

**AGENDA**  
**COMMITTEE OF THE WHOLE MEETING**  
**Wednesday, April 10, 2024 @ 6:00 PM**  
**Council Chambers, 1 Parklane Drive, Strathmore AB**

Page

- 1. CALL TO ORDER**
- 2. CONFIRMATION OF AGENDA**
- 3. CLOSED MEETING**
  - 3.1. Potential Emergent Expenditures Prioritization Discussion and Update on Financial Reserves – Advice from officials – FOIP S. 24(1)(a)
  - 3.2. Council/CAO Dialogue – Advice from officials – FOIP S. 24(1)(b)(i)
- 4. DELEGATIONS**

Members of the public and community organizations are welcome to attend a Committee of the Whole Meeting as a delegation to present an item to Town Council for consideration. If you are interested in attending as a delegation please fill out the Delegation Request form that can be located on the Town's website and submit it to: [lsadmin@strathmore.ca](mailto:lsadmin@strathmore.ca) by noon the Wednesday before a Committee of the Whole Meeting.
- 5. CONFIRMATION OF MINUTES**
  - 5.1. Committee of the Whole Meeting Minutes – March 13, 2024 2 - 7  
[Request for Decision - RFD-24-057 - Pdf](#)
- 6. BUSINESS**
  - 6.1. Regional Emergency Management Bylaw – Update 8 - 47  
[Request for Decision - RFD-24-070 - Pdf](#)
  - 6.2. Fire Services Bylaw – Update 48 - 77  
[Request for Decision - RFD-23-217 - Pdf](#)
  - 6.3. Alberta Municipalities Resolution 2024 – Alberta First Responders Radio Communications System Equipment Funding Discussion 78 - 109  
[Request for Decision - RFD-24-063 - Pdf](#)
- 7. QUESTION AND ANSWER PERIOD**
- 8. ADJOURNMENT**



# Request for Decision

**To:** Council

**Staff Contact:** Veronica Anderson, Legislative Services Officer

**Date Prepared:** March 13, 2024

**Meeting Date:** April 10, 2024

**SUBJECT:** Committee of the Whole Meeting Minutes - March 13, 2024

**RECOMMENDATION:** THAT Council adopt the March 13, 2024 Committee of the Whole Meeting Minutes as presented in Attachment I.

## STRATEGIC PRIORITIES:



Affordable  
Housing



Climate  
Resiliency



Community  
Development



Community  
Wellness



Economic  
Development



Financial  
Sustainability

## HOW THE STRATEGIC PRIORITIES ARE MET:

N/A

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## SUSTAINABILITY

### ECONOMIC SUSTAINABILITY:

N/A

### SOCIAL SUSTAINABILITY:

N/A

### ENVIRONMENTAL SUSTAINABILITY:

N/A

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**IMPLICATIONS OF RECOMMENDATION:**

**GENERAL:**

Pursuant to Section 208(1)(iii) of the *Municipal Government Act*, the minutes of the March 13, 2024 Committee of the Whole Meeting are given to Council for adoption.

**ORGANIZATIONAL:**

N/A

**OPERATIONAL:**

N/A

**FINANCIAL:**

N/A

**POLICY:**

N/A

**IMPLEMENTATION:**

N/A

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**BACKGROUND:**

N/A

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**KEY ISSUE(S)/CONCEPT(S):**

N/A

**DESIRED OUTCOMES:**

N/A

**COMMUNICATIONS:**

Once signed, the March 13, 2024 Committee of the Whole Meeting Minutes will be posted on the Town's website.

**ALTERNATIVE ACTIONS/MOTIONS:**

1. Council may adopt the recommended motion.

2. Council may provide further direction regarding the Committee of the Whole Meeting Minutes.

**ATTACHMENTS:**

[Attachment I: COMMITTEE OF THE WHOLE - 13 Mar 2024 - Minutes](#)

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Claudette Thorhaug, Legislative Services Officer

Approved  
- 04 Apr  
2024



# MINUTES COMMITTEE OF THE WHOLE MEETING

**6:00 PM - Wednesday, March 13, 2024**

Council Chambers, 1 Parklane Drive, Strathmore AB

**COUNCIL PRESENT:** Mayor Pat Fule, Deputy Mayor Melissa Langmaid (virtual), Councillor Jason Montgomery (virtual), Councillor Denise Peterson, Councillor Richard Wegener, and Councillor Brent Wiley

**COUNCIL ABSENT:** Councillor Debbie Mitzner

**STAFF PRESENT:** Kevin Scoble (Chief Administrative Officer), Jamie Dugdale (Director of Infrastructure, Operations, and Development Services), Mark Pretzlaff (Director of Community and Protective Services), Kara Rusk (Director of Strategic, Administrative, and Financial Services), and Claudette Thorhaug (Legislative Services Officer)

## 1. **CALL TO ORDER**

Mayor Fule called the March 13, 2024 Committee of the Whole Meeting to order at 6:00 p.m.

## 2. **CONFIRMATION OF AGENDA**

### **Resolution No. 013.03.24A**

Moved by Councillor Peterson

THAT Council adopt the March 13, 2024 Committee of the Whole Meeting Agenda as amended:

Move:

7.2 CAO Evaluation – Confidential evaluations – FOIP S. 19(2) to be discussed prior to Delegations, becoming item 3.1 and;

Addition:

8.1 Medical Services – Advice from officials – FOIP S. 24(1)(a)

**FOR:** Mayor Fule, Councillor Langmaid, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

**AGAINST:** None.

**CARRIED**

### 3. **CLOSED MEETING**

#### **Resolution No. 014.03.24A**

Moved by Councillor Wegener

THAT Council move In Camera to discuss items related to section 19(2) of the Freedom of Information and Protection of Privacy Act at 6:02 p.m.

**FOR:** Mayor Fule, Councillor Langmaid, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

**AGAINST:** None.

**CARRIED**

#### 3.1 **CAO Evaluation – Confidential evaluations – FOIP S.19(2)**

#### **Resolution No. 015.03.24A**

Moved by Councillor Wegener

THAT Council move out of Camera at 6:42 p.m.

**FOR:** Mayor Fule, Councillor Langmaid, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

**AGAINST:** None.

**CARRIED**

Councillor Langmaid left the meeting at 6:42 p.m.

### 4. **DELEGATIONS**

#### 4.1. **2023-2024 RCMP Q3 Municipal Policing Report**

### 5. **CONFIRMATION OF MINUTES**

#### 5.1. **Committee of the Whole Meeting Minutes – February 14, 2024**

#### **Resolution No. 016.03.24A**

Moved by Councillor Wegener

THAT Council adopt the February 14, 2024 Committee of the Whole Meeting Minutes as presented in Attachment I.

**FOR:** Mayor Fule, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

**AGAINST:** None.

**CARRIED**

6. **BUSINESS**

6.1. **Service & Service Level Policy No. 1218**

7. **QUESTION AND ANSWER PERIOD**

None.

8. **CLOSED MEETING**

**Resolution No. 017.03.24A**

Moved by Councillor Peterson

THAT Council move In Camera to discuss items related to sections 24(1)(a) and 24(1)(b)(i) of the *Freedom of Information and Protection of Privacy Act* at 7:03 p.m.

**FOR:** Mayor Fule, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

**AGAINST:** None.

**CARRIED**

8.1. **Medical Services – Advice from officials – FOIP S. 24(1)(a)**

8.2. **Council/CAO Dialogue – Advice from officials – FOIP S. 24(1)(b)(i)**

**Resolution No. 018.03.24A**

Moved by Councillor Wegener

THAT Council move out of Camera at 8:07 p.m.

**FOR:** Mayor Fule, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

**AGAINST:** None.

**CARRIED**

9. **ADJOURNMENT**

Mayor Fule adjourned the March 13, 2024 Committee of the Whole Meeting at 8:07 p.m.

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Mayor

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Director of Strategic, Administrative  
and Financial Services



# Request for Decision

To: Council

Staff Contact: David Sturgeon, Fire Chief

Date Prepared: April 1, 2024

Meeting Date: April 10, 2024

**SUBJECT:** Regional Emergency Management Bylaw - Update

**RECOMMENDATION:** For Information

## STRATEGIC PRIORITIES:



Affordable  
Housing



Climate  
Resiliency



Community  
Development



Community  
Wellness



Economic  
Development



Financial  
Sustainability

## **HOW THE STRATEGIC PRIORITIES ARE MET:**

As part of its Strategic Plan, Council has prioritized the maintenance, protection, and improvement of Community Wellness services that support optimum lifestyles for residents of Strathmore. Updating the Regional Emergency Management Bylaw is necessary to ensure it complies with the Provincial Emergency Management Act.

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## SUSTAINABILITY

### **ECONOMIC SUSTAINABILITY:**

N/A

### **SOCIAL SUSTAINABILITY:**

N/A

### **ENVIRONMENTAL SUSTAINABILITY:**

N/A

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## **IMPLICATIONS OF RECOMMENDATION:**

### **GENERAL:**

The Town is responsible for the direction and control of its emergency response as per the Emergency Management Act and updating this bylaw is necessary to ensure it complies with the act.

### **ORGANIZATIONAL:**

The Regional Emergency Management Bylaw establishes the authority and responsibilities for the Regional Emergency Management Committee, it defines the roles and powers of the of the committee and Council during an emergency or disaster.

### **OPERATIONAL:**

There will be no operational impact with the proposed changes. The changes are necessary to ensure compliance with the act.

### **FINANCIAL:**

N/A

### **POLICY:**

The *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, provides a Council of a Municipality may pass bylaws for the safety, health, and welfare of people and protection of property.

The Town is responsible for the direction and control of its emergency response and is required under the *Emergency Management Act*, Chapter E-6.8, RSA 2000, to appoint an Emergency Management Committee and to establish and maintain a Municipal Emergency Management Agency.

### **IMPLEMENTATION:**

On April 25th, the Regional Advisory Committee is scheduled to meet, allowing all the partners to review proposed bylaw revisions.

Upon support from the Regional Advisory Committee, the proposed bylaw changes will be brought back to Council for final approval.

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## **BACKGROUND:**

In 2019 Transitional Solutions (TSI) was hired to develop a Regional Emergency Management Program for Wheatland County, the Villages of Hussar, Rockyford and Standard and the Town of Strathmore. This was funded through a grant from the Provincial Government.

In February 2022, Council approved the Regional Emergency Management agreement between the Town of Strathmore, Wheatland County, and the Villages of Hussar, Rockyford and Standard.

In May 2023, the Regional Emergency Management agreement was updated to include the City of Chestermere. The addition of another regional partner improves the capacity to respond to large-scale emergencies and disasters by gaining access to additional resources while expanding the network of key personnel who are trained and experienced in emergencies; thus, ensuring Strathmore is better protected.

The staff from the Alberta Emergency Management Agency (AEMA) has reviewed and supported the changes to the bylaw and the changes will allow all the partners to better collaborate on emergencies, providing assistance as requested, but at the same time giving the Town of Strathmore greater autonomy to respond to local emergencies.

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#### **KEY ISSUE(S)/CONCEPT(S):**

During the annual review of the bylaw and emergency plans, staff from the Alberta Emergency Management Agency (AEMA) suggested changes to the Regional Emergency Management Bylaw No. 22-05. The proposed changes outline the regional partnership procedures, the agency, the committee, and all roles and responsibilities tied to each, ensuring greater clarity for all the partners for their roles and responsibilities, should an incident occur.

Some of proposed changed include the following sections:

- Removal of Planning & Coordination Group
- Addition of the City of Chestermere
- Authority & Responsibility of the Regional Emergency Management Committee
- Authority & Responsibility of the Regional Emergency Management Agency

Ultimately, the proposed changes to the bylaw align with the Local Authority Emergency Management Regulations and the Provincial Emergency Management Act.

A draft of the proposed Bylaw No. 24-09 is included as Attachment I.

#### **DESIRED OUTCOMES:**

This report is intended to provide Council with an update and an opportunity to provide feedback on the Regional Emergency Management bylaw and agreement, in advance of the April 25th meeting of the Regional Advisory Committee.

Upon support from the Regional Advisory Committee, the proposed bylaw changes will be brought back to Council for final approval.

**COMMUNICATIONS:**

**ALTERNATIVE ACTIONS/MOTIONS:**

**ATTACHMENTS:**

[Attachment I: Regional Emergency Management Bylaw No. 24-09 - Draft Changes](#)

[Attachment II: Regional Emergency Management Bylaw - Change Summary](#)

[Attachment III: Regional Emergency Management Bylaw No. 22-05](#)

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Mark Pretzlaff, Director of Community and Protective Services

Approved  
- 05 Apr  
2024

Veronica Anderson, Legislative Services Officer

Approved  
- 05 Apr  
2024

Kevin Scoble, Chief Administrative Officer

Approved  
- 05 Apr  
2024



**BYLAW NO. 24-09**  
**OF THE TOWN OF STRATHMORE**  
**IN THE PROVINCE OF ALBERTA**

**BYLAW NO. ~~22-05~~24-09**

**TOWN OF STRATHMORE**

**IN THE PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA TO ESTABLISH A REGIONAL EMERGENCY MANAGEMENT COMMITTEE AND , AGENCY, ~~AND PLANNING AND COORDINATING GROUP~~**

**WHEREAS** the *Municipal Government Act* allows Council to pass bylaws respecting the safety, health, and welfare of people and the protection of people and property;

**AND WHEREAS** the Town of Strathmore is responsible for the direction and control of its emergency response and is required under the *Emergency Management Act*, Chapter E-6.8, RSA 2000, to appoint an Emergency Management Committee and to establish and maintain a Municipal Emergency Management Agency;

**AND WHEREAS** it is desirable in the public interest, and in the interests of public safety, that such a Committee be appointed, and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act;

**AND WHEREAS** it is desirable in the public interest, and in the interests of public safety that a regional emergency management group be formed to coordinate a regional emergency approach and programs;

**AND WHEREAS** the ~~municipalities of the Wheatland Region~~ Town of Strathmore, City of Chestermere, and Wheatland County, and the Villages of Hussar, Standard and Rockyford wish to establish a Wheatland Regional Emergency Management Partnership which includes a Regional Emergency Advisory Committee and, a Regional Emergency Management Agency, Agency, and a Regional Emergency Planning and Coordinating Group;

**NOW THEREFORE BE IT RESOLVED THAT** the Municipal Council of the Town of Strathmore, in the Province of Alberta duly assembled **HEREBY ENACTS AS FOLLOWS:**



**BYLAW NO. 24-09**  
**OF THE TOWN OF STRATHMORE**  
**IN THE PROVINCE OF ALBERTA**

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**1.0. SHORT TITLE:**

- 1.1 This Bylaw may be cited as the "[Wheatland](#) Regional Emergency Management Bylaw."

**2.0. DEFINITIONS**

- 2.1 In this Bylaw the following words and terms shall have the following meanings:
- a. "Act" means the *Emergency Management Act*, Chapter E-6.8, RSA 2000;
  - b. "Council" means the Council of The Town of Strathmore;
  - c. "Deputy Director of Emergency Management" (DDEM) means the person responsible for the duties of the Director of Emergency Management in their absence;
  - d. "Director of Emergency Management" (DEM) means the person appointed by resolution of Council who shall be responsible for the municipality's Emergency Management Program;
  - e. "Disaster" means an event that results in serious harm to the safety, health, or welfare of people, or in widespread damage to property;
  - f. "Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health, or welfare of people or to limit damage to property;
  - g. "Emergency Coordination Centre" (ECC) means the location that functions as a point of coordination, addressing the needs of the municipality or the Wheatland Region as a whole, exercising the authority of the local officials, as well as anticipating and supporting the needs of one (1) or more incident sites;



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- h. "Joint Wheatland Regional Emergency Management Coordinators" (WREM Coordinators) means the persons appointed to coordinate the activities of the Wheatland Regional Emergency Planning and Coordinating Group;
- i. "Local Authority" means, where a municipality has a council within the meaning of the Municipal Government Act, Chapter M-26, RSA 2000, ~~that~~ council;
- j. "Minister" means the Minister charged with administration of the Act;
- k. "Parties" means Wheatland County, ~~t~~The Town of Strathmore, the City of Chestermere, ~~t~~The Village of Hussar, ~~t~~The Village of Rockyford, and ~~t~~The Village of Standard;
- l. "Regional Emergency Advisory Committee" (the Committee) means the Regional Emergency Management Committee of the Wheatland Regional Emergency Partnership as established by agreement between and the bylaws of the Parties;
- m. "Regional Emergency Management Agency" (the Agency) means the Wheatland Regional Emergency Partnership Agency as established by Agreement between and the bylaws of the respective municipal councils of the Parties;
- n. "Regional Emergency Management Plan" means the Wheatland Regional Emergency Management Plan prepared by the Directors of Emergency Management to co-ordinate the response to an emergency or disaster; and
- o. "Wheatland Regional Emergency Management Partnership" (WREMP) means the Wheatland Regional Emergency Partnership as established by agreement between and the bylaws of the respective municipal councils of the Parties. ~~;~~ and



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p. ~~"Wheatland Regional Emergency Planning and Coordinating Group" (Planning and Coordinating Group) means the Wheatland Regional Emergency Planning and Coordinating Group as established by agreement between and the bylaws of the respective municipal councils of the Parties.~~

**3.0. ESTABLISHMENT OF REGIONAL EMERGENCY MANAGEMENT WHEATLAND REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE**

3.1 ~~There is hereby established a Wheatland Regional Emergency Management Advisory Committee; to establish the Committee to advise Council on the development of emergency plans and programs.~~

3.1 ~~Council agrees through the WREP, to establish the Committee to advise Council on the development of emergency plans and programs.~~

**MEMBERSHIP & RESPONSIBILITY**

3.2 The Committee shall:

a. ~~consist of municipal Councillors appointed by each of the Parties, with each municipality appointing one (1) primary member, each of whom shall have one (1) vote regarding any matter coming before the committee;~~

b. ~~have each municipality appoint one (1) alternate member for the committee who shall be permitted to vote in the absence or in place of the primary member;~~

c. ~~elect a chair who will serve as the chair for the remainder of the calendar year, the elected chair must be a member of council;~~

d. ~~meet a minimum of twice each year and hold the option of calling special meetings of the Committee on an as needed basis, upon fourteen (14) days advance notice to all members of the Committee.~~



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e. four (4) Committee members shall constitute a quorum of the Committee and a motion or resolution of the Committee may only be passed by an affirmative vote of the majority of the members present on the motion or resolution;

f. review the Regional Emergency Management Plan and related plans and programs on a regular basis;

g. advise Council, duly assembled, on the status of the Regional Emergency Management Plan and related plans and programs at least once each year;

h. provides guidance and direction to the local authority's emergency management agency, prior to, during and after an emergency event;

i. establish procedures that must be followed when declaring a local state of emergency; and

j. provides guidance and direction to the local authority's emergency management agency.

~~3.3—Council agrees through the WREP, to establish a Planning and Coordinating Group to guide the creation, implementation, and evaluation of WREP plans and programs and to set the direction for the WREP Agency and any of its subgroups. This does not include the power to declare, renew, or terminate a state of local emergency.~~

~~3.4—Council agrees through the WREMP, to establish a position of Joint Wheatland Regional Emergency Management Coordinators to handle program administration, planning, coordination, and leadership on behalf of the Committee and the Planning and Coordinating Group.~~



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~~3.5 Council agrees through the WREMP, to establish the Agency to act as the agent of Council to carry out its statutory powers and obligation under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, nor the powers contained in Section 9 of this Bylaw.~~

#### **4.0. ROLE OF COUNCIL**

##### **4.1 Council shall:**

- a. by resolution, appoint one (1) of its members to serve on the Committee and at least one (1) member as an alternate;
- b. provide for the payment of expenses of its member(s) of the Committee;
- c. ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town of Strathmore and the WREMP Region;
- d. approve the Regional Emergency Management Plans and Programs as they relate to the Town of Strathmore and the WREMP Region;
- e. review the status of the Regional Emergency Management Plan and related plans and programs at least once a year; and
- f. by resolution appoint a DEM.

##### **4.2 Council may:**

- a. by resolution appoint one (1) or more DDEM;



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b. by bylaw borrow, levy, appropriate, and expend all sums required for its share of the operation of the Agency; and

c. enter into agreements with and make payments, 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.

4.3 Council agrees through the WREMP, to establish a position of Joint Wheatland Regional Emergency Management Coordinators to handle program administration, planning, coordination, and leadership on behalf of the Committee and the ~~Planning and Coordinating Group~~ Agency.

## **5.0. AGENCY STRUCTURE**

5.1 There is hereby established the Wheatland Regional Emergency Management Agency to act in an advisory capacity and support local and regional emergency plans.

Council agrees through the WREMP, to establish the Agency to act as the agent of Council to carry out its statutory powers and obligation under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, nor the powers contained in Section 89 of this Bylaw.

## **MEMBERSHIP & RESPONSIBILITY**

5.2 The Agency shall:

a. report to the Committee once per year, while including an update on the Agency's review of the local authority's emergency plan and activities;

b. be familiar with the Wheatland Regional Emergency Management Plan;



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- c. provide input and make recommendation for the Wheatland Regional Emergency Management Plan;
- d. participate in local and regional training;
- e. provide updated contact information to the Agency;
- f. participate in regional Agency meetings;
- g. share information to the Agency;
- h. participate in providing public education within their organization;
- i. provide an up-to-date resource and inventory list to the Agency;
- a-j. use a command, control and coordination system prescribed by AEMA (Incident Command System);

5.3 The Agency shall be comprised of the following persons:

- a. the CAO of each municipality which is a member of WREMP;
- b. the DEM of each municipality which is a member of WREMP; and



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c. the DDEM of each municipality which is a member of WREMP.

5.4 The Agency may request that the following persons join or advise the Agency on either a standing or as needed basis for each period of time that the Agency deems appropriate:

a. RCMP Detachment Commander or designate;

b. Fire Chiefs or designates;

c. Wheatland and District Emergency Medical Services Association Manager or designate;

d. Enforcement Services Supervisor or designate;

e. Family and Community Support Services Director or designate; Public Works Supervisor or designate;

f. Utility Manager or designate;

g. Emergency Public Information Officers or designates;

h. Emergency Social Services Manager or designate;

i. Alberta Health Services representatives or designates;

j. School Superintendent or designate;

k. Disaster Social Services Managers or designates;



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- l. Representative(s) from adjacent municipalities or First Nations;
- m. Representatives from local business;
- n. Representatives from local industry or industrial associations;
- o. Representatives from Alberta Municipal Affairs;
- p. Representatives from local utility companies; and
- q. Anybody else who might serve as useful purpose in the preparation or implementation of the Regional Emergency Management Plan.

## **5.0. COMMITTEE STRUCTURE**

### **5.1 The Committee shall:**

- a. consist of municipal Councillors appointed by each of the Parties, with each municipality appointing one (1) primary member, each of whom shall have one (1) vote regarding any matter coming before the committee;
- b. have each municipality appoint one (1) alternate member for the committee who shall be permitted to vote in the absence or in place of the primary member;
- c. review the Regional Emergency Management Plan and related plans and programs on a regular basis; and



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~~d. advise Council, duly assembled, on the status of the Regional Emergency Management Plan and related plans and programs at least once each year.~~

**6.0. AGENCY STRUCTURE**

~~6.1 The Agency shall be comprised of the following persons:~~

~~7.0. the CAO of each municipality which is a member of WREP;~~

~~8.0. the DEM of each municipality which is a member of WREP; and~~

~~9.0. the DDEM of each municipality which is a member of WREP.~~

~~9.1 The Agency may request that the following persons join or advise the Agency on either a standing or as needed basis for each period of time that the Agency deems appropriate:~~

~~a. RCMP Detachment Commander or designate;~~

~~b. Fire Chiefs or designates;~~

~~c. Wheatland and District Emergency Medical Services Association Manager or designate;~~

~~d. Enforcement Services Supervisor or designate;~~

~~e. Family and Community Support Services Director or designate; Public Works Supervisor or designate;~~

~~f. Utility Manager or designate;~~



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~~g. Emergency Public Information Officers or designates;~~

~~h. Emergency Social Services Manager or designate;~~

~~i. Alberta Health Services representatives or designates;~~

~~j. School Superintendent or designate;~~

~~k. Disaster Social Services Managers or designates;~~

~~l. Representative(s) from adjacent municipalities or First Nations;~~

~~m. Representatives from local business;~~

~~n. Representatives from local industry or industrial associations;~~

~~o. Representatives from Alberta Municipal Affairs; —~~

~~p. Representatives from local utility companies; and~~

~~q. Anybody else who might serve as useful purpose in the preparation or implementation of the Regional Emergency Management Plan.~~

## **~~10.0. PLANNING AND COORDINATING GROUP~~**

~~The WREMP Planning and Coordinating Group shall:~~

~~a. consist of the DEM from each of the Parties, the DDEM from the Parties, and the Joint Wheatland Regional Emergency Management Coordinators.~~



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~~Despite a vacancy in any of these positions from time to time, the Planning and Coordinating Group shall continue to exist;~~

- ~~b. guide the creation, implementation and evaluation of Regional Emergency Management Plans and programs for the WREMP Region;~~
- ~~c. determine the direction of the Agency and any of its subgroups;~~
- ~~d. coordinate all emergency services and other resources used in an emergency;~~
- ~~e. ensure that in the event of an emergency, an individual or group of individuals is designated under the Regional Emergency Management Plan to act, on behalf of the Agency. The designation of an individual or group of individuals to act on behalf of the Agency shall be guided by the following:~~
  - ~~i. once an ECC has been activated, any one (1) of the DEMs or DDEMs that are members of the Agency may serve as DEM for the incident. Whenever possible, the DEM or DDEM from the impacted municipality shall fill that role. The intent is to ensure that there is leadership in the ECC while the DEM may be on route to the ECC, or the DEM is away or not available for whatever reason.~~
  - ~~ii. in the event of an Emergency within or affecting more than one (1) municipality within the WREMP Region, the first DEM to the ECC will serve as DEM for the incident. As other DEMs arrive at the ECC, they will jointly decide who will take the lead role. DEM and DDEMs from the Agency may rotate through the role of DEM for the ECC.~~
- ~~f. ensure someone is designated to discharge the responsibilities specified in Section 67.1 (b through e) of this Bylaw.~~



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### **11.0.6.0. AUTHORITY AND POWERS**

**11.16.1** In the event of an Emergency entirely within the boundaries of and only affecting The Town of Strathmore, the authority, and powers to declare or renew a state of local emergency under the Act, the authority and powers specified in Section 69 of this Bylaw, and the requirement specified in Section 78 of this Bylaw are hereby delegated to a municipal committee comprised of the Mayor or any two (2) Councillors. This municipal committee may at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.

**11.26.2** In the event of an emergency entirely within the boundaries of and affecting only the Town of Strathmore and the local municipal committee cannot be reached or in the event of an emergency impacting more than one (1) municipality within the WREMP Region, the authority and power to declare or renew a state of local emergency under the Act; the authority and powers specified in Section 69 of this Bylaw; and the requirements specified in Section 78 of this Bylaw are hereby delegated to any two (2) or more members of the Wheatland Regional Advisory Committee. The Committee may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency for the entire area affected. Whenever possible this resolution should be made by at least one (1) member or alternate from each municipality affected.

### **12.0.7.0. STATES OF LOCAL EMERGENCY**

**12.17.1** When a state of local emergency is declared, the Local Authority or the Committee making the declaration shall:

- a. ensure that the declaration identifies the nature of the emergency and the area in which it exists.



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- 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 forthwith.

12.27.2 Subject to Section 78, when a Local Authority or the Committee has declared a state of local emergency, that Local Authority or the Committee may, for the duration of that State of Local Emergency, do all acts and take all necessary proceedings including the following:

- a. cause the Regional Emergency Management Plan or any 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 of a type the person is qualified to provide;
- d. control or prohibit travel to or from any area of the Town of Strathmore;
- 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 Town of Strathmore;
- f. cause the evacuation of persons and the removal of livestock and personal property from any place within the Town of Strathmore that is or may be affected by a disaster and plan for the adequate care and protection of those persons or livestock and of the personal property;



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- g. authorize the entry into any buildings or any land, without 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 Town of Strathmore for the duration of the state of local emergency;
- j. authorize the conscription of persons needed to meet an emergency; and
- k. authorize any persons at any time to exercise, in the operation of the Regional Emergency Management Plan and related plans or programs, any power specified in Section 89.2 (b through g) of this Bylaw in relation to any part of the municipality affected by a declaration of a state of local emergency including as part of a Regional Emergency affecting more than one (1) municipality for which a declaration of State of Local Emergency was made under Sections 78 and 89.

12.37.3 In accordance with Section 28 of the Act, no action lies against a Local Authority or person acting under the Local Authority's direction or authorization for anything done or omitted to be done in good faith while carry out a power or duty under this Act or in the regulations during a state of local emergency.

12.47.4 In accordance with Section 535(2) of the *Municipal Government Act*, Councillors, Council committee members, municipal officers and volunteer workers are not liable for loss or damage 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 the Municipal Government Act or any other enactment.



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12.57.5 When, in the opinion of the Local Authority in which the state of local emergency was declared, or the Committee, as the case may be, an emergency no longer exists, the Local Authority or the Committee shall, by resolution, terminate the declaration.

12.67.6 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 89;
- b. a period of seven days has lapsed since it was declared unless it is renewed by resolution;
- c. the Lieutenant Governor in Council makes an order for a state of emergency for the same area; or
- d. the Minister cancels the state of local emergency for the affected area.

12.77.7 When a declaration of a state of local emergency have been terminated, the Local Authority or the Committee 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.

### **13.0.8.0. AGREEMENTS AND POLICIES**

13.18.1 The Committee is delegated the authority to enter into an Emergency Management Mutual Aid Agreement with another regional group or single municipality. The decision for the Committee to enter into a mutual aid agreement must be made by unanimous vote of all Parties. The Parties shall be permitted to vote in person or by way of email.



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13.28.2 The Committee is delegated the authority to create policies relating to the emergency preparedness, mitigation, response, recovery and the operation of the Regional Emergency Partnership and the Agency.

**14.0.9.0. SEVERABILITY**

14.19.1 If any section or sections of this Bylaw or parts thereof are found in any court or law to be illegal or beyond the power of Council to enact, such Section or Sections or parts thereof shall be deemed to be severable and all other Sections or parts of the Bylaw shall be deemed separate and independent therefrom and to be enacted as such.

**15.0.10.0. REPEAL AND EFFECTIVE DATE**

15.110.1 Bylaw 19-0522-05 is hereby repealed.

15.210.2 This Bylaw shall become effective when it has received third and final reading and has been signed by the Mayor and Chief Administrative Officer.

**READ A FIRST TIME THIS** \_\_\_\_ day of \_\_\_\_\_, 20242.

**READ A SECOND TIME THIS** \_\_\_\_ day of \_\_\_\_\_, 20242.

**READ A THIRD AND FINAL TIME THIS** \_\_\_\_ day of \_\_\_\_\_, 20242.

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CAO**

# Bylaw Review 2024 – Regional Emergency Management Bylaw

## Regional Emergency Management Bylaw

The Emergency Management Bylaw has been updated to align with the Local Authority Emergency Management Regulations. This review has provided an opportunity to enhance the existing Bylaw and combine all emergency management related procedures in a single document. Below you will find the changes to the existing Bylaw with specific changes outlined in the chart that begins on the next page. Major Changes are indicated with 5 asterisks \*\*\*\*\*

### Summary of Changes of the Regional Emergency Management Bylaw by Section

- **Removal of Planning & Coordination Group section:** The table below illustrates what has been deleted from the old bylaw and why.
- **Addition of City of Chestermere:** The City of Chestermere is a new partner to the WREMP, the City of Chestermere is now represented in each section of the bylaw.
- **Authority and Responsibility of the Regional Emergency Management Committee:** This section has been expanded to clarify the role of the committee's membership and allocated responsibilities during a disaster.
- **Authority and Responsibility of the Regional Emergency Management Agency:** This section has been expanded to clarify the role of the agency's membership and responsibilities during a disaster.

## Bylaw Review 2024 – Regional Emergency Management Bylaw

### Changes in Fire Services Bylaw

Bylaw Section	Proposed New Wording (or description of change)	Replaces (or deleted)	Rationale for Changes
<b>Planning &amp; Coordination Removal</b>	<b>BEING A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA TO ESTABLISH A REGIONAL EMERGENCY MANAGEMENT COMMITTEE AND AGENCY</b>	<b>BEING A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA TO ESTABLISH A REGIONAL EMERGENCY MANAGEMENT COMMITTEE, AGENCY AND PLANNING AND COORDINATION GROUP</b>	Elimination of Planning & Coordination Group – is not in legislation as a “need” Planning & Coordination was acting as an Agency previously
<b>City of Chestermere Addition, Planning &amp; Coordination Removal</b>	AND WHEREAS the Town of Strathmore, City of Chestermere, Wheatland County, and the Villages of Hussar, Standard and Rockyford wish to establish a Wheatland Regional Emergency Management Partnership which includes a Regional Emergency Management Advisory Committee and a Regional Emergency Management Agency	<b>DELETED:</b> AND WHEREAS the municipalities of the Wheatland Region wish to establish a Wheatland Regional Emergency Management Partnership which includes a Regional Emergency Advisory Committee, a Regional Emergency Management Agency, and a Regional Emergency Planning and Coordinating Group	Added Chestermere, changed “Wheatland County municipalities” to each municipality named
<b>City of Chestermere Addition</b>	Section 2.1 k. “Parties” means Wheatland County, Town of Strathmore, City of Chestermere, Village of Hussar, Village of Rockyford, and the Village of Standard	<b>DELETED:</b> “The” in front of municipalities changed to “the”	New addition to partnership, grammar clean up

## Bylaw Review 2024 – Regional Emergency Management Bylaw

Bylaw Section	Proposed New Wording (or description of change)	Replaces (or deleted)	Rationale for Changes
<b>Removal of Section 2.1 p.</b>		<b>DELETED:</b> “Wheatland Regional Emergency Planning and Coordination Group” (Planning and Coordinating Group) means the Wheatland Regional Emergency Planning and Coordinating Group as established by agreement between and the bylaws of the respective municipal councils of the Parties.	Planning & Coordination Group abolished
<b>3.0 Section Change</b>	<b>New:</b> 3.0 Wheatland Regional Emergency Management Advisory Committee	<b>CHANGED:</b> 3.0 Establishment of Wheatland Regional Emergency Management Partnership	3.1, 3.2, 3.3, 3.4 all moved under specific sections throughout the updated bylaw. 3.1 is still 3.1. 3.2 is now eliminated. 3.3 is now 4.3. 3.4 is now 5.1.
<b>3.0 &amp; 3.1 Wheatland Regional Emergency Management Advisory Committee</b>	3.1 – reworded.	<b>CHANGED:</b> There is hereby established a Wheatland County Advisory Committee; to establish the Committee to advise Council on the development of emergency plans and programs	Newly constructed sentence for clarity of responsibility
<b>3.2 Membership &amp; Responsibility</b>	Moved 5.1 Committee Structure up to 3.2 – same information was moved.	<b>DELETED:</b> Points mentioning Planning & Coordination Group and responsibilities tied to the group (3.2, 3.3, 3.4)	Moved from 5.1 to 3.2

## Bylaw Review 2024 – Regional Emergency Management Bylaw

Bylaw Section	Proposed New Wording (or description of change)	Replaces (or deleted)	Rationale for Changes
<b>4.0 Role of Council</b>	Grammar changes for “WREMP”. 4.3 moved from 3.2 previously: Council agrees through the WREMP, to establish a position of Joint Wheatland Regional Emergency Management Coordinators to handle program administration, planning, coordination, and leadership on behalf of the Committee and the Agency.	<b>DELETED:</b> Planning & Coordination Group, replaced with the Agency	Structure change: 4.3 from 3.2 instead

## Bylaw Review 2024 – Regional Emergency Management Bylaw

Bylaw Section	Proposed New Wording (or description of change)	Replaces (or deleted)	Rationale for Changes
5.0 Agency Structure 5.2 Membership & Responsibility	<p><b>MOVED FROM 7.0 (planning &amp; Coordination Section Previously):</b></p> <p>The Agency shall:</p> <ul style="list-style-type: none"> <li>a. report to the Committee once per year, while including an update on the Agency’s review of the local authority’s emergency plan and activities;</li> <li>b. be familiar with the Wheatland Regional Emergency Management Plan;</li> <li>c. provide input and make recommendation for the Wheatland Regional Emergency Management Plan;</li> <li>d. participate in local and regional training;</li> <li>e. provide updated contact information to the Agency;</li> <li>f. participate in regional Agency meetings;</li> <li>g. share information to the Agency;</li> <li>h. participate in providing public education within their organization;</li> <li>i. provide an up-to-date resource and inventory list to the Agency;</li> <li>j. use a command, control and coordination system prescribed by AEMA (Incident Command System);</li> </ul>	<p>Nothing deleted</p> <p>Structure changes</p>	6.1 & 6.2 moved to 5.2

## Bylaw Review 2024 – Regional Emergency Management Bylaw

Bylaw Section	Proposed New Wording (or description of change)	Replaces (or deleted)	Rationale for Changes
<b>7.0 Planning &amp; Coordinating Group</b>		<b>DELETED:</b> Whole Section – information was moved from 7.0 to 5.0 (see above)	
<b>6.0 Authority &amp; Powers &amp; 7.0 State of Local Emergency</b>	Content stays the same	<b>Nothing Changed</b>	
<b>8.0 Agreements &amp; Policies &amp; 9.0 Severability</b>	Content stays the same	<b>Nothing Changed</b>	

**BYLAW NO. 22-05****OF THE TOWN OF STRATHMORE****IN THE PROVINCE OF ALBERTA**

**BYLAW NO. 22-05**  
**TOWN OF STRATHMORE**  
**IN THE PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA  
 TO ESTABLISH A REGIONAL EMERGENCY MANAGEMENT COMMITTEE, AGENCY,  
 AND PLANNING AND COORDINATING GROUP**

**WHEREAS** the *Municipal Government Act* allows Council to pass bylaws respecting the safety, health, and welfare of people and the protection of people and property;

**AND WHEREAS** the Town of Strathmore is responsible for the direction and control of its emergency response and is required under the *Emergency Management Act*, Chapter E-6.8, RSA 2000, to appoint an Emergency Management Committee and to establish and maintain a Municipal Emergency Management Agency;

**AND WHEREAS** it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act;

**AND WHEREAS** it is desirable in the public interest, and in the interests of public safety that a regional emergency management group be formed to coordinate a regional emergency approach and programs;

**AND WHEREAS** the municipalities of the Wheatland Region wish to establish a Regional Emergency Advisory Committee, a Regional Emergency Management Agency, and a Regional Emergency Planning and Coordinating Group;

**NOW THEREFORE BE IT RESOLVED THAT** the Municipal Council of the Town of Strathmore, in the Province of Alberta duly assembled **HEREBY ENACTS AS FOLLOWS:**

**1.0. SHORT TITLE**

1.1 This Bylaw may be cited as the "Regional Emergency Management Bylaw."

**2.0. DEFINITIONS**

2.1 In this Bylaw the following words and terms shall have the following meanings:



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- a) "Act" means the *Emergency Management Act*, Chapter E-6.8, RSA 2000;
- b) "Council" means the Council of The Town of Strathmore;
- c) "Deputy Director of Emergency Management" (DDEM) means the person responsible for the duties of the Director of Emergency Management in their absence;
- d) "Director of Emergency Management" (DEM) means the person appointed by resolution of Council who shall be responsible for the municipality's Emergency Management Program;
- e) "Disaster" means an event that results in serious harm to the safety, health, or welfare of people, or in widespread damage to property;
- f) "Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health, or welfare of people or to limit damage to property;
- g) "Emergency Coordination Centre" (ECC) means the location that functions as a point of coordination, addressing the needs of the municipality or the Wheatland Region as a whole, exercising the authority of the local officials, as well as anticipating and supporting the needs of one (1) or more incident sites;
- h) "Joint Wheatland Regional Emergency Management Coordinators" (WREM Coordinators) means the persons appointed to coordinate the activities of the Wheatland Regional Emergency Planning and Coordinating Group;
- i) "Local Authority" means, where a municipality has a council within the meaning of the Municipal Government Act, Chapter M-26, RSA 2000, that council;
- j) "Minister" means the Minister charged with administration of the Act;
- k) "Parties" means Wheatland County, The Town of Strathmore, The Village of Hussar, The Village of Rockyford, and The Village of Standard;
- l) "Regional Emergency Advisory Committee" (the Committee) means the Regional Emergency Management Committee of the Wheatland Regional



Emergency Partnership as established by agreement between and the bylaws of the Parties;

- m) "Regional Emergency Management Agency" (the Agency) means the Wheatland Regional Emergency Partnership Agency as established by Agreement between and the bylaws of the respective municipal councils of the Parties;
- n) "Regional Emergency Management Plan" means the Wheatland Regional Emergency Management Plan prepared by the Directors of Emergency Management to co-ordinate the response to an emergency or disaster;
- o) "Wheatland Regional Emergency Partnership" (WREP) means the Wheatland Regional Emergency Partnership as established by agreement between and the bylaws of the respective municipal councils of the Parties; and
- p) "Wheatland Regional Emergency Planning and Coordinating Group" (Planning and Coordinating Group) means the Wheatland Regional Emergency Planning and Coordinating Group as established by agreement between and the bylaws of the respective municipal councils of the Parties.

### **3.0. ESTABLISHMENT OF REGIONAL EMERGENCY MANAGEMENT**

- 3.1 Council agrees through the WREP, to establish the Committee to advise Council on the development of emergency plans and programs.
- 3.2 Council agrees through the WREP, to establish a Planning and Coordinating Group to guide the creation, implementation, and evaluation of WREP plans and programs and to set the direction for the WREP Agency and any of its subgroups. This does not include the power to declare, renew, or terminate a state of local emergency.
- 3.3 Council agrees through the WREP, to establish a position of Joint Wheatland Regional Emergency Management Coordinators to handle program administration, planning, coordination, and leadership on behalf of the Committee and the Planning and Coordinating Group.

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- 3.4 Council agrees through the WREP, to establish the Agency to act as the agent of Council to carry out its statutory powers and obligation under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, nor the powers contained in Section 9 of this Bylaw.

**4.0. ROLE OF COUNCIL**

## 4.1 Council shall:

- a) By resolution, appoint one (1) of its members to serve on the Committee and at least one (1) member as an alternate;
- b) Provide for the payment of expenses of its member(s) of the Committee;
- c) Ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town of Strathmore and the WREP Region;
- d) Approve the Regional Emergency Management Plans and Programs as they relate to the Town of Strathmore and the WREP Region;
- e) Review the status of the Regional Emergency Management Plan and related plans and programs at least once a year; and
- f) By resolution appoint a DEM.

## 4.2 Council may:

- a) by resolution appoint one (1) or more DDEM;
- b) by bylaw borrow, levy, appropriate, and expend all sums required for its share of the operation of the Agency; and



- c) enter into agreements with and make payments, 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.

## **5.0. COMMITTEE STRUCTURE**

### **5.1 The Committee shall:**

- a) consist of municipal Councillors appointed by each of the Parties, with each municipality appointing one (1) primary member, each of whom shall have one (1) vote regarding any matter coming before the committee;
- b) have each municipality appoint one (1) alternate member for the committee who shall be permitted to vote in the absence or in place of the primary member;
- c) review the Regional Emergency Management Plan and related plans and programs on a regular basis; and
- d) advise Council, duly assembled, on the status of the Regional Emergency Management Plan and related plans and programs at least once each year.

## **6.0. AGENCY STRUCTURE**

### **6.1 The Agency shall be comprised of the following persons:**

- a) the CAO of each municipality which is a member of WREP;
- b) the DEM of each municipality which is a member of WREP; and
- c) the DDEM of each municipality which is a member of WREP.

### **6.2 The Agency may request that the following persons join or advise the Agency on either a standing or as needed basis for each period of time that the Agency deems appropriate:**

- a) RCMP Detachment Commander or designate;
- b) Fire Chiefs or designates;

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- c) Wheatland and District Emergency Medical Services Association Manager or designate;
- d) Enforcement Services Supervisor or designate;
- e) Family and Community Support Services Director or designate; Public Works Supervisor or designate;
- f) Utility Manager or designate;
- g) Emergency Public Information Officers or designates;
- h) Emergency Social Services Manager or designate;
- i) Alberta Health Services representatives or designates;
- j) School Superintendent or designate;
- k) Disaster Social Services Managers or designates;
- l) Representative(s) from adjacent municipalities or First Nations;
- m) Representatives from local business;
- n) Representatives from local industry or industrial associations;
- o) Representatives from Alberta Municipal Affairs;
- p) Representatives from local utility companies; and
- q) Anybody else who might serve as useful purpose in the preparation or implementation of the Regional Emergency Management Plan.



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**7.0. PLANNING AND COORDINATING GROUP**

7.1 The WREP Planning and Coordinating Group shall:

- a) consist of the DEM from each of the Parties, the DDEM from the Parties, and the Joint Wheatland Regional Emergency Management Coordinators. Despite a vacancy in any of these positions from time to time, the Planning and Coordinating Group shall continue to exist;
- b) guide the creation, implementation and evaluation of Regional Emergency Management Plans and programs for the WREP Region;
- c) determine the direction of the Agency and any of its subgroups;
- d) coordinate all emergency services and other resources used in an emergency;
- e) ensure that in the event of an emergency, an individual or group of individuals is designated under the Regional Emergency Management Plan to act, on behalf of the Agency. The designation of an individual or group of individuals to act on behalf of the Agency shall be guided by the following:
  - i. once an ECC has been activated, any one (1) of the DEMs or DDEMs that are members of the Agency may serve as DEM for the incident. Whenever possible, the DEM or DDEM from the impacted municipality shall fill that role. The intent is to ensure that there is leadership in the ECC while the DEM may be on route to the ECC, or the DEM is away or not available for whatever reason.
  - ii. in the event of an Emergency within or affecting more than one (1) municipality within the WREP Region, the first DEM to the ECC will serve as DEM for the incident. As other DEMs arrive at the ECC, they will jointly decide who will take the lead role. DEM and DDEMs from the Agency may rotate through the role of DEM for the ECC.
- f) ensure someone is designated to discharge the responsibilities specified in Section 7.1 (b through e) of this Bylaw.



**OF THE TOWN OF STRATHMORE  
IN THE PROVINCE OF ALBERTA**

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## **8.0. AUTHORITY AND POWERS**

- 8.1 In the event of an Emergency entirely within the boundaries of and only affecting The Town of Strathmore, the authority, and powers to declare or renew a state of local emergency under the Act, the authority and powers specified in Section 9 of this Bylaw, and the requirement specified in Section 8 of this Bylaw are hereby delegated to a municipal committee comprised of the Mayor or any two (2) Councillors. This municipal committee may at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.
- 8.2 In the event of an emergency entirely within the boundaries of and affecting only the Town of Strathmore and the local municipal committee cannot be reached or in the event of an emergency impacting more than one (1) municipality within the WREP Region, the authority and power to declare or renew a state of local emergency under the Act; the authority and powers specified in Section 9 of this Bylaw; and the requirements specified in Section 8 of this Bylaw are hereby delegated to any two (2) or more members of the Committee. The Committee may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency for the entire area affected. Whenever possible this resolution should be made by at least one (1) member or alternate from each municipality affected.

## **9.0. STATES OF LOCAL EMERGENCY**

- 9.1 When a state of local emergency is declared, the Local Authority or the Committee making the declaration shall:
- a) ensure that the declaration identifies the nature of the emergency and the area 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 forthwith.
- 9.2 Subject to Section 8, when a Local Authority or the Committee has declared a state of local emergency, that Local Authority or the Committee may, for the



duration of that State of Local Emergency, do all acts and take all necessary proceedings including the following:

- a) cause the Regional Emergency Management Plan or any 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 of a type the person is qualified to provide;
- d) control or prohibit travel to or from any area of the Town of Strathmore;
- 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 Town of Strathmore;
- f) cause the evacuation of persons and the removal of livestock and personal property from any place within the Town of Strathmore that is or may be affected by a disaster and plan for the adequate care and protection of those persons or livestock and of the personal property;
- g) authorize the entry into any buildings or any land, without 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 Town of Strathmore for the during of the state of local emergency;
- j) authorize the conscription of persons needed to meet an emergency; and
- k) authorize any persons at any time to exercise, in the operation of the Regional Emergency Management Plan and related plans or programs, any

power specified in Section 9.2 (b through g) of this Bylaw in relation to any part of the municipality affected by a declaration of a state of local emergency including as part of a Regional Emergency affecting more than one (1) municipality for which a declaration of State of Local Emergency was made under Sections 8 and 9.

- 9.3 In accordance with Section 28 of the Act, no action lies against a Local Authority or person acting under the Local Authority's direction or authorization for anything done or omitted to be done in good faith while carry out a power or duty under this Act or in the regulations during a state of local emergency.
- 9.4 In accordance with Section 535(2) of the Municipal Government Act, Councillors, Council committee members, municipal officers and volunteer workers are not liable for loss or damage 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 the Municipal Government Act or any other enactment.
- 9.5 When, in the opinion of the Local Authority in which the state of local emergency was declared, or the Committee, as the case may be, an emergency no longer exists, the Local Authority or the Committee shall, by resolution, terminate the declaration.
- 9.6 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 9;
  - b) a period of seven days has lapsed since it was declared unless it is renewed by resolution;
  - c) the Lieutenant Governor in Council makes and order for a state of emergency for the same area; or
  - d) the Minister cancels the state of local emergency for the affected area.



- 9.7 When a declaration of a state of local emergency have been terminated, the Local Authority or the Committee 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.

## **10.0. AGREEMENTS AND POLICIES**

- 10.1 The Committee is delegated the authority to enter into an Emergency Management Mutual Aid Agreement with another regional group or single municipality. The decision for the Committee to enter into a mutual aid agreement must be made by unanimous vote of all Parties. The Parties shall be permitted to vote in person or by way of email.
- 10.2 The Committee is delegated the authority to create policies relating to the emergency preparedness, mitigation, response, recovery and the operation of the Regional Emergency Partnership and the Agency.

## **11.0. SEVERABILITY**

- 11.1 If any section or sections of this Bylaw or parts thereof are found in any court or law to be illegal or beyond the power of Council to enact, such Section or Sections or parts thereof shall be deemed to be severable and all other Sections or parts of the Bylaw shall be deemed separate and independent therefrom and to be enacted as such.

## **12.0. REPEAL AND EFFECTIVE DATE**

- 12.1 Bylaw 19-05 is hereby repealed.
- 12.2 This Bylaw shall become effective when it has received third and final reading and has been signed by the Mayor and Chief Administrative Officer.



**BYLAW NO. 22-05**

**OF THE TOWN OF STRATHMORE  
IN THE PROVINCE OF ALBERTA**

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**READ A FIRST TIME** this 16th day of February, 2022.

**READ A SECOND TIME** this 6th day of April, 2022.

**READ A THIRD AND FINAL TIME** this 6th day of April, 2022.

A handwritten signature in blue ink, appearing to read "Pat Fule", is written above a horizontal line.

MAYOR

A complex, stylized handwritten signature in blue ink is written above a horizontal line.

DIRECTOR OF STRATEGIC, ADMINISTRATIVE  
AND FINANCIAL SERVICES



# Request for Decision

To: Council

Staff Contact: David Sturgeon, Fire Chief

Date Prepared: April 2, 2024

Meeting Date: April 10, 2024

**SUBJECT:** Fire Services Bylaw - Update

**RECOMMENDATION:** For Information

## STRATEGIC PRIORITIES:



Affordable  
Housing



Climate  
Resiliency



Community  
Development



Community  
Wellness



Economic  
Development



Financial  
Sustainability

## **HOW THE STRATEGIC PRIORITIES ARE MET:**

Updating the Fire Services Bylaw will enable the Fire Department to provide efficient community service and will ensure the expectations of the public and department are clear and concise.

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## SUSTAINABILITY

### **ECONOMIC SUSTAINABILITY:**

N/A

### **SOCIAL SUSTAINABILITY:**

N/A

### **ENVIRONMENTAL SUSTAINABILITY:**

N/A

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## **IMPLICATIONS OF RECOMMENDATION:**

### **GENERAL:**

The Fire Services Bylaw has not been reviewed since 2018 and a major review (rewrite) was necessary to update fire protection and emergency response for the community. It also provides guidelines for fire prevention and outlines the responsibilities of individuals and property owners for fire safety.

### **ORGANIZATIONAL:**

The Fire Services Bylaw establishes the authority and responsibilities for the Strathmore Fire Department, defines the roles and powers of the Chief and department members, and empowers the Fire Chief to establish rules and regulations for the operations of the department, with Council approval.

These proposed changes would bring the Fire Services Bylaw in line with the current practices and operations of the fire department.

### **OPERATIONAL:**

The Bylaw would reflect the current practices and legitimize the Fire Chief and other designated individuals to take necessary actions at the scene of an incident. The proposed changes would reflect the current practices of the department and how it responds to fires, emergencies, and incidents involving dangerous goods. It would also establish guidance on the issuing permits, conducting inspections, and managing alarm systems.

### **FINANCIAL:**

There are no financial implications but the proposed changes will include penalties associated with fire-related offenses, which was not included in the previous bylaw.

### **POLICY:**

The updated Fire Services Bylaw enforces specific elements related to open burning, fireworks, fire bans, and fire restrictions. It also discussed the enforcement of environmental protection regulations, as it restricts the burning of prohibited debris and necessary permits.

### **IMPLEMENTATION:**

The Fire Department will ensure residents understand the changes to the Fire Services Bylaw and will work with the Communications department to ensure the messaging is communicated to the Town.

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### **BACKGROUND:**

Fire Services Bylaw No. 18-02 was approved by Council in 2018. As part of the current practice of reviewing policies and bylaws, Administration has identified this bylaw as it no longer aligns with current practices.

The Bylaw is designed to ensure the safety of the residents of Strathmore and protect properties from fires and other emergencies. It also governs the use of alarm systems, permits for open burning and fireworks, and the enforcement of fire protection measures. The Bylaw seeks to establish guidelines and regulations for the proper functioning of the Strathmore Fire Department and the prevention and management of fires and other incidents.

A draft of the proposed Fire Services Bylaw No. 24-10 is included as Attachment I.

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### **KEY ISSUE(S)/CONCEPT(S):**

There are several items this updated Fire Services Bylaw would address. First, it would focus on fire prevention, emphasizing fire prevention by addressing open burnings/fire permits, fire bans/restrictions (based on environmental conditions), fireworks use in the town, alarm systems, and lastly, it would emphasize the importance of public awareness and education regarding fire safety through programs and inspections.

Second, it would establish fines/penalties, currently missing within the existing bylaw, for fire protection services, response to false alarms, enforcement of regulations, and the process for the collection of fines. It would also outline the responsibilities of the department, including their specific powers at the scene of an incident.

Altogether, the new Fire Services Bylaw addresses any inconsistencies or ambiguities in the existing bylaw by adding clarity and enforceability. It addresses emerging fire safety concerns and ensures the bylaw continues to meet the needs of the community.

Lastly, the updated bylaw is necessary to ensure that it aligns with any changes in provincial or federal legislation.

### **DESIRED OUTCOMES:**

The updated Fire Services Bylaw would provide clear and concise regulations to residents regarding fire services and ensure the fire department has a clear direction pertaining to fire protection and emergency response.

### **COMMUNICATIONS:**

N/A

### **ALTERNATIVE ACTIONS/MOTIONS:**

N/A

**ATTACHMENTS:**

[Attachment I: Fire Services Bylaw 24-10 - Draft](#)

[Attachment II: Fire Services Bylaw 18-02](#)

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Mark Pretzlaff, Director of Community and Protective Services

Approved  
- 04 Apr  
2024

Veronica Anderson, Legislative Services Officer

Approved  
- 04 Apr  
2024

Claudette Thorhaug, Legislative Services Officer

Approved  
- 04 Apr  
2024

Kevin Scoble, Chief Administrative Officer

Approved  
- 05 Apr  
2024

**BYLAW NO. 24-10  
OF THE TOWN OF STRATHMORE  
IN THE PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF  
ALBERTA REGARDING THE OPERATION OF THE STRATHMORE FIRE  
DEPARTMENT.**

**WHEREAS** the *Municipal Government Act* allows Council to pass bylaws respecting the safety, health, and welfare of people and the protection of people and property and services provided by or on the behalf of the municipality;

**AND WHEREAS** the Town of Strathmore has been accredited by the Safety Codes Council pursuant to the Safety Codes Act in the fire discipline and is authorized to perform services and enforce the provisions of the Safety Codes Act;

**AND WHEREAS** the Council of the Town of Strathmore wishes to provide efficient emergency services to the citizens of the Town.

**AND WHEREAS** it is desirable that the Fire Department provide certain non-emergency services and that the people for whom non-emergency services are provided be responsible for offsetting the cost of providing those services;

**NOW THEREFORE BE IT RESOLVED THAT** the Municipal Council of the Town of Strathmore, in the Province of Alberta duly assembled **HEREBY ENACTS AS FOLLOWS:**

**1.0. SHORT TITLE**

1.1 This Bylaw may be cited as the "Fire Services Bylaw."

**2.0. DEFINITIONS**

2.1 Words used in this Bylaw have the same meaning as defined in the Municipal Government Act, with the following changes or additions:

- a) "Alarm System" means any fire, heat or smoke alarm system, alert system or other electronic means installed in any building or premises for the purpose of alerting the Fire Department of a Fire;
- b) "Apparatus" means any vehicle operated by or for the Fire Department, whether that vehicle operates on land, in the air or on water and which is provided with machinery, devices, equipment or materials for Fire Protection, as well as any

vehicles used for transporting Firefighters, Equipment or other supplies;

- c) "Authority Having Jurisdiction" (AHJ) means an individual, organization, or government entity responsible for enforcing and overseeing compliance with specific codes, standards, regulations, or laws within a particular jurisdiction;
- d) "Building" means a structure that is used or intended to be used for supporting or sheltering persons, animals, vehicles, equipment, machinery, goods, articles or other Property, except those prescribed by regulation as exempted from the National Codes - Alberta Editions;
- e) "Bylaw" means the Fire Services Bylaw;
- f) "CAO" means the Chief Administrative Officer for the Town or their delegate;
- g) "Council" means the governing body of the Town;
- h) "Dangerous Goods" means any material or substance that may cause an immediate or long-term adverse effect to life, health, property or the environment when burned, spilled, leaked or otherwise released from its normal use, handling, storage or transportation environment and includes those products, substances or organisms included in any of the classes listed in the Schedule to the Dangerous Goods Transportation and Handling Act or in any regulations passed thereunder;
- i) "Designate" means that person appointed by the Fire Chief from time to time to act in their capacity during their absence in accordance with the Standard Operating Guidelines;
- j) "Emergency" means a sudden unexpected happening or unexpected occasion for action, including a Fire or other Incident requiring First Aid or events and occasions requiring Firefighters and associated apparatus and equipment to respond;
- k) "Equipment" means any tools, contrivances, devices, or materials used by the Fire Department to respond to an Incident;
- l) "False Alarm" means any notification to the Fire Department or any Member, including but not limited to an Alarm signal,

indicating the existence of an Emergency situation where an Emergency situation does not, in fact, exist;

- m) "Fire" means any combustible material in a state of combustion;
- n) "Fire Ban" means any order from the Province of Alberta or the Fire Chief or Designate in accordance with Section 13 through 14 of this bylaw which prohibits or restricts Fires in all or part of the Town;
- o) "Fire Call" means a call for assistance requiring the provision of Fire Protection Services;
- p) "Fire Chief" means the person appointed as head of the Fire Department or their Designate;
- q) "Fire Code" means the current fire code as may be amended or replaced from time to time;
- r) "Fire Department" means the Town of Strathmore's fire department;
- s) "Fire Department Property" means all property owned by the Town of Strathmore operated or designated for use by the Fire Department, regardless of the source of the property, including but not limited to, Apparatus and Equipment;
- t) "Fire Hazard" means any condition, circumstance, or event where the possibility of Fire is increased;
- u) "Fire Restriction" is an order issued pursuant to this bylaw for the purpose of fire prevention and cessation of Fire and Fireworks Permits for duration of the restriction;
- v) "Officer" means a senior member in command of the Fire Department and fire hall who is assigned by the Fire Chief to be responsible for supervising fire suppression and rescue, emergency medical services, fire prevention, training and records of the fire department on an assigned shift, and/or to serve as a staff specialist in any designated aspect of fire operations and to do related work as required in accordance with the Standard Operating Guidelines;
- w) "Peace Officer" means a police officer or member of a police service under the Police Act, R.S.A. 2000, c. P-17, or a Peace Officer appointed pursuant to the Peace Officer Act, S.A. 2006, c. P-3.5; or a person appointed as a Bylaw Peace Officer

pursuant to the Municipal Government Act, R.S.A. 2000, c. M-26.

### **3.0. INTERPRETATION**

- 3.1 The following rules apply to the interpretation of this bylaw:
- a) Headings, titles, and margin notes in this bylaw are for ease of reference only;
  - b) Gender specific words, phrases, and references are intended to be gender-neutral, and the singular includes the plural as the context requires;
  - c) Every provision of this bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid and enforceable; and
  - d) References to bylaws and enactments in this bylaw include amendments and replacement bylaws and enactments, and regulations and orders thereunder.

### **4.0. FIRE DEPARTMENT**

- 4.1 Council hereby establishes the Town of Strathmore Fire Department for the purpose of:
- a) Providing Fire Protection Services;
  - b) Preserving life and Property and protection of Persons and Property from injury or destruction by Fire and other Emergencies;
  - c) Providing vehicle extrication services;
  - d) Providing First Aid;
  - e) Providing response to Incidents requiring Emergency rescue;
  - f) Providing response to Incidents involving Dangerous Goods;
  - g) Responding to Fire Calls;
  - h) Preventing, combating, and extinguishing Fires;
  - i) Preventing and extinguishing Running Fires;

- j) Investigating the cause and origin of Fires in accordance with the Quality Management Plan;
  - k) Carrying out fire prevention patrols, pre-fire, and Emergency planning;
  - l) Performing Fire Safety inspections;
  - m) Enforcing the provisions of the Safety Codes Act, the Fire Code and all STANDARDS;
  - n) Entering into agreements or partnerships with other Fire Service Organizations for the joint use, control, and management of Apparatus and Emergency Equipment including Fire Protection Agreements;
  - o) Fulfilling obligations under Fire Protection Agreements; and
  - p) Operating Apparatus and Equipment for the purpose of providing Fire Protection Services.
- 4.2 The Fire Department shall consist of such Members, personnel, Buildings, Apparatus and Equipment as deemed appropriate by Council given the resources available to Council for the protection of Persons and Property within the Town from Fire and other Emergencies.
- 4.3 Fire Department, Apparatus or Equipment shall not be used beyond the boundaries of the Town without the express authorization by way of a Fire Protection Agreement or other written agreement or contract authorized by Council.
- 4.4 The Chief Administrative Officer in consultation with the Fire Chief or Designate may authorize Fire Department Responses outside of any written agreement or contracted areas.
- 4.5 Council shall establish Levels of Service for defined Response Areas within the Town for any service provided by the Fire Department.

## **5.0. FIRE CHIEF**

- 5.1 The CAO shall appoint the Fire Chief.
- 5.2 The Fire Chief has the authority, duties, and responsibilities as established under this Bylaw, the Standard Operating Procedures, Standard Operating Guidelines, Safety Codes Act, Fire Code and

any other applicable Federal, Provincial or Municipal legislation, Bylaws, policies or procedures or as may be directed by the CAO from time to time.

- 5.3 The Fire Chief shall comply with the Town of Strathmore Quality Management Plan as approved by the Town of Strathmore Council and the Safety Codes Council.
- 5.4 The Fire Chief has complete responsibility and authority over the Fire Department, subject to the direction and control of the CAO, to whom they will be responsible, and in particular, may carry out all Fire Protection activities and such other activities as including, but not limited to:
  - a) Firefighting and Fire Suppression;
  - b) Rescue;
  - c) Emergency medical services;
  - d) Pre-Fire planning;
  - e) Disaster planning;
  - f) Fire Prevention patrols;
  - g) Public education activities;
  - h) Members training and other staff development;
  - i) First Aid training
- 5.5 Regulations, rules, or procedures made pursuant to Section 5.5 of this Bylaw shall not be inconsistent with this Bylaw, the Level of Service or any legislation or regulations of the Province of Alberta including the Safety Codes Act and the Fire Code.
- 5.6 The Fire Chief is the Authority Having Jurisdiction for purposes of this Bylaw. The Fire Chief may delegate all or any of their authority under this Bylaw to a Deputy Fire Chief or Fire Officer who also holds qualification as an Authority Having Jurisdiction. Any action or decision made by such delegate may be reviewed, altered, or rescinded by the Fire Chief.
- 5.7 The Fire Chief, or Designate, shall have control, direction and management of any Fire Department Apparatus, Equipment or personnel assigned to an Incident and, where the Incident Commander is in charge, they shall continue to act until relieved by an Officer authorized to do so.

- 5.8 The Fire Chief, or Designate, at an Incident may at their discretion establish boundaries or limits and keep persons from entering the area within the prescribed boundaries or limits unless authorized to enter by the Fire Chief or Designate.
- 5.9 The Fire Chief or Designate at an Incident may request a Peace Officer to enforce restrictions on persons entering within the boundaries or limits.
- 5.10 The Fire Chief or Designate at an Incident is empowered to enter and to take all steps they deem necessary in order to directly or indirectly combat, control or deal with an Incident, including:
- a) passing through or over buildings or Property adjacent to an Incident and to cause Members of the Fire Department and the Apparatus and Equipment of the Fire Department to enter or pass through or over the building or Property;
  - b) causing a building, structure or thing to be pulled down, demolished or otherwise removed.
- 5.11 The Fire Chief or Designate at an Incident may obtain assistance from other officials of the Town as they deem necessary in order to discharge their duties and responsibilities under this Bylaw.
- 5.12 The Fire Chief or Designate may order the evacuation of any building or area which is directly or indirectly involved in an Incident.
- 5.13 The Fire Chief or Designate at any Incident is hereby empowered to employ or commandeer privately owned equipment, or to conscript persons to assist at an Incident, which they consider necessary to deal with an Incident and, authorize payment for the possession or use of any such equipment necessary for the purpose of mitigating an Incident as permitted in accordance with the *Municipal Government Act*.

## **6.0. POWERS OF MEMBERS**

- 6.1 Each Member, under the direction of an Officer of the Fire Department, shall have the authority and power to:
- a) extinguish or control the Fire or the operations to preserve life and Property and enter onto any Property for the purpose of extinguishing or controlling the Fire;

- b) prevent interference with the efforts of persons engaged in the extinguishing of Fires or preventing the spread thereof by regulating the conduct of the public at or in the vicinity of any Fire;
- c) Members shall have all the authority, duties and responsibilities as established under this Bylaw, the Standard Operating Guidelines, Standard Operating Procedures and any other applicable Federal, Provincial, or municipal legislation, Bylaws, policies, or procedures.

## **7.0. ALARM SYSTEMS**

- 7.1 No Person shall cause or allow the issuing of a False Alarm due to or resulting from faulty, damaged, or malfunctioning Alarm Equipment.
- 7.2 No Person shall, by the use of an Alarm System or any other method, make or cause to be made any False Alarm.

## **8.0. FIRE PREVENTION**

- 8.1 The Fire Chief will, establish a Fire prevention program including but not limited to:
  - a) Preventative inspections of properties, Buildings, or structures in accordance with the Quality Management Plan;
  - b) Review of designs, plans, specifications, and processes to ensure conformance with the Fire Code;
  - c) Preparation of pre-Fire plans for high hazard occupancies;
  - d) Dissemination of Fire prevention information to the general public.

## **9.0. INSPECTIONS/INVESTIGATIONS**

- 9.1 All Inspections and investigations will be conducted as per the *Safety Codes Act* of Alberta as amended from time to time.

## **10.0. FIRE PERMITS**

10.1 A Fire Permit is not required under this Bylaw for the following;

- a) A Recreational Fire providing that the Fire:
  - i. Is contained in a pit with a non-combustible bottom that has a ring of cement or steel that is a minimum of 30cm high;
  - ii. Is located at least three (3) meters from any Property line, Building, other structure;
  - iii. Is clear from flammable fuels, including but not limited to grass, trees, and bushes;
  - iv. Is supervised at all times by a responsible adult Person until such time that the fire has been extinguished. A Fire shall be deemed to include hot ashes and smoldering embers resulting from the Fire;
  - v. Flame height does not exceed 90 cm (3.28) feet above the Fire Pit;
  - vi. Is covered with a 3mm wire mesh; and
  - vii. Is not used to burn Prohibited Debris.
- b) Fires that are set for the purpose of training Firefighters;
- c) Town of Strathmore events;
- d) Fire Pit Fires in a public Campground; and
- e) Any industrial or commercial Incinerator that is required to be licensed under the Environmental Protection and Enhancement Act and its regulations.

## **11.0. FIREWORKS**

- 11.1 No Person shall sell, possess, or discharge Fireworks in the Town unless they have the appropriate Permits, insurance, and licensing for display Fireworks. A Fireworks Permit is required for the discharge of Fireworks. Fireworks must be purchased from a recognized company that meets all current provincial or federal regulations and standards. The Fire Chief may impose any conditions on a Fireworks Permit issued for discharge of Fireworks in the Town as deemed necessary.

- 11.2 Fireworks considered consumer Fireworks are banned in the Town. Possession, sale, discharge or storage of consumer Fireworks or Firecrackers is prohibited.

## **12.0. OPEN BURNING**

- 12.1 No Person shall cause or allow Open Burning of any Fire unless they have applied for and been issued a Fire Permit by the Fire Chief or Designate.

## **13.0. FIRE RESTRICTION**

- 13.1 The Fire Chief or Designate may, from time to time, prohibit the issuance of any new Fire or Firework Permits and suspend all active Permits when, in the opinion the Fire Chief or Designate, the prevailing environmental conditions give rise to an increased risk of Fire.
- 13.2 A Fire Restriction imposed shall remain in force until either the date provided in the notice of the Fire Restriction or until such time the Fire Chief or Designate provides notice to the public that the Fire Restriction is no longer in effect.
- 13.3 Notice of a Fire Restriction shall be provided to the public. Notice may be in the form of signage, through a public service message on the local radio stations, newspaper advertisement, social media, or by any means, which the Fire Chief or Designate determines is appropriate for the purpose of informing the public of the Fire Restriction.
- 13.4 When a Fire Restriction is in place:
- a) No Fire Permits will be issued; and
  - b) No Fireworks Permits will be issued from the date of issuance of the Fire Restriction.
  - c) When a Fire Restriction is in place, no Person shall ignite a Fire unless the Fire is exempt from requiring a Fire Permit.

## **14.0. Fire Bans**

- 14.1 Notwithstanding any provisions of this or any other Bylaw, when, in the opinion of the Fire Chief or Designate, there is a necessity to do so, they may:
- a) Declare a partial ban for specified areas of the Town; or
  - b) Declare a complete Fire Ban of any kind of burning for all areas of the Town.
- 14.2 When a Fire Ban is in effect, all Fire and Firework Permits are suspended unless otherwise directed by the Fire Chief or Designate.
- 14.3 Any Fire Ban issued by the Fire Chief or Designate shall be in force until the Fire Ban is lifted by the Fire Chief or Designate.
- 14.4 When determining whether to declare a Fire Ban, the Fire Chief or Designate will take into consideration any or all of the following:
- a) The air quality index;
  - b) Recent levels of precipitation;
  - c) The overall Fire danger at the location of the Fire;
  - d) The availability of Fire Services to respond to additional calls for service; and
  - e) Regional or provincial conditions and resource deployment.
- 14.5 The Fire Chief or Designate shall give public notice of any Fire Bans issued through a public service message on the local radio stations, signage, social media, or any other methods deemed necessary.
- 14.6 No Person shall cause or allow Open Burning, nor have a contained Fire or Recreational Fire of any size when a Fire Ban has been declared.

## **15.0. REQUIREMENTS TO REPORT/INSPECTIONS**

- 15.1 The owner or authorized agent of any Property damaged by Fire, shall immediately report to the Fire Department, the particulars of the Fire or Incident, in a form which is satisfactory to the Fire Chief or Designate.
- 15.2 The owner or occupant of any Property, real or personal, in or on which Dangerous Goods are stored shall forthwith notify the Fire

Department of any Incident in which any part of such goods are burned, spilled, leaked or otherwise released from their normal use, handling, storage or transportation environment with full particulars of the goods in question and circumstances of the Incident, in a form satisfactory to the Fire Chief or Designate.

## **16.0. FIRE PROTECTION CHARGES**

- 16.1 Upon providing Fire Protection within or outside the Town's boundaries, including but not limited to the Fire Department's response to False Alarms, the Town may in its sole and absolute discretion charge:
- a) the person causing or contributing to the Fire or False Alarm;  
or
  - b) the owner or occupant of the Property;
  - c) a Fire Protection Charge—all individuals charged are jointly and severally responsible for the Fire Protection Charge.
- 16.2 The schedule of fees for Fire Protection Charges shall be as set out in schedule "A" of this bylaw as amended from time to time.
- 16.3 Collection of unpaid Fire Protection Charges may be undertaken by civil action in a court of competent jurisdiction, and any civil action does not invalidate any lien that the Town is entitled to on the Property in respect of which the indebtedness is incurred.
- 16.4 The owner of a parcel to which Fire Protection is provided is liable for Fire Protection Charges incurred, and the Town may add to the tax roll of a parcel of land all unpaid Fire Protection Charges.
- 16.5 Fire Protection Charges may be appealed to the Chief Administrative Officer in writing within 14 days of the charge being levied. The appeal must include the reasons why the Fire Protection Charge should be reviewed.
- 16.6 Upon receipt of the appeal submitted pursuant to Section 16.5, the CAO will review the written appeal and may decide to uphold, vary, or revoke the Fire Protection Charges and will communicate such decision with the appellant in writing within 14 days of receipt of the appeal.

## **17.0. OFFENCES**

### **17.1 Any Person who:**

- a) Violates any provision of this Bylaw,
- b) Suffers or permits any act or thing to be done in violation of any provision of this Bylaw,
- c) Neglects or fails to do anything required to be done by the provisions of this Bylaw,

Is guilty of an offence under this Bylaw and, upon conviction, is liable to a fine as set out in Schedule A.

### **17.2 No Person shall:**

- a) Contravene any provision of this Bylaw;
- b) Obstruct the Fire Chief or Safety Codes Officer from inspecting Property or from performing any work necessary to remedy a Fire Hazard;
- c) Obstruct a Member from performing their duties under this Bylaw;
- d) Impede, obstruct, or hinder a Member or other Person assisting or acting under the direction of the Fire Chief, the Incident Commander or other Member;
- e) At an Incident, drive a vehicle over any Equipment without permission of the Fire Chief, Member in Charge, or Incident Commander;
- f) At an Incident, enter the boundaries or limits of an area prescribed in accordance with Section 5 unless they have been authorized to enter by the Fire Chief, Member in Charge or the Incident Commander;
- g) Obstruct a Member from carrying out any function or activity related in any way to Fire Protection Services;
- h) Falsely represent themselves as a Member or wear or display any Fire Department badge, cap, button, insignia, or other paraphernalia for the purpose of such false representation;
- i) Obstruct or otherwise interfere with access roads or streets or other approaches to any Fire Alarm, Fire hydrant, cistern or body of water designated for Fire-fighting purposes or any

connections provided to a Fire main, pipe, stand pipe, sprinkler system, cistern, or other body of water designated for Fire-fighting purposes;

- j) Light any Fire including an Outdoor Fire unless that Person is the holder of a valid Fire Permit, unless the Fire is specifically exempted from requiring a Fire Permit under Section 10 or 13 of this Bylaw;
- k) Permit a Fire to be lit upon lands that is owned or occupied by that Person, or under that Person's control except when such Fire is allowed under this Bylaw;
- l) Create or permit to be created a Fire Hazard upon lands that are owned or occupied by that Person or under that Person's control;
- m) Cause or permit a Fire to be lit during a Fire Ban;
- n) Permit a Fire to be lit upon lands that are owned or occupied by that Person, or under that Person's control during a Fire Ban;
- o) Either directly, or indirectly, personally or through an agent, servant, or employee light a Fire on any land which is not their own Property without the permission of the Owner or Occupant of that land;
- p) Knowingly allow a Fire to become a Running Fire;
- q) Knowingly allow a Running Fire to pass from Property which they own or occupy to the Property owned or occupied by another Person;
- r) Light a Fire without first taking sufficient precautions to ensure that the Fire can be kept under control at all times;
- s) Light a Fire when the weather conditions are conducive to creating a Running Fire, notwithstanding that a Fire Ban may not be in place;
- t) Fail to take reasonable steps to control a Fire for the purpose of preventing it from becoming a Running Fire or from spreading onto Property not owned or occupied by them;
- u) Deposit, discard or leave any burning matter or substance where it might ignite other materials and cause a Fire;

- v) Conduct any activity that involves the use of flame or heated materials that might reasonably be expected to cause a Fire unless that Person exercises reasonable care to prevent the Fire from occurring;
- w) Knowingly make a false statement in a Permit application;
- x) Provide false, incomplete, or misleading information to the Fire Department or any Member or Safety Codes Officer with respect to a Fire;
- y) Use a Fire to burn Prohibited Debris that when burned will result in the release of dense smoke or toxic air contaminants to the atmosphere as outlined in any statute or bylaw written to protect and enhance the environment.
- z) Conduct any activity that involves the use of a Fire, where smoke from the Fire will impede visibility of the vehicular traffic and pedestrian traffic on any highway as defined in the Traffic Safety Act; and/or
- aa) Light a Fire on lands owned, occupied, or controlled by the Town except with a Fire Permit from the Fire Chief or Designate.

17.3 When a Fire is lit or set under any circumstances described in Section 14 Fire Restrictions or Section 15 Fire Bans, the Owner or Occupier of the land, and/or the Person having control of the Land upon which the Fire is lit or set and/or the Person who lit or set the Fire shall:

- a) Extinguish the Fire immediately; or
- b) If unable to extinguish the Fire immediately, report the Fire to the Fire Department as soon as possible.

## **18.0. ENFORCEMENT**

18.1 Any Person who is convicted of an offence pursuant to this Bylaw is liable for every day or part thereof upon which such offence occurs or continues on summary conviction, to a fine not exceeding \$10,000.00 and in default of payment of any fine imposed, to a period of imprisonment not exceeding six (6) months.

- 18.2 Where a Peace Officer believes a Person has contravened any provision of this Bylaw, the Officer may issue a Violation Ticket to the Person.
- 18.3 Any offence created pursuant to this Bylaw is a strict liability offence for the purposes of prosecution under this Bylaw.
- 18.4 Where there is a specified penalty listed for an offence in Schedule A, that amount is the specified penalty for the offence.
- 18.5 Where there is a minimum penalty listed for an offence in Schedule A, that amount is the minimum penalty for the offence.
- 18.6 Notwithstanding specified and minimum penalties set out in Schedule A:
- a) Where a Person contravenes the same provision of this Bylaw twice within a twelve (12) month period, the specified penalty payable in respect of the second contravention shall be double the amount of the specified penalty for a first offence;
  - b) Where a Person contravenes the same provision of this Bylaw three (3) or more times within a twelve (12) month period, the specified penalty payable in respect of the third and subsequent contraventions shall be triple the amount of the specified penalty for a first offence.
- 18.7 This Section shall not prevent a Peace Officer from issuing a Violation Ticket requiring a court appearance of the defendant, pursuant to the provisions of the Provincial Offences Procedure Act, or from laying an information instead of issuing a Violation Ticket.
- 18.8 The levying and payment of any fine or the imprisonment for any period provided in this Bylaw shall not relieve a Person from the necessity of paying any fees, charges or costs from which that Person is liable under the provisions of this Bylaw or any other bylaw.
- 18.9 Each occurrence of a contravention of this Bylaw, or in the case of continuous contraventions, each day a contravention occurs or continues, constitutes a separate offence, and may be prosecuted separately.
- 18.10 All False Alarms within a consecutive 48-hour period will be treated as a single Incident.



- 18.11 Where Property does not comply with this Bylaw or a person contravenes this Bylaw, the Town may pursue its enforcement alternatives in accordance with any Act, or common law right, including but not limited to the issuance of an order to remedy contravention by the Town, adding amounts to the tax roll, and pursuing injunctions pursuant to the *Municipal Government Act*, as amended from time to time.

## **19.0. NOTICE**

- 19.1 Any Notice or Order provided for in this Bylaw shall be in writing.
- 19.2 Service of any Notice or Order provided for in this Bylaw may be made as follows:
- a) personally upon the person to be served; or
  - b) by mailing the copy to the person to be served by registered mail to the last known post office address of the person to be served, and service shall be deemed to be effected at the time the copy is delivered by an official of the post office to the person to be served or to any person receiving it on his or her behalf;
  - c) where the Property is not occupied, by mailing the notice by registered mail to the mailing address noted on the Town's tax roll for that Property, and service shall be deemed to be effected at the time the copy is delivered by an official of the post office to the person to be served or to any person receiving it on his or her behalf; or
  - d) as directed by the Court.

## **20.0. DELEGATION OF AUTHORITY**

- 20.1 The Chief Administrative Officer and Fire Chief may delegate any power, duty, or function assigned to them under this Bylaw to another position within Town Administration.

## **21.0. SEVERABILITY**

- 21.1 If any section or part of this Bylaw is found in any course of law to be illegal, or beyond the power of Council to enact, such section or parts shall be deemed to be severable and all other sections or

parts of this Bylaw shall be deemed to be separate and independent there from and be enacted as such.

**22.0. REPEAL AND EFFECTIVE DATE**

- 22.1 Bylaw 18-02 is hereby repealed.
- 22.2 Bylaw 15-16 is hereby repealed.
- 22.3 This Bylaw shall become effective when it has received third and final reading and has been signed by the Mayor and Director of Strategic, Administrative & Financial Services.

**READ A FIRST TIME THIS** \_\_\_\_ day of \_\_\_\_\_, 2024.

**READ A SECOND TIME THIS** \_\_\_\_ day of \_\_\_\_\_, 2024.

**READ A THIRD AND FINAL TIME THIS** \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DIRECTOR OF STRATEGIC, ADMINISTRATIVE,  
AND FINANCIAL SERVICES

**SCHEDULE "A"**

<b>Section</b>	<b>DESCRIPTION OF OFFENCE</b>	<b>Minimum Penalty</b>	<b>Specified Penalty</b>
<b>FIREWORKS PROHIBITION OFFENCES AND FINES</b>			
11	First Offence	\$150	\$250
	Second Offence in a 12-month period	\$400	\$500
	Third & Subsequent Offence in a 12-month period	\$650	\$750
<b>FIRE RESTRICTION</b>			
13	No person shall ignite a fire during a Fire Restriction unless the fire is exempt pursuant to Section 10.	\$250	\$500
<b>OFFENCES</b>			
17.1 (a)	Contravene any provision of the Bylaw (where no specific fine is imposed)	\$200	\$250
17.2 (b)	Obstruct Fire Chief or Designate from inspecting or correcting a fire hazard	\$250	\$500
17.2 (c)	Obstructing a member carrying out duties under this Bylaw	\$250	\$500
17.2 (d)	Impede, obstruct, or hinder member assisting or directed by Fire Chief or Designate	\$250	\$500
17.2 (e)	Driving a vehicle over a hose	\$350	\$700
17.2 (f)	Entering limits/boundaries of an incident when not authorized to do so	\$250	\$500
17.2 (g)	Obstruct member from performing function related to fire protection	\$250	\$500

**BYLAW NO. 24-10**
**OF THE TOWN OF STRATHMORE  
IN THE PROVINCE OF ALBERTA**

17.2 (h)	Falsely representing, wearing insignias, etc.	\$300	\$750
17.2 (i)	Interfering with access	\$250	\$500
17.2 (j)	Light a fire without a permit	\$250	\$500
17.2 (k)	Create or allow a fire on land owned/occupied or in control of	\$250	\$1000
17.2 (l)	Create or allow a fire hazard on land owned/occupied or in control of	\$250	\$1000
17.2 (m)	Cause or allow a fire to be lit during a fire ban	\$250	\$1000
17.2 (o)	Allow an outdoor or structure fire on land owned/occupied or in control of, during fire ban	\$250	\$1000
17.2 (w)	Make a false statement on a fire permit application	\$350	\$500
17.2 (x)	Provide false/incomplete/misleading information to Fire Department about a fire	\$500	\$1000
17.2 (y)	Burn prohibited materials	\$500	\$1000



**BYLAW NO. 18-02  
TOWN OF STRATHMORE  
IN THE PROVINCE OF ALBERTA**

**BYLAW NO. 18-02  
TOWN OF STRATHMORE  
IN THE PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF STRATHMORE TO PROVIDE FIRE SERVICES**

**WHEREAS** Section 7(a) of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, and any amendments thereto, provides that a Council of a municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property and for services provided by or on behalf of the municipality; and

**WHEREAS** the municipal Council of the Town of Strathmore wishes to provide and maintain efficient fire services for the citizens of the Town of Strathmore; and

**WHEREAS** the municipal Council of the Town of Strathmore has been accredited by the Safety Codes Council in its respective municipality; and

**NOW THEREFORE BE IT RESOLVED** that the municipal Council of the Town of Strathmore, in the Province of Alberta, in Council duly assembled, hereby enacts the following:

**1. TITLE**

1.1 This Bylaw may be cited as the "Fire Services Bylaw".

**2. DEFINITIONS**

2.1 In this Bylaw:

- a) "Agreement" means any Agreement entered into by Town Council and another municipality or agency for the provision of Fire Protection or Emergency Services.
- b) "Apparatus" means any vehicle provided with machinery, devices, equipment or materials for Fire/Rescue services as well as vehicles used to transport fire service resources or supplies".
- c) "Building" means a structure that is used or intended to be used for supporting or sheltering persons, animals or Property, except those prescribed by regulation as exempted from the National/Alberta Building Code.
- d) "Chief Administrative Officer" means the person appointed to the position and title by Council, or their designate.

- e) "Council" means the Council of the Town of Strathmore.
- f) "Dangerous Goods" means any product, substance or organism specified in the regulations or included by its nature in any of the classes listed in the regulations under the *Transportation of Dangerous Goods Control Act*, R.S.A. 2000 Chapter D-4, and any amendments thereto.
- g) "Deputy Fire Chief" means a person hired or appointed to act as the Fire Chief from time to time during their absence.
- h) "Enforcement Officer" means any member of the R.C.M.P. or a Town of Strathmore Peace Officer, or Bylaw Enforcement Officer.
- i) "Equipment" means any tools, contrivances, devices or materials used by the Fire Department at an Incident or other emergency.
- j) "False Alarm" means any notification to the Fire Department or any Member thereof respecting the existence of a condition, circumstance or event presenting an imminent danger to persons or Property, wherein such a condition, circumstance or event is not in existence.
- k) "Fire" means any combustible material in a state of combustion.
- l) "Fire Chief" means that person, as head of the Fire Department, directed to ensure those services identified in this Bylaw are provided to the levels approved by Council in Policy 2301 and as amended from time to time.
- m) "Fire Department" means the department established by this Bylaw.
- n) "Fire Department Property" means all property owned or controlled by, and designated for use by, the Fire Department, regardless of the source of the property.
- o) "Fire Hazard" means any condition, circumstance or event where the possibility of Fire is increased.
- p) "Fire Permit" means a document issued by the Fire Department in the form approved by the Fire Chief.
- q) "Fire Pit" means outdoor fireplaces, stationary barbeques and non-combustible containers.
- r) "Fire Pit Permit" means a document issued by the Fire Department in the form approved by the Fire Chief.
- s) "Fire Protection" means those aspects of emergency response and Fire safety the Fire Department is authorized to perform, including but not limited to fire suppression, inspections/investigations, Motored vehicle collisions, Dangerous Goods incidents,

rescue, technical rescues, medical assistance, public education, public events, training and the dissemination of fire safety information. Reference Policy 2301

- t) "Fees for Service" refers to Town of Strathmore Bylaw#13-21 Schedule "M".
- u) "Fire Works" refers to Town of Strathmore Fireworks Bylaw#15-16.
- v) "Illegal Fire" means any Fire that is in contravention of this Bylaw.
- w) "Incident" means an emergency to which the Fire Department has sent a response or any other class of circumstance where the Fire Department has responded
- x) "Incident Commander" means the first responding officer of the Fire Department in attendance at an Incident who assumes command.
- y) "Member" means any person who is a duly appointed member in good standing of the Fire Department, including career, paid on call, part-time or volunteer.
- z) "Officer" means a member appointed by the Fire Chief to assist with management of the fire department
- aa) "Open Fire" means any Fire not contained within a building or structure and is not a fire pit or approved public park site.
- bb) "Property" means any real or personal Property, which without limiting the generality of the foregoing includes land, vehicles, and structures.
- cc) "Rescue" means those emergency response activities identified in the Fire Services Level Policy 2301 and to the levels as indicated and amended from time to time.
- dd) "Running Fire" means a Fire which has escaped its confinement, or which is burning without being under the control of any person.
- ee) "Recreational Fire" means a fire set in a controlled setting for the exclusive purpose of providing light, warmth, cooking or ceremonial purposes.
- ff) "Safety Codes Officer" for the purpose of this bylaw means a person duly appointed by the Town of Strathmore as a Safety Codes Officer in the Fire Discipline.
- gg) "Structure Fire" means a fire confined to and/or within any, structure which will, or is likely to cause the destruction of or damage to a structure.
- hh) "Town" means the Town of Strathmore in the Province of Alberta.
- ii) "Violation Ticket" means a Town of Strathmore Violation Ticket or a Violation Ticket as defined in the *Provincial Offences Procedure Act*, R.S.A. 2000, Chapter P-34

### **3. INTERPRETATION**

- 3.1 Strathmore Fire Department is primarily a volunteer fire service with limitation, therefore, it is unreasonable for residents, builders and developers to expect levels of service as they would from a large metropolitan fire service. As growth occurs the Fire Chief will strive to improve fire services in terms of staffing, equipment, facilities, engineering and performance measures within the financial capacity of the Town.
- 3.2 Where there is any conflict between the provisions of this Bylaw and any other Bylaw of the Town, the more specific Bylaw shall prevail.

### **4. FIRE DEPARTMENT**

- 4.1 Council hereby establishes Fire Services to:
- a) Prevent and extinguish fire to preserve Life, Property, Environment and Local Economy from the threat of fire.
  - b) Pre-Fire and Emergency Planning
  - c) Fire and Life Safety Inspections in accordance with the Quality Management Plan approved by Council and the Safety Codes Council;
  - d) Provide community outreach and education programs
  - e) Investigations to determine cause, origin and circumstance in accordance with the Quality Management Plan approved by Council and the Safety Codes Council;
  - f) Provide Rescue / Technical Rescue
  - g) Provide Medical First Responder Services
  - h) Enforce the provisions of the Safety Codes Act and its regulations – in the fire discipline.

### **5. FIRE CHIEF**

- 5.1 The authority of the Fire Chief is granted by this Bylaw, Town Policy and the Safety Codes Act.
- 5.2 The Fire Chief shall be appointed and responsible to the CAO or designate.
- 5.3 The Fire Chief has complete responsibility and authority for the operations of the Fire Department and shall be responsible to ensure that all Fire Department activities are done safely and in the best interests of the Town of Strathmore.
- 5.4 The Fire Chief may establish rules, regulations, procedures, guidelines and committees necessary for the proper organization and administration of the Fire Department.
- 5.5 Rules, regulations, guidelines and procedures made pursuant to this Bylaw shall not be inconsistent with Council Policy and the legislation and regulations of the Province of Alberta.

- 5.6 The Fire Chief will, subject to budget approval by Council, purchase or otherwise acquire equipment, apparatus, materials and supplies necessary for the safe operation and maintenance of the Fire Department.
- 5.7 The Fire Chief or any other member in charge at an incident is empowered to cause a building, structure or anything to be pulled down, demolished or otherwise removed if they deem it necessary to prevent the spread of fire to other buildings, structures or things.
- 5.8 The Fire Chief or any other member in charge at an incident is empowered to cause Fire Services to enter on any land or premises, including adjacent land or premises, to combat, control, or deal with the incident in whatever manner they deem necessary.
- 5.9 Upon approval of the Chief Administrative Officer, the Fire Chief may negotiate on behalf of the Chief Administrative Officer with the Government of Alberta, other municipalities, and persons for the purpose of establishing mutual aid agreements and fire control agreements with recommendations and concerns regarding the establishing or renewing any mutual aid agreement or fire control agreement or amendments thereto.

## 6. JURISDICTION

- 6.1 The limits of the jurisdiction of the Fire Department will extend to the area and boundaries of the Town of Strathmore and no part of the Fire Department shall be used beyond the limits of the Town without:
  - (a) The express authorization of a written contract or agreement providing for the supply of fire & rescue protection outside the Town's boundaries; or
  - (b) Services made available at the request of the RCMP, Chief Officer of another Fire Department or Chief Administrative Officer of another Municipality.

## 7. ENFORCEMENT

- 7.1 Where a Property or Person does not comply with this Bylaw and or Regulations the Town may, pursue its enforcement alternatives in accordance with any Act, or common law right, including but not limited to the issuance of an order to remedy contravention by the Town, adding amounts to the tax roll, and pursuing injunctions pursuant to the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended.

**8. APPEAL**

8.1 A person who considers themselves aggrieved by a Notice or Order given pursuant to this Bylaw may request a review of the Notice or Order by providing written notice of the request within 14 days of the receipt of the Notice or Order to the CAO.

After reviewing the Notice or Order the CAO may confirm, vary, substitute or cancel the Notice or Order.

**9. REPEAL**

9.1 Bylaw 05-02 "Fire Bylaw" is hereby repealed.

**10. EFFECTIVE DATE**

10.1 This Bylaw shall come into full force and effect upon third and final reading thereof.

**READ A FIRST TIME** this 20<sup>th</sup> day of June, 2018.

**READ A SECOND TIME** this 20<sup>th</sup> day of June, 2018.

**READ A THIRD and FINAL TIME** this 20<sup>th</sup> day of June, 2018.

  
\_\_\_\_\_  
**MAYOR**  
\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**



# Request for Decision

**To:** Council

**Staff Contact:** Johnathan Stratthdee, Manager of Legislative Services

**Date Prepared:** March 21, 2024

**Meeting Date:** April 10, 2024

**SUBJECT:** **Alberta Municipalities Resolution 2024 - Alberta First Responders Radio Communications System Equipment Funding**

**RECOMMENDATION:** For information and discussion during the Committee of the Whole.

## STRATEGIC PRIORITIES:



Affordable  
Housing



Climate  
Resiliency



Community  
Development



Community  
Wellness



Economic  
Development



Financial  
Sustainability

## **HOW THE STRATEGIC PRIORITIES ARE MET:**

The Town of Strathmore prioritizes Community Wellness as a part of its strategic plan – putting emphasis on the value of the health of residents, and focusing on the maintenance, protection, and improvement of services that support optimum lifestyles. With a population of nearly 15,000 it is imperative that additional available safety measures be accessed, not only by the Town, but extending to the surrounding communities.

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## SUSTAINABILITY

### **ECONOMIC SUSTAINABILITY:**

N/A

### **SOCIAL SUSTAINABILITY:**

If this resolution goes forward to Alberta Municipalities and is supported, it will ensure that the Province is encouraged to provide funding to smaller communities to support the Alberta First Responders Radio Communications System Equipment, which smaller communities often cannot afford but is critical for life safety and other purposes during first responder calls and emergencies.

**ENVIRONMENTAL SUSTAINABILITY:**

N/A

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**IMPLICATIONS OF RECOMMENDATION:**

**GENERAL:**

Alberta First Responders Radio Communications System Equipment is critical for life safety and other purposes during first responder calls and emergencies.

**ORGANIZATIONAL:**

N/A

**OPERATIONAL:**

N/A

**FINANCIAL:**

The financial implications are limited to staff time needed to write this report and submit the resolution to Alberta Municipalities (ABMunis). There will be costs for those Councillors who attend the convention to speak in support should this proposed resolution be passed by Council.

**POLICY:**

Council has not put forward a similar resolution previously.

**IMPLEMENTATION:**

Should this proposed resolution be supported Administration will work with the ABmunis Advocacy team to finalize wording and seek a seconder to the motion. The resolution will be brought to a Regular Council Meeting for vote and if approved packages will be submitted to the Alberta Municipalities prior to the May 31st deadline.

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**BACKGROUND:**

Alberta Municipalities represents over 260 municipal governments and their vision is to be a “change agent that enables municipalities to be a fully engaged order of government with the capacity to build thriving communities.”

As a part of their vision, Alberta Municipalities conducts a resolution process that allows members to identify common issues and solutions that will empower their board of directors to advocate to federal and provincial governments. The purpose of the Resolutions policy (“the Policy”) is to establish a clear and consistent process for resolutions that aligns with ABmunis broader advocacy initiatives.

Resolutions must be submitted by May 31st of each year and be accompanied by the minutes of the moving and seconding Councils.

Resolutions may be sponsored by:

- a. A single Member’s council.
- b. The councils of a group of Members.
- c. The Board.

The sponsor of a resolution is deemed to have moved the resolution and is referred to as the “mover”.

Each resolution must be seconded based on the following requirements:

- a. Resolutions sponsored by a single Member must be seconded by another Member’s council, subject to section 10.
- b. All group sponsored resolutions are deemed to be seconded, subject to section 10.
- c. Board sponsored resolutions only require the seconder to be identified when the resolution is moved on the floor.

The mover(s) and seconder(s) shall represent at least two (2) of the following categories of population.

- a. Less than 2,500 population
- b. 2,501 to 10,000 population
- c. Greater than 10,000 population

A municipality’s population is based on Alberta Municipal Affairs’ Official Population List as of two (2) years prior to the resolution year.

For 2024:

The proposed resolution, as seen in Attachment I, is to advocate that the Government of Alberta provide financial support for municipalities so that every community in the province can afford access to the Alberta First Responders Radio Communications System.

The high cost of equipment required to be a part of this critical emergency system can be a barrier. While Strathmore is able to fund our participation, some of our neighbours cannot – leaving a gap in potential emergency response.

We have reached out to a potential community to second this motion if Council approves it. Awaiting confirmation as discussions are ongoing.

Note that “emergency response telephone systems” are an eligible cost under the new Local Government Fiscal Framework Capital funding program, it could be argued that municipalities use their LGFF Capital. That said, we are looking to understand the scope of municipalities that are not on AFRRCs, as a high number could indicate it as a separate need.

Administration was informed that Mayerthorpe had potentially considered being the seconder or submitting a joint resolution; however, at the time that this report was prepared, staff had not heard back.

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### **KEY ISSUE(S)/CONCEPT(S):**

Council will be presented with a proposed resolution for Alberta Municipalities. Administration is seeking Council's direction on whether they would like this draft resolution brought to the May 1, 2024 Regular Council Meeting for Council's consideration.

### **DESIRED OUTCOMES:**

For the resolution to be brought back to a future meeting with the following recommendations:

THAT Council approve the resolution entitled *Alberta First Responders Radio Communications System Equipment Funding* as presented in Attachment I;

AND THAT Council direct Administration to coordinate with <TOWN> to second the resolution presented in Attachment I;

AND THAT Council direct Administration to submit the resolution entitled *Alberta First Responders Radio Communications System Equipment Funding* as presented in Attachment I for consideration at the 2024 Alberta Municipalities Convention in the Fall.

### **COMMUNICATIONS:**

N/A

### **ALTERNATIVE ACTIONS/MOTIONS:**

1. Council may propose changes.
2. Council may recommend no further action.

### **ATTACHMENTS:**

[Attachment I: Proposed 2024 Resolution - Alberta First Responders Radio Communications System Equipment Funding 2024-04-02](#)

[Attachment II: Resolution Tips and Changes for 2024](#)

[Attachment III: ABmunis Policy - AP002 - Resolutions Updated Dec 2023](#)

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Kara Rusk, Director of Strategic, Administrative, and Financial Services

Approved  
- 04 Apr  
2024

Mark Pretzlaff, Director of Community and Protective Services

Approved  
- 04 Apr  
2024

Veronica Anderson, Legislative Services Officer

Approved  
- 04 Apr  
2024

Kevin Scoble, Chief Administrative Officer

Approved  
- 05 Apr  
2024



## Alberta First Responders Radio Communications System Equipment Funding

Moved by: The Town of Strathmore  
 Seconded by: TBD

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**WHEREAS** A provincewide radio system helps first-responders, such as police, fire, and ambulance, coordinate to improve safety and response times.

**WHEREAS** it is the province's mission to provide quality, cost effective, secure, reliable, accessible land mobile radio communications supporting all Alberta first responders.

**WHEREAS** the Alberta First Responders Radio Communications System (AFRRCS) is a two-way radio network launched in 2016 to be used by first responders in municipal, provincial and First Nations agencies across the province.

**WHEREAS** the Alberta First Responders Radio Communications System was designed to allow agencies to share talk groups, allowing inter-agency communications to be achieved in a powerful fashion.

**WHEREAS** not all municipalities have access to the Alberta First Responders Radio Communications System due to a lack of available funds for equipment.

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate for the Government of Alberta to provide financial support for municipalities with a population of less than 3000, and for regional groups; to obtain equipment necessary to participate in the Alberta First Responders Communications System (AFRRCS).

### **BACKGROUND:**

The Alberta First Responders Radio Communications System (AFRRCS) is the provincewide radio system that helps first-responders, such as police, fire, and ambulance, coordinate to improve safety and response times.

AFRRCS Operations, Maintenance and Sustainability (OMS) is responsible for the maintenance of the system and network to allow communications encompassing 335 sites and over 33,000 devices. The system is monitored 24/7, 365 days a year by the System Control Centre (SCC).

First responder agencies are eligible to use the system on a no-cost basis. Approved secondary responders are permitted to use the system with a yearly fee. This does not include the expense of equipment, which can cost \$5,000 to \$15,000 per radio unit. *(As a comparison, a larger community like*



*Strathmore required a \$250,000 investment to furnish the number of radios required to support the detachment.)*

The system has been operational since July 2016, but not all provincial municipalities are current participants due to the investment required in the radios needed to access the system. **TBD, confirming with AFRRCS: how many smaller communities do not currently have, what is the assumed volume/uptake that might be expected.**

The Town of Strathmore prioritizes Community Wellness as a part of its strategic plan – putting emphasis on the value of the health of residents, and focusing on the maintenance, protection, and improvement of services that support optimum lifestyles. Alberta has one of the largest and fastest growing populations in the country and Strathmore has seen its share of growth. With a population of nearly 15,000 it is imperative that additional available safety measures be accessed, not only by the Town, but extending to the surrounding communities. It is these smaller community partners who should not be overlooked as everyone works together to contribute to the safety of Albertans. Those wearing the same uniform should be afforded the same access to communication systems to achieve the greatest benefit. It puts residents at a disadvantage and overall risk to not have all villages, towns, and smaller municipalities in the province sharing in the amazing tool that is the Alberta First Responders Radio Communications System.

Alberta Municipalities has advocated for collaboration between communities, and putting everyone on an equal footing with access to use of core resources that pertain to the safety and well-being of Albertans should be considered.

The proposal before Alberta Municipalities' members is to advocate that the Government of Alberta provide financial support for the purposes of obtaining the required resources, in the form of emergency service radios, to access the AFRRCS.

The proposed action would be in alignment with the Government of Alberta's mission to support rural economic development. Smaller communities building their support systems serves to deliver on this by having the same advantages as larger urban centres.

The health and safety of all Albertans is a priority and ensuring that the delivery of care by those first responders who know their communities best – through access to cost effective, secure, reliable, accessible land mobile radio communications benefits everyone.

# Tips for Resolutions & Changes for 2024

January 2024



# About Resolutions

ABmunis uses a resolutions process that enables member municipalities to identify common issues and empower ABmunis' Board of Directors to advocate to the federal and provincial governments, or other organizations, to implement solutions on behalf of our members.

Resolutions are an effective method for members to elevate awareness of a regional or provincial issue and encourage government action that will benefit most or all municipalities.

# Timeline for Resolutions

January	ABmunis begins accepting resolutions for the year.
May 31	Deadline to submit a resolution. Must provide confirmation of endorsement by the moving and seconding councils.
June - July	ABmunis administration works with sponsoring municipalities to resolve any noted deficiencies to meet the requirements of ABmunis' Resolutions Policy.
July	ABmunis' Municipal Governance Committee reviews, categorizes, and notes any further issues with submitted resolutions.
July	ABmunis' Board of Directors approves each resolution to be considered for debate at Convention.
August 1	ABmunis publishes the 2024 Resolutions Book.
September 25-27 Convention in Red Deer	Members debate and vote on the 2024 resolutions.
October	ABmunis begins advocacy efforts on all resolutions that were approved by members at Convention.
Ongoing (for 3 years)	ABmunis' publishes a quarterly report card on the outcomes of ABmunis' advocacy efforts until the 3-year active period ends.

# Tips When Considering a Resolution

1. Search ABmunis' [Resolution Library](#) to make sure your issue is not already addressed in an active resolution (within the last 3 years).
2. Review ABmunis' [Resolution Policy](#) to ensure the topic meets the required criteria – in particular, see section 33.
3. Contact ABmunis' advocacy staff as early as possible to inform us of your potential interest in submitting a resolution. We can help:
  - Inform you if another municipality is planning a similar resolution.
  - Identify municipalities that may be willing to second your resolution.
  - Provide input on the draft wording of a resolution before it is approved by your council.

Email our Advocacy team at [resolutions@abmunis.ca](mailto:resolutions@abmunis.ca)

# Tips When Considering a Resolution

4. Start your search early to find a municipality that will second the resolution. This helps to:
  - Affirm that your issue is important to at least one other municipality.
  - Provide an opportunity for the seconder municipality to provide meaningful feedback on the wording of the resolution.
  - Provide sufficient time for both councils to endorse the resolution before the deadline.
5. The intent of a resolution is direct ABmunis to take a particular action on behalf of all members. Your resolution must not direct one or more municipalities to adopt a specific course of action or policy.

# Tips for Writing a Resolution

1. Use ABmunis' [resolution template](#).
2. If your resolution is specific to legislation:
  - Always use the proper name of the legislation.
  - Reference the specific sections of the legislation in the preamble or background sections.
3. Consider using the background to describe a local experience but also describe how the issue is relevant to other municipalities. Be careful not to localize the resolution to the extent that it is seen as a single municipality's issue.
4. Any facts or statistics must include the source of that information. The source can be presented in the background section or a footnote (do not use endnotes).
5. Check if the issue is being addressed by the Rural Municipalities of Alberta and/or the Federation of Canadian Municipalities. If so, mention this in the resolution.
6. Seek feedback from ABmunis Advocacy staff on the draft wording of the resolution before you present it to council for approval.
7. Seek feedback from the seconder municipality before your council approves the resolution.

# Deadline for Submission

- Resolutions must be submitted to ABmunis by May 31.
- A resolution submitted after May 31 will only be accepted if it is deemed to be an emergent nature per the criteria in section 19 of the Resolutions Policy and is approved by ABmunis' Board.
- Submit your resolution to [resolutions@abmunis.ca](mailto:resolutions@abmunis.ca) in:
  - Word format using ABmunis' template, and
  - Confirm that the resolution has been endorsed by the moving and seconding councils by providing:
    - A link to the meeting minutes, or
    - Date of the meeting, motion number, mover's name, and wording of the motion.



# What happens after a resolution is submitted?

- ABmunis' Municipal Governance Committee and Board of Directors reviews and prioritizes each resolution.
- If concerns are raised, ABmunis administration will contact your municipality.
- All resolutions are published in a resolutions book at least eight weeks prior to ABmunis' Convention.
- ABmunis encourages all members to review each resolution before Convention and contact the sponsoring municipality if they have questions.
- Members will debate and vote on each resolution at ABmunis' 2024 Convention on September 25-27, 2024.

# Change for 2024

## Movers and Seconders

Section 10 of ABmunis' Resolutions Policy now requires that resolution mover(s) and seconder(s) must represent at least two of the following population categories:

- Less than 2,500
- 2,501 to 10,000
- Greater than 10,000

For 2024, a municipality's population is based on [Municipal Affairs' 2019 Official Population List](#).\*

\*Section 11 of ABmunis Resolutions Policy states that the population will be based on Municipal Affairs' listing as of two years prior to the resolution year; however, as of January 1, 2024, Municipal Affairs' most recently published population listing is for the 2019 year.



# Change for 2024

## Movers and Seconders

### Examples

- If a municipality of 20,000 population sponsors a resolution, then the municipality that seconds the resolution must be of any size below 10,000 population.
- If a municipality of 7,000 population sponsors a resolution, then the municipality that seconds the resolution must be either less than 2,500 population or greater than 10,000 population.

The purpose of this policy is to increase the likelihood that each resolution is applicable to most member municipalities.



# Questions?

Email [resolutions@abmunis.ca](mailto:resolutions@abmunis.ca)

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Edmonton, AB T6E 6E6

[abmunis.ca](http://abmunis.ca)

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310-MUNI



 **Alberta  
Municipalities**  
Strength  
In Members

RFD-24-063

## RESOLUTIONS

## POLICY NO. AP002

### PURPOSE

1. ABmunis represents over 260 municipalities that face a wide variety of complex issues. ABmunis vision is to be a change agent that enables municipalities to be a fully engaged order of government with the capacity to build thriving communities. ABmunis mission is to be the voice of urban municipalities and provide visionary leadership, solutions-based advocacy, and service excellence.
2. As part of fulfilling our vision and mission, ABmunis conducts a resolutions process that enables Member municipalities to identify and prioritize common issues and solutions that empower ABmunis Board of Directors to advocate to the federal and provincial governments on Members' behalf.
3. The purpose of the Resolutions policy ('the Policy') is to establish a clear and consistent process for resolutions that aligns with ABmunis broader advocacy initiatives.

### DEFINITIONS

4. In this Policy:
  - a. **"ABmunis Administration"** means ABmunis employees.
  - b. **"ABmunis"** or **"Association"** means the Association of Alberta Municipalities.
  - c. **"Advocacy"** means the wide variety of actions undertaken by ABmunis to address municipal and policy issues.
  - d. **"Board"** means the Alberta Municipalities Board of Directors.
  - e. **"Board Member"** refers to a member of the ABmunis Board of Directors.
  - f. **"CEO"** means the person appointed by the ABmunis Board of Directors as Chief Executive Officer.
  - g. **"Committee"** means a standing Committee of the Board, or an ad-hoc Committee established by the Board.
  - h. **"Convention"** means the annual Convention held by ABmunis to conduct the business of the Association, consider resolutions, and provide opportunities for education and networking.
  - i. **"Elected Representative"** refers to an elected representative of a Member of ABmunis.
  - j. **"Friendly Amendments"** refers to those that are so simple or uniformly acceptable that they can be adopted by unanimous consent during debate. This eliminates the necessity for a formal amendment process including seconding, debating, and voting.
  - k. **"Member"** refers to a Regular Member as defined in the ABmunis Bylaws.
  - l. **"Political Capital"** refers to the goodwill, trust and influence a political figure/organization has with the public and other political figures/organizations.
  - m. **"Resolutions Book"** means the electronic document that includes resolutions to be considered at Convention.



## POLICY

### Call for Resolutions

5. No later than January 31 of each year, ABmunis issues a call for resolutions to be considered at ABmunis Convention during the Resolutions Session.
6. The call includes information on:
  - a. ABmunis resolutions policy and process, including a resolution writing guide and template;
  - b. ABmunis prioritization policy and process, so that Members understand how ABmunis identifies the level of engagement it invests in various issues;
  - c. Strategic initiatives approved by the Board, so Members are aware of where ABmunis is focusing its attention and resources; and
  - d. The Resolutions Library, so Members are aware of past resolutions and ABmunis actions on them as well as resolutions that are due to expire at that year's Convention as per Section 71 of this policy.

### Movers

7. Resolutions may be sponsored by:
  - a. A single Member's council.
  - b. The councils of a group of Members.
  - c. The Board.
8. The sponsor of a resolution is deemed to have moved the resolution and is referred to as the "mover".

### Seconders

9. Each resolution must be seconded based on the following requirements:
  - a. Resolutions sponsored by a single Member must be seconded by another Member's council, subject to section 10.
  - b. All group sponsored resolutions are deemed to be seconded, subject to section 10.
  - c. Board sponsored resolutions only require the seconder to be identified when the resolution is moved on the floor.
10. The mover(s) and seconder(s) shall represent at least two (2) of the following categories of population.
  - a. Less than 2,500 population
  - b. 2,501 to 10,000 population
  - c. Greater than 10,000 population
11. A municipality's population is based on Alberta Municipal Affairs' Official Population List as of two (2) years prior to the resolution year.



## Research and Writing

12. As outlined by the template in Appendix "A", each resolution shall be written in the following format:
  - a. A concise title, which specifies the issue in the resolution;
  - b. A preamble of "WHEREAS" clauses, which provide a clear, brief, and factual context for the operative clause;
  - c. An operative clause, which clearly sets out what the resolution is meant to achieve and the proposal for action; and
  - d. Background information, which provides further context as to why the issue is important to Alberta municipalities.
13. Primary responsibility for researching and drafting resides with the mover.
14. Members are encouraged to seek initial advice from ABmunis Administration on resolution topics and sources of information, as well as feedback on the format, accuracy, and clarity of draft resolutions.

## Submission

15. Resolutions must be submitted to ABmunis Administration no later than May 31 of each year.
16. ABmunis CEO may grant an extension of the deadline if:
  - a. Convention is scheduled later than Thanksgiving Day in any year; or
  - b. Conditions prevent Members from submitting resolutions by the deadline (e.g., There is an emergency event.)
17. Resolutions must be submitted:
  - a. Electronically, as specified in the call for resolutions;
  - b. In the format specified by the template in Appendix "A";
  - c. Along with minutes that show proof of the moving and seconding councils' approvals as required in section 7 and 9; and
  - d. In adherence to the guidelines presented in this policy.

## Emergent Resolutions

18. A resolution related to a matter of an urgent nature arising after the resolution deadline may be considered as "emergent" on a case-by-case basis.
19. The criteria of an emergent resolution are that it **must**:
  - a. Deal with an issue of concern to Alberta municipalities which has arisen after the resolution deadline, or just prior to the resolution deadline, such that Members could not submit it as a resolution in time;
  - b. Have a critical aspect that needs to be addressed before the next Convention; and
  - c. Comply with the guidelines for resolutions set out in this policy.



20. Members wishing to move emergent resolutions shall provide notice to ABmunis Administration as soon as possible with a deadline of noon the day before Convention opens.
21. Emergent resolutions must be submitted:
  - a. Electronically, as specified in the call for resolutions;
  - b. In the format specified by the template in Appendix "A";
  - c. Along with minutes that show proof of the moving council's approval; and
  - d. In adherence to the guidelines presented in this policy.
22. The determination of whether the proposed resolution meets the criteria of an emergent resolution will be made by:
  - a. ABmunis Board, if the proposed emergent resolution is submitted before the final Board meeting prior to Convention; or
  - b. ABmunis Executive Committee, if the proposed emergent resolution is submitted after the final Board meeting prior to Convention.
23. If the Board or Executive Committee determines the resolution meets the criteria of an emergent resolution, the Board or Executive Committee will second the resolution.
24. If the resolution receives approval for consideration after the Convention Guide is sent to be published, the mover will provide ABmunis with 1,000 printed copies of the resolution.
25. Emergent resolutions accepted by the ABmunis Board or Executive Committee shall be added to the Resolution Session Agenda following the Category C resolutions as defined in Section 28(a).
26. Emergent resolutions sponsored by ABmunis Board or Executive Committee shall be added to the Resolution Session Agenda in Category A as defined in Section 28(a).

## **ABmunis Review**

27. ABmunis Administration will review resolutions as they are submitted and advise movers if a resolution:
  - a. Could trigger any of the criteria set out in Section 33;
  - b. Addresses a topic covered by an already active resolution;
  - c. Contradicts existing ABmunis policy;
  - d. Poses potential risks for ABmunis or any of the association's members as a result of publishing, debating, and/or the voting results.
  - e. Should be combined with a similar resolution being moved by another municipality; or
  - f. Has any further deficiencies such as:
    - i. Absence of any indication of the resolution being endorsed by the council of the moving and seconding municipality;
    - ii. Unclear, contradictory, incorrect, or misleading statements;
    - iii. Lack of enough background information to justify the action being proposed; or
    - iv. Incorrect formatting.



28. ABmunis Administration will compile resolutions into a draft Resolutions Book that:
  - a. Categorizes resolutions as follows:
    - i. Category A – resolutions sponsored by the Board;
    - ii. Category B – issues that align with ABmunis strategic initiatives; or
    - iii. Category C – other issues of potential interest to Alberta municipalities.
  - b. Resolutions within these categories may be grouped by theme (e.g., governance, infrastructure, safe and healthy communities).
  - c. Proposes ABmunis comments on each resolution relating to:
    - i. Whether and how the resolution relates to an existing ABmunis position or strategic initiative; and
    - ii. Other considerations that may affect ABmunis ability to act on the resolution.
  - d. Identifies resolutions that potentially trigger the criteria set out in Section 33.
29. ABmunis Municipal Governance Committee will review and recommend any amendments to the draft Resolutions Book as required, including:
  - a. proposed comments;
  - b. any need for risk mitigation; and
  - c. any Section 33 concerns.
30. ABmunis may edit resolutions for consistency with the ABmunis template, clarity, grammar, and punctuation without the formal approval of the moving and seconding municipalities, so long as the edits do not change the intent of the resolution and the mover is informed.
31. ABmunis may combine one or more resolutions subject to receiving permission from the sponsoring municipalities.
32. The draft Resolutions Book will then be forwarded to the Board for consideration.
33. To preserve ABmunis credibility, the Board reserves the right to ensure issues raised by resolutions to be considered at Convention are related to municipal interests and do not:
  - a. Involve conflicts between individual municipalities;
  - b. Involve conflicts between individual municipalities and citizens, other organizations, etc.;
  - c. Involve internal issues of a municipality;
  - d. Promote the interests of individual businesses;
  - e. Direct a municipality to take a course of action;
  - f. Result in the perception that ABmunis is partisan and supports a political party or candidate; or
  - g. Lack the clarity required to determine the issue and/or what is being asked of the ABmunis.
34. If Section 33 conditions exist, the Board may reject the proposed resolution and notify the mover with an explanation of why the resolution will not appear in the Resolutions Book.
35. The mover of a rejected resolution may appeal the decision by bringing forward a motion at the Resolutions Session for the resolution to be considered, and the decision can be reversed by 2/3 majority of votes cast.



- 36. ABmunis will electronically publish and distribute the Resolutions Book to Members at least eight (8) weeks prior to Convention to provide councils enough time to review and discuss the resolutions.
- 37. Resolutions are also published in the Resolutions Library on ABmunis website and in the Convention Guide that is distributed in hard copy at Convention.

## **Resolutions Session**

- 38. All procedures at the Resolutions Session will be governed by Robert's Rules of Order as modified by this policy.
- 39. As provided in ABmunis Bylaws, quorum for all proceedings at a Resolutions Session will be comprised of Elected Representatives of 25% of ABmunis Regular Members.
- 40. Prior to the beginning of the Resolutions Session, the Resolutions Session Chair will ask for a motion from the floor to adopt the Resolutions Session Agenda as presented in the Convention Guide, with the addition of any emergent resolutions submitted after the guide was published.
- 41. Amendments from the floor to the Resolutions Session Agenda will be accepted when duly moved and seconded.
- 42. The motion to approve the Resolutions Session Agenda will be passed by a simple majority of votes cast. A 2/3 majority of the votes cast will be required to approve amendments to the Resolutions Session Agenda.
- 43. If there are no amendments to the Resolutions Session Agenda, resolutions will be debated in the order they are presented in the Convention Guide. No further amendments to the approved Agenda will be accepted.
- 44. So long as there is quorum (Section 39), the Resolutions Session shall not be closed until all resolutions listed in the agenda are debated and voted upon, or the allotted time for the Resolutions Session has expired, unless the majority of delegates present vote to extend the allotted time.
- 45. Resolutions which are not debated at a Resolutions Session because of insufficient time or lack of quorum will be considered by the Board following the Convention.



## Introduction and Debate

46. The Resolutions Session Chair will introduce each proposed resolution by indicating its number, title, the names of the mover and seconder, and the operative clause.
47. A mover may withdraw a proposed resolution when the resolution is introduced. In this event, the Resolutions Session Chair shall declare the resolution withdrawn and no further debate or comments will be allowed.
48. Resolutions that are moved by the Board must be seconded from the floor by an Elected Representative whose municipality does not have an Elected Representative currently serving on the Board.
49. A spokesperson from the mover will then have up to two (2) minutes to speak to the resolution.
50. Next, ABmunis comments on member-moved resolutions may be presented by a Board Member.
51. These comments must be approved in advance by the Board.
52. The Resolutions Session Chair will then open debate by calling for a speaker in opposition, seeking clarification or proposing an amendment.
53. Speakers will have a two (2) minute time limit and shall not speak more than once on any one question.
54. If no one rises to speak in opposition, for clarification or to propose an amendment to a resolution, the question will be immediately called.
55. As provided in the ABmunis Bylaws, the persons entitled to speak to a resolution during the Resolutions Session are:
  - a. Elected Representatives in attendance whose municipalities are Regular Members of ABmunis in good standing.
  - b. In the event a Regular Member is unable to be represented at the Resolutions Session by an Elected Representative, an official appointed by motion of the Council to represent it, if notice of such appointment is submitted in writing to ABmunis CEO at least three (3) days prior to the date of the Resolutions Session.
  - c. Upon a motion from the floor, or at the discretion of the Resolution Session Chair, a representative of an Associate Member as defined in ABmunis bylaws.
56. No debate on accompanying background material and information for resolutions is allowed.



57. When no opposing position speaker is available, the Resolutions Session Chair will declare the end of the debate and the spokesperson from the mover will be allowed one (1) minute for the closing of debate.

## **Amendments**

58. “Friendly amendments” are those that are so simple or uniformly acceptable that they can be adopted by unanimous consent during debate. This eliminates the necessity for a formal amendment process including seconding, debating, and voting.
59. Friendly amendments must be agreed to by the mover of the main motion and there must be no objection from voting delegates to the amendment being made on a friendly basis.
60. Only one amendment will be accepted at a time, and only one amendment to the amendment is permitted at a time.
61. Amendments, including “friendly amendments”, should preferably be submitted in writing to the Resolutions Session Chair prior to the amendment being introduced, but verbal amendments will also be accepted from the floor.
62. Amendments (except friendly amendments) must be seconded from the floor or they do not proceed.
63. Debate and voting procedures for an amendment (except friendly amendments) shall be the same as for a resolution as set out elsewhere in this policy.

## **Voting**

64. Elected Representatives in attendance whose municipalities are Regular Members of ABmunis in good standing are eligible to vote during the resolution session.
65. The conflict of interest guidelines for council votes, as outlined in the Municipal Government Act, shall also apply to Convention resolution votes for all delegates. It is incumbent upon each delegate to adhere to these guidelines.
66. Voting may, at the discretion of the Resolutions Session Chair, be by:
- a. electronic device;
  - b. a show of hands of eligible voters; or
  - c. paper ballot.
67. The number of votes necessary for any resolution to pass is a simple majority of votes cast for that resolution (50% plus one vote).

## Action on Adopted Resolutions

68. All adopted resolutions will be sent to the relevant provincial and/or federal ministry or organization for response.
69. Further advocacy on resolutions will be recommended to the Board by the relevant Committee based on analysis completed using the Prioritization and Levels of Engagement Frameworks in Appendix “B”.
70. Category A resolutions are considered active until the Board deems them to be complete or inactive.
71. Category B and C resolutions have an active life of up to three (3) years if not completed before then, following which they are deemed inactive.
72. Members or the Board may sponsor renewal of a resolution that is going to expire.

## POLICY REVIEW

73. This Policy will be reviewed annually. Any required changes will be presented to the Board for approval.

## APPENDICES

- A. Resolution Template
- B. Prioritization and Levels of Engagement Frameworks

	Date	Minute Page No.
Approved	March 25, 2004	3
Amended	January 27, 2005	8
Amended	February 24, 2005	3
Amended	February 23, 2006	11
Amended	May 20, 2010	4
Amended	May 25, 2012	6
Amended	October 25, 2012	12
Amended	November 2, 2017	3
Amended	August 22, 2019	2
Amended	December 17, 2020	2



Amended	April 28, 2022	2
Amended	December 15, 2022	3
Amended	August 25, 2023	1
Amended	December 14, 2023	3

A handwritten signature in blue ink, appearing to read "Tyler Gandam", written over a horizontal line.

President, Mayor Tyler Gandam

A handwritten signature in black ink, appearing to read "Dan Rude", written over a horizontal line.

Chief Executive Officer, Dan Rude



## APPENDIX A

### Resolution Template

**WHEREAS** the purpose of the “Whereas clauses” is to clearly and succinctly describe the issue or opportunity that the resolution is bringing forward, and identify why the subject is relevant to Alberta’s municipal governments;

**WHEREAS** the clauses should identify whether the issue involves the need for information sharing, policy changes, legislative/regulatory change or a combination thereof, and refer to specific documents and sections whenever possible;

**WHEREAS** depending on the complexity of the issue, including roughly five “Whereas” clauses is ideal;

**WHEREAS** further information can be included in the background; and

**WHEREAS** these clauses should lead logically to the operative clause.

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate for .....This operative clause is the call to action. It should include a clear and specific request for the Government of Alberta, Government of Canada or another organization to act. This is the most important part of the resolution and should be written clearly, so there is no doubt as to what action is being requested. This is the most important part of the resolution and should be written clearly, so there is no doubt as to what action is being requested.

#### **BACKGROUND:**

No preamble can be comprehensive enough to give a full account of the situation that gave rise to the resolution. In all cases, supplementary or background information is necessary (1 to 2 pages maximum).

The Background should answer the following questions:

- What is the impact of the issue on municipalities and how many municipalities are impacted? (Provide examples and/or statistics where possible.)
- What priority should the resolution be given?
- Does the issue and call to action align with one of Alberta Municipalities’ strategic initiatives?
- Has the issue been addressed by Alberta Municipalities in response to a resolution or otherwise in the past and what was the outcome?
- Have other associations or groups acted on this issue, or are they considering action? (e.g., Is a similar resolution being considered by the Rural Municipalities of Alberta?)
- What other considerations are involved? (e.g., Does the proposed action align with goals of the provincial or federal government, or other organizations?)

Note on fonts:

Headings - Franklin Gothic Book, 13

Body – Franklin Gothic Book, 11

## APPENDIX B

## Prioritization Framework

Questions	Sample considerations	Analysis
Does the issue align with ABmunis strategic initiatives?	<ul style="list-style-type: none"> <li>Will action on the issue contribute towards realizing the goals of the strategic initiative or will it lead to scope creep without adding value?</li> </ul>	
Is the issue within municipal jurisdiction?	<ul style="list-style-type: none"> <li>Is the issue exclusive to municipalities or does it also involve federal or provincial government?</li> </ul>	
What is the impact on Members and how many Members are impacted?	<ul style="list-style-type: none"> <li>Is this a significant issue to a single Member or to many Members?</li> <li>If the issue only impacts a few Members today, does it have the potential to impact more Members in the future?</li> </ul>	
Will engagement in this issue build or deplete political capital?	<ul style="list-style-type: none"> <li>Does the issue align with the priorities of the government of the day?</li> <li>Or will we have to push to get it onto the agenda or actively counter their agenda?</li> </ul>	
Does the issue involve the need for: <ul style="list-style-type: none"> <li>Information sharing?</li> <li>Funding?</li> <li>Policy Change?</li> <li>Legislative/regulatory change?</li> <li>All of the above?</li> </ul>	<ul style="list-style-type: none"> <li>The answer to this question will influence the time, resources, and chances for success.</li> <li>In general, changes to legislation requires more time and effort than changes to regulations.</li> <li>Requests for funding must consider that federal and provincial governments face funding constraints.</li> </ul>	

What are timelines involved?	<ul style="list-style-type: none"> <li>Is there time to seek input from Members/Committees and seek approval from the Board?</li> <li>In other words, is there time to determine a collective response, or should ABmunis just let Members know about an issue and let them respond individually?</li> </ul>	
What are the chances of success?	<p>Given the answers to the above questions:</p> <ul style="list-style-type: none"> <li>How likely will ABmunis advocacy on an issue result in tangible benefits for Members?</li> <li>Has the relevant decision maker (i.e., provincial, or federal government) indicated they are open to making changes? Has a consultation process been initiated?</li> </ul>	
Does ABmunis have the capacity to respond effectively?	<p>Given the answers to the above questions:</p> <ul style="list-style-type: none"> <li>Would action on this issue take time and resources away from key priorities?</li> <li>Does ABmunis have the time and resources to conduct appropriate analysis, engage Members, build partnerships, create meaningful solutions and report back to Members on this issue?</li> </ul>	
<b>Conclusion</b> <b>Based on the analysis above, what should ABmunis level of engagement* be on this issue?</b>  <b>What action should be taken?</b>  <b>How will the action be reported?</b>		
	<ul style="list-style-type: none"> <li>Is it better for municipalities to respond directly, or is a collective response needed?</li> </ul>	

\*As outlined in the levels of engagement framework



### Levels of Engagement Framework

Level of Engagement	Potential Actions	Reporting
Low – Inform	<ul style="list-style-type: none"> <li>Article in ABmunis newsletter.</li> <li>Informal email or phone call at the administrative level on issues that can be quickly resolved.</li> <li>Monitoring for potential future impacts.</li> </ul>	<ul style="list-style-type: none"> <li>Information item for a Committee or Board.</li> <li>Update to ABmunis Resolutions Library.</li> </ul>
Medium – Contribute	<ul style="list-style-type: none"> <li>Briefing Note or Request for Decision through a Committee seeking direction or a recommendation to ABmunis Board. As a result, further action may be taken including:               <ul style="list-style-type: none"> <li>Letters</li> <li>Meetings</li> <li>Presentations to Committees</li> <li>Webinars</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Updates to the relevant ABmunis Committee.</li> <li>Updates to Members through the ABmunis newsletter and Resolutions Library.</li> </ul>
High – Lead	<ul style="list-style-type: none"> <li>Develop and implement an advocacy strategy.</li> </ul>	<ul style="list-style-type: none"> <li>Regular updates at to Board and relevant ABmunis Committee.</li> <li>Updates to Members through ABmunis newsletter, website, and events.</li> </ul>