



Emergency Management Advisory Committee

**September 29, 2022, 2:30 pm
Edson Civic Centre**

Agenda Items:

1. Review Bylaw 2241, "Emergency Management Bylaw"
2. MEP Update
3. Training Update
4. Exercise Update
5. Budget 2023
6. Annual Risk Analysis
7. Heavy & Prolonged Rainfall
8. Wildfire Risk / Community Protection Plan
9. COVID Update



TOWN OF EDSON BYLAW NO. 2241

A Bylaw of the Town of Edson in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M-26 of the Statutes of Alberta 2000 and amendments thereto, to establish a **Municipal Emergency Advisory Committee and Agency**.

WHEREAS in accordance with the *Emergency Management Act*, Chapter E-6.8, Revised Statutes of Alberta, Council is responsible: for the direction and control of its emergency response, for the preparation and approval of emergency plans and programs, for the appointment of an Emergency Advisory Committee, to establish and maintain a Municipal Emergency Management Agency, and to appoint a Director of Emergency Management;

AND WHEREAS in accordance with the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, Council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property.

NOW THEREFORE the Municipal Council of the Town of Edson, in the Province of Alberta, duly assembled, enacts as follows:

1. Bylaw Title

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

2. Definitions

2.1 "Act" means the Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta.

2.2 "Agency" means the Town of Edson Emergency Management Agency established under this Bylaw.

2.3 "Council" mean the Council of the Town of Edson.

2.4 "Committee" means the Town of Edson Emergency Management Advisory Committee established under this Bylaw.

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2.5 "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.

2.6 "Minister" means the Minister charged with administration of the Act.

2.7 "Town" means the Town of Edson.

3. Council's Responsibilities

3.1 Council is responsible for the direction and control of the Town of Edson emergency management response unless the Province of Alberta assumes direction and control under provisions of the Act.

3.2 Council is responsible to oversee the preparation of emergency plans and programs.

3.3 Council must approve emergency plans and programs.

3.4 Council is responsible to appoint the members of the Committee.

3.5 Council may remove any member of the Committee at any time for any reason.

3.6 Council may by Bylaw borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Agency.

3.7 Council may 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.

3.8 Council shall appoint a Director of Emergency Management.

4. Emergency Advisory Committee

4.1 A Committee to be known as the Emergency Management Advisory Committee is hereby established in and for the Town.

4.2 The Committee's purpose is to advise on the development of the Town of Edson emergency plans and programs.

4.3 The Committee shall consist of all Council members.

4.4 The Mayor is the chair of the committee. If the Mayor is absent, the Deputy Mayor will chair the Committee and in the absence of the Deputy Mayor, the Committee members will select a chair for the Committee.

4.5 The power to declare, renew or terminate a state of local emergency under the Act, as specified in section 11 of this bylaw are hereby delegated to the committee.

5. Proceedings of the Committee

5.1 Meetings of the Committee shall be held on a regular basis at a time to be set by resolution of the Committee, at least annually, and at such time as deemed necessary.

5.2 A quorum of the Committee shall be at least four (4) Council members.

5.3 Committee meetings may be called by any member of the Committee at any time deemed necessary.

5.4 Meeting procedures shall be conducted in accordance with good meeting practices and disputes resolved in accordance with Roberts Rules of Order.

5.5 The Committee shall have the power to pledge the credit of the Town in connection with performance of their duties as outlined in this Bylaw and have the power to authorize expenditures charged against the Town.

6. Duties of the Committee

6.1 The committee is responsible for preparing, drafting, and presenting for the consideration of Council the municipal emergency plan (MEP) and programs for the Town and for recommending to Council any amendments to the plan and program as required from time to time.

6.2 The Committee is responsible to review and update the MEP and related plans and programs on a regular basis.

6.3 The committee is responsible to coordinate emergency management training and plan exercises.

6.4 Within the budget approved by Council, the Committee shall carry out a program for the promotion of the goals and objectives of the MEP.

6.5 The Committee shall foster the development of relationships with business, industry, other local authorities, special interest groups, citizens, and the Provincial Government enabling the Town of Edson ability to respond to emergency situations.

6.6 The Committee is responsible for public education regarding emergency situations and responsible practices or measure residents can take to prepare themselves for a state of local emergency.

6.7 The Committee will advise Council on the status of the MEP and related plans and programs at least annually at a Council/Committee of the Whole meeting.

7. Emergency Management Agency

7.1 An Agency to be known as the Town of Edson Emergency Management Agency is hereby established in and for the Town.

7.2 The Agency is responsible for the administration of the Town's emergency management program and in exercising the powers and duties under the Act.

7.3 The Agency reviews the status of the MEP and related plans and programs at least once each year.

7.4 The Town of Edson Emergency Management Agency shall be comprised of one or more of the following as stated in the MEP and with an AEMA Field Officer as an advisor:

- i. the Director of Emergency Management
- ii. the Deputy Director of Emergency Management
- iii. the Operations Section Chief
- iv. the Planning Section Chief
- v. the Logistics Section Chief
- vi. the Finance & Admin Section Chief
- vii. the Liaison Officer
- viii. the Edson RCMP Detachment Commander
- ix. the Public Information Officer or designate
- x. the Human Resources Manager
- xi. any other person the DEM considers would be of assistance

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7.5 In addition, to the members appointed pursuant to section (7.4) the DEM may invite members of the following organizations to nominate representatives to serve as members of the agency:

- i. Alberta Health Services,
- ii. Alberta Health Services –Emergency Medical Services,
- iii. Canadian National Railway,
- iv. Fortis Alberta,
- v. Atco Gas,
- vi. the Community Development Manager or designate,
- vii. the Hospital Director or designate,
- viii. the School Boards Chair person or designate,
- ix. representative(s) from local business or business associations (e.g. Chamber of Commerce, Board of Trade),
- x. representative(s) from adjacent communities which have entered into mutual aid agreements,
- xi. representative(s) from TELUS,
- xii. representative(s) from local industry or industrial associations,
- xiii. representative(s) from Alberta Environment and Water,
- xiv. representative(s) from Alberta Municipal Affairs and Housing,
- xv. anybody else who might serve a useful purpose in the preparation or implementation of the MEP.

8. Director of Emergency Management (DEM)

8.1 The DEM shall be appointed by Council.

8.2 The DEM and shall prepare and co-ordinate the Town of Edson MEP, related plans and programs.

8.3 The DEM will cause the MEP or any related plans or programs to be put into operation.

8.4 If the DEM is absent the deputy DEM or designate is responsible to undertake the duties of the DEM.

9. Training and Qualifications

9.1 The members of Council and the town of Edson Emergency Management Agency must have the training qualifications as described in the Local Authority Emergency Management Regulation.

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10. Command, Control and Coordination System

10.1 The Town of Edson will employ the command, control and coordination systems prescribed by the Managing Director of AEMA. It is currently the Incident Command System (ICS).

11. Declaration of a State of Local Emergency

- 11.1 The Committee may, at any time when it is satisfied that a major emergency exists or may exist, by resolution Declare a State of Local Emergency
- 11.2 The Committee must ensure that the declaration identifies the nature of the emergency and the area of the Town in which it exists.
- 11.3 In the event the Committee is unable to act, the Mayor and the Town CAO or designate shall exercise the Committee's powers under this section.
- 11.4 In the event the Mayor is unable to act, then the Deputy Mayor and the Town CAO or designate shall exercise the Committee's powers under this section. If the Deputy Mayor is unable to act, then any member of the Committee and the Town CAO or designate shall exercise the Committee's powers under this section.
- 11.5 Immediately after a declaration of a state of local emergency, the Committee shall cause the details of the declaration to be published by any means of communication that they consider is most likely to make know to the population of the area of the Town affected the contents of the declaration.
- 11.6 The Committee shall forward a copy of the declaration to the Minister forthwith.
- 11.7 When, in the opinion of the Committee an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.

11.8 A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:

- i. a resolution is passed;
- ii. a period of seven days has lapsed since it was declared, unless it is renewed by resolution;
- iii. the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
- iv. the Minister cancels the state of local emergency.

11.9 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

12. Evacuation Orders

12.1 If an evacuation order is made, every person within the area that is to be evacuated must leave the area by the deadline specified.

13. Protection from Liability

13.1 No action lies against a local authority or a person acting under the local authority's direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under this Act or the regulations during a state of local emergency.

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14. Bylaw No. 2109 is hereby rescinded.

This Bylaw comes into force on the day it is passed.

READ a first time this 21st day of January 2020.

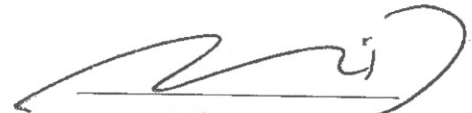
READ a second time this 21st day of January 2020.

PLACED for third reading this 21st day of January 2020

READ a third time and finally passed this 21st day of January 2020.



Mayor Kevin Zahara



Michael Derricott,
Chief Administrative Officer