

TOWN OF HIGH RIVER
IN THE PROVINCE OF ALBERTA
BYLAW 4411/2014

A Bylaw to provide for the direction and control of the Town of High River's emergency operations under the Emergency Management Act.

WHEREAS Pursuant to Emergency Management Act, RSA 2000 c. E-6.8, the Town of High River is responsible for the direction and control of the Town's response in the event of a major emergency;

AND WHEREAS Pursuant to section 11 of the Emergency Management Act, the Council of High River is required to appoint a committee consisting of a member or members of Council to advise on the development of emergency plans and programs, to appoint a director of emergency management, and to establish and maintain a municipal emergency management agency to act as the agent of the Council of High River in exercising its powers and duties under the Act;

AND WHEREAS It is in the public interest that such an agency be established and maintained and that such a committee be appointed to carry out Council's statutory powers and obligations under the Emergency Management Act;

AND WHEREAS Pursuant to section 203 of the Municipal Government Act, R.S.A. 2000, the Council of High River may by bylaw delegate any of its powers, duties or functions under the Municipal Government Act or any other enactment or bylaw to a council committee, the chief administrative officer or a designated officer, unless the Municipal Government Act or other enactment or bylaw provides otherwise;

NOW THEREFORE the Council of the Town of High River, in the Province of Alberta, hereby enacts as follows:

1. **NAMES AND DEFINITIONS::**

1.1 This Bylaw may be referred to as the "Emergency Management" Bylaw.

1.2 For the purpose of this bylaw:

- a. "Act" means the Emergency Management Act, RSA 2000, c. E-6.8, as amended, or any legislation substituted for it;
- b. "Chief Administrative Officer" or "CAO" means the individual appointed by Council pursuant to the Chief Administrative Officer Bylaw, or any successor legislation, who is responsible for the overall coordination, direction and administration of all policies of Council;
- c. "Committee" means the Emergency Advisory Committee established under this bylaw;
- d. "Council" means the municipal council of the Town of High River;
- e. "Director" means the person appointed Director of Emergency Management under this bylaw;
- f. "Disaster" shall have the same meaning given to it by the Act;
- g. "Emergency" shall have the same meaning given to it by the Act;
- h. "Emergency Management Agency" means the agency established under this Bylaw;
- i. "Emergency Management Program" means the development, coordination, and execution of plans, measures, and programs pertaining to the mitigation, preparedness, response, and recovery before, during, and after an emergency event.
- j. "Local Emergency Committee" means the committee established under this bylaw;
- k. "Minister" means the Minister charged with administration of the Act; and
- l. "Municipal Emergency Management Plan" means the plan prepared and maintained by the Emergency Management Agency to govern the emergency management program for the Town of High River.

2. **DUTIES OF COUNCIL**

2.1 Council shall:

- a. by resolution, appoint at least two (2) Councillors to serve on the Emergency Advisory Committee;
- b. provide for the payment of expenses of the members of the Emergency Advisory Committee;
- c. by resolution, appoint a Director of Emergency Management, and at least two (2) Deputy Directors of Emergency Management who shall do those things required of the Director of Emergency Management in that person's absence;
- d. review and, as necessary, approve the Municipal Emergency Management Plan at least annually.

2.2 Council may:

- a. by Bylaw borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Emergency Management Agency; and
- b. enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.

3. EMERGENCY ADVISORY COMMITTEE:

- 3.1 There is hereby established an Emergency Advisory Committee to advise Council on the development of emergency management plans and programs.
- 3.2 The Committee shall consist of at least two members of Council.
- 3.3 The Committee shall meet annually, or more frequently as required.
- 3.4 The Committee shall:
 - a. Review the Municipal Emergency Plan and related plans and programs; and
 - b. Be responsible to advise Council on the development of those emergency management plans and programs at least annually.

4. STATE OF LOCAL EMERGENCY

- 4.1 The power to declare, renew, or terminate a state of local emergency in accordance with the Act is hereby delegated to a committee to be known as the "Local Emergency Committee" which shall be composed of:
 - a. the Mayor and one other member of Council; or
 - b. if the Mayor is unavailable, the Deputy Mayor and one other member of Council; or
 - c. if the Mayor and Deputy Mayor are unavailable, two members of Council; or
 - d. if two elected officials are not available, one Councillor and the Chief Administrative Officer or individual delegated the authority to act as the Chief Administrative Officer.
- 4.2 The Local Emergency 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.
- 4.3 When a state of local emergency is declared, the Local Emergency Committee shall:
 - a. ensure that the declaration identifies the nature of the emergency and the area(s) of the Municipality in which it exists;
 - b. immediately cause the details of the declaration to be published by any means of communication considered most likely to make known to the population of the area(s) affected by the contents of the declaration;
 - c. forward a copy of the declaration to the Minister forthwith; and

d. advise all Members of Council of the declared state of local emergency forthwith.

4.4. When, in the opinion of the Local Emergency Committee, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.

4.5. When a declaration of a state of local emergency has been terminated, the Local Emergency Committee shall immediately cause the details of the declaration to be published by any means of communication considered most likely to make known to the population of the area affected by the contents of the declaration.

5. **EMERGENCY MANAGEMENT AGENCY**

5.1 There is hereby established an Emergency Management Agency.

5.2 The Agency will act as the agent of Council to carry out all statutory powers and obligations of Council under the Act, except for those powers and duties delegated by this bylaw to the Emergency Advisory Committee and the Local Emergency Committee.

5.3 The Director of Emergency Management, as appointed by Council, shall be the head of the Emergency Management Agency.

5.4 In the absence of the Director of Emergency Management, a Deputy Director of Emergency Management, as appointed by Council, will act as the Director.

5.5 The Emergency Management Agency will consist of:

- a. the Director of Emergency Management;
- b. the Deputy Directors of Emergency Management;
- c. the Fire Chief;
- d. the Non-Commissioned Officer in Charge of the local Royal Canadian Mounted Police detachment;
- e. designated employees from the following departments, divisions, and business units:
 - i. Communications
 - ii. Operations Services
 - iii. Family and Community Support Services
 - iv. Information Technology
 - v. Bylaw Services
 - vi. Engineering Services
 - vii. Finance

f. members of the Town of High River Administration as required.

5.6 In addition to the members appointed under subsection 5.5, other organizations may be invited by the Director to serve as members of the Agency, including but not limited to:

- a. utility companies;
- b. health agencies;
- c. service organizations; and
- d. any other agency, organization, or individual that, in the opinion of the Director, may assist in the preparation or implementation of emergency management plans and programs.

5.7 The Agency is responsible for:

- a. The development, maintenance and implementation of the Municipal Emergency Management Plan and related plans and programs;

- b. The maintenance, establishment and operation of the Emergency Operation Centre;
- c. The provision of assistance and guidance to the Director and, as requested by the Director, to the Committee;
- d. The conduct of appropriate training to facilitate the effective operation of the Emergency Operations Centre.

6. DUTIES OF THE DIRECTOR OF EMERGENCY MANAGEMENT

- 6.1 The Director of Emergency Management, with the advice and assistance of the Agency, shall:
- a. Prepare and coordinate emergency plans and programs for the Town of High River;
 - b. Act as director of emergency operations for the Agency;
 - c. Coordinate all emergency services and other resources used in an emergency;
 - d. Ensure that the Agency reviews the Municipal Emergency Management Plan and is briefed on the Town's emergency management program at least annually and any time conditions arise or opportunities for improvement occur;
 - e. Ensure that the Committee is briefed at least annually on the Town's emergency management program and Municipal Emergency Management Plan; and
 - f. Perform other duties as prescribed by the Chief Administrative Officer.
- 6.2 If the Director is unable to perform these duties, the Director will ensure that a qualified individual is designated to so act on behalf of the Agency.

7. DELEGATION OF AUTHORITY

- 7.1 The Director shall approve the emergency plans and programs of the Town of High River, except for the Municipal Emergency Management Plan, which shall be approved by Council.

8. EFFECTIVE DATE

This Bylaw will become in full force and effect upon 3rd and Final Reading.

Bylaw 3843/96 and any amending bylaws are hereby rescinded.

READ A FIRST, SECOND AND WITH UNANIMOUS CONSENT OF ALL COUNCIL
PRESENT A THIRD AND FINAL TIME THIS ____ DAY OF _____ A.D. 20__.

MAYOR/DEPUTY MAYOR

CHIEF ADMINISTRATIVE OFFICER /
DIRECTOR OF LEGISLATIVE & ADMINISTRATIVE SERVICES