



AGENDA

REGULAR MEETING OF THE MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE OF THE TOWN OF TABER, TO BE HELD IN THE TABER FIRE HALL BUILDING, ON TUESDAY, SEPTEMBER 17, 2019 AT 4:30 PM.

	<u>MOTION</u>
1. CALL TO ORDER	
2. ADOPTION OF THE AGENDA	X
3. ADOPTION OF THE MINUTES	
ITEM No.3.1 Minutes of the Municipal Emergency Management Committee: June 3, 2019	X
4. BUSINESS ARISING FROM THE MINUTES	
5. ACTION ITEMS	
ITEM No.5.1 Emergency Management Bylaw 19-2019	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: September 17, 2019

Subject:

Minutes of the Municipal Emergency Management Committee: June 3, 2019

Recommendation:

The Municipal Emergency Management Committee adopts the minutes of the Regular Meeting held on June 3, 2019, 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 3, 2019, 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 FIRE HALL BUILDING, ON MONDAY, JUNE 3, 2019, AT 4:30 PM.

Members

Garth Bekkering
Jack Brewin
Joe Strojwas

Chief Administrative Officer

Cory Armfelt

Staff

Nathan Cote
Erica Dam
Steve Munshaw
Kerry Van Ham

CALL TO ORDER

Chair Brewin called the meeting to Order at 4:42 PM.

ADOPTION OF THE AGENDA

Chair Brewin inquired if there were any additions or deletions to the Agenda.

Councillor Bekkering requested the addition of Agenda Item 5.2) Lift Assist to the Agenda.

RES. 11/2019 MOVED by Councillor Bekkering that the Municipal Emergency Management Committee adopts the Agenda, as amended, to include the addition of Agenda Item 5.2) Lift Assist.

CARRIED UNANIMOUSLY

ADOPTION OF THE MINUTES

1) Minutes of the Municipal Emergency Management Committee: March 4, 2019

RES. 12/2019 MOVED by Councillor Bekkering that the Municipal Emergency Management Committee adopts the minutes of the Regular Meeting held on March 4, 2019, as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

None.

ACTION ITEMS

1) Alberta Fire Service Core Competency Framework

Chief S. Munshaw, Chief of the Taber Fire Department, presented and reviewed the Alberta Fire Service Core Competency Framework to the Committee.

RES. 13/2019 MOVED by Councillor Bekkering that the Municipal Emergency Management Committee accepts this for information only.

CARRIED UNANIMOUSLY

2) Lift Assist

The Committee discussed the Taber Fire Departments role in assisting Alberta Health Services regarding lift assists in the community.

The Committee discussed potential reimbursement opportunities for the Taber Fire Department for providing services to Alberta Health Services.

The Committee made no motion as this time.

10/2019

Meeting Date
03/06/2019

DELEGATIONS

None.

MEDIA INQUIRIES

None.

CLOSED SESSION

None.

OPEN SESSION

None.

CLOSE OF MEETING

RES. 14/2019 MOVED by Councillor Strojwas that the Regular Meeting of the Municipal Emergency Management Committee is hereby Closed.

CARRIED UNANIMOUSLY AT 5:20 PM

CHAIR

CHIEF ADMINISTRATIVE OFFICER



Municipal Emergency Management Committee Request for Decision

Meeting Date: September 17, 2019

Subject:

Emergency Management Bylaw 19-2019

Recommendation:

The Municipal Emergency Management Committee recommends to Council the approval of the Emergency Management Bylaw 19-2019.

Background:

In November of 2018 the Emergency Management Act was amended. The Act gave local authorities until January 1, 2020 to ensure they meet the requirements established in the Local Authority Emergency Management Regulation. Part of these requirements is to have our Bylaw establish and appoint our Emergency Advisory Committee (Municipal Emergency Management Committee) and our Emergency Management Agency.

The current Bylaw was approved in 2011 and with the changes to the Act it was in need of update.

The Bylaw has been updated and reviewed by both the Director of Emergency Management as well as the Deputy Director of Emergency Management. It meets the requirements of the Local Authority Emergency Management Regulation.

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.

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 implications as this is part of the Deputy Fire Chiefs and Emergency Management Agency's responsibilities.

Service Level / Staff Resource Implication:

The Emergency Management Department is part of the Deputy Fire Chiefs job description and amendments will be completed in accordance to Provincial timelines.

Justification:

The Emergency Management Act and Local Authority Emergency Management Regulation have been enacted. A timeline for compliance has been set by the Provincial Government. The approval of the new Bylaw would meet the required timelines.

Alternative(s):

The Emergency Management Act has been amended and enacted. Your alternatives at this time are limited, but slight wording modifications can be made to this Bylaw.

Attachment(s): Emergency Management Bylaw 19-2019

APPROVALS:

Originated By:
Nathan Cote

Chief Administrative Officer (CAO) or Designate: _____

TOWN OF TABER
BYLAW NO.19-2019

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 Municipal Emergency Plan 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, unless the context otherwise requires:

Act	means the <i>Emergency Management Act</i> , Chapter E-6.8, Revised Statutes of Alberta 2000;
Agency	means the Taber Emergency Management Agency appointed under the bylaw;
Bylaw	means the "Emergency Management Bylaw" established by the Municipality;
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;
Council	means the Council for the Town of Taber;
Councilor	means the members of Council and includes the Mayor;

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Director	means the person appointed Director of the Taber Emergency Management Agency under this Bylaw;
Disaster	means an event that results in serious harm to the safety, health or welfare of people or to limit damage to property;
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;
Emergency Management Committee	means the Taber Emergency Advisory Committee established under this Bylaw;
Mayor	means the chief elected official of the Town of Taber;
Minister	means the minister charged with the administration of the <i>Act</i> ;
Municipality	means the Town of Taber;
Municipal Emergency Plan (MEP)	means the emergency plan prepared to co-ordinate response to an emergency or disaster;
State of Local Emergency (SOLE)	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 program.

4.0 MEMBERSHIP AND QUORUM

4.1 Council shall, by resolution, appoint three Councilors to serve on the Emergency Management Committee.

4.2 Majority shall constitute a quorum.

5.0 FUNCTIONS AND DUTIES

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5.1 The Committee will:

- a) Advise Town Council on the development and status of plans and programs on an annual basis;
- b) Provide guidance and direction to the Emergency Management Agency;
- c) Perform some or all of the local authority's powers or duties as described in the *Emergency Management Act*; and
- d) Perform any other functions and duties as required by this bylaw.

6.0 COMMITTEE CHAIR

6.1 The Committee will appoint a Chair who will preside at all meetings.

- a) If the Chair is unable to perform the chair's duties, the Councilor holding the position of Acting Chair at the time of the meeting will act as chair.

7.0 MEETINGS

7.1 The Committee will meet quarterly.

8.0 SPECIAL MEETINGS

8.1 The Chair of the committee may call a special meeting of the Emergency Management Committee where a Councilor considers that an emergency exists, or may exist impacting the Town.

8.2 The Chair of the Committee or the Town CAO must give at least 1-hour notice of the special meeting to as many members of the Emergency Management Committee as possible in the circumstances.

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 members of the Committee.

8.4 Those members of the Committee in attendance at a special meeting shall constitute a quorum.

9.0 MEMBER EXPENSES

9.1 The local authority shall provide for payment of expenses of the members of the committee.

10.0 DECLARATION OF A STATE OF LOCAL EMERGENCY (SOLE)

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- 10.1** The power to declare a SOLE in the Town is in accordance with the *Act* and hereby designated to:
- a) The Mayor
 - b) When the Mayor of the Town is unable to act pursuant to subsection a) 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 stead of the Mayor of the Town pursuant to subsection a) during the absence of the Mayor or his inability to act;
 - i. The Acting Mayor
 - ii. The Deputy Mayor
 - iii. Any two (2) members of Council.
 - c) The declaration of the SOLE under subsection a) shall identify the nature of the emergency and the area of the Town in which it exists.
 - d) The party declaring shall forthwith forward a copy of the declaration to the Minister.
 - e) 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.
 - f) The party declaring shall report to the next meeting of Council the nature of the emergency, the reasons for so declaring and the area of the Town in which exists or existed.
- 10.2** 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*.
- 10.3** At all other times, and except as otherwise provided in this Bylaw, the Committee shall exercise and perform all of the powers and duties given to the Town by the *Act*.

11.0 TERMINATION OF STATE OF LOCAL EMERGENCY (SOLE)

- 11.1** The power of Council to terminate a SOLE under the *Act* is hereby delegated to the Mayor or designated person declaring the local state of local emergency.
- 11.2** When the Mayor or designated person declaring the local state of emergency is of the opinion that an emergency no longer exists in the Town, or the declaration has lapsed seven days without renewal, it will by resolution terminate the declaration of a SOLE.

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11.3 Immediately after the passage of a resolution to terminate or a termination by lapse of time, the Agency will cause 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 MEMBERSHIP AND PARTICIPATION

13.1 The Agency shall consist of one or more of the following:

- a) The Chief Administrative Officer
- b) The Director of Engineering and Public Works
- c) Chief of Police
- d) Fire Chief
- e) Director of Planning and Economic Development
- f) Director of Finance
- g) Director of Recreation

13.2 The Directors are authorized to invite the managers or their identified designates to be members of the agency.

13.3 The Directors are authorized to invite representatives from external organization to participate in meetings, emergency responses and recovery activities.

14.0 FUNCTIONS AND DUTIES

14.1 The Agency will:

- a) 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;
- b) Provide advice to the Committee as required;
- c) Review all emergency plans and programs for the Town on an annual basis;

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- d) Report to the Committee on all Agency activities and provide an update on the review of the Municipal Emergency Plan on an annual basis;
- e) Ensure all aspects of Town emergency management activities conform to the command, control and co-ordination system as prescribed by the Managing Director of the Alberta Emergency Management Agency;
- f) Cause the Municipal Emergency Plan and related plans and programs to be activated when required;
- g) Perform any other functions and duties as required by the bylaw or by Town Council.

15.0 DIRECTOR OF EMERGENCY MANAGEMENT

15.1 The Chief Administrative Officer 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:

- a) Appoint a Deputy Director of Emergency Management;
- b) Prepare and co-ordinate emergency management related plans and programs for the Town;
- c) Act as the Director of the Emergency Operations Center during activation;
- d) Submit to Town Council annually through the Committee, a report on the status of emergency management in the Town;
- e) 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

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17.1 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

18.1 Bylaw No. 4-2011 is hereby repealed in its entirety.

19.0 EFFECTIVE DATE

19.1 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)