

**LETHBRIDGE COUNTY  
IN THE PROVINCE OF ALBERTA  
BY-LAW NO. 21-003**

**MUNICIPAL EMERGENCY MANAGEMENT BYLAW**

**WHEREAS** pursuant to the *Emergency Management Act, R.S.A 2000, C.E-6*, Council is responsible for the direction and control of Lethbridge County's emergency response, for approving emergency plans and programs, and is required to appoint an Emergency Advisory Committee, and to establish and maintain an Emergency Management Agency, and appoint a Director of Emergency Management;

**AND WHEREAS** Lethbridge County has prepared a Municipal Emergency Plan which will be regularly reviewed, revised and approved when necessary;

**NOW THEREFORE**, the Council of Lethbridge County, duly assembled, enacts as follows:

**PART 1  
CITATION, PURPOSE AND DEFINITIONS**

**1. CITATION**

This bylaw may be cited as the Municipal Emergency Management Bylaw.

**2. PURPOSE**

The purposes of this Bylaw are:

- 2.1 To provide direction and control of Lethbridge County's emergency response and the preparation and approval of the Municipal Emergency Management plan and related plans and programs,
- 2.2 To establish and appoint an Emergency Advisory Committee and provide for the payment of expenses of the Emergency Advisory Committee, and
- 2.3 To establish an Emergency Management Agency to act as Council's agent in exercising Council's powers and duties under the Emergency Management Act.

**3. DEFINITIONS**

- 3.1 Unless the context specifically indicates otherwise, the meanings used in this Bylaw shall be as follows:
  - 3.1.1 **Act** means the *Emergency Management Act, R.C.A 200, C.E-6,8*, and regulations thereto, as amended or replaced from time to time;
  - 3.1.2 **Lethbridge County Emergency Advisory Committee** means the Committee established under this bylaw.
  - 3.1.3 **Council** means the Council of Lethbridge County.
  - 3.1.4 **Disaster** 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.
  - 3.1.5 **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;
  - 3.1.6 **Emergency Plan** means the emergency plan prepared by the Director of Emergency Management to coordinate responses to an emergency or disaster.
  - 3.1.7 **Minister** means the Minister charged with administration of the Act.
  - 3.1.8 **Municipal Emergency Management Agency** means the agency established under this Bylaw.
  - 3.1.9 **Pandemic** means a disease epidemic that has spread across a large region, for instance multiple continents, or worldwide.
  - 3.1.10 **Public Health Emergency** means an occurrence or threat of: an illness; a health condition; an epidemic or pandemic disease; a

novel or highly infectious agent or biological toxin, or, the presence of a chemical agent or radioactive material that poses a significant risk to public health.

**PART II**  
**LETHBRIDGE COUNTY EMERGENCY ADVISORY COMMITTEE**

**4. ESTABLISHMENT**

This bylaw hereby establishes the Lethbridge County Emergency Advisory Committee.

**5. MEMBERSHIP AND QUORUM**

5.1 By resolution, Council shall appoint an Emergency Advisory Committee comprised of:

5.1.1 Three Council members to serve on the Emergency Advisory Committee.

5.2 Two members of the Committee who attend any meeting of the Committee constitute a quorum for that meeting.

**6. FUNCTIONS AND DUTIES**

The Committee will:

6.1 Provide guidance and direction to the Agency;

6.2 Advise Council on the development and status of the emergency plans and programs on an annual basis;

6.3 During an Emergency or Disaster, the committee shall:

6.3.1 receive updates regarding the Emergency or Disaster from the Agency;

6.3.2 In accordance with the Act, declare the SOLE and terminate when appropriate; and,

6.3.3 provide advice and assistance to the Agency throughout the Emergency or Disaster.

6.4 When no emergencies or disasters are occurring, the committee shall:

6.4.1 Review the Municipal Emergency Plan and related plans and programs on a regular basis,

6.4.2 Advise Council, duly assembled, on the status of the Municipal Emergency Plan and related plans and programs at least once each year.

6.4.3 Appoint Deputy Director(s) of Emergency Management as required.

**7. COMMITTEE CHAIR**

7.1 The committee chair shall be appointed during the organizational meeting of council when the committee members are selected.

7.2 If the chair is unable to attend a meeting, through illness, absence or other cause, to perform the chair's duties, any other Councillor on the Committee may fill the role of the chair.

7.3 In the absence of regular committee members, any member of Council may fill a vacancy to ensure the duties of the committee are fulfilled.

**8. MEETINGS**

8.1 The committee will meet at least once annually.

8.2 In addition to the one mandatory meeting each year, the committee may also meet from time to time at the request of the Committee Chair or the DEM.

8.3 The DEM shall prepare the committee agenda, which is to be approved by the Committee Chair and distributed at least three days in advance of a meeting.

**9. MEMBER EXPENSES**

9.1 All members of the Committee will be entitled to the payment of reasonable expenses in accordance with County Policies.

**Part III  
STATE OF LOCAL EMERGENCY**

**10. DECLARATION OF A STATE OF LOCAL EMERGENCY (SOLE)**

10.1 The power to declare a SOLE in Lethbridge County in accordance with the ACT is hereby delegated to a sub-committee of the Emergency Advisory Committee to be known as the “Local Emergency Committee”.

10.2 The Local Emergency Committee shall be comprised of the chair of the Committee, or the person acting in place of the chair of the committee.

10.3 The Local Emergency Committee may call a meeting without notice.

10.4 Quorum for the Local Emergency Committee shall be one.

10.5 The Local Emergency Committee shall declare a SOLE by resolution, and the motion for such resolution is not required to be seconded or to be declared in a public meeting.

10.6 The declaration of the SOLE under this Part shall identify the nature of the emergency and the area of the County in which it exists.

10.7 The Local Emergency Committee shall forthwith forward a copy of the declaration to the Minister.

10.8 Immediately after the Local Emergency Committee makes the declaration of a SOLE, 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 County affected by the contents of the declaration of a SOLE.

10.9 The Local Emergency Committee shall report to the next meeting of Council the nature of the SOLE, the reasons for so declaring and the area of the County in which it exists or existed.

10.10 Upon declaration of a SOLE and for the duration of the SOLE, the Director, may, in accordance with the Act, exercise and perform all of the powers and duties given to a local authority by the Act.

10.11 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 a local authority by the Act.

10.12 With the exception of 10.9, the County’s Council Procedural Bylaw shall not apply to this Part III.

10.13 A declaration of a SOLE is considered terminated and ceases to be of any force or effect when:

10.13.1 A period of seven days has lapsed since it was declared, unless it is renewed by resolution;

10.13.2 A period of 90 days if the declaration is in respect of a pandemic;

10.13.3 If a declaration of a state of local emergency has been made, an order under section 18(1) of the Emergency Management Act for a state of emergency by the Lieutenant Governor in Council relating to the same area of the municipality may provide that the declaration of a state of local emergency ceases to be of any force or effect.

10.13.4 The Minister cancels the state of local emergency.

10.14 When a declaration of a SOLE has been terminated, the local authority 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.

## **PART IV LETHBRIDGE COUNTY EMERGENCY MANAGEMENT AGENCY**

### **11. ESTABLISHMENT**

11.1 This bylaw hereby establishes the Lethbridge County Emergency Management Agency.

### **12. MEMBERSHIP AND PARTICIPATION**

12.1 The Agency shall consist of the following internal members:

- a) The Director of Emergency Management.
- b) Deputy Director(s) of Emergency Management.
- c) Members assigned a responsibility in the Municipal Emergency Management Plan or Program.
- d) The CAO, Directors and other administrative and operational staff members.

12.2 The Agency shall consist of the following external members:

- a) City of Lethbridge Fire & EMS Chief or designate.
- b) Coaldale & District Emergency Services Chief or designate.
- c) Picture Butte & District Emergency Services Chief or designate.
- d) Coalhurst Fire Department Chief or designate.
- e) Nobleford & District Emergency Services Chief or designate.
- f) Barons Fire Department Chief or Designate.
- g) RCMP Representative
- h) AHS Representative
- i) Red Cross Representative

12.3 In addition to members appointed to the Agency under section 24, the Director may from time to time appoint advisory members of the agency drawn from:

- 12.2.1 other County Employees
- 12.2.2 public or private organizations operating within or around the County.
- 12.2.3 Representatives from the Government of Alberta.

### **13. FUNCTIONS AND DUTIES**

13.1 The Agency Will:

- 13.1.1 Be responsible for the administration of the County's emergency management program;
- 13.1.2 Act as the agent of 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;
- 13.1.3 Provide advice to the Committee as required;
- 13.1.4 Review all emergency management plans and programs for the County on an annual basis;
- 13.1.5 Report to the Committee on all Agency activities and provide an update on the review of the Municipal Emergency Management program on an annual basis;
- 13.1.6 Use a command, control and coordination system as prescribed by the Managing Director of the Alberta Emergency Management Agency
- 13.1.7 Cause the Municipal Emergency Management Plan and related plans and programs to be activated when required; and,
- 13.1.8 Perform any other functions and duties as required by this Bylaw or Council.

### **14. MEETINGS**

14.1 The Agency will meet at least twice annually.

14.1.1 One agency meeting shall consist of the internal agency members.

14.1.2 One agency meeting shall consist of the internal and external agency members

**15. DIRECTOR OF EMERGENCY MANAGEMENT**

15.1 Council shall, by resolution, appoint a Director of Emergency Management.

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

15.3 The Director Shall:

15.3.1 be the Chair of the Agency



15.3.2 prepare and coordinate emergency management related plans and programs for the County;

15.3.3 co-ordinate all emergency services and other resources used in an emergency, and



15.3.4 perform any other functions and duties as prescribed by Council.

This Bylaw shall come into effect upon third and final reading thereof, and hereby repeals Municipal Emergency Management Bylaw No. 1425.

READ a first time this 11th day of February, 2021.

  
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Reeve  
  
\_\_\_\_\_  
Chief Administrative Officer

READ a second time this 11th day of February, 2021.

  
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Reeve  
  
\_\_\_\_\_  
Chief Administrative Officer

READ a third time this 11th day of February, 2021.

  
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Reeve  
  
\_\_\_\_\_  
Chief Administrative Officer