

BYLAW 01-2026

BEING A BYLAW OF THE TOWN OF VERMILION IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING AN EMERGENCY MANAGEMENT PROGRAM.

WHEREAS, the Council of the Town of Vermilion deems it necessary to establish a Bylaw to deal with the direction and control of its emergency management.

AND WHEREAS the Council of the Town of Vermilion is required, under the Emergency Management Act, Chapter E-6.8, revised Statutes of Alberta 2000, to establish and maintain an Emergency Advisory Committee and an Emergency Management Agency.

AND WHEREAS the Council of The Town of Vermilion wishes to establish regulations and procedures to meet the obligations of the municipality under the *Emergency Management Act* and the *Local Authority Emergency Management Regulation*, Alberta Regulation 203/2018;

AND WHEREAS it is desirable in the public interest, and in the interests 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 *Emergency Management Act*;

NOW THEREFORE, the Town of Vermilion duly assembled hereby enacts as follows:

1. SHORT TITLE

- 1.1. This Bylaw shall be cited as the Emergency Management Bylaw

2. DEFINITIONS

- 2.1. The definitions listed in Schedule "A" attached to this Bylaw shall apply, unless context otherwise requires.

3. APPOINTMENT, AUTHORITY AND DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER

- 3.1. Except where specific authority is reserved to Council, in the Bylaw the administration and enforcement of this Bylaw is hereby delegated to the Chief Administrative Officer.
- 3.2. Without restricting any other power, duty or function granted by this Bylaw, the Chief Administrative Officer may carry out anything required for the administration of this Bylaw, including but not limited to the following:
 - 3.2.1. delegate any powers, duties or functions under this Bylaw to an employee of the Town or a member of the Regional Emergency Management Collective Agreement;
 - 3.2.2. carry out any inspections that are reasonably required to determine compliance with this Bylaw;
 - 3.2.3. establish any forms required for the administration of this Bylaw.

4. REGIONAL COLLECTIVE ESTABLISHMENT

- 4.1. The Town of Vermilion Council may enter into a Regional Emergency Management Collective Agreement with the other local authorities in the region for the purpose of facilitating the local authority's commitment to a regional emergency management framework.
- 4.2. The Regional Emergency Management Collective Agreement shall outline the Town of Vermilion's role and obligation to participate in Emergency Management programming.
- 4.3. Costs associated with the Regional Emergency Management Collective Agreement shall be reviewed on a case-by-case basis or as part of the annual budget process.
- 4.4. The Town of Vermilion may delegate the following obligations contained within this Bylaw to the Regional Emergency Management Collective Agreement, including;

- 4.4.1. The establishment and duties of a Regional Emergency Management Agency.
- 4.4.2. The Appointment of a Director of Emergency Management and their Deputies.

5. EMERGENCY ADVISORY COMMITTEE

- 5.1. Council hereby establishes an Emergency Advisory Committee.
- 5.2. The Committee shall consist of a minimum of 3 elected officials.
 - 5.2.1. The Committee shall utilize *Procedural Bylaw 05-2025* for regulations related to quorum and motions.
- 5.3. The Committee shall appoint a chair. In the absence of a standing appointment, the Mayor serves as chair.
- 5.4. The Committee shall meet at least annually to;
 - 5.4.1. Receive an update from the Director of the Emergency Management
 - 5.4.2. Review and approve the Emergency Management Plan as required
 - 5.4.3. Provide direction on matters relevant to the Committee
- 5.5. The Committee shall provide guidance and direction to the Emergency Management Agency both before and during an emergency or disaster.
- 5.6. The Committee may declare, renew or terminate a State of Local Emergency, as outlined within this Bylaw.

6. DIRECTOR OF EMERGENCY MANAGEMENT

- 6.1. Council shall, by resolution, appoint a Director of Emergency Management.
- 6.2. The Director of Emergency Management or Chief Administrative Officer may appoint a Deputy Director of Emergency Management as required. The Deputy is granted the same authority in the Director's absence.
- 6.3. The Director of Emergency Management shall be accountable to the Emergency Advisory Committee.
- 6.4. The Director of Emergency Management shall be the chair of the Regional Emergency Management Agency.
- 6.5. The Director of Emergency Management shall;
 - 6.5.1. prepare and co-ordinate emergency plans and programs for the Town in accordance with the Act;
 - 6.5.2. act as director of emergency operations on behalf of the Agency;
 - 6.5.3. cause an emergency plan or program to be put into operation;
 - 6.5.4. shall direct and control the emergency response;
 - 6.5.5. co-ordinate all emergency services and other resources used in an Emergency;
 - 6.5.6. review emergency response plans submitted by other municipal stakeholders;
 - 6.5.7. complete any courses prescribed by the Alberta Emergency Management Agency in accordance with the Act; and
 - 6.5.8. perform other duties as prescribed by the Town of Vermilion;
- 6.6. During a State of Local Emergency, the Director of Emergency Management shall report directly to Town of Vermilion Council.

7. EMERGENCY MANAGEMENT AGENCY

- 7.1. The Town of Vermilion shall participate in a Regional Emergency Management Agency.
- 7.2. The Emergency Management Agency is responsible for the administration of the Town's emergency management programming, including;
 - 7.2.1. Emergency Management Plan development and compliance.

- 7.2.2. Emergency Mitigation and Preparedness Activities.
- 7.2.3. Emergency Response and Recovery as required.
- 7.2.4. Report annually to the Emergency Advisory Committee.

7.3. The Emergency Management Agency shall meet annually.

7.4. The Director of Emergency Management shall invite internal and external members to comprise the Agency.

7.4.1. A minimum of one (1) Town employee shall be assigned to the Regional Emergency Management Agency.

7.5. The Director of Emergency Management may also invite guests to attend Agency meetings as required.

8. DECLARATION OF A STATE OF LOCAL EMERGENCY

8.1. In accordance with the Emergency Management Act, the Town of Vermilion may declare a State of Local Emergency to utilize prescribed extraordinary powers to deal with or resolve an emergency within the Town.

8.2. If the Mayor is available and not incapacitated by the Emergency, then the Mayor, acting alone, can declare, renew or terminate a State of Local Emergency or expand or reduce the part of the municipality to which a State of Local Emergency applies. If the Mayor is unavailable or incapacitated, then the Deputy Mayor or delegate may exercise this authority.

8.2.1. If required, a special meeting of Council may be held to declare, renew, or cancel a State of Local Emergency.

8.3. Upon declaration, the Director of Emergency Management shall ensure all notification requirements listed within the Act, as amended time to time, are completed, this may include;

8.3.1. Public Notification on details of the declaration including the nature of the event, area within the municipality in which the emergency exists, and powers of the Act which are anticipated to be used.

8.3.2. Notification to the Minister and Province on details related to the declaration, including the nature of the event, area within the municipality in which the emergency exists, and powers of the Act which are anticipated to be used.

8.4. All members of Council shall be notified of the declaration, renewal or termination.

8.5. The details of the declaration shall be published immediately by such means of communication considered most likely to make known to the majority of the population of the area affected the contents of the declaration.

9. DURATION OF STATE OF LOCAL EMERGENCY

9.1. Upon the declaration of a State of Local Emergency, the Committee may do all acts and take all necessary proceedings including the following:

9.1.1. cause any Emergency Management Plan to be put into operation;

9.1.2. exercise any power given to the Minister under section 19(1) of the Act in relation to the part of the Town affected by the declaration; and

9.1.3. authorize any Person, at any time, to exercise, in the operation of the Emergency Management Plan, any power given to the Minister under section 19(1) of the Act in relation to the part of the Town affected by the declaration.

9.2. Any Person within the Town must comply with any lawful order established through a State of Local Emergency.

9.3. Upon the declaration of a State of Local Emergency, the Agency is authorized to exercise any power given to the Minister under section 19(1) of the Act in relation to the part of the Town affected by the declaration.

10. TERMINATION OF STATE OF LOCAL EMERGENCY

- 10.1. A declaration of a State of Local Emergency is considered terminated and ceases to be of any force or effect when:
- 10.1.1. a resolution to terminate the declaration of a State of Local Emergency is passed under the provisions of this Bylaw;
 - 10.1.2. a period of seven days has lapsed since it was declared, unless it is renewed by resolution;
 - 10.1.2.1. Unless the reason for declaration is a pandemic, then a period of 90 days must lapse since declaration;
 - 10.1.3. the Minister cancels the State of Local Emergency.
- 10.2. When a declaration of a State of Local Emergency has been terminated, the details of the termination shall be published immediately by such means of communication considered most likely to notify the majority of the population of the area affected.

11. COMMAND, CONTROL, AND COORDINATION.

- 11.1. The Agency shall use the command, control and coordination system as prescribed by the Managing Director of the Alberta Emergency Management Agency.
- 11.1.1. The Agency acknowledges that the Alberta Incident Management System is the current system prescribed by the Managing Director of the Alberta Emergency Management Agency.

12. COUNCILLOR AND EMPLOYEE TRAINING

- 12.1. Council shall complete any courses prescribed by the Alberta Emergency Management Agency in accordance with the Act.
- 12.2. Any employee of the Town of Vermilion who has been assigned responsibilities respecting the implementation of the Emergency Management Plan shall complete any courses prescribed by the Alberta Emergency Management Agency in accordance with the Act as a minimum.

13. NUMBER AND GENDER REFERENCES

- 13.1. All references in this Bylaw will 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.

14. SEVERABILITY

- 14.1. Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

This Bylaw shall come into force and effect upon the final passing thereof.

The following Bylaws and all amendments thereto are hereby repealed:

- 01-2021 – Emergency Management Bylaw

INTRODUCED AND READ a first time this 17 day of February, 2026, A.D.

READ a second time this 3 day of March, 2026, A.D.

READ a third time this 3 day of March, 2026 A.D.



Mayor



Chief Administrative Officer

BYLAW NO. 01-2026

SCHEDULE "A"

Definitions

Act	The <i>Emergency Management Act</i> , Revised Statutes of Alberta 2000, Chapter E-6.8, and any regulations.
Alberta Emergency Management Agency	The provincial government agency charged with the administration of the <i>Emergency Management Act</i> and the <i>Local Authority Emergency Management Regulation</i>
Chief Administrative Officer	Employee of the Town appointed to a position under Section 205 of the Municipal Government Act.
Council	The municipal Council of the Town of Vermilion
Councillor	Elected official of the Town of Vermilion
Deputy Director of Emergency Management	The person(s) appointed as the Deputy Director(s) of the Emergency Management Agency
Director of Emergency Management	The person appointed as the Director of the Emergency Management Agency.
Disaster	An event that results in serious harm to the safety, health or welfare of people or in widespread damage to property or the environment
Emergency	An event that requires prompt coordination 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
Emergency Advisory Committee	The committee established under this Bylaw
Emergency Management Agency	Means the agency established under this Bylaw
Emergency Management Plan	Means the plan approved by the Committee to coordinate a response to an Emergency or Disaster
Mayor	The Chief Elected Official for The Town of Vermilion
Minister	The Minister charged with administration of the Act
MGA	The Municipal Government Act Chapter M-26, as amended
Regional Emergency Management Collective Agreement	The agreement signed by the municipalities of the City of Lloydminster; Rural Municipality of Britannia No. 502; Rural Municipality of Wilton No. 472; Rural Municipality of Eldon No. 471; Town of Vermilion; Village of Kitscoty; Village of Marwayne; Village of Paradise Valley; Town of Marshall; and Town of Lashburn; inclusive of additional municipalities whom may become signatories in the future.
Regional Emergency Management Agency	The Agency described within this bylaw and further described through the Regional Emergency Management Collective Agreement. This represents a regional group tasked with the delivery of an Emergency Management program.
State of Local Emergency	State of local emergency declared in accordance with the provisions of the Act and this Bylaw.
Town	The Town of Vermilion and the area contained within the corporate boundaries of the Town

BYLAW NO. 01-2026

SCHEDULE "B"

Penalties

OFFENCE	SECTION	FINE
Any person(s) fails to comply with any condition of a State of Local Emergency order	9.2	
<ul style="list-style-type: none"> • First offence 		\$500.00
<ul style="list-style-type: none"> • Second offence within 365 days of first offence 		\$1,000.00
<ul style="list-style-type: none"> • Third and all subsequent offences within 365 days of the second offence 		\$2,500.00
Any corporation that fails to comply with any condition of a State of Local Emergency order	9.2	
<ul style="list-style-type: none"> • First offence 		\$2,500.00
<ul style="list-style-type: none"> • Second offence within 365 days of first offence 		\$5,000.00
<ul style="list-style-type: none"> • Third and all subsequent offences within 365 days of the second offence 		\$10,000.00