



**CITY OF FORT SASKATCHEWAN**  
**EMERGENCY MANAGEMENT BYLAW**  
**BYLAW NO. C22-26**

**WHEREAS**, pursuant to the *Emergency Management Act (Act)*, RSA 2000, c. E-6.8 as amended or repealed and replaced from time to time, Council is responsible for the direction and control of all Fort Saskatchewan emergency responses;

**AND WHEREAS**, pursuant to the *Municipal Government Act*, RSA 2000, c. M-26, as amended, Council 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 City of Fort Saskatchewan, duly assembled enacts as follows:

**1. TITLE**

This Bylaw is cited as the City of Fort Saskatchewan “Emergency Management Bylaw”.

**2. DEFINITIONS**

- 2.1. “AEMA” means the Alberta Emergency Management Agency, which is the Alberta Government agency responsible for the coordination, collaboration and cooperation of all organizations involved in the prevention, preparedness and response to Disasters and Emergencies.
- 2.2. “AHIMT” means an All Hazards Incident Management Team or Persons who form part of that team and administered by the AEMA to provide specialized, multi-disciplinary incident management support to local authorities during complex, extended duration emergencies.
- 2.3. “City” means the City of Fort Saskatchewan, a municipal corporation in the Province of Alberta, and includes the area contained within the boundaries of the City of Fort Saskatchewan where the context requires.
- 2.4. “City Manager” means the Chief Administrative Officer or designate, appointed pursuant to the MGA.
- 2.5. “Council” means the municipal Council for the City, and may include the Mayor, individual Councillors, or Council as a whole.

- 2.6. “DDEM” means a Deputy Director of Emergency Management appointed by the DEM.
- 2.7. “DEM” means the City Manager, or City employee appointed as Director of Emergency Management by the City Manager, pursuant to this Bylaw and the City’s Delegation of Authority Policy.
- 2.8. “Disaster” means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property or the environment.
- 2.9. “EMA” means the Emergency Management Agency established under Section 4 of this Bylaw, and which exercises those powers and duties granted by the EM Act and assigned to the EMA under this Bylaw.
- 2.10. “EM Act” means the Emergency Management Act, RSA 2000, c. E-6.8.
- 2.11. “Emergency” means a sudden and temporary 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 or the environment.
- 2.12. “EAC” means the Emergency Advisory Committee, which is established under this Bylaw consisting of one (1) or more Council members.
- 2.13. “Emergency Management” means the development, coordination and execution of plans, measures and programs pertaining to prevention, preparedness, response and recovery before, during and after an Emergency event.
- 2.14. “Emergency Procurement” means a procurement of goods or services, including sole source procurements, that bypasses normal procurement requirements, such as the need for a standing offer agreement, request for quote, request for proposal or an invitation to tender, when necessitated by Emergency or other unforeseen circumstances.
- 2.15. “ECC” means the Emergency Coordination Centre, a site from where City officials can coordinate, monitor and direct Emergency response and recovery activities and coordinate information and resources during an Emergency, or a location used for command and control of planned, non-emergent civic events.
- 2.16. “Evacuation Order” means an evacuation order made under Section 19(1)(g) or Section 24(1)(b) of the EM Act.
- 2.17. “Event” means a planned, non-emergency activity (e.g. sporting event, concert, parade, etc.).
- 2.18. “HARP” means the Hazard Assistance and Resilience Program, a conditional grant program that provides local governments, ministry departments, homeowners and small business applicants financial assistance to help in recovery after a natural disaster.

- 2.19. "IC" – means the Incident Commander as the person responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources, and may include the DEM, DDEM, or if a further sub-delegation has been made, the AHIMT IC assigned to manage an incident.
- 2.20. "ICP" means the Incident Command Post where the primary functions of Incident Command Systems are performed and may be co-located within an incident base or other incident facilities.
- 2.21. "IMT" means the City's Incident Management Team, a rostered group of ICS-qualified personnel consisting of an Incident Commander and other incident leadership and personnel qualified for one or more key ICS positions.
- 2.22. "LAEMR" means the Local Authority Emergency Management Regulation 203/2018.
- 2.23. "Local Authority" means a municipality which has a council, pursuant to the MGA.
- 2.24. "MEP" means the Municipal Emergency Plan prepared and maintained by the EMA to coordinate the response to an Emergency event.
- 2.25. "MGA" means the Alberta Municipal Government Act, RSA 2000, c. M-26, and associated regulations as amended.
- 2.26. "Minister" means the Minister responsible for the EM Act.
- 2.27. "Peace Officer" means a Person appointed by the City pursuant to the provisions of the MGA and may include a Bylaw Enforcement Officer, Peace Officer, or Member of the Royal Canadian Mounted Police.
- 2.28. "Person" means an individual and includes a firm, partnership, joint venture, proprietorship, corporation, department, board, agency, association, society or any other legal entity.
- 2.29. "Risk" means a probability or Threat of damage, injury, liability, loss, or other negative occurrence that is caused by external or internal vulnerabilities, and that may be neutralized through preemptive action.
- 2.30. "SOLE" means a declaration of a State of Local Emergency by a Local Authority relating to all or any part of the Local Authority at any time when it is satisfied that an Emergency exists or may exist; and
- 2.31. "Threat" means the presence of a hazard and an exposure pathway, threats may be natural, human-induced, or technological, in addition to being either accidental or intentional.

### **3. EMERGENCY ADVISORY COMMITTEE**

As the Local Authority, the City shall, at all times, be responsible for the direction, control and administration of the City's Emergency response unless the Alberta Government assumes direction and control under Section 18 of the EM Act.

- 3.1. The EAC is hereby established.
- 3.2. The EAC shall provide guidance and direction to the City's EMA in the development of the MEP and any related programs.
- 3.3. Membership:
  - a. All Council members are members of the EAC and shall be entitled to expenses in accordance with Council policy.
  - b. The Mayor is the Chair of the EAC.
  - c. If the Mayor is absent, the Deputy Mayor shall chair the EAC.
- 3.4. Meetings:
  - a. The EAC shall meet:
    - i. At minimum once each year, and
    - ii. more frequently as required.
  - b. The EAC may meet on less than 24 hours' notice. Where meetings in person are not feasible, the Committee may convene by electronic means of communication.
  - c. Those members of the EAC who attend any meeting of the EAC constitute a quorum for that meeting.
- 3.5. When no Emergency or Disaster exists, the EAC shall on an annual basis:
  - a. Review and advise the City about the MEP and related programs; and
  - b. Approve the MEP;
- 3.6. During an Emergency or Disaster:
  - a. The EAC shall:
    - i. maintain regular Council member duties, to the extent possible; and
    - ii. provide political, financial and resourcing support to the EMA;
  - b. The DEM may call an emergency meeting of the EAC when the DEM considers that an Emergency exists or may exist in the City.

- c. A quorum for an emergency meeting of the EAC is not dependent on the number attending, but on those Council members available to attend.
  - d. Where the EAC is not able to meet in the timeline as required by the given situation:
    - i. the powers of the EAC to include the declaration, renewal, or termination of a SOLE, may be exercised by the Mayor acting alone, or
    - ii. in the Mayor's absence the Deputy Mayor, or
    - iii. in absence of the Mayor and Deputy Mayor, by any 2 members of Council.
- 3.7. Following an Emergency or Disaster, the EAC may,
- a. within 90 days, make an application to the HARP to provide financial assistance to individuals, small businesses (including farming operations), not-for-profit organizations (including not-for-profit cooperatives), municipalities and government departments for uninsurable loss and damage caused by Emergencies and Disasters; and
  - b. seek reasonable remuneration by the Person who caused the Emergency, for expenses and costs of the actions or measures for any Person who provides labour, services, equipment or materials to the municipality to eliminate the Emergency, pursuant to the MGA.
- 3.8. The EAC shall apply appropriate provisions of the City's Procedures Bylaw for matters relating to parliamentary procedure.

#### **4. EMERGENCY MANAGEMENT AGENCY**

- 4.1. This Bylaw appoints the Person who holds the office of City Manager as the DEM;
- a. the City Manager may delegate another City employee to serve as the DEM; and
  - b. if another City employee is appointed to serve as the DEM, the City Manager shall cause that appointment to be recorded pursuant to the City's Delegation of Authority.
- 4.2. The EMA is hereby established. The EMA will be comprised of
- a. Director of Emergency Management, and
  - b. Deputy Director(s) of Emergency Management.

4.3. Meetings

- a The DEM shall serve as Chair of the EMA and the DEM shall appoint one DDEM to serve as the Vice-Chair.
- b The City's EMA shall meet at least once annually. Additional meetings may be called by the Chair.
- c The chair may invite representatives of governmental and non-governmental organizations, and/or other regional stakeholders to participate in EMA meetings.

4.4. The City's EMA is responsible for:

- a. the administration of the City's Emergency Management program to include:
  - i. Identification and assessment of the hazards, Risks, and mitigation strategies affecting the City; and
  - ii. the development, maintenance and implementation of the MEP to include a review at least once per year;
- b. the maintenance, establishment and operation of the ECC;
- c. coordinating and conducting all appropriate training to ensure the effective operation of the ECC.
- d. the conduct of all coordination and liaison with AEMA;
- e. Determine the level of Emergency Management resourcing for the City.
- f. the provision of Emergency Management advice to the EAC as required;

4.5. The EMA shall provide updates to the EAC at least annually, or more frequently if directed to do so by the EAC. Updates may include:

- a. a summary of the EMA's prevention/mitigation, preparation, response and recovery efforts;
- b. the status of the City's MEP;
- c. status of training of ECC personnel;
- d. planned training events; and
- e. budget recommendations.

4.6. The EMA will utilize the command, control and coordination system prescribed by the Managing Director of AEMA (e.g., Incident Command System – Canada).

## **5. DEM & DDEM**

- 5.1. The DEM plans for and coordinates the responses to natural Disasters and other Emergencies, and is to ensure City Council members and staff become familiar with Emergency procedures.
- 5.2. The DEM may appoint one or more DDEM to assist the DEM in planning and coordinating the responses to natural Disasters and other Emergencies, and to ensure Council members and staff become familiar with the Emergency procedures.
- 5.3. The DEM is authorized to delegate and authorize further delegations of any powers, duties, and functions delegated to the DEM under this Bylaw.
- 5.4. The DEM shall appoint an Interim DEM as required.
- 5.5. The DEM & DDEM shall:
  - a. ensure that all Emergency plans are prepared and coordinated as required by the EM Act, LAEMR, and this Bylaw;
  - b. In the case of the DEM, act as Director of the ECC, or in the case of a DDEM when appointed to do so by the DEM, or in the absence of the DEM;
  - c. coordinate all Emergency operations within the City;
  - d. conduct or direct appropriate training to ensure effective operation of the ECC, such as:
    - i. the incident command system and all position-specific training required by the Alberta Government under the EM Act or LAEMR; and
    - ii. optional position-specific training or training intended to ensure the readiness or mental well-being of personnel assigned to Emergency Management for the City (e.g., standard or emergency first-aid, and mental health resiliency training);
    - iii. annually or more often as required, review the AEMA website for mandatory training courses required by Elected Officials, members of the EMA, the DEM or DDEMs, and staff associated with the implementation of the City's MEP. The DEM's annual report to the EAC will include a section dedicated to AEMA mandatory prescribed courses.
  - e. perform other duties as required by the City during an Emergency;
- 5.6. The DEM may invite any Person or entity to work with or support the activation and management of the ECC, including:
  - a. all departments within the City;
  - b. Alberta Health Services;

- c. public and separate school divisions;
- d. police or RCMP Services;
- e. municipalities that have entered into mutual-aid agreement(s) with the City;
- f. an AHIMT or Persons forming part of the AHIMT team;
- g. local business or industry, or business or industry associations;
- h. local utility companies;
- i. Alberta or Canadian Government boards or agencies; and
- j. any other Person or non-governmental organization who might serve a useful purpose in the preparation or implementation of the MEP.

## **6. INCIDENT MANAGEMENT TEAM (IMT)**

- 6.1. The City will maintain a dedicated and rostered team of Persons trained in emergency management and capable of responding and attending to activations of the ICP or ECC during emergencies or disasters for a period of not less than 72 hours before requiring augmentation or relief from mutual aid partners or another AHIMT.
- 6.2. Members of the City's IMT will be required to make all reasonable effort to respond and attend to an activation of the ICP and/or ECC to support an emergency or disaster.
- 6.3. Members of the City's IMT will be required to attend prescribed and scheduled training and Events unless otherwise excused by the DEM or DDEM.

## **7. TRAINING REQUIREMENTS**

- 7.1. The LAEMR allows the Managing Director of the AEMA to prescribe minimum training requirements for all members of a local authority with an assigned responsibility to include the EAC, EMA, DEM, and any other in relation to the MEP.
  - a. Members of the EAC must complete prescribed courses within 90 days of taking an official oath as required by the MGA.
  - b. Members of the EMA must complete prescribed courses within 18 months of being appointed to a position within the EMA.

- c Any Person who has been assigned responsibilities within the City's IMT or respecting the implementation of the MEP must complete the prescribed courses within 6 months of being identified for this role.

7.2. Any Person who has been assigned responsibilities within the City's IMT must undergo:

- a general awareness training on the command, control and coordination system prescribed by the Managing Director of AEMA;
- b specific activation procedures of the ICP and ECC;
- c intermediate to advanced training for command and general staff positions within the IMT and to be completed within 2 years.

## **8. EXERCISES**

- 8.1. Unless an exercise under subsection 8.2 is carried out that year, the EMA shall ensure that the City engages in at least 1 exercise per year in which participants identify a significant possible Emergency or Disaster scenario and discuss how the City would respond to and resolve Emergency Management issues which may arise from the scenario.
- 8.2. The City shall engage in at least 1 exercise every 4 years in which participants identify a significant possible Emergency or Disaster scenario and carry out actions as if the significant Emergency or Disaster was actually occurring, but without deploying personnel or other resources.
- 8.3. Section 8.2 does not apply if the City's IMT has responded to an Emergency or Disaster within the previous 4 years, which resulted in the implementation of the City's MEP and where a written post-incident assessment was completed that included observations, recommendations for improvement, and corrective action to be conducted.
- 8.4. The City may fulfill the obligations set out in Sections 8.1 and 8.2 by participating in regional Emergency exercises that require the City to utilize relevant portions of the City's MEP.
- 8.5. The City may fulfill the obligations set out in Section 8.1 by planning and conducting an event that utilizes members of the City's Incident Management Team and the prescribed command, control and coordination system.
- 8.6. A City shall submit an exercise notification to the AEMA 90 days before engaging in the exercise required under 8.1 or 8.2. The exercise notification must outline the exercise scenario, state the exercise objectives, identify the participants, and state the date the exercise will be conducted.

## **9. STATE OF LOCAL EMERGENCY (SOLE)**

- 9.1. By resolution, the EAC may at any time when it is satisfied that an Emergency exists or may exist, make a declaration of a SOLE relating to all or any part of the City.
- a The EAC shall ensure that the declaration identifies the nature of the Emergency and the area of the City in which it exists.
  - b When a SOLE is declared, the EAC shall:
    - i cause the details of the declaration to be published by any means of communication that it considers most likely to make known to the population of the area affected the contents of the declaration; and
    - ii forward a copy of the declaration to the Minister.
  - c When a SOLE is declared, the DEM or IC may at any time, in accordance with the MEP or related plans or programs:
    - i cause the MEP or any related plans or programs to be put into operation, if not already in operation;
    - ii acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an Emergency or Disaster;
    - iii authorize or require any qualified Person to render aid of any type they are qualified to provide;
    - iv control or prohibit travel to and from any area of the City;
    - v provide for the restoration of essential services and the distribution of essential supplies, and provide, maintain and coordinate Emergency medical, welfare and other essential services in any part of the City;
    - vi cause the evacuation of Persons and the removal of livestock and personal property from any area of the City that is or may be affected by a Disaster and make arrangements for the adequate care and protection of those Persons or livestock, and of their personal property;
    - vii authorize the entry into any building or on any land, without warrant, by any Person in the course of implementing an Emergency plan or program;
    - viii cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a Disaster, to attempt to forestall its occurrence, or to combat its progress;

- ix procure or fix prices for food, clothing, fuel, equipment, medical supplies or other essential supplies, and the use of any, services, resources or equipment within the City for the duration of the SOLE. If impractical to procure equipment or services in accordance with the City's procurement policy, the DEM may authorize an Emergency Procurement, and/or;
- x authorize the conscription of Persons needed to meet an Emergency.

9.2. When, in the opinion of the EAC, an Emergency no longer exists in relation to which a declaration of a SOLE was made, it shall by resolution or, in the case of the Minister, by order, terminate the SOLE declaration.

- a Immediately after:
  - i the passage of a resolution or order terminating a declaration of a SOLE;
  - ii the cancellation by the Minister of a declaration of a SOLE; or
  - iii the termination by lapse of 7 days of a declaration of a SOLE.
- b the EAC shall cause the details of the declaration, cancellation, or the termination lapse to be published by any means of communication that it considers most effective to the residents of the affected areas.
- c Upon cancellation or termination of a SOLE, a copy of the notice shall be forwarded to the Minister.

## **10. EVACUATION ORDERS**

- 10.1. Following a declaration of a SOLE made by the EAC, an Evacuation Order may be issued by the DEM or IC.
- 10.2. Pursuant to Section 19.1(1) of the EM Act, If an Evacuation Order is made, every Person within the area that is the subject of the Evacuation Order shall leave the area:
  - a. immediately, or
  - b. if a deadline for evacuation is specified in the Evacuation Order, by that deadline.
- 10.3. Section 11.2 does not apply to a Person acting under the direction of a Person exercising powers under Section 19(1) or 24(1)(b) of the EM Act, as the case may be, so long as there is a plan for safely evacuating that Person in a timely manner and the means available to carry out the plan.
- 10.4. An Evacuation Order shall be enforced by a Peace Officer having authority to

enforce the EM Act or LAEMR, and holding jurisdiction for the City.

## **11. FINANCIAL**

- 11.1. In accordance with the EM Act, Council may, by a bylaw which does not require advertising, borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the EMA.
- 11.2. Council may, during or within 60 days after the SOLE, by a bylaw which does not require advertising but that is approved by the Minister responsible for the MGA, borrow any money necessary to pay expenses caused by the Emergency. This may include payment for services provided by the Provincial or Federal Government, when the services were provided at the request of the City.
- 11.3. Council may enter into agreements with and, make payments or grants or both, to Persons or organizations for the provision of services in the development or implementation of MEP and related programs.
- 11.4. Council may, in accordance with the EM Act and this Bylaw, expend all sums required for the response to and recovery from an Emergency event.
- 11.5. In the event of a Disaster, the Alberta Government may provide financial assistance to individuals, small businesses (including farming operations), not-for-profit organizations (including not for-profit cooperatives), Local Authorities and government departments after a Local Authority applies for HARP relief on behalf of their residents, and if the program is approved.

## **12. NUMBER AND GENDER REFERENCES**

- 12.1. All references in this Bylaw shall be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female Person, or a corporation or partnership.

## **13. SEVERABILITY PROVISION**

- 13.1. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.

## **14. OFFENCE**

- 14.1. Any Person who violates any provision of this Bylaw or interferes with or obstructs any Person in the exercise of any power or the performance of any duty conferred or imposed by this Bylaw is guilty of an offence and is liable upon conviction to a maximum fine of \$10,000, or in default of payment of the fine to imprisonment for a period not exceeding 1 year, or to both fine and imprisonment in such amounts.

14.2. Section 17 of the EM Act states that when a Local Authority declares a SOLE, any Person who:

- a. contravenes the EM Act or the or the LAEMR;
- b. fails to comply with an Evacuation Order,
- c. fails to comply with other orders referred to in s. 17(b.1) of the EM Act, or
- d. interferes with or obstructs any Person in the carrying out of a power or duty under the EM Act or the LAEMR,

is guilty of an offence and liable to imprisonment for a term of not more than 1 year or to a fine of not more than \$10,000, or to both imprisonment and a fine.

14.3. No action lies against Council or a Person acting under the direction or authorization of Council for anything done or omitted to be done in good faith while carrying out a power or duty under the EM Act or this Bylaw.

## 15. REPEAL

15.1. Upon third reading of Bylaw C22-26, Emergency Management Bylaw C11-19 and all amendments thereto are hereby repealed.

## 16. EFFECTIVE DATE

This Bylaw becomes effective upon third and final reading.

READ a first time this 23 day of June 2026.

READ a second time this 23 day of June 2026.

READ a third time and passed this 23 day of June 2026.

Original Bylaw Signed

Mayor

Original Bylaw Signed

Director, Legislative Services

Date. June 23, 2026