



## **BYLAW NO. 2025/05/P**

### **Name of Bylaw: Emergency Management Bylaw**

**WHEREAS** pursuant to the *Emergency Management Act*, the council of a municipality is required or authorized to establish committees to declare local emergencies, develop emergency plans and direct emergency response;

**AND WHEREAS** pursuant to the *Municipal Government Act*, the council of a municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and protection of people and property.

**NOW THEREFORE** the Council of the Town of Drayton Valley, duly assembled, hereby enacts as follows:

### **TITLE**

**1.0** This Bylaw may be cited as the “Emergency Management Bylaw” of the Town of Drayton Valley.

### **DEFINITIONS**

**2.0** In this Bylaw:

- (a) **“Act”** means the *Emergency Management Act*, or any legislation substituted for it;
- (b) **“Agency”** means the Drayton Valley Emergency Management Agency established by this Bylaw;
- (c) **“Committee”** ,means the Emergency Management Committee established by this Bylaw;
- (d) **“Council”** means the duly elected officials of the Town of Drayton Valley;
- (e) **“Director of Emergency Management” (DEM) or “Director”** means the Director of Emergency Management as given to it by the Act, and shall be the Director of the Agency;
- (f) **“Disaster”** shall have the same meaning as given to it by the Act;
- (g) **“Emergency”** shall have the same meaning as given to it by the Act;
- (h) **“State of Local Emergency” (SOLE)** shall have the same meaning as given to it by the Act;

- (i) **“Town”** means the Town of Drayton Valley in the Province of Alberta.

## **EMERGENCY MANAGEMENT COMMITTEE**

- 3.0** There is hereby established an Emergency Management Committee, which may also be referred to in a Municipal Emergency Management Plan as an emergency advisory committee.
- 4.0** The Committee shall consist of all council members for the Town and the DEM. Should the Chief Administrative Officer not be the DEM, the Chief Administrative Officer shall be part of the committee.
- 5.0** The Committee may:
- 5.1** advise Council on the development of emergency management plans and programs, as required by the Act.
  - 5.2** provide guidance and direction to the Emergency Management Agency;
  - 5.3** approve the Town’s Emergency Plan;
  - 5.4** declare a state of local emergency in accordance with this Bylaw;
  - 5.5** exercise any of Council’s powers and duties under the Act.
- 6.0** The chair of the committee shall be the Mayor, or Deputy Mayor in the Mayor’s absence.
- 7.0** Regular meetings of the Committee shall be at the call of any member of the Committee, and shall be no less than annually.
- 8.0** Quorum of the Committee is 3 members.
- 8.1** Despite this section, those members in attendance at any particular time during an emergency meeting of the Committee constitute a quorum.
- 9.0** The Chair, in consultation with the Director, may call an emergency meeting of the Committee where the Chair considers that an emergency exists or may exist in the Town.
- 10.0** If the Director considers that an emergency exists or may exist in the Town and the Chair is unavailable, the Director may call an emergency meeting of the Committee.
- 11.0** The Town’s Procedure Bylaw, or any bylaw passed in substitution of the Procedure Bylaw, shall apply to meetings of the Committee. If there is any conflict between a provision of the Procedure Bylaw and this Bylaw, this Bylaw prevails.

## **DRAYTON VALLEY EMERGENCY MANAGEMENT AGENCY**

**12.0** There is hereby established a Drayton Valley Emergency Management Agency.

**13.0** The agency shall consist of:

**13.1** The Chief Administrative Officer of the Town;

**13.2** The DEM;

**13.3** Administrative heads, or their identified representatives, of those Town divisions invited to be members of the Agency,

**13.3.1** The DEM is authorized to invite the administrative heads of the Towns divisions, or their identified representatives, to be members of the Agency;

**13.4** Representatives of external organizations invited to be members of the Agency,

**13.4.1** The DEM is authorized to invite external organizations to be members of the Agency.

**14.0** The Agency is responsible for:

**14.1** Providing assistance and guidance to the DEM and as requested by the DEM, to the Committee;

**14.2** The administration of the Town's emergency management program;

**14.3** Provide a report to the Committee on the activities and updated on the review of the emergency plan, at least annually;

**14.4** Using the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency.

**15.0** The Agency shall meet at the call of the DEM, no less than twice per year.

## **STATE OF LOCAL EMERGENCY**

**16.0** The power to make a declaration of a state of local emergency in accordance with section 21 of the Act is hereby delegated to the Emergency Management Committee.

**17.0** Upon the making of a declaration of a state of local emergency and for the duration of the state of local emergency, the Emergency Management Committee shall, in accordance with Section 24 of the Act, exercise and perform all of the powers and duties given to the Town by the Act.

**18.0** At all other times, and except as otherwise provided in this Bylaw, the Emergency Management Committee shall exercise and perform all powers and duties given to the Town by the Act.

**19.0** A State of Local Emergency must be issued, cancelled and terminated in accordance with the Act.

## **DIRECTOR OF EMERGENCY MANAGEMENT**

**20.0** The Director of Emergency Management shall be known by the title “Chief Administrative Officer”.

**20.1** The Chief Administrative Officer may delegate and authorize the duties, functions and responsibilities of the Director of Emergency Management to another person.

**21.0** The Director of Emergency Management may appoint any number of Deputy Director of Emergency Management (D/DEM) they deem appropriate, and further delegate and authorize the duties, functions and responsibilities to the D/DEM’s. The D/DEM’s may act as the DEM, in the absence of the DEM.

**22.0** The Director of Emergency Management shall, with the advice and assistance of the Agency;

**22.1** Prepare and co-ordinate emergency plans and programs, and ensure the Municipal Emergency Management Plan is in compliance at all times;

**22.2** Act as the Director of the Emergency Coordination Centre (ECC) on behalf of the Agency;

**22.3** Co-ordinate all emergency services and other resources used in an emergency; and

**22.4** Submit to Council annually through the Emergency Management Committee, a report on the status of emergency preparedness in the Town.

**23.0** The Director of Emergency Management shall act as the spokesperson for the Agency.

## **OFFENCES**

**24.0** No person shall do the following:

**24.1** Fail to comply with an evacuation order as defined under the Act;

**24.2** Fail to immediately, or by the deadline for an evacuation order if a deadline is specified in the evacuation order, fail to evacuate, as defined under the Act.

**24.3** Obstruct, hinder, or interfere with a peace officer, as defined under the *Provincial Offences and Procedures Act*, in the exercise or performance of the peace officer’s duties under this bylaw.

**25.0** Section 24.1 and 24.2 does not apply to a person acting under the direction of the DEM, or designate, during a State of Local Emergency. The onus is on the person alleged to have contravened or failed to comply with sections 24.1 and 24.2 to show that, at the time of the contravention or failure to comply, they were acting under the direction of the DEM, or designate.

**26.0** A Peace Officer as defined under the *Provincial Offences and Procedures Act* is hereby authorized to issue a Provincial Violation Ticket to anyone found in violation of this bylaw with the specified penalty listed in Schedule “A” of this bylaw.

**GENERAL**

**27.0** This bylaw authorizes the consolidation of the Emergency Management Bylaw 2025/05/P and all amendments thereto, in accordance with section 69 of the *Municipal Government Act*.

**28.0** This bylaw authorizes a designated officer for the Town to make changes, without materially affecting the bylaw in principle or substance, to correct clerical errors, technical, grammatical or typographical errors in the bylaw.

**SEVERABILITY**

**29.0** If any provision of this Bylaw is held be invalid by a court of competent jurisdiction, that decision will not affect the validity of the remaining provisions of the Bylaw.

**AND THAT** this Bylaw shall rescind the following Bylaws:

- a. A Municipal Emergency Management Advisory Committee and Agency Bylaw (2019/16/P)
- b. Amending 2009-14-P Emergency Management (2013/01/P)
- c. Emergency Management Committee and Emergency Management Committee (2009/14/P)
- d. Municipal Disaster Services Agency Bylaw (98-02)

of the Town of Drayton Valley, and shall have force and come into effect from and after the date of third reading thereof.

Read a first time this 7<sup>th</sup> day of May, 2025, A. D.

Read a second time this 7<sup>th</sup> day of May, 2025, A. D.

Council unanimously agrees to consider third reading this 7<sup>th</sup> day of May, 2025, A.D.

Read a third and final time this 7<sup>th</sup> day of May, 2025, A. D.

Original Signed  
MAYOR

Original Signed  
INTERIM CHIEF ADMINISTRATIVE OFFICER

### Schedule "A"

Section	Offence Description	Specified Penalty
21.1	Fail to comply with an evacuation order	\$2500
24.2	Fail to evacuate when required	\$2500
24.3	Obstruct a Peace Officer	\$1000