



## TOWN OF MANNING, ALBERTA

### BYLAW NO. 912-23

#### BEING A BYLAW TO ESTABLISH AND MAINTAIN AN EMERGENCY ADVISORY COMMITTEE AND A JOINT EMERGENCY MANAGEMENT AGENCY

**WHEREAS** the Council of the Town of Manning is responsible for the direction and control of its emergency response and approval of emergency plans and programs, and is required under the *Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8* to establish and maintain an Emergency Advisory Committee and a Joint Emergency Management Agency; and

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

**NOW THEREFORE** the Council of the Town of Manning duly assembled, hereby enacts the following:

#### SECTION 1 - SHORT TITLE

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

#### SECTION 2 - DEFINITIONS AND INTERPRETATION

2. In this Bylaw the following definitions shall apply:
  - a. 'Act' means the *Emergency Management Act, Revised Statutes of Alberta 2000*.
  - b. 'Agency' refers to the Joint Emergency Management Agency between the Town of Manning's Emergency Advisory Committee and County of Northern Lights the Emergency Advisory Committee, as established under this Bylaw and pursuant to Section 11.2(4) of the *Emergency Management Act*.
  - c. 'Agent' refers to the appointed Agency in exercising the local authorities' powers and duties under the Act.
  - d. 'Alberta Emergency Management Agency' (AEMA) means that part of the public service of Alberta which leads the coordination and cooperation of all organizations involved in emergencies and disasters.
  - e. 'Council' means the Council of the Town of Manning.
  - f. 'Committee' refers to the Emergency Advisory Committee of the Town of Manning, as established under this Bylaw.
  - g. 'Director of Emergency Management', (DEM) refers to the person holding the position of Chief Administrative Officer (or Designate (Acting CAO)) for the Town of Manning pursuant to Section 3(2)(b) of the *Local Authority Emergency Management Regulation*.
  - h. 'Deputy Director of Emergency Management', (DDEM) refers to the person designated by the DEM for the purpose of acting with, providing strategic direction, or management of an emergency response as required.

- i. 'Emergency' means a present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety, or welfare of people or to limit damage to property.
- j. 'Emergency Management Plan' means the emergency plan prepared by the Director of Emergency Management to co-ordinate response to an emergency or disaster.
- k. 'Local Authority' means where a municipality has a council within the meaning of the *Municipal Government Act*, that council.

### SECTION 3 - ESTABLISHMENT, PURPOSE & APPLICATION

#### EMERGENCY ADVISORY COMMITTEE

- 3. It is hereby established an Emergency Advisory Committee consisting of all members of Council. The position of 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 the Mayor and Deputy Mayor are absent, the chair will be elected by the remainder of the Committee.
- 4. The purpose of the Emergency Advisory Committee is to provide guidance and recommendations to the Joint Emergency Management Agency in respect to the development of emergency plans and programs, and proposed revisions, and to exercise its power to declare a 'State of Local Emergency' for the Town of Manning.
- 5. The Emergency Advisory Committee shall meet at least annually; and may meet annually with the County of Northern Lights Emergency Advisory Committee.
- 6. The Emergency Advisory Committee shall review the Emergency Management Plan and related programs and adopt them by resolution. Revisions to the plan and related programs may be discussed at a Joint Meeting with the Emergency Advisory Committee of the County of Northern Lights.
- 7. Once revisions are adopted by both Emergency Advisory Committees of the County of Northern Lights and the Town of Manning, the Chief Administrative Officers (which are the DEM's) shall be responsible for reporting back to the Joint Emergency Management Agency.
- 8. Recommendations and/or revisions from the Joint Emergency Management Agency will be reported to the Emergency Advisory Committees through their respective Directors of Emergency Management (CAO or Designate).
- 9. Council's power to declare, renew or terminate a 'State of Local Emergency' is delegated to the Emergency Advisory Committee; the committee should have the Mayor or Deputy Mayor and two (2) other committee members present, to exercise its power for the purpose of making a decision, and a **resolution**, to declare, renew or terminate a 'State of Local Emergency'.
- 10. In the event of a pending or imminent emergency requiring prompt action steps, an Emergency Advisory Committee special meeting may be held through electronic means, conference telephone or similar communications such as: group email or group text. Participation in such a meeting constitutes presence in person. A record of attendees will be recorded, and the Chair will sign the meeting minutes.
- 11. The subsequent 'Declaration of a State of Local Emergency' document may be signed by the Mayor or Deputy Mayor and one other committee member that was present at the special meeting where the **resolution** took place. The declaration document can be signed in counterparts, through electronic means or fax.
- 12. In the absence of the Mayor and Deputy Mayor at the special meeting held for a decision and resolution, any two (2) members of the committee that were present, may sign the 'Declaration of a State of Local Emergency' document.

13. In the event of a pending or imminent emergency, no notice shall be required to call a special meeting of the Emergency Advisory Committee. All members shall use their best efforts to be present at the meeting despite no notice having been provided.
14. The regularly scheduled annual meeting of the Emergency Advisory Committee will have sufficient notice given to members.
15. During an Emergency or Disaster, the purpose of the Emergency Advisory Committee is to:
  - a. support the Directors of Emergency Management (DEM's) and/or the DDEM's;
  - b. in accordance with sections nine to twelve (9-12) of this Bylaw; by resolution, declare, renew or terminate a 'State of Local Emergency';
  - c. In consultation and coordination with the DEM, DDEM or the Public Information Officer for Emergencies, Emergency Advisory Members may be requested to:
    - i. serve as a spokesperson if required; (see Council Communication Policy)
    - ii. assist with keeping the community informed using established key messages;
    - iii. engage with other levels of government for financial and resource support;
    - iv. provide briefings to other levels of government; and
    - v. authorize major expenditures as required.
16. When an emergency or disaster is not occurring, the purpose of the Emergency Advisory Committee is to:
  - a. continue to advise, guide, and give direction to the Emergency Management Agency regarding the development of emergency plans and programs;
  - b. assist with potential threat analysis;
  - c. establish and review emergency budget;
  - d. complete training as required;
  - e. enter into agreements as appropriate to increase local capacity to respond to emergencies and disasters; (i.e. mutual aid)

#### JOINT EMERGENCY MANAGEMENT AGENCY

17. It is hereby established a Joint Emergency Management Agency (the Agency) to act as the agent of the Council of the County of Northern Lights and the Council of the Town of Manning; to carry out its statutory powers and obligations under the Act pursuant to Section 11.2(1-4) This does not include the power to declare, renew, or terminate a 'State of Local Emergency'.
18. The purpose and responsibility of the Joint Emergency Management Agency is to be maintained by and act as the Agent for both the County of Northern Lights Council and the Town of Manning Council (*Section 11.2(1-4) Emergency Management Act*) in exercising the Council's duties to prepare, develop,

- implement, and administer the Emergency Management Plan and any related Programs.
19. The Agency reports to the Directors of Emergency Management. Both DEM's will co-chair Agency meetings.
  20. The person holding the position of Chief Administrative Officer is appointed as the Director of Emergency Management (DEM).
  21. The DEM's may appoint one or more Deputy Directors as required.
  22. When possible, in the event of an emergency, the DEM of the municipality where the emergency is located will lead the activation of the Emergency Control Centre (ECC), and serve as the DEM for the incident.
  23. The Agency shall use the Incident Command System (ICS), as prescribed by the Managing Director of the Alberta Emergency Management Agency.
  24. The Joint Emergency Management Agency shall, at a minimum, be comprised of one or more of the following:
    - a. the DEM of the Town of Manning, who shall co-chair the activities of and preside at meetings of the Agency,
    - b. the DEM of the County of Northern Lights, who shall co-chair the activities of and preside at meetings of the Agency,
    - c. the DDEM's of the County of Northern Lights and the Town of Manning,
    - d. County of Northern Lights Regional Fire Chief (or designate),
    - e. Town of Manning Fire Chief (or designate),
    - f. R.C.M.P. Representative or Designate,
    - g. Director of Public Works (County/Town) (or designate),
    - h. Public Information Officer (County/Town) (or designate).
  25. Either DEM may invite representatives of external organizations to work with the Agency in developing, implementing, execution, and the operating of the Emergency Management Plan and related Programs.
  26. The Directors of Emergency Management for the County of Northern Lights and the Town of Manning shall:
    - a. assist in the preparation, development, and implementation of the Emergency Management Plan and any related Programs;
    - b. periodically review and make recommendations and revisions of the Emergency Management Plan;
    - c. assist in the preparation and development of documents and resources that support emergency management plans and programs such as: administrative directives, strategic plans, budgets, and related policies.
    - d. at least annually, meet with the Emergency Advisory Committee to review the Emergency Management Plan and related Programs and provide recommendations and revisions for discussion and adoption, and any updates on Agency activities.
    - e. arrange a meeting of the members of the Joint Emergency Management Agency at least once per year to discuss and review the Emergency Plan and related Programs. (section 5(1) (LAEMR)
    - f. when required, schedule training, tabletop exercises, and live exercises for the Agency members.

**SECTION 4 - SCHEDULES**

27. This Bylaw contains Schedule "A", *Declaration of a State of Local Emergency*, Schedule "B", *Termination of a State of Local Emergency*, and Schedule "C", *Public Announcement of a State of Local Emergency*, which forms a part of this Bylaw.

**SECTION 5 - SEVERABILITY**

28. Should any section or part of this Bylaw to be found to have been improperly enacted, for any reason, then such section or part shall be regarded as being severable from the rest of the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted has not been enacted as part of this Bylaw.

**SECTION 6 - REPEAL**

29. Bylaw No. 762-06 is hereby repealed and deemed inactive and replaced by Bylaw No. 912-23.

**SECTION 7 - ENACTMENT**


30. This Bylaw No. 23-24-486 shall come into force and effect upon the THIRD and FINAL Reading.

READ for the FIRST time this 8 day of November, 2023.

READ for the SECOND time this 8 day of November, 2023.

Moved and passed unanimously that the "Emergency Management Bylaw", be presented for third and final reading.

READ for the THIRD AND FINAL time this 8 day of November, 2023.

  
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Chief Elected Official  
*Mayor Town of Manning.*

  
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Chief Administrative Officer