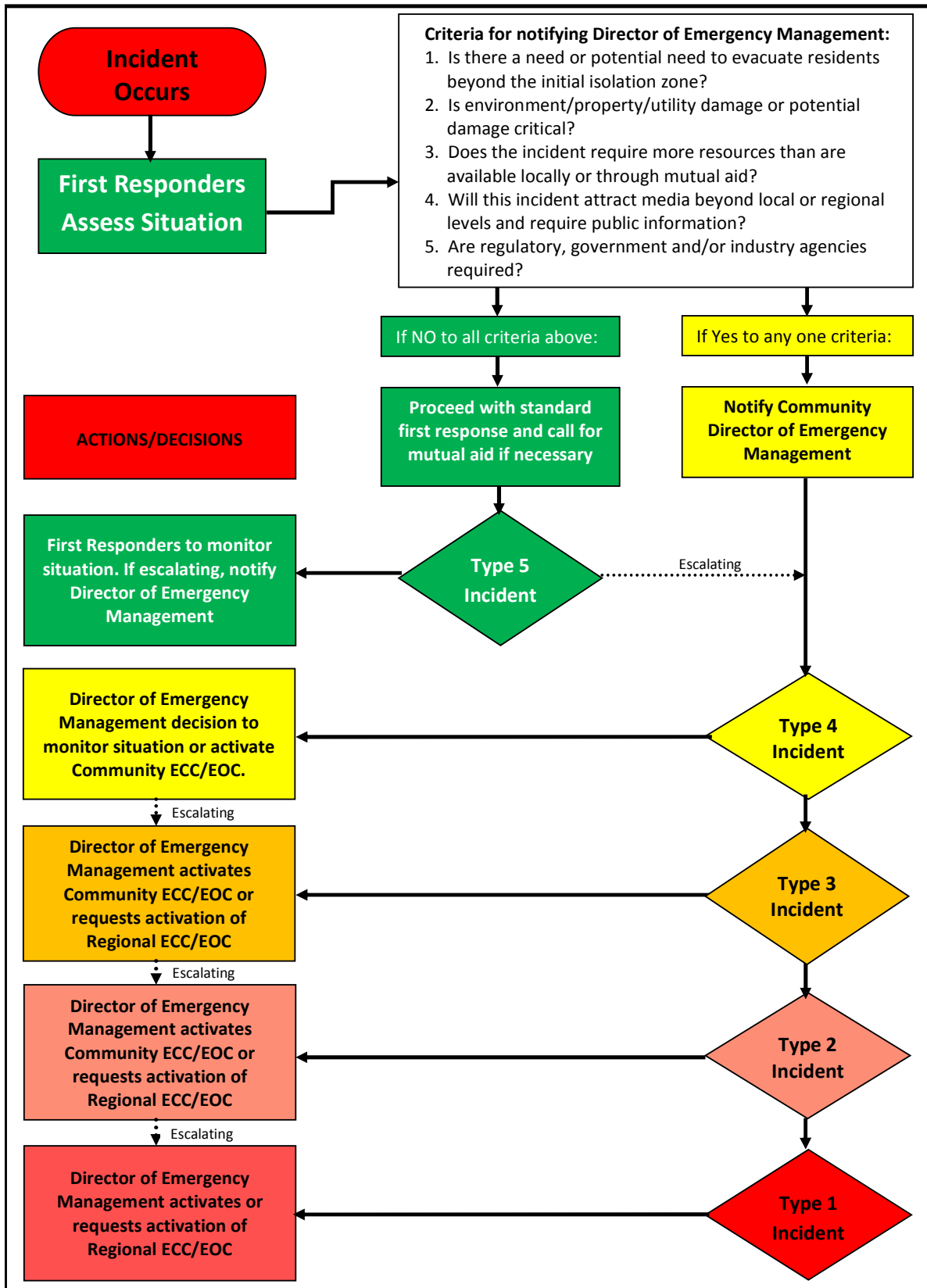
\_\_\_\_\_  
Requesting Designated Officer

\_\_\_\_\_  
Designated Officer Signature

\_\_\_\_\_  
Date and Time



**APPENDIX E - Model Incident Threshold Notification / Activation Chart**



## APPENDIX F - Incident Management Teams

Incident management starts as the smallest unit and escalates according to the complexity of the emergency. The five types of IMTs are as follows:

**Type 1:**

Federal and Provincial Level – a federally or provincially certified team; is the most robust IMT with the most training and experience.

**Type 2:**

Federal and Provincial Level – a federally or provincially-certified team; has less training, staffing and experience than Type 1 IMTs, and is typically used on smaller national or provincial scale incidents.

**Type 3:**

Provincial or Metropolitan Area Level – a standing team of trained personnel from different departments, organizations, agencies, and jurisdictions within a Province or large Metropolitan area, activated to support incident management at incidents that extend beyond one operational period. Type 3 IMTs will respond throughout the province or large portions of the province, depending upon provincial-specific laws, policies, and regulations.

**Type 4:**

City, County or Special District Level – a designated team of fire, EMS, and possibly law enforcement officers from a larger and generally more populated area, typically within a single jurisdiction (city or county), activated when necessary to manage a major or complex incident during the first 6–12 hours and possibly transition to a Type 3 IMT.

**Type 5:**

Local Village and Township Level – a "pool" of primarily Emergency Services officers from two or more neighboring departments trained to serve in Command and General Staff positions during the first 6–12 hours of a major or complex incident.

## APPENDIX G - Incident Complexity by Type

Incident and/or event complexity determines emergency and incident response personnel responsibilities. ICS Public Safety Canada training recommendations reflect the following five levels of incident complexity:

### **Type 1 Incidents or Events:**

- This type of incident is the most complex, requiring provincial/national resources for safe and effective management and operation.
- All command and general staff positions are filled by trained personnel.
- Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.
- Branches need to be established.
- A written incident action plan (IAP) is required for each operational period.
- The agency administrator will have briefings, and ensure that the complexity analysis and delegation of authority are updated.
- Use of resource advisors at the incident base or EOC/ECC is recommended.
- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

### **Type 2 Incidents or Events**

- This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing.
- Most or all of the command and general staff positions are filled.
- A written IAP is required for each operational period.
- Many of the functional units are needed and staffed.
- Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).
- The agency administrator is responsible for the incident complexity analysis, agency administration briefings, and the written delegation of authority.

### **Type 3 Incidents or Events**

- When incident needs exceed capabilities, the appropriate ICS positions should be added to match the complexity of the incident.
- Some or all of the command and general staff positions may be activated, as well as division/group supervisor and/or unit leader level positions.
- A Type 3 IMT or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 IMT.
- The incident may extend into multiple operational periods.
- A written IAP may be required for each operational period.

**Type 4 Incidents or Events**

- Command staff and general staff functions are activated only if needed.
- Several resources are required to mitigate the incident, including a task force or strike team.
- The incident is usually limited to one operational period in the control phase.
- The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority is updated.
- No written IAP is required but a documented operational briefing will be completed for all incoming resources.
- The role of the agency administrator includes operational plans including objectives and priorities.

**Type 5 Incidents**

- The incident can be handled with one or two single resources with up to six personnel.
- Command and general staff positions (other than the incident commander) are not activated.
- No written IAP is required.
- The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene.
- Examples include a vehicle fire, an injured person, or a police traffic stop.

# APPENDIX D:

# Parties to this Agreement

As of Jan 17, 2019

Municipality or First Nation	Emergency Contact	Contact Information	Council Resolution	Resolution Date
Cardston County				
City of Brooks	Kevin Swanson (DEM)	403-363-4330, 403-362-2331 kswanson@brooks.ca	18/267	04-Sep-18
City of Lethbridge	Richard Hildebrand (DEM)	403-393-8006 richard.hildebrand@lethbridge.ca	N/A	20-Feb-18
City of Medicine Hat	Merrick Brown (DEM)	403-502-8712 merbro@medicinehat.ca	N/A	12-Apr-18
Cypress County				
County of Forty Mile No 8.	Stewart Payne (DEM)	403-867-4284 DEM@fortymile.ab.ca	94/18	14-Mar-18
Lethbridge County	Emergency Management Team - Via PSCC	911 or 403-329-1225	519-17	05-Oct-17
M.D of Pincher Creek No. 9	Al Roth (DEM)	403-339-6088, 403-627-1740 ops@pinchercreek.ca	18/411	10-Jul-18
M.D of Ranchland No. 66	Greg Brkich (CAO)	403-646-3131 cao@ranchland66.com	M060817	15-Aug-17
M.D of Taber				
Vulcan County	Nels Petersen (CAO)	403-485-0329 cao@vulcancounty.ab.ca	CC 2017-08-02-17	02-Aug-17
County of Warner No. 5				
M.D of Willow Creek No. 26				
Town of Bow Island				
Town of Cardston	Jeff Shaw (CAO)	403-653-3366 jeff@cardston.ca	2017-199	08-Aug-17
Town of Claresholm	Marian Carlson (CAO)	marian@townofclaresholm.ca	17-078	14-Aug-17
Town Of Coaldale	Kalen Hastings (CAO)	kalen.hastings@coaldale.ca	N/A	12-Mar-18
Town of Coalhurst	R.K Hauta (CAO)	rkhauta@coalhurst.ca	N/A	20-Feb-18
Municipality of Crowsnest Pass				
Town of Fort Macleod	Scott Donselaar (DEM)	587-370-0441 s.donselaar@fortmacleod.com	R 218.2018	23-Jul-18
Town of Granum	David Fehr (DEM)	403-601-9024 david.fehr@alive.ca	18-09-10-18	16-Oct-18
Town of Magrath				
Town of Milk River	Ryan Leuzinger (CAO)	403-394-5682 cao@milkriver.ca		22-Aug-17



<b>Municipality or First Nation</b>	<b>Emergency Contact</b>	<b>Contact Information</b>	<b>Council Resolution</b>	<b>Resolution Date</b>
Town of Nanton	Kevin Miller (CAO)	403-646-2029 ext 204 cao@nanton.ca	#2017-08-11	11-Aug-17
Town of Nobleford	Kirk Hofman (CAO)	cao@nobleford.ca	215-2017	01-Sep-17
Town of Picture Butte	Sam West (DEM)	403-915-5466/403-732-5688 sam.west@shaw.ca	252-1807-23	23-Jul-17
Town of Pincher Creek	Laurie Wilgosh (CAO)	403-627-3156 cao@pinchercreek.ca		
Town of Raymond	Ken Steed (DEM)	403-752-3816, 403-894-8894 ksted138@gmail.com	2018-170	17-Jul-18
Town of Redcliff	Derrin Thibault (DEM)	403-548-6387, 403-952-9569 derrint@redcliff.ca	2018-0270	25-Jun-18
Town of Stavely	Clayton Gillespie (CAO)	403-549-3761 stavely@platinum.ca		12-Feb-18
Town of Taber	Steve Munshaw (Fire Chief)	403-634-7675 steve.munshaw@taber.ca	371-2017	29-Sep-17
Town of Vauxhall				
Town of Vulcan	Kim Fath (CAO)	403-485-0411 kfath@townofvulcan.ca	18.231	09-Jul-18
Village of Arrowwood				
Village of Barnwell				
Village of Barons	Laurie Beck (Administration)	403-757-3633 barons@figment.ca	N/A	09-Jul-18
Village of Carmangay				
Village of Champion				
Village of Coutts				
Village of Cowley				
Village of Foremost	Kelly Calhoun (CAO)	403-867-3733 vlg4most@telus.net	110/18	16-Jul-18
Village of Glenwood	Chad Parsons (CAO)	403-626-3233 admin@glenwood.ca	2018-07-170	12-Jul-18
Village of Lomond				
Village of Longview	Dale Harrison (CAO)	cao@village.longview.ab.ca	N/A	20-Feb-18
Village of Milo				
Village of Stirling				
Village of Warner				
I.D No. 4 (Waterton)				