



## AGENDA ITEM

# SPECIAL EVENT EMERGENCY RESPONSE PLANS

## COUNCIL REPORT

August 8, 2019

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### BACKGROUND

As part of the development approval process for special events (both minor and major) an *Emergency Response Plan* is required for review and approval by Lacombe County. The intent of the *Emergency Response Plan* is to ensure the attendants of these events approved by the County are safe and the organizers are prepared in the event of an emergency.

### ANALYSIS

In order to provide developers with direction on the importance of a thoroughly developed *Emergency Response Plan (ERP)* staff has developed the *Lacombe County Fire Service Guide to Developing an ERP for a Special Event*. (attached as Schedule A).

The *Guide to Developing an ERP* contains information for planners and developers of approved special events to ensure that ERP's are developed in a usable and efficient fashion. This information includes things such as relevant Lacombe County policy, benefits of emergency planning, steps to building an emergency plan and the elements of an event emergency response plan.

In addition to this the *Guide* will be helpful in ensuring ERP's are developed in a sufficient format and manner prior to being sent in for approval which will not only shorten the approval processes but also provide safer events for attendees.

### BUDGET IMPLICATIONS

There are no implications to the current budget from this guide.



## LEGISLATIVE RESPONSIBILITIES

Section 3 of the Municipal Government Act (MGA) states the purposes of a municipality are:

- a) to provide good government,
- b) to provide services, facilities or other things that, in the opinion of Council, are necessary or desirable for all or part of the municipality, and
- c) to develop and maintain safe and viable communities

Section 5(b) of the MGA states that a municipality has the duties that are imposed on it by the MGA and other enactments and those that the municipality imposes on itself as a matter of policy.

Section 180(1) of the MGA states that Council may act only by resolution or bylaw.

## STRATEGIC PLAN

The following elements of Lacombe County's Strategic Plan are relevant to this issue:

Our Vision: "An attractive, balanced, prosperous and progressive community".

Our Mission: "Building a safe and vibrant community through leadership, innovation and the development of healthy relationships".

Resource and Asset Management Strategy: "To manage the natural, financial and physical assets of the County in order to obtain maximum value from all of these resources".

Service Delivery Strategy: "Pursuing the best way to provide citizens with appropriate and financially responsible levels of service delivery".



**RECOMMENDATION**

Staff recommend that Council endorse the *Lacombe County Fire Service Guide to Developing an ERP for a Special Event*.

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**PREPARED BY: Drayton Bussiere, County Fire Chief**

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**REVIEWED BY: Keith Boras, Director of Community Services**

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**REVIEWED BY: Tim Timmons, County Manager**

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