

Town of Fort Macleod
Bylaw 1930
The Emergency Management Bylaw

BEING A BYLAW IN THE TOWN OF FORT MACLEOD, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING A MUNICIPAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE AND A MUNICIPAL EMERGENCY MANAGEMENT AGENCY WITHIN THE CORPORATE LIMITS OF THE TOWN OF FORT MACLEOD.

AND WHEREAS the *Municipal Government Act* provides that one of the purposes of a municipality is to develop and maintain safe and viable communities;

AND WHEREAS the *Emergency Management Act* requires that the Town of Fort Macleod appoint a Municipal Emergency Advisory Committee and to establish and maintain a Municipal Emergency Management Agency herein tasked to advise on the development of emergency plans and programs;

NOW THEREFORE, The Town Council for the Town of Fort Macleod, Alberta duly assembled, hereby enacts as follows.

1. Short Title

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

2. Definitions

- 2.1 Unless otherwise specified, words used in this Bylaw have the same meaning as defined in the *Emergency Management Act* and regulations.
- 2.2 In this Bylaw,
- (a) "**Alberta Emergency Management Agency**" means the Alberta Emergency Management Agency or Agency in the Act.
 - (b) "**Act**" Means the Emergency Management Act, RSA 2000, c. E- 6.8 and any regulations as amended from time to time.
 - (c) "**CAO**" means the Chief Administrative Officer of the Town of Fort Macleod, or the Director(s) or Department(s) designated by the Chief Administrative Officer to implement this Bylaw.
 - (d) "**Council**" means the duly elected municipal Council of the Town of Fort Macleod
 - (e) "**Councillor**" means any member of the Council of the Town of Fort Macleod, Alberta including the Mayor.
 - (f) "**Director**" means the Director of Emergency Management Agency.
 - (g) "**Disaster**" means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property or the environment.
 - (h) "**Emergency**" means an event that requires prompt co-ordination of action or special

regulation of persons or property to protect the safety, health or welfare of people to limit damage to property or the environment.

- (i) **“Minister”** means the Minister charged with administration of the Act.
- (j) **“Municipality”** means the municipal corporation of the Town of Fort Macleod or the area contained within its boundaries
- (k) **“Municipal Emergency Management Agency”** or **“Agency”** means the agency established under this Bylaw.
- (l) **“Municipal Emergency Advisory Committee”** or **“Committee”** means the committee established under this Bylaw
- (m) **“Municipal Emergency Plan”** includes emergency plans and programs approved by Council to direct and control the Town’s emergency response to an Emergency.
- (n) **“Town”** means the municipal corporation of the Town of Fort Macleod or the area contained within its boundaries.

3. Establishing the Committee and Agency

- 3.1 The Municipal Emergency Advisory Committee is hereby established to advise Council on the development of the Municipal Emergency Plan.
- 3.2 The Municipal Emergency Management Agency is hereby established to act as Council’s agent in exercising the powers and duties under the Act.

4. Council’s Responsibilities

- 4.1 Council shall have all powers and duties as set out in the Act, including the duty to approve the Municipal Emergency Plan.
- 4.2 Councillors shall complete any courses prescribed by the Alberta Emergency Management Agency in accordance with the Act.

5. Municipal Emergency Advisory Committee

- 5.1 The committee shall consist of four Councillors, one of whom shall be the Mayor. The Mayor shall be the chair of the Committee.
 - a) When the Mayor is absent or unable to act, the chair of the Emergency Advisory Committee shall devolve to members of Council present to assign an acting chair.
- 5.2 Council shall provide for the payment of expenses of the members of the Committee.
- 5.3 At its organizational meeting, Council shall, by resolution, appoint three Councillors who serve on the Committee.

- 5.4 Meetings of the Committee shall be conducted in accordance with the Municipality's Procedure Bylaw, except where this bylaw provided otherwise. The Committee shall meet at least once a year.
- 5.5 Quorum shall be three members.
- 5.6 The Committee:
 - a) shall advise on the development of the Municipal Emergency Plan;
 - b) shall provide guidance and direction to the Emergency Management Agency. The Director shall act as an advisor to the Emergency Advisory Committee and shall participate in all meeting of the Emergency Advisory Committee;
 - c) may authorize the Director, the Agency or both, to exercise the powers outlined in Section 19(1) of the Act during a state of local emergency; and
 - d) shall report to Council on the emergency management program in general, including the activities of the Agency.

6. The Municipal Emergency Management Agency

- 6.1 The Agency shall act as agent to Council in exercising Council's powers and duties in accordance with the Act, including the following:
 - a) administering the Municipality's emergency management program;
 - b) supporting and assisting the Director in the implementation and coordination of the emergency response pursuant to the Municipal Emergency Plan;
 - c) at least once a year, providing the Committee with an update on the activities of the Agency;
 - d) at least once a year, providing the Committee with a review of the Emergency Management Plan; and
 - e) annually providing the Municipal Emergency Plan to the Alberta Emergency Management Agency for review and comment.
- 6.2 The Agency must, in accordance with the Act, engage in mandatory emergency management exercises and submit an exercise notification to the Alberta Emergency Management Agency.
- 6.3 The Agency shall use the command, control and coordination system prescribed in the Act.
- 6.4 The Agency shall consist of the following members:
 - a) the Director;
 - b) the Deputy Director;
 - c) the Director of Financial Services;

d) the Director of Operations;

e) the FCSS Coordinator or designate; and

f) any other individual the Agency deems pertinent to the effective operation of the Agency such as but not limited to: RCMP or Police, Fire Services, Emergency Medical Services, Alberta Health Services, School Division etc.

6.5 The FCSS Coordinator is hereby appointed as the Disaster Social Services representative for the purpose of liaising with all agencies within the Town or regionally if necessary, that provide assistance and response and coordinating efforts of response.

6.6 Any employee of the Town who has been assigned responsibilities respecting the implementation of the Municipal Emergency Plan shall complete any courses prescribed by the Alberta Emergency Management Agency in accordance with the Act.

7. Duties of the Director

7.1 The Director of the Agency is hereby established.

7.2 The Director shall:

a) act as Chair of the Agency;

b) prepare and co-ordinate the Municipal Emergency Plan and related plans and programs for the Town in accordance with the Act;

c) act as the Director of the Emergency Coordination Centre during activation;

d) co-ordinate all emergency services and other resources used in an Emergency; and

e) perform other functions and duties prescribed by this bylaw or by Council.

7.3 The CAO for the Town is hereby appointed as Director and may delegate by resolution of Council, the Director's powers, duties, or functions under this Bylaw to an employee of the Town.

7.4 In a state of local emergency, the Director shall report directly to the Committee.

7.5 The Director shall complete any courses prescribed by the Alberta Emergency Agency in accordance with the Act.

8. Declaration of a State of Emergency

8.1 The power to declare, renew or cancel a state of local emergency is hereby delegated to the Mayor. In the Mayor's absence or inability to act as Mayor, the power is delegated to the Deputy Mayor.

8.2 A declaration, renewal or cancellation of a local state of emergency shall be made in accordance with the Act, and specifically:

- a) the declaration, renewal or termination must be by resolution at a meeting for which under the notice under the *Municipal Government Act* is not required;
- b) the declaration must identify the nature of the emergency and the area of the Town in which it exists;
- c) the details of the declaration shall be published immediately by such means of communication considered most likely to make known to the majority of the population of the area affected the contents of the declaration;
- d) the declaration shall be forwarded to the Minister forthwith; and
- e) the Alberta Emergency Management Agency will be notified when practicable or necessary.

9. Duration of a State of Emergency

- 9.1 Upon the declaration of a local state of emergency, the Committee may do all acts and all necessary proceedings including the following:
 - a) cause any Town Emergency Plan to be put into operation;
 - b) exercise any power given to the Minister under Section 19(1) of the Act in relation to the part of the Town affected by the declaration; and
 - c) authorize any persons at any time to exercise, in the operation of the Municipal Emergency Plan any power given to the Minister under Section 19(1) of the Act in relation to the part of the Town affected by the declaration.

10. Termination of a Local State of Emergency

- 10.1 When, in the opinion of the Mayor, and on advice of the Director, an emergency no longer exists, the state of local emergency shall be terminated by resolution. If the Mayor is unable or capable of acting as Mayor at that time, this power is delegated to the Deputy Mayor. If neither the Mayor nor Deputy Mayor are able to act, the state of local emergency may be terminated by a unanimous vote of a resolution by the remaining Council members.
- 10.2 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 the provisions of this Bylaw;
 - 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 under the Act, relating to the same area; or
 - d) the Minister cancels the state of local emergency.

10.3 When a declaration of a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

11. Regional Cooperation

11.1 the Municipality will endeavour to collaborate with other communities within the region in coordinating and participating in mutual aid and support to better prepare for and respond to Emergency situations in the region.

12. Severability

12.1 If any section or parts of this Bylaw are found in any court 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 Section or parts of this Bylaw shall be deemed to be separate and independent there from and to be enacted as such.

13. Enactment

13.1 This Bylaw shall come into force and effect when it has received third reading and has been duly signed.

13.2 This Bylaw repeals and replaces Bylaw 1799.

Read a first time this _____ day of _____ 2021.

Read a second time this _____ day of _____ 2021.

Read a third time and finally declared passed this _____ day of _____ 2021.



Mayor – Brent Feyter



Chief Administrative Officer – Sue Keenan