



## **BYLAW 2022-07**

**Office Consolidation Current as of August 15, 2023**

### **A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO ESTABLISH AN EMERGENCY ADVISORY COMMITTEE AND AN EMERGENCY MANAGEMENT AGENCY**

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The Council of the Town of Canmore, in the Province of Alberta, duly assembled, enacts as follows:

#### **TITLE**

- 1 This bylaw is known as the “Emergency Management Bylaw.”

#### **INTERPRETATION**

- 2 Words defined in the Act have the same meaning when used in this bylaw.
- 3 In this bylaw:
  - (a) “Act” means the Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000 as amended,
  - (b) “Committee” means the Municipal Emergency Advisory Committee, and
  - (c) “Agency” means the Municipal Emergency Management Agency.

#### **MUNICIPAL EMERGENCY ADVISORY COMMITTEE**

- 4 The Municipal Emergency Advisory Committee is hereby established.
- 5 The Committee shall
  - a) review the Municipal Emergency Management Program and related plans annually, and
  - b) provide guidance and direction to the Agency.
- 6 In addition to the purposes set out in section 5, during an emergency or disaster the Committee is authorized to
  - a) declare, renew, or terminate a state of local emergency in accordance with the Act, and
  - b) carry out all of the local authority’s powers and duties under the Act.

- 7 The Committee is comprised of
- a) the mayor, who is the chair of the Committee,
  - b) two members of Council appointed at Council's annual organizational meeting, and
  - c) in the event a declaration of a state of local emergency is required and neither Committee member is available, the first member of council who is present.

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- 8 The Committee shall meet, at a minimum, once per year.
- 9 Committee quorum is one member.
- 10 The committee will conduct its meetings in public except where authorized by the Municipal Government Act to close a meeting to the public.
- 11 Minutes shall be prepared for every committee meeting and contain the following:
- a) the date, time and location of the meeting,
  - b) the names of all committee members present,
  - c) the name of anyone other than a committee member who participated in the meeting, and
  - d) any motions made at the meeting, along with the results of the vote on the motion.

#### **MUNICIPAL EMERGENCY MANAGEMENT AGENCY**

- 12 The Municipal Emergency Management Agency is hereby established.
- 13 The Agency is responsible for the administration of the Town's Emergency Management Program.
- 14 The Manager of Protective Services is hereby appointed as the Director of Emergency Management.
- 14.1 The Manager of Protective Services is hereby authorized to appoint one or more persons as a Deputy Director of Emergency Management, who shall have all the authority and responsibility of the Director of Emergency Management when the director is unable to perform their duties or when the director position is vacant.

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- 15 The Agency shall, at a minimum, report to the Committee once per year to provide updates on agency activities and a review of the Municipal Emergency Plan.
- 16 The Agency shall use the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency during response activities.

**ENACTMENT/TRANSITION**

- 17 In any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
  
- 18 Bylaw 2014-19 is repealed.
  
- 19 This bylaw comes into force on the date it is passed.

FIRST READING: April 5, 2022

SECOND READING: April 5, 2022

THIRD READING: April 5, 2022

DATE IN FORCE: April 11, 2022

**OFFICE CONSOLIDATION**

This document is a consolidation of a bylaw with one or more amending bylaws. Anyone making use of this consolidation is reminded that it has no legislative sanction. Amendments have been included for convenience of reference only. The approved bylaws should be consulted for all purposes of interpreting and applying the law.

Bylaws included in this consolidation:

- 2022-07           Emergency Management
- 2022-17           Amending Bylaw Deputy Director of Emergency Management
- 2023-27           Amending Bylaw Emergency Advisory Committee Increase