



## **AGENDA**

REGULAR MEETING OF THE MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, DECEMBER 6, 2021 AT 4:30 PM.

### **MOTION**

#### **1. CALL TO ORDER**

ITEM No.1.1 Nominations for Chair of the Municipal Emergency Management Committee

#### **2. ADOPTION OF THE AGENDA**

**X**

#### **3. ADOPTION OF THE MINUTES**

ITEM No.3.1 Minutes of the Municipal Emergency Management Committee: June 7, 2021

**X**

#### **4. BUSINESS ARISING FROM THE MINUTES**

#### **5. ACTION ITEMS**

ITEM No.5.1 Setting Regular Meeting Dates for 2022

**X**

ITEM No.5.2 Emergency Management Bylaw update 24-2021

**X**

#### **6. DELEGATIONS**

#### **7. MEDIA INQUIRIES**

#### **8. CLOSED SESSION**

#### **9. OPEN SESSION**

#### **10. CLOSE OF MEETING**

**X**



## Municipal Emergency Management Committee Request for Decision

**Meeting Date: December 6, 2021**

**Subject:**

Nominations for Chair of the Municipal Emergency Management Committee

**Recommendation:**

Committee discussion is requested in regards for nominations for the position of Chair of the Municipal Emergency Management Committee.

**Background:**

Being as this is the first meeting since the 2021 Municipal Election and Council's Organizational Meeting held on October 25, 2021, Chief Munshaw, of the Taber Fire Department and Director of Emergency Management will call the meeting to Order.

Chief Munshaw will Call for Nominations from the floor for the position of Chair of the Municipal Emergency Management Committee.

Chief Munshaw will Call for Nominations from the floor for the position of Chair of the Municipal Emergency Management Committee a second and a third and final time.

If more than one nomination has been received an anonymous written vote will be taken and tallied by Chief Munshaw.

Once a Chair has be declared, the Chair will take over the meeting.

**Legislation / Authority:**

N/A

**Strategic Plan Alignment:**

N/A

**Financial Implication:**

N/A

**Service Level / Staff Resource Implication:**

N/A



**Justification:**

Being as this is the first meeting of the Municipal Emergency Management Committee since the 2021 Election, historically the Committee has used this opportunity to select a Chair of the Committee.

**Alternative(s):**

The Committee could refer this to another meeting.

**Attachment(s):** None.

**APPROVALS:**

**Originated By:**

Raeanne Keer

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_



## **Municipal Emergency Management Committee Request for Decision**

**Meeting Date: December 6, 2021**

**Subject:**

Minutes of the Municipal Emergency Management Committee: June 7, 2021

**Recommendation:**

The Municipal Emergency Management Committee adopts the minutes of the Regular Meeting held on June 7, 2021, as presented.

**Background:**

Minutes of the previous meeting of the Municipal Emergency Management Committee have been attached for review and consideration of approval.

**Legislation / Authority:**

MGA, Section 208

**Strategic Plan Alignment:**

None.

**Financial Implication:**

None.

**Service Level / Staff Resource Implication:**

None.

**Justification:**

Approval of minutes is in accordance with the Municipal Government Act, Section 208.



**Alternative(s):**

That the Municipal Emergency Management Committee adopts the Minutes of the Regular Meeting held on June 7, 2021, as amended.

**Attachment(s):** Minutes

**APPROVALS:**

**Originated By:**  
Raeanne Keer

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, JUNE 7, 2021, AT 4:30 PM.

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**Chairperson**

Andrew Prokop

**Members**

Garth Bekkering

Jack Brewin

**Absent**

Joe Strojwas

**Chief Administrative Officer**

Gary Scherer

**Staff**

Raeanne Keer

Steve Munshaw

**CALL TO ORDER**

Chair Brewin delegated the duties of Chair to Mayor Prokop for this meeting, prior to the meeting being called to Order.

Mayor Prokop called the meeting to Order at 4:30 PM.

**ADOPTION OF THE AGENDA**

Mayor Prokop inquired if there were any additions or deletions to the Agenda, and there were none.

**ADOPTION OF THE AGENDA – CONT'D**

RES. 7/2021            MOVED by Councillor Bekkering that the Municipal  
Emergency Management Committee adopts the  
Agenda, as presented.

CARRIED UNANIMOUSLY

**ADOPTION OF THE MINUTES**

**1) Minutes of the Municipal Emergency Management  
Committee: March 1, 2021**

RES. 8/2021            MOVED by Councillor Brewin that the Municipal  
Emergency Management Committee adopts the  
minutes of the Regular Meeting held on March 1,  
2021, as presented.

CARRIED UNANIMOUSLY

**BUSINESS ARISING FROM THE MINUTES**

None.

**ACTION ITEMS**

**1) Emergency Management Bylaw 19-2021**

Chief S. Munshaw, Chief of the Taber Fire Department, presented  
proposed Emergency Management Bylaw 19-2021 to the Committee.

RES. 9/2021            MOVED by Councillor Brewin that the Municipal  
Emergency Management Committee supports the  
proposed changes to Emergency Management  
Bylaw 19-2021 and recommends that the Bylaw be  
brought to Council at the next Regular Meeting.

CARRIED UNANIMOUSLY

**DELEGATIONS**

None.

**MEDIA INQUIRIES**

None.

**CLOSED SESSION**

None.

**OPEN SESSION**

None.

**CLOSE OF MEETING**

RES. 10/2021

MOVED by Councillor Brewin that this Regular Meeting of the Municipal Emergency Management Committee is hereby Closed.

CARRIED UNANIMOUSLY AT 4:33 PM

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



## Municipal Emergency Management Committee Request for Decision

**Meeting Date: December 6, 2021**

**Subject:**

Setting Regular Meeting Dates for 2022

**Recommendation:**

That the Municipal Emergency Management Committee sets the schedule of the Regular Meetings of the Municipal Emergency Management Committee for 2022 to be the 1<sup>st</sup> Monday on a quarterly basis, as being March, June, September, and December.

**Background:**

Historically the Municipal Emergency Management Committee met on an ad hoc basis, on the first Monday of each quarter, being March, June, September, and December.

Administration is requesting that the Committee review the need to set dates in advance for Regular Meetings to create an opportunity for public participation and attendance, to create transparency, and to be in accordance with Section 195 of the *Municipal Government Act*.

If following the historical pattern of meeting on the first Monday on a quarterly basis the 2022 meeting dates will be as follows:

1. Monday, March 7, 2022
2. Monday, June 6, 2022
3. Tuesday, September 6, 2022 (Monday, September 5, 2022 is Labour Day)
4. December 5, 2022

**Legislation / Authority:**

*Municipal Government Act*, Section 195.

**Strategic Plan Alignment:**

No Strong Alignment



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**Financial Implication:**

None.

**Service Level / Staff Resource Implication:**

Time commitment on behalf of the Committee and staff.

**Justification:**

To keep the Committee informed on a regular basis, and be in accordance with the *Municipal Government Act*, Section 195.

**Alternative(s):**

1. The Municipal Emergency Management Committee could choose to meet on a different day and/or frequency.
2. That the Municipal Emergency Management Committee could refer this to another meeting.
3. The Municipal Emergency Management Committee could choose to hold meetings on an ad hoc basis at the call of the Chair.

**Attachment(s):** None.

**APPROVALS:**

**Originated By:**  
Raeanne Keer

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_

## Municipal Emergency Management Committee Request for Decision

**Meeting Date: December 6, 2021**

**Subject:**

Emergency Management Bylaw update 24-2021

**Recommendation:**

That the Municipal Emergency Management Committee supports the proposed changes to Emergency Management Bylaw 24-2021 and recommends that the Bylaw be brought to Council at the next Regular Meeting.

**Background:**

Updated Emergency Management Bylaw, after some discussion and overview around the positions of Deputy Director of Emergency Management within title changes of staff. The Bylaw has been amended to reflect these changes. As this bylaw had been updated, 2021 no other changes needed.

The Alberta Emergency Management Agency (AEMA) has reviewed this Bylaw.

Areas of highlight within this new bylaw,

1. Name change to DDEM

**Legislation / Authority:**

Emergency Management Act states:

11. A local authority

1. Shall, at all times, be responsible for the direction and control of the local authority's emergency response unless the Government assumes direction and control under section 18;
2. Shall prepare and approve emergency plans and programs.



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**Strategic Plan Alignment:**

To maintain a safe community that is healthy, innovative and environmentally aware while following Provincial Legislation.

**Financial Implication:**

There will not be any financial implication, as this is part of the Fire Chiefs and Emergency Management Agency's responsibilities

**Service Level / Staff Resource Implication:**

No changes to the service level, as this Bylaw remains within the Fire Department operational alignment.

**Justification:**

The approval of the new Bylaw would support the DEM and DDEM on emergencies within the community, as well manage leave requests and emergency responses.

**Alternative(s):**

Municipal Emergency Management Committee would like to see changes made to the Bylaw in the following areas \_\_\_\_\_, before going to council.

**Attachment(s):**      Emergency Management Bylaw 24-2021 Draft  
                                 Emergency Management Bylaw 19-2021

**APPROVALS:**

**Originated By:**  
Steve Munshaw

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_

TOWN OF TABER  
BYLAW NO. 24-2021

**BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHMENT AND OPERATION OF AN EMERGENCY MANAGEMENT ORGANIZATION WITHIN THE TOWN OF TABER.**

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WHEREAS pursuant to the *Emergency Management Act*, R.S.A. 2000, Chapter E-6.8, and amendments thereto, permits Council to be responsible for the direction and control of the Town's emergency response, the preparation and approval of emergency plans and programs, and is required to appoint an Emergency Advisory Committee, maintain an Emergency Management Agency and appoint a Director of Emergency Management;

AND WHEREAS the Town has prepared a Community Emergency Management Program which will be regularly reviewed, and revised and approved when necessary;

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

**1.0 NAME OF BYLAW**

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

**2.0 DEFINITIONS**

In this Bylaw:

**Act** means the *Emergency Management Act*, Chapter E-6.8, Revised Statutes of Alberta 2000;

**Bylaw** means the Taber Emergency Management Agency appointed under the bylaw;

**Chair** means the elected Committee member acting as the presiding officer for the meeting;

**Chief Administrative Officer** means the Chief Administrative Officer for the Town, regardless of the specific title that may be conferred on the Officer by Council from time to time;

**Community Emergency Management Program (CEMP)** means the emergency plan prepared to co-ordinate response to an emergency or disaster;

TOWN OF TABER  
BYLAW NO. 24-2021

<b>Council</b>	means the Council for the Town of Taber;
<b>Councillor</b>	means a member of Council;
<b>Deputy Mayor</b>	means the member of Council appointed pursuant to the Procedural Bylaw to act as Mayor in the absence or incapacity of the Mayor. May also be referred to as Deputy Chief Elected Official;
<b>Director</b>	means the person appointed Director of the Taber Emergency Management Agency under this Bylaw;
<b>Disaster</b>	means an event that results in serious harm to the safety, health or welfare of people or to limit damage to property;
<b>Emergency</b>	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;
<b>Emergency Management Committee</b>	means the Taber Emergency Advisory Committee established under this Bylaw;
<b>Mayor</b>	means the chief elected official of the Town of Taber;
<b>Minister</b>	means the minister charged with the administration of the <i>Act</i> ;
<b>Municipality</b>	means the Town of Taber;
<b>State of Local Emergency (SOLE)</b>	means a state of local emergency declared in accordance with the <i>Act</i> and this Bylaw

**3.0 ESTABLISHMENT OF EMERGENCY MANAGEMENT COMMITTEE**

3.1 There is hereby established an Emergency Management Committee to advise Council on the development of emergency plans and programs.

TOWN OF TABER  
BYLAW NO. 24-2021

**4.0 EMERGENCY MANAGEMENT COMMITTEE MEMBERSHIP AND QUORUM**

- 4.1 Council shall, by resolution appoint three Councillors to serve on the Emergency Management Committee.
- 4.2 Majority shall constitute a quorum

**5.0 EMERGENCY MANAGEMENT COMMITTEE FUNCTIONS AND DUTIES**

- 5.1 The Committee will:
  - 5.1.1 Advise Town Council on the development and status of plans and programs on an annual basis;
  - 5.1.2 Provide guidance and direction to the Emergency Management Agency;
  - 5.1.3 Perform some or all of the local authority's powers or duties as described in the *Emergency Management Act*;
  - 5.1.4 Perform any other functions and duties as required by this Bylaw.

**6.0 EMERGENCY MANAGEMENT COMMITTEE CHAIR**

- 6.1 The Committee will appoint a Chair who will preside at all meetings.
  - 6.1.1 If the Chair is unable to perform the Chair's duties, a Councillor will be appointed by the chair, as Acting Chair at the time of the meeting and will act as Chair.

**7.0 EMERGENCY MANAGEMENT COMMITTEE MEETINGS**

- 7.1 The Committee may meet quarterly

**8.0 EMERGENCY MANAGEMENT COMMITTEE SPECIAL MEETINGS**

- 8.1 The Chair of the Committee may call a Special Meeting of the Emergency Management Committee where a Councillor considers that an emergency exists, or may exist impacts the Town.
- 8.2 The Chair of the Committee or the Town CAO must provide a minimum of one (1) hour notice of the Special Meeting to as many members of the Emergency Management Committee as possible.
- 8.3 The method of giving the notice required by Section 8.2 will be by such means of communication considered by the Chair of the Committee to be most likely to notify the majority of the Members of the Committee.

**9.0 EMERGENCY MANAGEMENT COMMITTEE MEMBER EXPENSES**

- 9.1 The local authority may provide for payment of expenses of the Members of the Committee in accordance with the Town policies and procedures.

TOWN OF TABER  
BYLAW NO. 24-2021

**10.0 DECLARATION OF A STATE OF LOCAL EMERGENCY (SOLE)**

- 10.1 The power to declare a SOLE in the Town is in accordance with the *Act* and hereby designated to the Mayor.
- 10.2 When the Mayor of the Town is unable to act pursuant to Section 10.1, or when the office is vacant, the first member(s) of Council, described in the following list, who is present and able to act, shall act in place and instead of the Mayor of the Town pursuant to Section 10.1 during the absence of the Mayor or his inability to act:
  - 10.2.1 The Deputy Mayor;
  - 10.2.2 Any two (2) members of Council.
- 10.3 The declaration of the SOLE shall identify the nature of the emergency and the area of the Town in which it exists.
- 10.4 The party declaring shall forthwith forward a copy of the declaration of the Minister.
- 10.5 Immediately after making the declaration, the Committee shall cause the details of the declaration to be published by such means of communication as it considers is most likely to make known to the population of the Town affected by the contents of the declaration.
- 10.6 The party declaring shall report to the next meeting of Council the nature of the emergency, the reasons for declaring and the area of the Town in which the SOLE exists or existed.
  - 10.6.1 Upon declaration of a SOLE, and for the duration of the SOLE, the Director may, in accordance with Section 24 of the *Act*, exercise and perform all of the powers and duties given to the Town by the *Act*.
  - 10.6.2 At all other times, and except otherwise provided in this Bylaw, the Committee may exercise and perform all the powers given to the Town by the *Act*.

**11.0 TERMINATION OF STATE OF LOCAL EMERGENCY (SOLE)**

- 11.1 When, in the opinion of the local authority, an emergency no longer exists in an area of the municipality in relation to which a declaration of a state of local emergency was made, it shall by resolution or, terminate the declaration of a state of local emergency.
  - 11.1.1 Immediately after:
    - 11.1.2 The passage of a resolution or order termination a declaration;
    - 11.1.3 The cancellation by the Minister of a declaration of a state of local emergency; or



TOWN OF TABER  
BYLAW NO. 24-2021

11.1.4 The termination by lapse of time (7) days of declaration of a state of local emergency.

11.2 Immediately after the passage of a resolution to terminate or a termination by lapse of time, the Agency will report the details of the termination to be published by any means of communication that it considers is most likely to make known to the majority of the population of the Town.

## **12.0 ESTABLISHMENT OF EMERGENCY MANAGEMENT AGENCY**

12.1 There is hereby established the Taber Emergency Management Agency.

## **13.0 EMERGENCY MANAGEMENT AGENCY MEMBERSHIP AND PARTICIPATION**

13.1 The Agency may consist of the:

13.1.1 Chief Administrative Officer or designate;

13.1.2 Director of Engineering and Public Works or designate;

13.1.3 Chief of Police or designate;

13.1.4 Fire Chief or designate;

13.1.5 Director of Planning and Community Services;

13.1.6 Director of Finance or designate;

13.1.7 Management Team or any other designates.

13.2 The Agency members are authorized to invite representatives from external organizations to participate in meetings, emergency responses, and recovery activities.

## **14.0 EMERGENCY MANAGEMENT AGENCY FUNCTIONS AND DUTIES**

14.1 The Agency will:

14.1.1 Be responsible for the administration of the Town's Community Emergency Management Program;

14.1.2 Act as the agent of Town Council to carry out all of the powers and duties of Council under the *Act*, except for the powers and duties delegated by this Bylaw to the Committee;

14.1.3 Provide advice to the Committee as required;

14.1.4 Review all emergency plans and programs for the Town on an annual basis;

14.1.5 Report to the Committee on all Agency activities and provide an update on the review of the Community Emergency Management Program on an annual basis;

14.1.6 Use a command, control and coordination system as prescribed by the Managing Director of the Alberta Emergency Management Agency;

14.1.7 Cause the Community Emergency Management Program and related plans and programs to be activated when required; and,

14.1.8 Perform any other functions and duties as required by the Bylaw or by Town Council.

TOWN OF TABER  
BYLAW NO. 24-2021

**15.0 DIRECTOR OF EMERGENCY MANAGEMENT**

- 15.1 The Fire Chief shall be the Director of Emergency Management and Chair of the Agency.
- 15.2 The Director is authorized to delegate and authorize further delegations of powers, duties, and functions delegated to the Director of Emergency Management under this Bylaw.
- 15.3 The Director shall:
  - 15.3.1 Appoint Deputy Directors of Emergency Management from the following staff:
    - 15.3.1.1 Assistant Fire Chief;
    - 15.3.1.2 Police Chief;
    - 15.3.1.3 Director of Engineering and Public Works;
    - 15.3.1.4 Director of Planning and Community Services.
  - 15.3.2 Prepare and co-ordinate emergency management related plans and programs for the Town;
  - 15.3.3 Act as the Director of Emergency Operations Centre during activation;
  - 15.3.4 Submit to Town Council annually through the Committee, a report on the status of emergency management in the Town; and,
  - 15.3.5 Perform any other functions and duties as required by this Bylaw or by Town Council.

**16.0 PROTECTION FROM LIABILITY**

- 16.1 No action lies against Council, the Committee, the Agency and any person acting under the direction or authorization of these entities for anything done or omitted to be done in good faith while carrying out a power or duty under this Bylaw during a SOLE.

**17.0 INTENTION OF TOWN COUNCIL**

It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of the Town Council that if any provision of the Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

**18.0 RESCINDED OR AMENDED BYLAWS**

Bylaw No. 19-2019 is hereby repealed in its entirety.

TOWN OF TABER  
BYLAW NO. 24-2021

**19.0 EFFECTIVE DATE**

This Bylaw shall take effect on the day of the final passing and the signatures of the chief elected official and duly authorized designated officer thereof.

RES. Read a first time this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

RES. Read a second time this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

RES. Read a third time and finally passed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

**TOWN OF TABER**

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER (C.A.O.)**

DRAFT

TOWN OF TABER  
BYLAW NO. 19-2021

**BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHMENT AND OPERATION OF AN EMERGENCY MANAGEMENT ORGANIZATION WITHIN THE TOWN OF TABER.**

---

WHEREAS pursuant to the *Emergency Management Act*, R.S.A. 2000, Chapter E-6.8, and amendments thereto, permits Council to be responsible for the direction and control of the Town's emergency response, the preparation and approval of emergency plans and programs, and is required to appoint an Emergency Advisory Committee, maintain an Emergency Management Agency and appoint a Director of Emergency Management;

AND WHEREAS the Town has prepared a Community Emergency Management Program which will be regularly reviewed, and revised and approved when necessary;

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

**1.0 NAME OF BYLAW**

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

**2.0 DEFINITIONS**

In this Bylaw:

<b>Act</b>	means the <i>Emergency Management Act</i> , Chapter E-6.8, Revised Statutes of Alberta 2000;
<b>Bylaw</b>	means the Taber Emergency Management Agency appointed under the bylaw;
<b>Chair</b>	means the elected Committee member acting as the presiding officer for the meeting;
<b>Chief Administrative Officer</b>	means the Chief Administrative Officer for the Town, regardless of the specific title that may be conferred on the Officer by Council from time to time;
<b>Community Emergency Management Program (CEMP)</b>	means the emergency plan prepared to co-ordinate response to an emergency or disaster;

TOWN OF TABER  
BYLAW NO. 19-2021

<b>Council</b>	means the Council for the Town of Taber;
<b>Councillor</b>	means a member of Council;
<b>Deputy Mayor</b>	means the member of Council appointed pursuant to the Procedural Bylaw to act as Mayor in the absence or incapacity of the Mayor. May also be referred to as Deputy Chief Elected Official;
<b>Director</b>	means the person appointed Director of the Taber Emergency Management Agency under this Bylaw;
<b>Disaster</b>	means an event that results in serious harm to the safety, health or welfare of people or to limit damage to property;
<b>Emergency</b>	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;
<b>Emergency Management Committee</b>	means the Taber Emergency Advisory Committee established under this Bylaw;
<b>Mayor</b>	means the chief elected official of the Town of Taber;
<b>Minister</b>	means the minister charged with the administration of the <i>Act</i> ;
<b>Municipality</b>	means the Town of Taber;
<b>State of Local Emergency (SOLE)</b>	means a state of local emergency declared in accordance with the <i>Act</i> and this Bylaw

**3.0 ESTABLISHMENT OF EMERGENCY MANAGEMENT COMMITTEE**

- 3.1 There is hereby established an Emergency Management Committee to advise Council on the development of emergency plans and programs.

TOWN OF TABER  
BYLAW NO. 19-2021

**4.0 EMERGENCY MANAGEMENT COMMITTEE MEMBERSHIP AND QUORUM**

- 4.1 Council shall, by resolution appoint three Councillors to serve on the Emergency Management Committee.
- 4.2 Majority shall constitute a quorum

**5.0 EMERGENCY MANAGEMENT COMMITTEE FUNCTIONS AND DUTIES**

- 5.1 The Committee will:
  - 5.1.1 Advise Town Council on the development and status of plans and programs on an annual basis;
  - 5.1.2 Provide guidance and direction to the Emergency Management Agency;
  - 5.1.3 Perform some or all of the local authority's powers or duties as described in the *Emergency Management Act*;
  - 5.1.4 Perform any other functions and duties as required by this Bylaw.

**6.0 EMERGENCY MANAGEMENT COMMITTEE CHAIR**

- 6.1 The Committee will appoint a Chair who will preside at all meetings.
  - 6.1.1 If the Chair is unable to perform the Chair's duties, a Councillor will be appointed by the chair, as Acting Chair at the time of the meeting and will act as Chair.

**7.0 EMERGENCY MANAGEMENT COMMITTEE MEETINGS**

- 7.1 The Committee may meet quarterly

**8.0 EMERGENCY MANAGEMENT COMMITTEE SPECIAL MEETINGS**

- 8.1 The Chair of the Committee may call a Special Meeting of the Emergency Management Committee where a Councillor considers that an emergency exists, or may exist impacts the Town.
- 8.2 The Chair of the Committee or the Town CAO must provide a minimum of one (1) hour notice of the Special Meeting to as many members of the Emergency Management Committee as possible.
- 8.3 The method of giving the notice required by Section 8.2 will be by such means of communication considered by the Chair of the Committee to be most likely to notify the majority of the Members of the Committee.

**9.0 EMERGENCY MANAGEMENT COMMITTEE MEMBER EXPENSES**

- 9.1 The local authority may provide for payment of expenses of the Members of the Committee in accordance with the Town policies and procedures.

TOWN OF TABER  
BYLAW NO. 19-2021

**10.0 DECLARATION OF A STATE OF LOCAL EMERGENCY (SOLE)**

- 10.1 The power to declare a SOLE in the Town is in accordance with the *Act* and hereby designated to the Mayor.
- 10.2 When the Mayor of the Town is unable to act pursuant to Section 10.1, or when the office is vacant, the first member(s) of Council, described in the following list, who is present and able to act, shall act in place and instead of the Mayor of the Town pursuant to Section 10.1 during the absence of the Mayor or his inability to act:
- 10.2.1 The Deputy Mayor;
- 10.2.2 Any two (2) members of Council.
- 10.3 The declaration of the SOLE shall identify the nature of the emergency and the area of the Town in which it exists.
- 10.4 The party declaring shall forthwith forward a copy of the declaration of the Minister.
- 10.5 Immediately after making the declaration, the Committee shall cause the details of the declaration to be published by such means of communication as it considers is most likely to make known to the population of the Town affected by the contents of the declaration.
- 10.6 The party declaring shall report to the next meeting of Council the nature of the emergency, the reasons for declaring and the area of the Town in which the SOLE exists or existed.
- 10.6.1 Upon declaration of a SOLE, and for the duration of the SOLE, the Director may, in accordance with Section 24 of the *Act*, exercise and perform all of the powers and duties given to the Town by the *Act*.
- 10.6.2 At all other times, and except otherwise provided in this Bylaw, the Committee may exercise and perform all the powers given to the Town by the *Act*.

**11.0 TERMINATION OF STATE OF LOCAL EMERGENCY (SOLE)**

- 11.1 When, in the opinion of the local authority, an emergency no longer exists in an area of the municipality in relation to which a declaration of a state of local emergency was made, it shall by resolution or, terminate the declaration of a state of local emergency.
- 11.1.1 Immediately after:
- 11.1.2 The passage of a resolution or order termination a declaration;
- 11.1.3 The cancellation by the Minister of a declaration of a state of local emergency; or

TOWN OF TABER  
BYLAW NO. 19-2021

11.1.4 The termination by lapse of time (7) days of declaration of a state of local emergency.

11.2 Immediately after the passage of a resolution to terminate or a termination by lapse of time, the Agency will report the details of the termination to be published by any means of communication that it considers is most likely to make known to the majority of the population of the Town.

**12.0 ESTABLISHMENT OF EMERGENCY MANAGEMENT AGENCY**

12.1 There is hereby established the Taber Emergency Management Agency.

**13.0 EMERGENCY MANAGEMENT AGENCY MEMBERSHIP AND PARTICIPATION**

13.1 The Agency may consist of the:

- 13.1.1 Chief Administrative Officer or designate;
- 13.1.2 Director of Engineering and Public Works or designate;
- 13.1.3 Chief of Police or designate;
- 13.1.4 Fire Chief or designate;
- 13.1.5 Director of Planning and Economic Development or designate;
- 13.1.6 Director of Finance or designate;
- 13.1.7 Director of Recreation or designate;
- 13.1.8 Management Team or any other designates.

13.2 The Agency members are authorized to invite representatives from external organizations to participate in meetings, emergency responses, and recovery activities.

**14.0 EMERGENCY MANAGEMENT AGENCY FUNCTIONS AND DUTIES**

14.1 The Agency will:

- 14.1.1 Be responsible for the administration of the Town's Community Emergency Management Program;
- 14.1.2 Act as the agent of Town Council to carry out all of the powers and duties of Council under the *Act*, except for the powers and duties delegated by this Bylaw to the Committee;
- 14.1.3 Provide advice to the Committee as required;
- 14.1.4 Review all emergency plans and programs for the Town on an annual basis;
- 14.1.5 Report to the Committee on all Agency activities and provide an update on the review of the Community Emergency Management Program on an annual basis;
- 14.1.6 Use a command, control and coordination system as prescribed by the Managing Director of the Alberta Emergency Management Agency;
- 14.1.7 Cause the Community Emergency Management Program and related plans and programs to be activated when required; and,



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14.1.8 Perform any other functions and duties as required by the Bylaw or by Town Council.

**15.0 DIRECTOR OF EMERGENCY MANAGEMENT**

15.1 The Fire Chief shall be the Director of Emergency Management and Chair of the Agency.

15.2 The Director is authorized to delegate and authorize further delegations of powers, duties, and functions delegated to the Director of Emergency Management under this Bylaw.

15.3 The Director shall:

15.3.1 Appoint Deputy Directors of Emergency Management from the following staff:

- 15.3.1.1 Deputy Fire Chief;
- 15.3.1.2 Police Chief;
- 15.3.1.3 Director of Engineering and Public Works;
- 15.3.1.4 Director of Recreation.

15.3.2 Prepare and co-ordinate emergency management related plans and programs for the Town;

15.3.3 Act as the Director of Emergency Operations Centre during activation;

15.3.4 Submit to Town Council annually through the Committee, a report on the status of emergency management in the Town; and,

15.3.5 Perform any other functions and duties as required by this Bylaw or by Town Council.

**16.0 PROTECTION FROM LIABILITY**

16.1 No action lies against Council, the Committee, the Agency and any person acting under the direction or authorization of these entities for anything done or omitted to be done in good faith while carrying out a power or duty under this Bylaw during a SOLE.

**17.0 INTENTION OF TOWN COUNCIL**

It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of the Town Council that if any provision of the Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

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**18.0 RESCINDED OR AMENDED BYLAWS**

Bylaw No. 19-2019 is hereby repealed in its entirety.

**19.0 EFFECTIVE DATE**

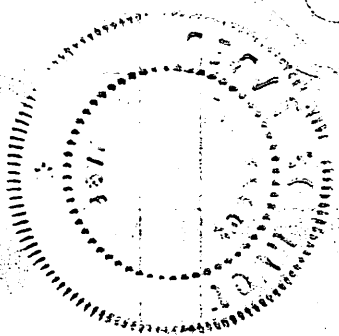
This Bylaw shall take effect on the day of the final passing and the signatures of the chief elected official and duly authorized designated officer thereof.

RES. 271/2021	Read a first time this 14 <sup>th</sup> day of June, 2021.
RES. 272/2021	Read a second time this 14 <sup>th</sup> day of June, 2021.
RES. 274/2021	Read a third time and finally passed this 14 <sup>th</sup> day of June, 2021.

TOWN OF TABER

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
INTERIM CHIEF ADMINISTRATIVE OFFICER (C.A.O.)



Handwritten signature and initials, possibly "A. J. [unclear]".

Faint, mostly illegible typed text, likely the body of a letter or report.