

BYLAW NO. 07-2025
OF THE SUMMER VILLAGE OF SOUTH BAPTISTE
IN THE PROVINCE OF ALBERTA

A BYLAW OF THE SUMMER VILLAGE OF SOUTH BAPTISTE, respecting emergency management.

WHEREAS pursuant to the *Emergency Management Act, R.S.A. 2000, c. E-6.8*, the Council is responsible for the direction and control of the municipal emergency response, including the preparation of emergency plans and programs, and is required to appoint an Emergency Advisory Committee and maintain an Emergency Management Agency and a Director of Emergency Management.

AND WHEREAS it is in the public interest that such plans and programs exist for the protection of people and property.

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE SUMMER VILLAGE OF SOUTH BAPTISTE ENACTS AS FOLLOWS:

PART 1

SHORT TITLE, DEFINITIONS

SHORT TITLE

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

DEFINITIONS

2. Any word or expression not defined in this Bylaw but defined in either the EM Act or the MGA, has the same meaning as set out in the EM Act or the MGA. If the EM Act or MGA contain different definitions of the same word then, to the extent there is not conflict between them, both definitions shall apply herein. If there is a conflict between them, then the definition that best fulfills the purpose of this Bylaw shall apply herein.

In this Bylaw, unless the context otherwise requires:

- a) **"Council"** means the Mayor and Councillors of the Summer Village of South Baptiste duly elected pursuant to the provisions of the Local Authorities Election Act of Alberta.
- b) **Deputy Director of Emergency Management"** means the person(s) appointed as the Deputy Director(s) of the Emergency Management Agency.
- c) **"Director of Emergency Management"** means the person appointed under the authority of the EM Act and pursuant to Section 17 of this Bylaw to be the Director of the Emergency Management Agency.
- d) **"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.
- e) **"Emergency Advisory Committee or (EAC)"** means the Emergency Advisory Committee appointed under the authority of the EM Act and pursuant to Part 2 of this Bylaw.
- f) **"EM Act"** means the Emergency Management Act, R.S.A. 2000, c. E-6.8 and the regulations thereto, as amended or replaced from time to time.
- g) **"Emergency"** means an event that required 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 and includes a situation which there is imminent danger to public safety or of serious harm to property.

- h) **“Emergency Management Agency”** means the Emergency Management Agency appointed under the authority of the EM Act and pursuant to Part 4 of this Bylaw.
- i) **“Municipal Emergency Management Plan”** means a plan designed to provide guidance on emergency operations, organizational structure, roles and responsibilities, and the coordination of resources necessary to execute the effective management of an Emergency or Disaster within the Summer Village.
- j) **“Minister”** means the Ministers charged with the administration of the EM Act.
- k) **“Ministerial Order”** means an order of the Minister made under the EM Act.
- l) **“MGA”** means the Municipal Government Act R.S.A., c. M-26, and the regulations there to, as amended or replaced from time to time.
- m) **“Pandemic”** means a disease epidemic that has spread across a large region, for instance multiple continents, or worldwide.
- n) **“Public Health Emergency”** means an occurrence or threat of; an illness; a health condition; an epidemic or pandemic disease; a novel or highly infectious agent or biological toxin, or the presence of a chemical agent, or radioactive material that poses a significant risk to public health.
- o) **“Qualified”** means a person who possesses the qualifications determined by the Director.
- p) **“Regional Emergency Management Plan”** means a plan designed to provide guidance on incident management, organizational structure, roles and responsibilities, and the coordination of resources necessary to execute the effective management of an Emergency or Disaster within the Summer Village and one or more other municipalities.
- q) **“SOLE”** means State of Local Emergency.
- r) **“Summer Village”** means the municipal corporation of the Summer Village of South Baptiste, and where the context so requires, means the land included in the boundaries of the Summer Village.

PART 2

SOUTH BAPTISTE EMERGENCY ADVISORY COMMITTEE

ESTABLISHMENT

3. This Bylaw hereby establishes the Summer Village of South Baptiste Emergency Advisory Committee.

MEMBERSHIP AND QUORUM

4. The Emergency Advisory Committee shall be comprised of :
 - a. All members of Council.
 - b. The Chief Administrative Officer (or designate), as a non-voting member.
 - c. The Director of Emergency Management (DEM), as a non-voting member. The DEM shall act as an advisor to the committee.
5. A minimum of two (2) voting members of the committee who attend any meeting of the committee is required for quorum.

FUNCTION AND DUTIES OF THE EAC

6. The Committee shall:
 - a. Review the activities of the Agency at least once each year.
 - b. Provide guidance and direction to the Agency.
7. During an Emergency or Disaster, the Committee shall:
 - a. In accordance with the act, declare, renew, or terminate the State of Local Emergency (SOLE).
 - b. Receive updates regarding Emergency or Disaster from the Agency.
 - c. Provide advice and assistance to the Agency throughout the Emergency or Disaster.
 - d. Perform any other functions and duties as required by this Bylaw.

COMMITTEE CHAIR

8. The Mayor is the Chair of the Committee and will preside over all meetings. When the Mayor is unable, through illness, absence, or other cause, to perform the Chair's duties, the first member of Council described in the following list who is present and able to act, shall be the chair of the Committee:
 - a. The Deputy Mayor
 - b. Councillor

MEETINGS

9. The Committee shall meet annually or more frequently as determined by the Chair.
10. The Committee may meet from time to time at the request of the Mayor, CAO, or DEM.

MEMBER EXPENSES

11. All members in the Committee will be entitled to the payment of reasonable expenses in accordance with municipal policy.

PART III

STATE OF LOCAL EMERGENCY

DECLARATION OF LOCAL EMERGENCY (SOLE)

12. The powers to declare, renew, or terminate a SOLE are hereby delegated to the Emergency Advisory Committee.
13. When a SOLE is declared, the Emergency Advisory Committee shall:
 - a. Ensure the declaration identifies the nature of the emergency and the area(s) of the Summer Village in which it exists.
 - b. Cause the details of the declaration to be published immediately by such means of communication considered most likely to make known to the majority of the population of the area affected.
 - c. Forward a copy of the declaration to the Minister forthwith.

STATE OF LOCAL EMERGENCY (SOLE)

14. Under declaration of a SOLE and the duration of the SOLE, and in accordance with Section 21 of the *Emergency Management Act* of Alberta, the DEM or delegate may:

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

TERMINATING A STATE OF LOCAL EMERGENCY

15. When, in the opinion of the Emergency Advisory Committee, an emergency no longer exists in an area of the Summer Village in relation to which a declaration of a SOLE was made, the Emergency Advisory Committee shall, by resolution, terminate the declaration of a SOLE in respect of that area or allow the state of emergency to lapse.

16. A declaration of a SOLE is considered terminated and ceases to be of any force or effect when:

- a. a resolution is passed under Section 15.
- b. a period of seven (7) days has lapsed since it was declared unless the declaration is renewed by resolution.
- c. the Lieutenant Governor in Council makes an order for a State of Emergency under the *Emergency Management Act*, relating to the same area.
- d. the Minister cancels the SOLE.

17. When a declaration of SOLE has been terminated, the Emergency Advisory Committee shall cause the details of the termination to be published immediately by such means of communication considered most likely to make known to most of the population of the affected area.
18. The authority to request Emergency and Disaster resources from other Municipalities in accordance with any Memorandum of Agreements or any other plan, program, or agreement the Summer Village enters under the *Emergency Management Plan*, is hereby delegated to the DEM.

PART IV

SUMMER VILLAGE OF SOUTH BAPTISTE EMERGENCY MANAGEMENT AGENCY

ESTABLISHMENT

19. The Emergency Management Agency is hereby established to act as the agent of the Council to carry out its statutory powers and obligations under the Act. This does not include the power to declare, renew, or terminates a State of Local Emergency nor the powers contained under the SOLE section of this Bylaw.
20. There is hereby established the position of Director of the Emergency Management Agency which has the status of designated officer under the *Municipal Government Act* of Alberta.

MEMBERSHIP AND PARTICIPATION

21. The Emergency Management Agency shall consist of:
 - a. the Director of Emergency Management.
 - b. the Deputy Director of Emergency Management.
 - c. the Chief Administrative Officer.
22. In addition to the members appointed to the Emergency Management Agency under Section 21, the DEM may, from time to time, appoint advisory members to the Emergency Management Agency drawn from:
 - a. other Summer Village employees.
 - b. the Fire Chief or designate.
 - c. the RCMP Staff Sergeant or designate.
 - d. public or private organizations operating within or around the Summer Village.
 - e. representatives from the Government of Alberta.
 - f. any other person or party who, at the discretion of the DEM, might serve a useful purpose in the Emergency Management Agency.

FUNCTIONS AND DUTIES

23. The Emergency Management Agency will:
 - a. be responsible for the administration of the Summer Village Emergency Management Program.
 - b. act as an agent of the Council under the Act, except for the powers and duties delegated by this Bylaw to the Emergency Management Committee.
 - c. provide advice to the Emergency Management Committee as required.
 - d. review all Emergency Management Plans and Programs for the Summer Village on an annual basis.

- e. report to the Emergency Management Committee on all Agency activities and provide an update on the review of the Municipal Emergency Management program on an annual basis.
- f. use a command, control, and coordination system as prescribed by the Managing Director of the Alberta Emergency Management Agency.
- g. cause the *Municipal Emergency Management Plan* and related plans and programs to be activated when required.
- h. perform any other functions and duties as required by this Bylaw or Council.
- i. at least once every four (4) years, must engage in an exercise involving a significant possible emergency or disaster scenario and carry out actions as if the scenario was occurring, but without deploying resources. This type of exercise is known as a “Functional Exercise”.
- j. at least once annually, must engage in at least one exercise involving a significant possible emergency or disaster scenario and discuss how the Summer Village would respond to and resolve emergency management issues that may arise from the scenario. This type of exercise is also known as a “Tabletop Exercise”.

MEETINGS OF THE AGENCY

- 24. The Emergency Management Agency shall meet at least two (2) times per calendar year or more frequently as determined by the DEM.
- 25. The DEM may call a meeting of the Emergency Management Agency on less than 24 hours notice, at a time and location determined by the DEM, whenever any person appointed to the Emergency Advisory Committee or the Emergency Management Agency under this Bylaw considers that an emergency exists within the Summer Village or the area that otherwise may require an emergency response from the Summer Village.

PART V

DIRECTOR OF EMERGENCY MANAGEMENT (DEM)

DIRECTOR OF EMERGENCY MANAGEMENT POWERS AND RESPONSIBILITIES

- 26. The DEM is authorized to delegate and authorize further delegations of any powers, duties, and functions delegated to the DEM under this Bylaw.
- 27. The DEM shall:
 - a. be the Chair of the Agency
 - b. prepare, coordinate, and implement emergency management related plans and programs for the Summer Village, including, but not limited to, the *Municipal Emergency Management Plan*.
 - c. coordinate all emergency services and other resources used in an emergency.
 - d. perform any other functions and duties as prescribed by the Council.
 - e. appoint Deputy Director(s) of Emergency Management as required.
 - f. communicate recommendations made by the Emergency Management Agency to the Emergency Advisory Committee.

PART VI

SUMMER VILLAGE COUNCIL

COUNCILS POWERS AND RESPONSIBILITIES

28. Council shall:

- a. appoint a Director of Emergency Management (DEM) for the Summer Village of South Baptiste.
- b. provide for the payment of expenses of the members of the Emergency Advisory Committee.

29. Council may:

- a. by Bylaw, borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Emergency Management Agency when a SOLE has been declared pursuant to Section 12.
- 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 the emergency plans or programs, including Mutual Aid agreements according to the provisions of the *Municipal Government Act*.

PROTECTION FROM LIABILITY

30. When a State of Local Emergency is declared:

- a. the **Emergency Advisory Committee**, the **Emergency Management Agency**, and any person appointed to the **EAC** or the **EMA** under this Bylaw; and,
- b. any person appointed by the **Emergency Management Agency** to carry out measures relating to Emergencies or Disasters,

shall not be liable to any municipality or person for any loss or damage, including death, caused by anything said or done or omitted to be done in good faith in the performance or intended performance of their functions, duties, or powers under this Bylaw.

REGIONAL EMERGENCY MANAGEMENT PLAN

31. The Summer Village may participate in the establishment of one or more Regional Emergency Management Plans that provides for continued cooperation and collaboration among each of the municipalities, and may include:

- a. the development, implementation, amendment(s) to and regular review of the Regional Emergency Management Plan and regional emergency management programs, operations, budgets, cost-sharing arrangements, and mutual aid agreements; and
- b. the coordination and provision of regional emergency management services during an Emergency or Disaster within or affecting one or more of the municipalities.

PART VII

GENERAL PROVISIONS

32. The Emergency Advisory Committee and the Emergency Management Agency shall follow the procedures governing Council committees prescribed in the Summer Village of South Baptiste Procedure Bylaw, as amended, or replaced from time to time.
33. It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions, and it is the further intention of Council that if any of the provisions of this Bylaw are declared invalid, all other provisions of this Bylaw shall remain valid and enforceable.
34. Bylaw # 03-19 is hereby repealed.
35. This Bylaw will come into force at the beginning of the day it is passed.

READ a first time this 22nd day of December 2025.

READ a second time this 22nd day of December 2025.

Unanimous consent to proceed to 3rd reading on this 22nd day of December, 2025

READ a third time and finally passed this 22nd day of December, 2025.

Wendy Appleby
Wendy Appleby (Dec 22, 2025 18:20:57 MST)

Mayor,

Linda Roland

Chief Administrative Officer