

**PARKLAND COUNTY  
PROVINCE OF ALBERTA**

**BYLAW 2019-21**

**BEING A BYLAW TO ESTABLISH A MUNICIPAL EMERGENCY MANAGEMENT AGENCY**

---

**WHEREAS** the Council of Parkland County is responsible for the direction and control of its emergency response and is required under the Emergency Management Act, R.S.A. 2000, c.E-6.8, as amended, to appoint an Emergency Advisory Committee and to establish and maintain an Emergency Management Agency; and

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

**NOW THEREFORE** the Council of Parkland County duly assembled and under the authority of the Municipal Government Act, R.S.A. 2000, c.M-26, as amended, hereby enacts the following:

**TITLE**

1. This Bylaw shall be known as the "Municipal Emergency Management Bylaw".

**DEFINITIONS**

2. In this Bylaw:

- (a) "Act" means the Emergency Management Act, R.S.A. 2000, c.E-6.8, as amended;
- (b) "Council" means the Council of Parkland County;
- (c) "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;
- (d) "Emergency" means an event that requires prompt coordination 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;
- (e) "Emergency Advisory Committee" means the committee established under this Bylaw;
- (f) "Emergency Management Agency" means the agency established under this Bylaw;
- (g) "Minister" means the Minister determined under Section 16 of the Government Organization Act, R.S.A. 2000, c.G-10, as amended, as the Minister responsible for the Emergency Management Act; and
- (h) "Municipal Emergency Plan" means the emergency management plan prepared by the Director of Emergency Management to coordinate response to an emergency or disaster.

**INTERPRETATION**

3. The headings in this bylaw are for reference only.

**EMERGENCY ADVISORY COMMITTEE**

4. Council is hereby established as the Emergency Advisory Committee to advise on the development of emergency plans and programs.
5. All Council members are members of the Emergency Advisory Committee. A quorum for any meeting, other than an emergency meeting, shall be in accordance with Bylaw 2015-06 Meeting Procedures, as amended, or enacted from time to time.
6. The Mayor is the Chair of the Emergency Advisory Committee. If the Mayor is absent, the Deputy Mayor will chair, and in the absence of the Deputy Mayor, the Council member present who is next scheduled as Deputy Mayor shall chair. In the event there are no Council members present

who are scheduled to be Deputy Mayor, then the last Council member to fulfil the role of Deputy Mayor shall chair.

7. The Emergency Advisory Committee shall meet annually, or more frequently as required, and may meet on less than twenty-four (24) hours' notice. Where meeting in person are not feasible, the Emergency Advisory Committee may convene by electronic means of communication.
8. The Chief Administrative Officer or the Director of Emergency Management may call an emergency meeting of the Emergency Advisory Committee if satisfied that an emergency exists or may exist that affects Parkland County.
9. The Chief Administrative Officer must give a minimum of one (1) hour notice of the time and place of an emergency meeting of the Emergency Advisory Committee to as many members of Council as possible in the circumstances.
10. Those members of Council attending an emergency meeting of the Emergency Advisory Committee shall constitute a quorum.
11. The purpose of the Emergency Advisory Committee is, within the parameters of the Act, to provide guidance and direction to the Emergency Management Agency, discuss proposed amendments to the Municipal Emergency Management Bylaw, ensure all members of Council have taken the prescribed training and to fulfill any requirements of the Municipal Emergency Plan during an emergency

#### **EMERGENCY MANAGEMENT AGENCY**

12. There is hereby established an Emergency Management Agency to act as agent of Council to carry out the statutory powers and obligations under the Act. This does not include the power to declare, renew or terminate a state of local emergency, or the powers contained in paragraph 22 of this Bylaw.
13. Council hereby appoints the Fire Chief as the Director of Emergency Management to be in charge of the Emergency Management Agency.
14. The Emergency Management Agency shall be comprised of the following:
  - (a) Chief Administrative Officer;
  - (b) Fire Chief
  - (c) General Manager Agriculture, Community, and Protective Services;
  - (d) General Manager, Operations Services;
  - (e) General Manager Corporate Services;
  - (f) General Manager, Chief Financial Office;
  - (g) any other person deemed by the Director of Emergency Management to be beneficial in the preparation or implementation of the Emergency Management Plan including but not limited to a:
    - i. Non-Commissioned Officer. in Charge R.C.M.P or designate;
    - ii. representative from Parkland School Division No. 70;
    - iii. representative from Alberta Health Services; and
    - iv. representative from Alberta Emergency Management Agency.
15. The Emergency Management Agency is responsible:
  - (a) for the development, maintenance, approval and implementation of the Municipal Emergency Plan;
  - (b) to advise the Director of Emergency Management and to update the Emergency Advisory Committee on agency activities at least annually or as required;

- (c) to review, amend and approve mutual aid agreements;
- (d) to approve the appointment of the Deputy Director of Emergency Management; and
- (e) ensure that the command, control, and coordination system prescribed by the Managing Director of Alberta Emergency Management Agency is used by the Emergency Management Agency.

16. The Director of Emergency Management shall:

- (a) prepare and coordinate the Municipal Emergency Plan and related plans and programs for Parkland County;
- (b) act as director of Emergency Operations, or ensure that an individual is designated under the Municipal Emergency Plan to act on behalf of the Emergency Management Agency;
- (c) coordinate all emergency services and other resources used in an emergency; and
- (d) ensure that an individual is designated to discharge the responsibilities specified in paragraphs (a), (b) and (c), above.

17. The Deputy Director of Emergency Management shall assist the Director of Emergency Management and, in the absence of the Director of Emergency Management, perform the duties of the Director of Emergency Management.

18. In the event that both the Director of Emergency Management and the Deputy Director of Emergency Management are unavailable, the Chief Administrative Officer is authorized to appoint a temporary Director of Emergency Management. The Chief Administrative Officer shall, in accordance with this Bylaw, advise the Emergency Advisory Committee of the appointment.

## STATE OF LOCAL EMERGENCY

19. The power to declare or renew a state of local emergency under the Act and the powers specified in paragraph 22 of this Bylaw are hereby delegated to the Mayor, or the Deputy Mayor, alone, or in the absence of either of them, any two (2) members of Council. The Mayor, or the Deputy Mayor, or in the absence of either of them, any two (2) members of Council may by resolution, at any time when satisfied that an emergency exists or may exist, make a declaration of a state of local emergency.

20. When a state of local emergency is declared, the Emergency Advisory Committee or its designate shall:

- (a) ensure that the declaration identifies the nature of the state of local emergency and the area of Parkland County in which it exists;
- (b) publish the details of the declaration 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;
- (c) immediately forward a copy of the declaration to the Minister; and
- (d) renew or terminate the declaration within seven (7) days of making the declaration.

21. When recommended by the Director of Emergency Management and, in the opinion of Council, the need for the declaration of a local emergency no longer exists, Council shall by resolution terminate the declaration of local emergency and immediately:

- (a) publish the details of the termination by such means of communication considered most likely to make known to the majority of the population of the area affected by the contents of the termination; and
- (b) immediately forward a copy of the declaration to the Minister.

22. On making a declaration of a state of local emergency and for the duration of the state of local emergency, Council may in accordance with Section 24 of the Act, do all acts and take all necessary proceedings to deal with the emergency.

**ENACTMENT/TRANSITION**

- 23. Should any provision of this bylaw be deemed invalidated then such invalid provision will be severed from this bylaw and such severance will not affect the validity of the remaining portions of this bylaw, except to the extent necessary to give effect to such severance.
- 24. Bylaw No. 2014-15 is hereby repealed.
- 25. This Bylaw shall come into force and take effect on the day of third reading and signing thereof.

READ A FIRST TIME this \_\_\_\_ day of \_\_\_\_\_, 2019.

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_\_, 2019.

READ A THIRD TIME AND FINAL TIME this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer