



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1049**

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO ADOPT AN EMERGENCY RESPONSE PLAN, PASSED PURSUANT TO THE EMERGENCY MEASURES ACT S.N.W.T 2018, C.17 IN FORCE NOVEMBER 30, 2018, SI-013-2018 AND SECTION 28 OF THE CITIES, TOWNS AND VILLAGES ACT, S.N.W.T. 2008, C.22, OR AMENDMENTS AND REVISIONS AS APPROVED.

WHEREAS, the Council of the Town of Fort Smith is responsible for the direction and control of its emergency response and is required to prepare and approve Emergency Response Plans and programs, appoint a Local Emergency Management Committee, establish and maintain a Local Emergency Management Organization; appoint a Coordinator of the Local Emergency Management Organization and establish the duties of the Coordinator;

NOW THEREFORE the Council of the Municipal Corporation of the Town of Fort Smith, at a duly assembled meeting enact as follows:

1. Short Title

This By-Law shall be cited as the Emergency Management By-Law.

2. Definitions

- a. "Council" means the Council of the Town of Fort Smith;
- b. "SAO" means the Senior Administrative Officer for the Town of Fort Smith;
- c. "Town" means the Municipal Corporation of the Town of Fort Smith;
- d. "Act" means the Emergency Measures Act SNWT 2018, c-17, or amendments and revisions approved;
- e. "Emergency" means an urgent, sudden, and serious event or an unforeseen change in circumstances that necessitates immediate action to remedy harm or avert imminent danger to life, health, or property;
- f. "The Coordinator" means the Emergency Management Coordinator;
- g. "The Plan" or "Emergency Plan" means the Fort Smith Emergency Management Plan;
- h. "Organization" means the Emergency Management Organization;
- i. "EMC" means the Emergency Management Committee;
- j. "LEMO" means the Local Emergency Management Organization;
- k. "Emergency Management Committee" a committee to advise Council on the development and maintenance of emergency plans and programs.



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3. Emergency Management Coordinator

- a. The Director of Protective Services is hereby appointed as the Emergency Management Coordinator for the Town of Fort Smith;
- b. The SAO shall be the alternate Emergency Management Coordinator.

4. Coordinator Responsibilities

The coordinator or their designate shall:

- a. Prepare and maintain the Fort Smith Emergency Management Plan and related plans and programs for the Town of Fort Smith;
- b. coordinate all emergency services and other resources used in an emergency;
- c. develop and implement annual public education and awareness programs;
- d. Develop and implement an annual Emergency Plan review and tabletop exercise training event of the Emergency Plan;
- e. Exercise the authorities and responsibilities as granted by the Act and the Emergency Plan.

5. Senior Administrative Officer Responsibilities

The SAO shall:

- a. Act as the alternate Emergency Management Coordinator when required;
- b. Submit to Council an accounting of the costs of an emergency management response;
- c. Make available Town resources as are reasonably identified and requested by the Emergency Management Coordinator for emergency preparedness and emergency response;
- d. In coordination with the Director of Protective Services, prepare an annual budget related to emergency management to present to Mayor and Council.

6. Local Emergency Management Organization

There is hereby established a LEMO to advise the Town on the development of emergency plans and programs. The LEMO shall:

- a. Review the Emergency Plan and related plans and programs on an annual basis;
- b. Make such recommendations to the Town as the organization considers appropriate respecting the Emergency Plan and related plans and programs;
- c. Advise the Town on the status of the Emergency Plan and related plans and programs at least once each year;
- d. Provide assistance and guidance during emergency response activities as requested.



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7. Composition of the Local Emergency Management Organization

- a. The LEMO shall be composed of those representatives listed in the Emergency Plan.

8. Emergency Management Committee

There is hereby established an Emergency Management Committee to act as the agent of Council to carry out its statutory powers and obligations under the Act, provided that the Emergency Management Committee shall not have the power:

- a. To declare, renew, or terminate a state of local emergency;
- b. To appoint its own members;
- c. To provide for payment of expenses of the members of the Emergency Management Committee; or
- d. To approve the Town's Emergency Plans and programs.

9. Composition of the Emergency Management Committee

The Emergency Management Committee shall:

- a. Consist of members who shall be appointed by resolution of Council;
- b. Consist of the SAO, Director of Protective Services, Director of Municipal Services, Director of Community Services, Director of Corporate Services, Mayor, and two (2) Councillors.
- c. The initial appointments of the two members of Council to the Committee shall be made when this bylaw has passed, and terms shall be effective for three years or until the next Council election, whichever comes first.
- d. Subsequent appointments shall be made each Council cycle.

10. Quorum of the EMC

- a. A quorum of the Emergency Management Committee consists of a majority of its members.

11. Duties of Council

- a. Council shall:
 - i. By resolution, appoint two of its members to serve on the Emergency Management Committee;
 - ii. Provide for the payment of expenses of the members of the Emergency Management Committee;
 - iii. Ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town of Fort Smith by way of annual plan review;



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- iv. Ensure the public is informed of the Emergency Management Program and community risks by way of the EMC;
- v. Review and revise the Emergency Management Bylaw as required.
- vi. Any other duties as listed in the Emergency Plan.

b. Council may:

- i. By by-law, borrow, levy, appropriate, and expend, without consent of the electors, all sums required for the operation of the Emergency Management Organization;
- ii. 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 emergency plans or programs, including mutual aid plans and programs; and
- iii. During or within 60 days after the declaration of a state of local emergency, by by-law, borrow the necessary funds to pay for the expenses of the emergency under the provisions and conditions of the Act.

12. Repeal

That By-law 399 is hereby repealed.

13. Effect

This by-law shall take full force and effect upon the date that this by-law receives third and final reading.

READ FOR A FIRST TIME THIS 23rd DAY OF May, A.D. 2023.

READ FOR A SECOND TIME THIS 23rd DAY OF May, A.D. 2023.

READ FOR A THIRD TIME THIS 20th DAY OF June, A.D. 2023.

MAYOR

SENIOR ADMINISTRATIVE OFFICER

I hereby certify that this bylaw has been made in accordance with the requirements of the *Cities, Towns and Villages Act* and the bylaws of the Municipal Corporation of the Town of Fort Smith.

SENIOR ADMINISTRATIVE OFFICER