

**BYLAW 787-AP-09-20
TOWN OF COALDALE
PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF COALDALE
TO AMEND BYLAW 776-AP-03-20
MUNICIPAL EMERGENCY MANAGEMENT**

WHEREAS pursuant to the *Emergency Management Act, R.S.A 2000, C.E-6.*, Council is responsible for the direction and control of the Town's emergency response, for approving emergency plans and programs, and is required to appoint an Emergency Advisory Committee, and to establish and maintain an Emergency Management Agency, and appoint a Director of Emergency Management;

AND WHEREAS the Town has prepared a Municipal Emergency Plan which will be regularly reviewed, and revised and approved when necessary;

NOW THEREFORE, the Council of the Town of Coaldale, duly assembled, enacts as follows:

**PART 1
CITATION, PURPOSE AND DEFINITIONS**

1. CITATION

This bylaw may be cited as the Municipal Emergency Management Bylaw.

2. PURPOSE

The purposes of this Bylaw are:

- 2.1 To provide direction and control of the Town of Coaldale's emergency response and the preparation and approval of the Municipal Emergency Management plan and related plans and programs,
- 2.2 To establish and appoint an Emergency Advisory Committee and provide for the payment of expenses of the Emergency Advisory Committee, and
- 2.3 To establish an Emergency Management Agency to act as Council's agent in exercising Council's powers and duties under the Emergency Management Act.

3. DEFINITIONS

- 3.1 Unless the context specifically indicates otherwise, the meanings used in this Bylaw shall be as follows:

- 3.1.1 **Act** means the *Emergency Management Act, R.C.A 200, C.E-6.8*, and regulations thereto, as amended or replaced from time to time;
- 3.1.2 **Coaldale Emergency Advisory Committee** means the Committee established under this bylaw.
- 3.1.3 **Council** means the Council of the Town of Coaldale.
- 3.1.4 **Disaster** means an event that has resulted or may result in serious harm to the safety, health or welfare of people, or in widespread damage to property.
- 3.1.5 **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 or to limit damage to property;
- 3.1.6 **Emergency Plan** means the emergency plan prepared by the Director of Emergency Management to coordinate responses to an emergency or disaster.
- 3.1.7 **Minister** means the Minister charged with administration of the Act.
- 3.1.8 **Municipal Emergency Management Agency** means the agency established under this Bylaw.
- 3.1.9 **Pandemic** means a disease epidemic that has spread across a large region, for instance multiple continents, or worldwide.
- 3.1.10 **Public Health Emergency** means an occurrence or threat of: an illness; a health condition; an epidemic or pandemic disease; a novel or highly infectious agent or biological toxin, or; the presence of a chemical agent or radioactive material that poses a significant risk to public health.

**PART II
COALDALE EMERGENCY ADVISORY COMMITTEE**

4. ESTABLISHMENT

This bylaw hereby establishes the Coaldale Emergency Advisory Committee

5. MEMBERSHIP AND QUORUM

- 5.1 By resolution Council shall appoint an Emergency Advisory Committee comprised of:
 - 5.1.1 One (1) member of Council; and
 - 5.1.2 Three (3) citizen members;
 - 5.1.3 The Director of Emergency Management, (DEM) as a non-voting member
- 5.2 Two voting members of the committee who attend any meeting of the Committee constitute a quorum for that meeting.

6. FUNCTIONS AND DUTIES

The Committee will:

- 6.1 Provide guidance and direction to the Agency;

- 6.2 Advise Council on the development and status of the emergency plans and programs on an annual basis;
- 6.3 During an Emergency or Disaster, the committee shall:
 - 6.3.1 receive updates regarding the Emergency or Disaster from the Agency;
 - 6.3.2 advise Council on the status of the Emergency or Disaster;
 - 6.3.3 provide advice and assistance to the Agency throughout the Emergency or Disaster.
- 6.4 When no emergencies or disasters are occurring, the committee shall:
 - 6.4.1 Review the Municipal Emergency Plan and related plans and programs on a regular basis,
 - 6.4.2 Advise Council, duly assembled, on the status of the Municipal Emergency Plan and related plans and programs at least once each year.

7. COMMITTEE CHAIR

- 7.1 The committee chair shall be appointed by the committee at the first committee meeting.
- 7.2 A co-chair shall be appointed by the committee during the first meeting, to perform the chair's duties in the absence of the appointed chair.

8. MEETINGS

- 8.1 The committee will meet at least three (3) times annually.
- 8.2 In addition to the three (3) mandatory meetings each year, the committee may also meet from time to time at the request of the Committee Chair or the DEM.
- 8.3 The DEM shall prepare the committee agenda, which is to be approved by the Committee Chair and distributed at least three days in advance of a meeting.

9. MEMBER EXPENSES

- 9.1 All members of the Committee will be entitled to the payment of reasonable expenses in accordance with Town Policy.

Part III
STATE OF LOCAL EMERGENCY

10. DECLARATION OF A STATE OF LOCAL EMERGENCY (SOLE)

- 10.1 The power to declare a SOLE, in accordance with the ACT is hereby delegated to the Mayor.
- 10.1.1 In the absence of the Mayor, the power to declare a SOLE is delegated to any member of Council in the following hierarchy:
- i) Deputy Mayor
 - ii) Any member of Council
- 10.2 When a SOLE is declared, the person making the declaration shall:
- 10.2.1 Ensure that the declaration identifies the nature of the emergency and the area of the Town in which it exists;
- 10.2.2 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
- 10.2.3 Forward a copy of the declaration to the Minister forthwith.
- 10.3 Upon declaration of a SOLE and for the duration of the SOLE, the Director, may, in accordance with Section 24 of the Act, exercise and perform all of the powers and duties given to a local authority by the Act.
- 10.4 A declaration of a SOLE is considered terminated and ceases to be of any force or effect when: a) a resolution is passed under Section 12;
- 10.4.1 A period of seven days has lapsed since it was declared, unless it is renewed by resolution;
- 10.4.2 A period of 90 days if the declaration is in respect of a pandemic;
- 10.4.3 If a declaration of a state of local emergency has been made, an order under section 18(1) for a state of emergency by the Lieutenant Governor in Council relating to the same area of the municipality may provide that the declaration of a state of local emergency ceases to be of any force or effect.
- 10.4.4 The Minister cancels the state of local emergency.
- 10.5 When a declaration of a SOLE has been terminated, the local authority 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.

**PART IV
COALDALE EMERGENCY MANAGEMENT AGENCY**

11. ESTABLISHMENT

11.1 This bylaw hereby establishes the Coaldale Emergency Management Agency.

12. MEMBERSHIP AND PARTICIPATION

12.1 The Agency shall consist of:

- 12.1.1 the Director of Emergency Management
- 12.1.2 the Deputy Director of Emergency Management
- 12.1.3 the Chief Administrative Officer
- 12.1.4 the Fire Chief or designate
- 12.1.5 the RCMP Staff Sergeant or designate
- 12.1.6 the Director of Operations or designate
- 12.1.7 the Director of Infrastructure or designate
- 12.1.8 the Director of Corporate Services or designate
- 12.1.9 the Director of Planning and Community Development or designate
- 12.1.10 FCSS Representative
- 12.1.11 IT Analyst

12.2 In addition to members appointed to the Agency under section 24, the Director may from time to time appoint advisory members of the agency drawn from:

- 12.2.1 other Town employees
- 12.2.2 public or private organizations operating within or around the Town.
- 12.2.3 Representatives from the Government of Alberta.

13. FUNCTIONS AND DUTIES

13.1 The Agency Will:

- 13.1.1 Be responsible for the administration of the Town's emergency management program;
- 13.1.2 Act as the agent of Council to carry out all of the powers and duties of Council under the Act, except for the powers and duties delegated by this Bylaw to the Committee;
- 13.1.3 Provide advice to the Committee as required;
- 13.1.4 Review all emergency management plans and programs for the Town on an annual basis;
- 13.1.5 Report to the Committee on all Agency activities and provide an update on the review of the Municipal Emergency Management program on an annual basis;
- 13.1.6 Use a command, control and coordination system as prescribed by the Managing Director of the Alberta Emergency Management Agency

- 13.1.7 Cause the Municipal Emergency Management Plan and related plans and programs to be activated when required; and,
- 13.1.8 Perform any other functions and duties as required by this Bylaw or Council.

14. MEETINGS

- 14.1 The Agency will meet at least three (3) times annually.

15. DIRECTOR OF EMERGENCY MANAGEMENT

- 15.1 Council shall, by resolution, appoint a Director of Emergency Management.
- 15.2 The Director is authorized to delegate and authorize further delegations of any powers, duties, and functions delegated to the Director under this bylaw.
- 15.3 The Director Shall:
 - 15.3.1 be the Chair of the Agency
 - 15.3.2 prepare and coordinate emergency management related plans and programs for the Town;
 - 15.3.3 co-ordinate all emergency services and other resources used in an emergency, and
 - 15.3.4 perform any other functions and duties as prescribed by Council.
 - 15.3.5 appoint Deputy Director(s) of Emergency Management as required.

PART V

- 16. REPEAL:** 720-AP-02-17

17. EFFECTIVE DATE:

This Bylaw comes into full force and effect when this Bylaw has achieved THIRD and FINAL reading and is duly signed.

READ a FIRST time this 14th day of September, 2020

Mayor – Kim Craig

CAO – Kalen Hastings

Motion # 275-2020

READ a SECOND time this 14th day of September, 2020

Mayor – Kim Craig

CAO – Kalen Hastings

Motion # 276-2020

UNANIMOUS CONSENT to provide THIRD and FINAL reading this 14th day of September, 2020.

Mayor – Kim Craig

CAO – Kalen Hastings

Motion # 277-2020

READ a THIRD and FINAL time this 14th day of September, 2020.

Mayor – Kim Craig

CAO – Kalen Hastings

Motion # 278-2020