

***Village of Innisfree***  
***Bylaw # 647-20***  
***Emergency Management Bylaw***

**A BYLAW OF THE VILLAGE OF INNISFREE IN THE PROVINCE OF ALBERTA  
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 Council of the Village of Innisfree duly assembled enacts as follows:

**1.** This Bylaw may be cited as the **Emergency Management Bylaw**.

**2. Definitions**

- (a) "**Act**" means the *Emergency Management Act*, Chapter E-6.8, Revised Statutes of Alberta.
- (b) "**Agency**" means the Village of Innisfree Emergency Management Agency established under this Bylaw.
- (c) "**Village**" means the Village of Innisfree.
- (d) "**Council**" means the Council of the Village of Innisfree.
- (e) "**Committee**" means the Village of Innisfree Emergency Management Advisory Committee established under this Bylaw.
- (f) "**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.
- (g) "**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.
- (h) "**Minister**" means the Minister charged with administration of the Act.
- (i) "**Training**" means the training requirements prescribed by the Local Authority Emergency Management Regulation.

**3. Council's Responsibilities**

- (a) Council is responsible for the direction and control of the Village of Innisfree emergency management response unless the Province of Alberta assumes direction and control under provisions of the Act,
- (b) Council is responsible to oversee the preparation of emergency plans and programs,
- (c) Council must approve emergency plans and programs,

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- (d) Council is responsible to appoint the members of the Committee,
  - (e) Council may remove any member of the Committee at any time for any reason,
  - (f) Council may by Bylaw borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Agency,
  - (g) 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,
  - (h) Council shall appoint a Director of Emergency Management and a Deputy Director of Emergency Management,
  - (i) Council may, at any time when it is satisfied that an emergency exists or may exist in the Village, by resolution make a declaration of a state of local emergency relating to all or any part of the Village.
4. A Committee to be known as the Emergency Management Advisory Committee is hereby established in and for the Village.
5. **Emergency Advisory Committee**
- (a) The Committee's purpose is to advise on the development of the Village of Innisfree emergency plans and programs,
  - (b) The Committee shall consist of three (3) Council members, and the Director of Emergency Management,
  - (c) The Village shall provide for the payment of expenses of the members of the Committee.
6. **Proceedings of the Committee**
- (a) 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,
  - (b) A quorum of the Committee shall be at least two (2) members.
  - (c) Committee meetings may be called by any member of the Committee at any time deemed necessary,
  - (d) Meeting procedures shall be conducted in accordance with good meeting practices and disputes resolved in accordance with Roberts Rules of Order,
  - (e) The Committee shall have the power to pledge the credit of the Village in connection with performance of their duties as outlined in this Bylaw and have the power to authorize expenditures charged against the Village.

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**7. Duties of the Committee**

- (a) The Committee is responsible for preparing, drafting, and presenting for the consideration of Council the municipal emergency plan (MEP) and programs for the Village and for recommending to Council any amendments to the plan and program as required from time to time,
- (b) The Committee is responsible to review and update the MEP and related plans and programs on a regular basis,
- (c) The Committee is responsible to coordinate emergency management training and plan exercises,
- (d) Within the budget approved by Council, the Committee shall carry out a program for the promotion of the goals and objectives of the MEP,
- (e) The Committee shall foster the development of relationships with business, industry, other local authorities, special interest groups, citizens, and the Provincial Government enabling the Village of Innisfree ability to respond to emergency situations,
- (f) 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,
- (g) The Committee will advise Council on the status of the MEP and related plans and programs at least once each year.

**8. Emergency Management Agency**

An Agency to be known as the Innisfree Emergency Management Agency is hereby established in and for the Village.

- (a) The Agency is responsible for the administration of the Village's emergency management program and in exercising the powers and duties under the Act.
- (b) The Agency assists in the development and executes the MEP and programs prepared by the Emergency Management Advisory Committee to address potential emergencies or disasters within the Village.
- (c) The Agency reviews the status of the MEP and related plans and programs at least once each year.

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- (d) The Innisfree 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 Director of Public Services (aka Public Works Foreman),
  - iv. the Director of Family and Community Support Services and Enforcement Services, and
  - v. any other person the DEM considers would be of assistance.
- (e) In addition, to the members appointed pursuant to section (9) 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. ATCO Gas,
  - v. the School Board Chairman or designate,
  - vi. representative(s) from local business
  - vii. representative(s) from mutual aid partners,
  - viii. representative(s) from TELUS,
  - ix. representative(s) from local industry or industrial associations,
  - x. representative(s) from Alberta Environment and Water,
  - xi. representative(s) from Alberta Municipal Affairs and Housing,
  - xii. anybody else who might serve a useful purpose in the preparation or implementation of the MEP.

**9. Director of Emergency Management (DEM)**

- (a) The Chief Administrative Officer is the DEM and shall prepare and coordinate the Village of Innisfree MEP, related plans and programs.
- (b) The DEM will cause the MEP or any related plans or programs to be put into operation.
- (c) If the DEM is absent the Deputy DEM or designate is responsible to undertake the duties of the DEM.

**10. Training and Qualifications**

- (a) Elected officials shall comply with the training requirements of the Local Authority Emergency Management Regulation Section 8,
- (b) The Director of Emergency Management shall comply with the training requirements of the Local Authority Emergency Management Regulation Section 10
- (c) Members of the Innisfree Emergency Management Agency shall comply with the training requirements of the Local Authority Emergency Management Regulation Section 11

**11. Command, Control and Coordination System**

The Village of Innisfree will employ the Command, control and coordination system prescribed by the Managing Director of AEMA. It is currently the Incident Command System (ICS).

**12. Declaration of a State of Local Emergency**

- (a) A state of local emergency (SOLE) may be declared by the Mayor and the Chief Administrative Officer when they agree that a state of local emergency exists.
  - (b) In the event the Mayor is unable to act, the current Deputy Mayor shall exercise the mayor's powers under this section.
  - (c) In the event the Mayor and Deputy Mayor are unable to act, the current Acting Mayor shall exercise the Mayor's powers under this section.
  - (d) When a state of local emergency is declared, Council must identify the nature of the emergency and the area of the Village in which it exists.
  - (e) Immediately after a declaration of a state of local emergency, Council 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 Village affected the contents of the declaration.
  - (f) Council shall forward a copy of the declaration to the Minister forthwith.
- 13.** If an evacuation order is made, every person within the area that is to be evacuated must leave the area by the deadline specified.
- 14.** 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.
- 15.** When, in the opinion of Council an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.
- 16.** A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when
- (a) a resolution is passed;
  - (b) a period of seven days has lapsed since it was declared, unless it is renewed by resolution;
  - (c) the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
  - (d) the Minister cancels the state of local emergency.
- 17.** 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.



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

Read a FIRST time this 21<sup>st</sup> day of April, 2020.

Read a SECOND time this 21<sup>st</sup> day of April, 2020.

Read a THIRD time and FINALLY passed this 19<sup>th</sup> day of May, 2020.



Mayor



Chief Administrative Officer