



TOWN OF BOW ISLAND
BYLAW 2025:04
Regional Emergency Management

**A BYLAW OF THE TOWN OF BOW ISLAND TO PROVIDE FOR
REGIONAL EMERGENCY MANAGEMENT**

WHEREAS the Local Authority of Town of Bow Island is responsible for the direction and control of its emergency response and is required, under the *Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8*, (hereinafter referred to as the "Act") to appoint an Emergency Advisory Committee and to establish and maintain an Emergency Management Agency;

AND WHEREAS it is recognized that an emergency or disaster of a jurisdictional or multi-jurisdictional nature could affect any or all of the following municipalities: Village of Foremost, Town of Bow Island, and County of Forty Mile No. 8 to such a degree that local resources would be inadequate to cope with the situation; and

AND WHEREAS the Municipalities in the County of Forty Mile No. 8 Region wish to establish a Regional Emergency Advisory Committee, and a Regional Emergency Management Agency, led by a Regional Director of Emergency Management.

NOW THEREFORE, the Municipal Council of Town of Bow Island, in the province of Alberta, duly assembled enacts as follows:

1. This Bylaw may be cited as the Regional Emergency Management Bylaw.
2. In this Bylaw:
 - a. **Act** means the Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8.
 - b. **Council** means the Council of Town of Bow Island.
 - c. **Disaster** means an event that may result in serious harm to the safety, health or welfare of people or widespread damage to property.
 - d. **Director of Emergency Management** means an individual appointed by resolution of Council responsible for the preparation and coordination of emergency plans and programs for the Municipality.
 - e. **Emergency** means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to minimize damage to property.
 - f. **Forty Mile Regional Emergency Advisory Committee** means the committee established under this Bylaw and comprised of two councillors, or designate, from each of the partnering municipalities of the Forty Mile Regional Emergency Management Partnership.
 - g. **Forty Mile Regional Emergency Management Agency** means the agency established under this Bylaw and comprised of the Regional Director of Emergency Management, the Regional Deputy Directors of Emergency Management, and CAO or designate, from each of the partnering municipalities of the Forty Mile Regional Emergency Management Partnership.

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- h. **Forty Mile Regional Emergency Management Partnership** means those municipalities who have entered into a joint agreement for the purpose of organizing integrated emergency planning, training, assistance, and emergency operations programs.
- i. **Forty Mile Regional Emergency Management Plan (REMP)** means the integrated emergency management plan prepared by the Forty Mile Regional Emergency Management Agency to coordinate response to an emergency or disaster within the geographic boundaries of Town of Bow Island.
- j. **Minister** means the Minister responsible for the Emergency Management Act.
- k. **Municipality** means any community as referenced in this Bylaw.
- l. **Parties** means the Village of Foremost, County of Forty Mile, and Town of Bow Island.
- m. **Regional Director of Emergency Management** means the person responsible to lead the Regional Emergency Management Agency in the preparation for, response to and recovery from a disaster or emergency;
- n. **Regional Deputy Director of Emergency Management** means the person responsible for the duties of the Regional Director of Emergency Management in their absence and represents one of the parties in the partnership;
- o. **Regional Emergency or Disaster** means an event that impacts more than one member of the Forty Mile Regional Emergency Management Partnership that requires a regional coordination to protect the safety, health or welfare of people or to minimize damage to property.
- p. **Regional Incident Command Centre/Post** means the primary and backup facility established and maintained in accordance with the Regional Emergency Management Plan.
- 3. Council agrees:
 - a. To establish a Forty Mile Regional Emergency Advisory Committee to guide the creation, implementation, and evaluation of the REMP plans and programs and to serve as an advisory function to the Councils of the partnering parties.
 - b. Delegate the statutory powers and obligations under the Act to the Forty Mile Regional Emergency Advisory Committee. This excludes the powers to declare, renew, or terminate a State of Local Emergency (SOLE) which remain with the local authority.
 - c. To establish a Forty Mile Regional Emergency Management Agency to act as the agent of each Regional Partner to create, implement, and evaluate the REMP plans and programs.
- 4. Council shall:
 - a. by resolution, appoint two (2) its members to serve on the Forty Mile Regional Emergency Advisory Committee;



- b. provide for the payment of expenses of the members of the Forty Mile Regional Emergency Advisory Committee and Agency;
 - c. By resolution, appoint a Director of Emergency Management who shall also serve as a Regional Deputy Director of Emergency Management for the Forty Mile Regional Emergency Management Partnership.
5. Council may:
- a. by Bylaw borrow, levy, expropriate and expend, without the consent of the electors, all sums required for the operation of the Forty Mile Regional Emergency Management Agency; and
 - b. enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.
6. The Forty Mile Regional Emergency Advisory Committee shall:
- a. consist of two (2) appointed Councillors from the Village of Foremost, two (2) from the Town of Bow Island, and two (2) from the County of Forty Mile of whom will have one (1) vote regarding any matter coming before the committee;
 - b. appoint one of the members as the Chair of the Committee, whom will hold the position for two years;
 - c. Appoint the Regional Director of Emergency Management;
 - d. have a quorum of 4 members and a motion or resolution of the Committee may only be passed by an affirmative vote of the majority of the members voting on the motion or resolution;
 - e. meet once a year to review the Forty Mile Regional Emergency Management Plan and related plans and programs;
 - f. approve the Forty Mile Regional Emergency Management Plan and Program;
 - g. review and approve the work plan and budget submitted by the Forty Mile Regional Emergency Management Agency;
 - h. provide guidance and direction to the Forty Mile Regional Emergency Management Agency, as per the Local Authority Emergency Management Regulation 2(b).
 - i. Report to respective councils on the development and status of programs and plans on annual basis.
7. The Forty Mile Regional Emergency Management Agency shall be comprised of one or more of the following as designated by the partnership for representation:
- a. the Regional Director of Emergency Management (serves as the Chair of the Agency) and is responsible for the activation and management of the



Agency in the event of an emergency;

- b. the Regional Deputy Director(s) of Emergency Management; and/or
- c. the CAO of each municipality; and/or those appointed by the CAO to represent municipal departments as required.

8. In addition, any public and private organizations may be invited by the Regional Director to provide representative(s) to the Forty Mile Regional Emergency Management Agency:

- a. Community employees;
- b. representative(s) from Alberta Health Services;
- c. representative(s) from local EMS providers;
- d. the Local RCMP Detachment, police representative or designate;
- e. the School Division Superintendent, or designate;
- f. representative(s) from adjacent municipalities which have entered into mutual aid agreements with the Municipality;
- g. representative(s) from local industry or industrial associations;
- h. representative(s) from Alberta Emergency Management Agency; and
- i. Anybody else who might serve a useful purpose in the preparation or implementation of the Forty Mile Regional Emergency Management Plan.

9. The Forty Mile Regional Emergency Management Agency shall:

- a. administer the preparation and implementation of the Forty Mile Regional Emergency Management Plan and program for the Partnership;
- b. ensure that in the event of an emergency, an individual or group is designated under the Forty Mile Regional Emergency Management Plan to act on behalf of the Forty Mile Regional Emergency Management Agency. The designation of an individual or group of individuals to act on behalf of the Agency shall be guided by the following:
 - i. In the event of an emergency only affecting one municipality, the local DEM will activate a qualified individual to serve as the Incident Commander. If support is required from the Region, the local DEM will request the support and activation of the Region through the Regional DEM, and
 - ii. In the event of a regional emergency or disaster, the Regional DEM will activate the REMMP and ensure a qualified individual serves as the Incident Commander for the event.
- c. coordinate all emergency services and other resources used in an emergency; and/or
- d. ensure that someone is designated to discharge the responsibilities specified in paragraphs (a), (b), and (c);
- e. conduct or update the Regional Hazard Identification and Risk Assessment each year;

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- f. develop and implement a regional exercise and training program on behalf of the Partnership;
 - g. act as the response agency on behalf of the Partnership in a local or regional emergency;
 - h. review the status of the Regional Emergency Management Plan and related plans and programs at least once each year;
 - i. setup and maintain Regional Incident Command Centre(s) for the Partnership;
 - a. use the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency management Agency and the Local Authority Emergency Management Regulation;
 - b. On annual basis, advise the Committee, duly assembled, on the status of the Regional Emergency Management Plan and any actions which have been performed.
10. State of Local Emergency
- a. The State of Local Emergency may be declared to obtain additional Ministerial Powers granted under Section 19(1) of the Emergency Management Act.
 - b. In the event of an emergency (within the boundaries of the Town of Bow Island) the power to declare, terminate or renew a state of local emergency under the Act, the powers specified in Section 12 of this Bylaw, and the requirements specified in Section 14 of this Bylaw, are hereby delegated to the Mayor, alone, or in their absence, one member of Council may at any time when they are satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.
11. When a state of local emergency is declared, the following must occur:
- a. ensure that the declaration identifies the nature of the emergency and the area of the municipality in which it exists;
 - b. cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
 - c. forward a copy of the declaration to the Minister immediately.
12. Subject to Section 13, when a state of local emergency is declared, the Town of Bow Island may exercise the powers outlined in Section 24 of the Act .
13. When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.
14. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:



- a. a resolution is passed under Section 13 (Section 23 of the Emergency Management Act);
 - b. a period of seven (7) days has lapsed since it was declared, unless it is renewed by resolution;
 - c. if declared due to a Pandemic, a period of ninety (90) days has lapsed since it was declared, unless it is renewed by resolution;
 - d. the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
 - e. the Minister cancels the state of local emergency.
15. When a declaration of a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.
16. No action lies against the Municipality or a person acting under the Municipality's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the Emergency Management Act or the regulations during a state of local emergency.
17. This Bylaw shall take effect on the day of final passing thereof.
18. Bylaw 2025:02 is hereby repealed in its entirety.

READ a first time this 14th day of April, 2025.

READ a second time this 14th day of April, 2025.

READ a third time this day 14th of April, 2025.

PASSED and SIGNED this 14th day of April, 2025.

MAYOR

CAO