

**TOWN OF PEACE RIVER
BYLAW NO. 2062**

BEING A BYLAW OF THE TOWN OF PEACE RIVER IN THE PROVINCE OF ALBERTA TO ESTABLISH AN EMERGENCY ADVISORY COMMITTEE AND AN EMERGENCY MANAGEMENT AGENCY

WHEREAS, the Revised Statutes of Alberta 2000 Chapter E-6.8 *Local Emergency Management Act* establishes the Local Authority Emergency Management Regulation; and

WHEREAS, the Local Authority Emergency Management Regulation requires a local authority, if the local authority is a municipal Council, to establish by Bylaw:

- a. An Emergency Advisory Committee; and
- b. An Emergency Management Agency;

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

TITLE

1. This Bylaw may be cited as the "Emergency Bylaw".

DEFINITIONS

2. In this Bylaw:
 - a. "Agency" refers to the Emergency Management Agency as established under this Bylaw;
 - b. "Alberta Emergency Management Agency" (AEMA) means that part of the public service of Alberta which leads the coordination and co-operation of all organizations involved in emergencies and disasters;
 - c. "Committee" refers to the Emergency Advisory Committee as established under this Bylaw.
 - d. "Director of Emergency Management" "DEM" means the person holding the position of Chief Administrative Officer for the Town of Peace River pursuant to Section 3(2)(b) of the Local Emergency Management Regulation;
 - e. "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 or the environment;

- f. "Emergency Management Plan" means a plan prepared in accordance with Section 4 of the Local Authority Emergency Management Regulation;
- g. "Managing Director" means the person designated under section 3.1(2), of the *Emergency Management Act* and includes any person acting in the capacity of the Managing Director;
- h. "State of Local Emergency" means a state of local emergency declared in accordance with the provisions of the Act and this Bylaw.

EMERGENCY ADVISORY COMMITTEE

- 3. An Emergency Advisory Committee is established consisting of all members of Council. The Mayor is the Chair of the Emergency Advisory Committee. In the absence of the Mayor, the Deputy Mayor will preside. In the event that both Mayor and Deputy Mayor are absent, the chair will be elected by the remainder of Council.
- 4. The purpose of the Emergency Advisory Committee is to provide guidance and recommendations to the Emergency Management Agency.
- 5. The Committee shall meet at least annually and may meet more frequently at the call of the chair to review the development of Emergency plans and programs and to make such recommendations as the Committee deems advisable in respect of them, including:
 - a. reviewing the Emergency Management Plan and related plans and programs and any proposed revisions to the Emergency Management Plan or related plans and programs, on a regular basis; and
 - b. reviewing any Emergency Management policies developed by the CAO for adoption by the Council, and presenting such policies to the Council.
- 6. Quorum of the Emergency Advisory Committee shall consist of four members of Council except when the Committee is exercising its powers with respect to declaring a State of Local Emergency in which case a quorum is as prescribed in Section 8 of this Bylaw.

PROCEDURE FOR DECLARING STATE OF LOCAL EMERGENCY

- 7. Council's power to declare, renew or terminate a State of Local Emergency, or to expand or reduce the part of the Municipality to

which a State of Local Emergency applies, is delegated to the Committee subject to the provisions of this Bylaw.

8. Any two members of the Emergency Advisory Committee constitutes a quorum of the Committee for the purpose of making a decision to declare a State of Local Emergency, renew a State of Local Emergency, terminate a State of Local Emergency or expand or reduce the part of the Municipality to which a State of Local Emergency applies.

DIRECTOR OF EMERGENCY MANAGEMENT

9. The Chief Administrative Officer is appointed as the Director of Emergency Management. (DEM)
10. The DEM may appoint one or more Deputy Directors as required.

EMERGENCY MANAGEMENT AGENCY

11. There is established an Emergency Management Agency (the Agency):
 - a. reporting to the DEM and acting as the agent of the Council in exercising the Council's powers and duties under the Act subject to the directions and limitations set out in this Bylaw; and
 - b. having other roles and responsibilities as set out in this Bylaw.
12. Membership of the Agency consists of:
 - a. the DEM, who shall direct the activities of and preside at meetings of the Agency;
 - b. any Deputy Director;
 - c. the Fire Chief;
 - d. the Officer-in-Charge of the Town of Peace River Royal Canadian Mounted Police detachment;
 - e. representatives of the municipality's senior leadership team appointed by the CAO; and
 - f. includes any person that a member of the Agency may assign to act in the member's absence.
13. The DEM may invite representatives of external organizations to work with the Agency in developing the Emergency Management Plan or related plans or programs, or in implementing the

Emergency Management Plan or related plans or programs after they have been adopted or approved, including without limitation representatives of: the Indigenous community, the Government of Alberta, industry or industry groups, business or business groups, utility and telecommunication providers, community organizations, local leaders, support groups, emergency social service organizations, and mutual aid partners.

14. The Emergency Management Agency is responsible for administering the Emergency Management Plan.
15. The Agency shall act as agent of the Council in exercising the Council's duties to prepare and approve Emergency plans and to cause any Emergency plan or program to be put into operation.
16. The Agency shall submit an annual report to the Emergency Advisory Committee on the status of Emergency Management plans and programs including an annual assessment of the Municipality's state of emergency preparedness.
17. The Agency shall generally support and provide assistance and guidance to the DEM in the development, implementation and coordination of Emergency Management plans and programs, including without limitation at the DEM's request:
 - a. assisting in development and ongoing review of the Municipality's Emergency Management Plan and any other documents that relate to or support the Emergency Management Plan including administrative directives, strategic plans, budgets, business plans and business continuity plans;
 - b. assist in developing recommendations for policies and programs, and requests to the CAO or Council for resources or budget approvals;
 - c. implementing the Emergency Management Plan;
 - d. during and following the response phase of an Emergency, assist with coordinating or facilitating communications, implementing business continuity plans, and supporting recovery planning;
 - e. providing support and assistance to the Emergency Advisory Committee;

f. meeting with external stakeholder groups during any phase of Emergency Management.

18. The Agency shall use the Incident Command System as prescribed by the Managing Director of the Alberta Emergency Management Agency.

SEVERABILITY

19. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed.

REPEALED

20. Bylaw 1837 and amendments thereto are hereby repealed.

SCHEDULES

21. This Bylaw contains Schedule "A", which forms a part of this Bylaw.

EFFECTIVE DATE

22. This Bylaw shall come into force and have effect on the date of third and final reading.

READ a first time this 25 day of November, 2019.

READ a second time this 25 day of November, 2019.

READ a third and final time this 25 day of November, 2019.

SIGNED by the Mayor and Chief Administrative Officer this 25 day of November, 2019.


Thomas Tarpey
Mayor


Christopher J. Parker
Chief Administrative Officer

Schedule A

The Emergency Plan shall include:

1. A description of the administration of the Town's emergency management program;
2. The procedures for implementing the emergency plan during an emergency or exercise response;
3. The Town's plan for preparedness, response and recovery activities;
4. A hazard and risk assessment;
5. Emergency management program exercises that the Town will engage in;
6. The emergency management agency's plan for regular review and maintenance of the Town's emergency plan;
7. The Agency's plan for the review and maintenance of the Town's emergency plan after an exercise, emergency or disaster;
8. How the command, control and coordination system prescribed by Section 18 of this Bylaw will be used by the Agency;
9. The assignment of responsibilities to Town employees and elected officials, by position, respecting the implementation of the emergency plan;
10. A training plan for staff assigned with responsibilities under the emergency plan;
11. The mechanisms that will be used to prepare and maintain an emergency management staff contact list for employees and elected officials who have been assigned responsibilities respecting the implementation of the emergency plan;
12. The Town's plan for communications, public alerts and notifications during exercises, emergencies and disaster; and
13. The Town's plan for providing emergency social services during an emergency or disaster.