



## AGENDA

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**Municipal Emergency Management Committee Meeting**  
**5:00pm January 17, 2013**  
 Town of Taber Council Chambers

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- 1) Call to order
- 2) Additions/Deletions
- 3) New Business:

	Topics:
a.	Review of Emergency Management Bylaw 4-2011
b.	Discussion regarding: <ul style="list-style-type: none"> <li>• Roles and responsibilities</li> <li>• Appointment of Director of Emergency Management</li> <li>• Appointment of Deputy Director of Emergency Management</li> <li>• Setting times for regular review of the Municipal Emergency Plan and related plans and programs to be able to advise Council of the status of such plans and programs</li> </ul>
c.	Review of the Draft Municipal Emergency Plan <ul style="list-style-type: none"> <li>• Discussion regarding furthering the plan to completion</li> </ul>
d.	Emergency Centre Kit (ECK) <ul style="list-style-type: none"> <li>• Creation and contents</li> </ul>
e.	Alberta Emergency Management Agency (AEMA) <ul style="list-style-type: none"> <li>• Training Opportunities and requirements for Elected Officials and key personnel: <a href="http://aema.alberta.ca/686.cfm">http://aema.alberta.ca/686.cfm</a></li> <li>• Setting a potential meeting with Mark Murphy, AEMA Field Officer</li> </ul>

- 4) Close of Meeting

**TOWN OF TABER  
BYLAW NO. 4-2011**

BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, TO APPOINT AN EMERGENCY MANAGEMENT COMMITTEE AND TO ESTABLISH AND MAINTAIN A MUNICIPAL EMERGENCY MANAGEMENT AGENCY.

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

AND WHEREAS it is desirable in the public interest, and in the interests 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 Taber enacts as follows:

**1.0 NAME OF BYLAW**

This Bylaw may be cited as the "Municipal 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>"Council"</b>                        | means the municipal council of the Town of Taber;  |
| <b>"Disaster"</b>                       | means an event that has resulted or may result in serious harm to the safety, health or welfare of people, or in widespread damage to property;  |
| <b>"Emergency Management Committee"</b> | means the committee established under this Bylaw;  |
| <b>"Emergency"</b>                      | means a present or imminent event that requires prompt co-ordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property; |
| <b>"Minister"</b>                       | means the Minister charged with administration of the <i>Act</i> ;   |

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**"Municipal Emergency Management Agency"** means the agency established under the Bylaw;

**"Municipal Emergency Plan"** means the emergency plan prepared by the Director of Emergency Management to coordinate response to an emergency or disaster and includes the Intermunicipal Emergency Services Plan adopted as part of the Regional Emergency Management Framework Agreement with the Municipal District of Taber, the Town of Vauxhall, and the Village of Barnwell;

**3.0 GENERAL**

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

**3.2** There is hereby established a Municipal Emergency Management Agency to act as the agent of Council to carry out its statutory powers and obligations under the *Act*. This does not include the power to declare, renew or terminate a state of local emergency, nor the powers contained in Section 4.4 of this Bylaw.

**3.3** Council shall:

- a) by resolution, appoint three members to serve on the Emergency Management Committee;
- b) provide for the payment of expenses of the members of the Emergency Management Committee;
- c) by resolution, on the recommendation of the Emergency Management Committee, appoint a Director of Emergency Management and a Deputy Director of Emergency Management who shall do those things required of the Director of Emergency Management in that person's absence;
- d) ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town of Taber;
- e) approve the Town of Taber's emergency plans and programs; and
- f) review the status of the Municipal Emergency Plan and related plans and programs at least once a year.

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**3.4 Council may:**

- a) by Bylaw borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Emergency Management Agency; and
- b) 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, intermunicipal emergency services plans, and programs.

**3.5 The Municipal Emergency Management Committee shall:**

- a) review the Municipal Emergency Plan and related plans and programs on a regular basis;
- b) advise Council, duly assembled, on the status of the Municipal Emergency Plan and related plans and programs at least once each year.

**3.6 The Municipal Emergency Management Agency shall be comprised of one or more of the following:**

- a) Council;
- b) the Director of Emergency Management;
- c) the Deputy Director of Emergency Management;
- d) the Municipal Administrator;
- e) designated officer of the Town of Taber
- f) any other individuals who Council deems necessary in the preparation or implementation of the Municipal Emergency Plan.

**3.7 The Director of Emergency Management shall:**

- a) prepare and co-ordinate the Municipal Emergency Plan and related plans and programs for the Town of Taber;
- b) act as director of emergency operations or ensure that someone is designated under the Municipal Emergency Plan to so act, on behalf of the Municipal Emergency Management Agency;
- c) co-ordinate all emergency services and other resources used in an emergency;

Emergency Management  
Committee Members:

- Mayor Bryant
- Councillor Papp
- Councillor Sparks

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- d) ensure that someone is designated to discharge the responsibilities specified in paragraphs a), b) and c).

**4.0 DECLARATION OF EMERGENCY**

- 4.1 The power to declare or renew a state of local emergency under the Act, the powers specified in Section 4.3 of this Bylaw, and the requirement specified in Section 4.6 of this Bylaw, are hereby delegated to a committee comprised of the Mayor, or in his/her absence, the Deputy Mayor and any two other members of Council. This committee may, at any time when it is satisfied that an emergency exists or may exist make a declaration of a state of local emergency.
- 4.2 When a state of local emergency is declared, the Director of Emergency Management or designate making the declaration shall:
  - a) ensure that the declaration identifies the nature of the emergency and the area of the Town in which it exists;
  - b) cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected;
  - c) notify Emergency Management Alberta, as soon as is reasonably practicable.
  - d) forward a copy of the declaration to the Minister forthwith.
- 4.3 Subject to Section 4.6, when a state of local emergency is declared, the Director of Emergency Management or designate making the declaration may:
  - a) cause the Municipal Emergency Plan or any related plans or programs to be put into operation;
  - b) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
  - c) authorize or require any qualified person to render aide of a type he or she is qualified to provide;
  - d) control or prohibit travel to or from any are of the Town;
  - e) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of the Town;

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- f) cause the evacuation of persons and the removal of livestock and personal property from any area of the Town that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
- g) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
- h) cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
- i) procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within the Town for the duration of the state of the emergency;
- j) authorize the conscription of persons needed to meet an emergency; and
- k) authorize any persons at any time to exercise, in the operation of the Municipal Emergency Plan and related plans or programs, any power specified in Paragraphs b) through j) in relation to any part of the municipality affected by a declaration of a state of local emergency.

**4.4** When a state of local emergency is declared:

- a) neither Council nor any member of Council; and
- b) no persons appointed by Council to carry out measures relating to emergencies or disasters,

is liable in respect of damage caused through any action taken under this Bylaw, nor are they subject to any proceedings by prohibition, certiorari, mandamus or injunction.

**4.5** Notwithstanding Section 4.4:

- a) Council and any member of Council; and
- b) any person acting under the direction or authorization of Council,

is liable for gross negligence in carrying out their duties under this Bylaw.

**4.6** When, in the opinion of the Mayor or designated person declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.

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- 4.7** 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 under Section 4.6;
  - 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.
- 4.8** When a declaration of a state of local emergency has been terminated, the Director of Emergency Management or designate 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 and shall notify Emergency Management Alberta as soon as is reasonably practicable.

**5.0** Bylaw A-347 is hereby repealed in its entirety.

This Bylaw shall take force and effect upon the final reading thereof.

RES.218/11 Read a first time this 12<sup>th</sup> day of September, 2011.

RES.219/11 Read a second time this 12<sup>th</sup> day of September, 2011.

RES.221/11 Read a third time and finally passed this 12<sup>th</sup> day of September, 2011.

TOWN OF TABER

*R. Bryant*

MAYOR

*Coordafica*

CHIEF ADMINISTRATIVE OFFICER (C.A.O.)

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## Direct Delivery

The following courses are conducted by AEMA training officers. Municipalities wishing to arrange for courses should contact their field officer. Courses are provided at no cost to the municipality; however, the municipality is asked to provide a classroom and refreshments.

Including People with Disabilities in Emergency Plans (1/2 day) [Description](#)

Municipal Elected Officials (1/2 day) [Description](#)

Disaster Social Services (DSS) Planning (1 or 1.5 days) [Description](#)

Registration and Inquiry (1/2 day) [Description](#)

Emergency Public Information (1 day, additional day if required) [Description](#)

Emergency Operations Centre (1 day) [Description](#)

Emergency Management (3 days) [Description](#)

### Community Preparedness:

Personal Disaster Preparedness – The First 72 Hours (2 Hours)

This train-the-trainer workshop prepares municipal participants to conduct sessions on personal disaster preparedness in their municipality. At the end of the workshop, participants will have an understanding of:

- the importance of personal disaster preparedness
- motivational strategies to promote personal preparedness within their community
- items to include in a personal preparedness kit

At the end of the workshop, participants will be provided with a CD of the presentation, handouts and brochures to facilitate future training sessions.

### Training for Ministries within the Government of Alberta

Emergency Management - Orientation Training

Dates: To be determined as necessary.

**Purpose/Objective:** To orient staff to emergency management in Alberta using formal sessions to ensure a structured and standardized introduction. The sessions will focus on the organizational overviews, the Alberta Emergency Management Agency, operations and procedures, information/communication systems and a Basic Emergency Management Course.

**Target Audience:** Mandatory for all new Alberta Emergency Management Agency staff, Government of Alberta primary and alternate staff assigned to emergency management and business continuity roles. Additionally these sessions are open to Public Safety Division staff, Directors of Disaster Services and other government staff.

**Location:** Alberta Emergency Management Agency, 14515 – 122 Avenue, Edmonton



To arrange delivery of these courses in your municipality, please contact your AEMA field officer. For further information about any of these courses, please contact:

AEMA Training Section

14515 122 Avenue

Edmonton, Alberta, Canada, T5L 2W4

Phone: 780-644-4811

Toll free: 310-0000 followed by 780-644-4811

[Tina.Bak@gov.ab.ca](mailto:Tina.Bak@gov.ab.ca)

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