

**BYLAW NO. 1/2024 REVISED  
MUNICIPAL DISTRICT OF PEACE NO. 135  
IN THE PROVINCE OF ALBERTA**

**BEING A BYLAW TO ESTABLISH AND MAINTAIN AN EMERGENCY ADVISORY COMMITTEE  
AND AN EMERGENCY MANAGEMENT AGENCY**

**WHEREAS** the Council of the Municipal District of Peace No. 135 is responsible for the direction and control of its emergency response and approval of emergency plans and programs, and is required under the *Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8* to establish and maintain an Emergency Advisory Committee and an Emergency Management Agency; and

**WHEREAS** it is desirable in the public interest, and in the interest 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 Municipal District of Peace No. 135 duly assembled, hereby enacts the following:

**PART I: BYLAW TITLE**

1. This Bylaw may be cited as the "Emergency Management" Bylaw.

**PART II: DEFINITIONS AND INTERPRETATION**

2. In this Bylaw the following definitions shall apply:
  - a. 'Act' means the *Emergency Management Act, Revised Statutes of Alberta 2000*.
  - b. 'Agency' refers to the Municipal Emergency Management Agency, as established under this Bylaw and pursuant to Section 11.2(1) of the *Emergency Management Act*.
  - c. 'Agent' refers to the appointed Agency in exercising the local authorities' powers and duties under the Act.
  - d. 'Alberta Emergency Management Agency' (AEMA) means that part of the public service of Alberta which leads the coordination and cooperation of all organizations involved in emergencies and disasters.
  - e. 'Council' means the Council of the Municipal District of Peace No. 135.
  - f. 'Committee' refers to the Emergency Advisory Committee of the Municipal District of Peace No. 135, as established under this Bylaw pursuant to Section 11.1(1) of the *Emergency Management Act*

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- g. 'Director of Emergency Management', (DEM) refers to the person holding the position of Chief Administrative Officer (or Designate (Acting CAO)) for the Municipal District of Peace No. 135 pursuant to Section 3(2)(b) of the *Local Authority Emergency Management Regulation*.
- h. 'Deputy Director of Emergency Management', (DDEM) refers to the person designated by the DEM for the purpose of acting with, providing strategic direction, or management of an emergency response as required.
- i. 'Emergency' means a present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety, or welfare of people or to limit damage to property.
- j. 'Emergency Management Plan' means the emergency plan prepared by the Director of Emergency Management to co-ordinate response to an emergency or disaster.
- k. 'Local Authority' means where a municipality has a council within the meaning of the *Municipal Government Act*, that council.

**PART III: ESTABLISHMENT, PURPOSE & APPLICATION**

EMERGENCY ADVISORY COMMITTEE

- 3. It is hereby established an Emergency Advisory Committee consisting of;
  - a. the Reeve, the Deputy Reeve shall be the Reeve's alternate and one other member of Council (selected at the annual organizational meeting). The Reeve shall be the Chair, In the absence of the Reeve and Deputy Reeve the chair will be elected by the remainder of the Committee,
  - b. the DEM of the Municipal District of Peace No. 135,
  - c. the DDEM of the Municipal District of Peace No. 135,
  - d. the Fire Chief (or designate) of the Municipal District of Peace No. 135,
  - e. the Public Information Officer, of the Municipal District of Peace No. 135.
- 4. The purpose of the Emergency Advisory Committee is to provide guidance and recommendations to the Emergency Management Agency in respect to the development of emergency plans and programs, and proposed revisions, and to exercise its power to declare a 'State of Local Emergency' for the Municipal District of Peace No. 135.
- 5. The Emergency Advisory Committee shall meet at least annually.
- 6. The Emergency Advisory Committee shall review the Emergency Management Plan and related programs and adopt them by resolution.

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7. Once revisions are adopted by the Emergency Advisory Committee of the Municipal District of Peace No. 135, the Chief Administrative Officer (DEM) shall be responsible for reporting back to the Emergency Management Agency.
8. Recommendations and/or revisions from the Emergency Management Agency will be reported to the Emergency Advisory Committee through the Director of Emergency Management (CAO or Designate).
9. Council's power to declare, renew or terminate a 'State of Local Emergency' is delegated to the Emergency Advisory Committee; the committee should have the Reeve and two (2) other committee members present, to exercise its power for the purpose of making a decision, and a resolution, to declare, renew or terminate a 'State of Local Emergency'.
10. In the event of a pending or imminent emergency requiring prompt action steps, an Emergency Advisory Committee special meeting may be held through electronic means, conference telephone or similar communications such as: group email or group text. Participation in such a meeting constitutes presence in person. A record of attendees will be recorded, and the Chair will sign the meeting minutes.
11. The subsequent 'Declaration of a State of Local Emergency' document may be signed by the Reeve and one other committee member that was present at the special meeting where the resolution took place. The declaration document can be signed in counterparts, through electronic means or fax.
12. In the absence of the Reeve at the special meeting held for a decision and resolution, any two (2) members of the committee that were present, may sign the 'Declaration of a State of Local Emergency' document.
13. In the event of a pending or imminent emergency, no notice shall be required to call a special meeting of the Emergency Advisory Committee. All members shall use their best efforts to be present at the meeting despite no notice having been provided.
14. The regularly scheduled annual meeting of the Emergency Advisory Committee will have sufficient notice given to members.
15. During an Emergency or Disaster, the purpose of the Emergency Advisory Committee is to:
  - a. support the Director of Emergency Management (DEM) and/or the DDEM;
  - b. in accordance with sections nine to twelve (9-12) of this Bylaw; by resolution, declare, renew or terminate a 'State of Local Emergency';
  - c. In consultation and coordination with the DEM or DDEM Emergency Advisory Committee

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members may be requested to:

- i. serve as a spokesperson if required;
  - ii. assist with keeping the community informed using established key messages;
  - iii. engage with other levels of government for financial and resource support;
  - iv. provide briefings to other levels of government; and
  - v. authorize major expenditures as required.
16. When an emergency or disaster is not occurring, the purpose of the Emergency Advisory Committee is to:
- a. continue to advise, guide, and give direction to the Emergency Management Agency regarding the development of emergency plans and programs;
  - b. assist with potential threat analysis;
  - c. establish and review the emergency budget;
  - d. complete training as required;
  - e. enter into agreements as appropriate to increase local capacity to respond to emergencies and disasters; (i.e. mutual aid).

EMERGENCY MANAGEMENT AGENCY

17. It is hereby established an Emergency Management Agency (the Agency) to act as the agent of the Council of the Municipal District of Peace No. 135, to carry out its statutory powers and obligations under the Act pursuant to Section 11.2(1-4) This does not include the power to declare, renew, or terminate a 'State of Local Emergency'.
18. The purpose and responsibility of the Emergency Management Agency is to be maintained by and act as the Agent (Section 11.2(1-4) Emergency Management Act) in exercising the Council's duties to prepare, develop, implement, and administer the Emergency Management Plan and any related Programs.
19. The Agency reports to the Director of Emergency Management who will also chair Agency meetings.
20. The person holding the position of Chief Administrative Officer is appointed as the Director of Emergency Management (DEM).
21. The DEM may appoint one or more Deputy Directors as required.
22. When possible, in the event of an emergency, the DEM of the municipality where the emergency is

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located will lead the activation of the Emergency Control Centre (ECC), and serve as the DEM for the incident.

23. The Agency shall use the Incident Command System (ICS), as prescribed by the Managing Director of the Alberta Emergency Management Agency.
24. The Emergency Management Agency shall be comprised of;
  - a. The DEM of the Municipal District of Peace No. 135, who shall chair the activities of and preside at meetings of the Agency,
  - b. the DDEM of the Municipal District of Peace No. 135,
  - c. Municipal District of Peace No. 135, Regional Fire Chief (or designate),
  - d. Municipal District of Peace No. 135, Public Works Foreman (or designate).
25. The DEM may invite representatives of external organizations to work with the Agency in developing, implementing, execution, and the operating of the Emergency Management Plan and related Programs.
26. The Director of Emergency Management for the Municipal District of Peace No. 135 shall:
  - a. assist in the preparation, development, and implementation of the Emergency Management Plan and any related Programs,
  - b. periodically review and make recommendations and revisions of the Emergency Management Plan,
  - c. assist in the preparation and development of documents and resources that support emergency management plans and programs such as: administrative directives, strategic plans, budgets, and related policies,
  - d. at least annually, meet with the Emergency Advisory Committee to review the Emergency Management Plan and related Programs and provide recommendations and revisions for discussion and adoption, and any updates on Agency activities,
  - e. arrange a meeting of the members of the Emergency Management Agency at least once per year to discuss and review the Emergency Plan and related Programs. (section 5(1) (AEMA),
  - f. when required, schedule training, tabletop exercises, and live exercises for the Agency members.

**PART IV: MISCELLANEOUS**

27. This Bylaw contains Schedule "A", *Declaration of a State of Local Emergency*, Schedule "B"

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*Public Announcement of a State of Local Emergency, and Schedule "C", Termination of a State of Local Emergency* which form a part of this Bylaw.

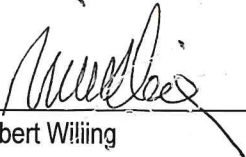
28. Should any section or part of this Bylaw to be found to have been improperly enacted, for any reason, then such section or part shall be regarded as being severable from the rest of the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted has not been enacted as part of this Bylaw.
29. Bylaw No. 02/2020 is hereby repealed.

First reading given on the 13<sup>th</sup> day of January, 2026.

Second reading given on the 13<sup>th</sup> day of January, 2026.

Given UNANIMOUS consent to go to third reading on this 13<sup>th</sup> day of January, 2026.

Third reading and Assent given on the 13<sup>th</sup> day of January, 2026.

  
\_\_\_\_\_  
Robert Willing  
Reeve

  
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Brian Allen  
Chief Administrative Officer

Schedule "A"  
Declaration of a State of Local Emergency



## DECLARATION OF A STATE OF LOCAL EMERGENCY

Whereas an emergency exists in the Municipal District of Peace No. 135, of part thereof, due to:

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(description of nature of emergency & the area of the municipality in which it exists)

Therefore, the Emergency Management Committee for the Municipal District of Peace No. 135, pursuant to Section 11.3(2) of the *Alberta Emergency Management Act*, declares by resolution, that a state of local emergency exists within the Municipal District of Peace No.135.

### COUNCIL CERTIFICATION OF DECLARATION OF STATE OF LOCAL EMERGENCY

DATE:	_____	DATE:	_____
TIME:	_____	TIME:	_____
NAME:	_____	NAME:	_____
TITLE:	_____	TITLE:	_____
SIGNATURE:	_____	SIGNATURE:	_____

This declaration is in compliance with the MD of Peace No. 135's Emergency Management Bylaw No. 1/2024.

Once completed, this form must be sent to the Alberta Emergency Management Agency Email: [ma.poc@gov.ab.ca](mailto:ma.poc@gov.ab.ca)



## PUBLIC ANNOUNCEMENT FOLLOWING A DECLARATION OF LOCAL EMERGENCY

The Municipal District of Peace No. 135, being satisfied that there is an imminent threat that requires prompt coordination and action of persons or property to protect the health, safety, and/or welfare of its people and/or property declare that a 'State of Local Emergency' exists in the Municipal District of Peace No. 135.

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(description and nature of emergency and the area of the MD in which it exists)

The public is advised that for the duration of the emergency, the Municipal District of Peace No. 135, its Emergency Advisory Committee, and its Emergency Management Agency, will take action it deems necessary to manage the event. The public is advised to stay tuned to the MD's social media channels for further updates.

[www.mdpeace.com](http://www.mdpeace.com)

Facebook.com/mdofpeace.com

MD Office: 780-338-3845

Schedule "C"  
Termination of a Declaration of a State of Local Emergency



## TERMINATION OF A DECLARATION OF A STATE OF LOCAL EMERGENCY

Whereas an emergency existed in the Municipal District of Peace No. 135 or part thereof,  
due to:

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(description and nature of emergency and the area of the MD in which it exists)

Therefore, the Emergency Management Committee for the Municipal District of Peace No. 135, pursuant to Section 11.3(2) of the *Alberta Emergency Management Act*, being satisfied that an emergency no longer exists, does hereby terminate the declaration of a State of Local Emergency effective immediately within the Municipal District of Peace No. 135.

### COUNCIL CERTIFICATION OF TERMINATION OF STATE OF LOCAL EMERGENCY

DATE:	_____	DATE:	_____
TIME:	_____	TIME:	_____
NAME:	_____	NAME:	_____
TITLE:	_____	TITLE:	_____
SIGNATURE:	_____	SIGNATURE:	_____

This declaration is in compliance with the MD of Peace No. 135's Emergency Management Bylaw No. 1/2024.

Once completed, this form must be sent to the Alberta Emergency Management Agency Email:  
[ma.poc@gov.ab.ca](mailto:ma.poc@gov.ab.ca).