



**TOWN OF COCHRANE  
BYLAW 05/2025**

**Being a bylaw of the Town of Cochrane in the Province of Alberta, Canada with respect to Emergency Management.**

**WHEREAS:** Pursuant to the *Emergency Management Act*, RSA 2000 c. E-6.8, the Town of Cochrane is responsible for the direction and control of the Town's emergency response within its jurisdiction;

**AND WHEREAS:** Pursuant to section 11 of the *Emergency Management Act*, the Council of the Town of Cochrane shall appoint an emergency advisory committee consisting of a member or members of Council to advise on the development of the Town's emergency plans and programs, and to establish and maintain a municipal emergency management agency to act as the agent of the Council in exercising its powers and duties under the Act;

**AND WHEREAS:** The Council may delegate its authority to declare a state of local emergency to a committee established under section 11.3(1)(a) of the *Emergency Management Act*;

**AND WHEREAS:** Pursuant to section 11.1 of the *Emergency Management Act*, the municipal emergency management agency is responsible for the implementation and coordination of emergency plans and programs approved by Council;

**AND WHEREAS:** It is in the public interest to establish and maintain such a committee and agency to ensure effective coordination and response to emergencies;

**AND WHEREAS:** Pursuant to section 203 of the *Municipal Government Act*, R.S.A. 2000, the Council of the Town of Cochrane may by bylaw delegate any of its powers, duties, or functions under the Municipal Government Act or any other enactment to a council committee, the chief administrative officer, or a designated officer unless otherwise restricted by legislation;

**NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF COCHRANE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:**

**1.0 TITLE**

- 1.1 That this Bylaw may be referred to as the "Emergency Management Bylaw".

**2.0 INTERPRETATION**

- 2.1 Unless otherwise specified, the words used in this Bylaw have the same meaning as defined in the *Municipal Government Act* and its regulations.
- 2.2 In this Bylaw, unless the context otherwise requires:
- (a) "Act" means the *Emergency Management Act*, RSA 2000, c. E-6.8, as amended, or any legislation substituted for it;
  - (b) "Agency" means the Emergency Management Agency established under this bylaw;
  - (c) "Chief Administrative Officer" or "CAO" means the individual appointed by Council pursuant to the Designated Officer Bylaw, or any successor legislation, who is responsible for the overall coordination, direction and administration of all policies of Council;
  - (d) "Committee" means the Emergency Advisory Committee established under this bylaw;
  - (e) "Council" means the municipal Council of the Town of Cochrane;
  - (f) "Declaration of a state of local emergency" shall have the same meaning given to it by the Act;
  - (g) "Director" means the person appointed Director of Emergency Management under this bylaw;
  - (h) "Disaster" shall have the same meaning given to it by the Act;
  - (i) "Emergency" shall have the same meaning given to it by the Act;
  - (j) "Emergency Management Program" means the development, coordination, and execution of plans, measures, and programs pertaining to the mitigation, preparedness, response, and recovery before, during, and after an emergency event;
  - (k) "Executive Member" means Cochrane employees in senior administrative positions one level below the Chief Administrative Officer (CAO);

- (l) "Local Authority" shall have the same meaning given to it by the Act;
- (m) "Minister" means the Minister charged with administration of the Act;
- (n) "Municipal Emergency Management Plan" means the plan prepared and maintained by the Emergency Management Agency to govern the emergency management program for the Town of Cochrane; and
- (o) "State of Local Emergency" shall have the same meaning given to it by the Act.

### **3.0 EMERGENCY ADVISORY COMMITTEE**

3.1 There is hereby established an Emergency Advisory Committee.

3.2 The Committee shall:

- (a) be responsible for declaring a State of Local Emergency.
- (b) provide guidance and direction to the Emergency Management Agency.
- (c) review and approve the Municipal Emergency Management Program and related plans annually.
- (d) advise Council on the development of those emergency management plans and programs at least annually.
- (e) meet annually or as required and may meet on less than twenty-four (24) hours' notice.
- (f) Conduct its meetings in public except where authorized by the Municipal Government Act to close a meeting to the public.

3.3 The Committee is comprised of:

- (a) the Mayor and Deputy Mayor;
- (b) the Mayor as the chair of the Committee and,
- (c) if the Mayor is unavailable, the Deputy Mayor; or
- (d) if both the Mayor and the Deputy Mayor are unavailable, the first member of council who is present and able to act is considered a member of the Committee.
- (e) the member may convene remotely and is deemed to be present at the meeting and counts towards quorum.
- (f) the Committee quorum is one member.

#### **4.0 EMERGENCY MANAGEMENT AGENCY**

- 4.1 There is hereby established an Emergency Management Agency.
- 4.2 The Agency shall:
- (a) be responsible for the development, maintenance and implementation of the Town of Cochrane Emergency Management Program.
  - (b) provide assistance and guidance to the Director and as requested by the Director, to the Committee.
  - (c) use the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency during response activities.
  - (d) act as the agent of the Local Authority to carry out all of the powers and duties of Local Authority under the Emergency Management Act, except for the powers and duties delegated by this Bylaw to the Committee.
  - (e) perform any other functions and duties as required by this Bylaw or by the Local Authority.
  - (f) review the Municipal Emergency Plan annually.
  - (g) meet annually or at the call of the Director.
  - (h) report to the Committee at a minimum once per year to provide updates on agency activities.
- 4.3 The Director, Community Safety shall be the Director of Emergency Management (DEM), or as otherwise designated by the CAO.
- 4.4 The Director of Emergency Management is hereby authorized to appoint one or more persons as a Deputy Director of Emergency Management (DDEM), 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.
- 4.5 The Director may delegate responsibilities to any person with the requisite legislative training to assist in the preparation, coordination and implementation of emergency management plans and programs.
- 4.6 The Director may consult with or permit other stakeholders or interested parties, who can advise or assist the Agency in the preparation, coordination and/or implementation of any emergency management plans and programs, to participate in meetings of the Agency or any subcommittees thereof.
- 4.7 The Emergency Management Agency will consist of:

- (a) the Director of Emergency Management (DEM), who is the chair of the Agency.
- (b) the Deputy Directors of Emergency Management (DDEM)
- (c) executive Members of the Town of Cochrane's administration as designated by the CAO.

## **5.0 DECLARATION OF STATE OF LOCAL EMERGENCY (SOLE)**

- 5.1 The power to declare, renew, or terminate a state of local emergency in accordance with the Act is hereby delegated to the Emergency Management Committee.
- 5.2 The Committee may, at any time when it is satisfied that an emergency exists or may exist, declare or renew a State of Local Emergency.
- 5.3 When a State of Local Emergency is declared, the Committee shall:
  - (a) ensure that the declaration identifies the nature of the emergency and the area(s) of the Municipality in which it exists;
  - (b) immediately cause the details of the declaration to be published by any means of communication considered most likely to make known to the population of the area(s) affected by the contents of the declaration;
  - (c) forward a copy of the declaration to the Minister forthwith; and
  - (d) advise all members of Council of the declared state of local emergency forthwith.

## **6.0 TERMINATION OF STATE OF LOCAL EMERGENCY**

- 6.1 When, in the opinion of the Committee, an emergency no longer exists in relation to which the declaration was made, they shall terminate the declaration.
- 6.2 When a declaration of a state of local emergency has been terminated, the Committee shall:
  - (a) Immediately cause the details of the declaration to be published by any means of communication considered most likely to make know to the population of the area affected by the contents of the declaration.
  - (b) provide a copy of the completed resolution to the Minister.

## **7.0 FINANCIAL**

- 7.1 The Chief Financial Officer, or designate, shall verify that each expenditure made under the State of Local Emergency was authorized by

the Agency and shall report to the Committee on the findings.

## **8.0 PROTECTION FROM LIABILITY**

- 8.1 No action lies against the Committee, the Agency or any member of the Committee or Agency or any person acting under the Committee's or Agency's direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under this Bylaw during a State of Local Emergency.

## **9.0 GENERAL PROVISIONS AND COMING INTO FORCE**

- 9.1 Where a bylaw references a Town staff position, department or committee, the reference is deemed to be to the current name of the staff position, department or committee is known by.
- 9.2 This Bylaw does not supersede or replace legislation.
- 9.3 Nothing in this Bylaw relieves a person from complying with any provision of any federal or provincial law or regulation, other bylaw or any requirement of any lawful permit, order or license.
- 9.4 All personal pronouns used in this Bylaw, whether used in the masculine, feminine or neutral gender, shall include all other genders and words in the singular shall include the plural and vice versa.
- 9.5 If any term, clause or condition of this Bylaw or application thereof is found to be invalid or unenforceable, the remainder of this Bylaw or the application of such term, clause or condition shall not be affected and shall remain in force and effect.

## **10.0 EFFECTIVE DATE**

- 10.1 Bylaw 18/2019 and subsequent amendments thereto are hereby rescinded.
- 10.2 This bylaw shall come into full force and effect upon the date of third and final reading.

Read a first time: February 10, 2025

Read a second time: February 24, 2025

Read a third time: February 24, 2025

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Mayor

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Director, Legislative &  
Administrative Services