

TOWN OF WAINWRIGHT BYLAW 2021-12

A Bylaw of the Town of Wainwright in the Province of Alberta to Establish a Regional Municipal Emergency Management Agency and Committee.

WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 provides that a Council of a municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and protection of people and property; and

WHEREAS the Town of Wainwright is required under the *Alberta Emergency Management Act* Revised Statutes of Alberta 2000 Chapter E-6.8 section 11 to appoint an Emergency Advisory Committee consisting of members of the local authority and an Emergency Management Agency to act as the agent of the local authority in exercising powers and duties; and

WHEREAS it is recognized that an emergency or disaster could have multijurisdictional impacts requiring the municipalities within the region to share resources and integrate emergency planning, training, and other emergency operations, the municipalities listed below wish to establish a Regional Emergency Management Partnership Agreement, Regional Emergency Management Plan, Regional Advisory Committee and Regional Emergency Management Agency:

- Village of Chauvin
- Village of Edgerton
- Village of Irma
- Municipal District of Wainwright No. 61
- Town of Wainwright

NOW THEREFORE the Council of the Town of Wainwright in the Province of Alberta duly assembled enacts as follows:

1. TITLE

1.1 This Bylaw shall be known as the Regional Emergency Management Bylaw.

2. DEFINITIONS

2.1 In this Bylaw:

- a) "Act" means the *Alberta Emergency Management Act*, Revised Statutes of Alberta 2000, and all amendments thereto.
- b) "Agency" means the Regional Emergency Management Agency unless stated otherwise.
- c) "All-Hazards" refers to all types of hazards including natural, technological, and human caused.
- d) "Council" means the elected officials that form the municipal Council of the Town of Wainwright.
- e) "Deputy Director of Emergency Management" "is appointed by the Council of the local authority and reports to the Director of Emergency Management. In the absence of the Director of Emergency Management, the Deputy Director of Emergency Management is delegated their responsibilities.
- f) "Disaster" shall have the same meaning as given to it by the *Act*.

- g) "Director of Emergency Management" means the person appointed by resolution of Council to organize the local authority's emergency management program.
- h) "Emergency" shall have the same meaning as given to it by the *Act*.
- i) "Emergency Social Services" are services that provide for the basic essential needs of victims, evacuees and/or affected residents as may be required.
- j) "Incident Command Post" is a location for carrying out coordinated emergency or disaster response activities including planning, logistical and operational requirements. It may function as the Incident Command Post of a single local authority or a regional Incident Command Post on behalf of multiple local authorities within the Municipal District of Wainwright No. 61.
- k) "Local authority" and "Local authorities" refer to the authority having jurisdiction as represented by the Regional Emergency Advisory Committee and include the following:
- Village of Chauvin
 - Village of Edgerton
 - Village of Irma
 - Municipal District of Wainwright No. 61
 - Town of Wainwright
- l) "Local Authority Emergency Management Regulation" means the Alberta *Local Authority Emergency Management Regulation 2020* and all amendments thereto.
- m) "Minister" means the Minister charged with administration of the *Act*.
- n) "Region" and "Regional" means all local authorities having jurisdiction within the boundaries of the Municipal District of Wainwright No. 61.
- o) "Regional Director of Emergency Management" means the person appointed as Director of Emergency Management by each Council within the Region, as defined within this Bylaw, to handle administration, planning, coordination, and leadership for regional or inter-municipal disasters, emergencies and/or planned events requiring partial or full activation of the Regional Emergency Management Plan.
- p) "Regional Emergency Advisory Committee" means the Committee comprised of Council members of the regional local authorities that advise on development of emergency plans and programs.
- q) "Regional Emergency Management Agency" is the agency appointed to act as the agent of the regional local authorities in exercising the regional authorities' powers and duties under the *Emergency Management Act* Revised Statutes of Alberta 2000. The agency provides feedback, guidance and expertise regarding the regional emergency management plan and program.
- r) "Regional Emergency Management Plan" refers to the document created to guide the actions of the local authorities herein during an emergency.
- s) "Regional Partnership" and "Regional Emergency Management Partnership Agreement" refers to the agreement between partnership municipalities that describes the regional emergency

management approach and the regional organization, commitment and conditions required of all partner signatory municipalities.

3. COUNCIL

- 3.1 Council hereby agrees to enter into a Regional Emergency Management Partnership Agreement with the other local authorities in the region for the purpose of facilitating the municipal district's commitment to a regional emergency management framework.
- 3.2 Council hereby agrees to establish a Regional Advisory Committee as part of the Regional Partnership to advise on the development of the regional emergency management plan and program.
- 3.3 Council agrees to establish a Regional Emergency Management Agency as part of the Regional Partnership to act as the agency of the local authority in exercising their powers and duties as described in the *Act* and the *Local Authority Emergency Management Regulation*.
- 3.4 Council shall:
 - a) By resolution appoint a Director of Emergency Management. The Director of Emergency Management shall, by mutual consensus and resolution of each Council within the Region, also serve as the Regional Director of Emergency Management.
 - b) Authorize the Director of Emergency Management to exercise the powers outlined in section 19(1) of the *Act* during a State of Local Emergency.
 - c) Council shall, by resolution, appoint a Deputy Director of Emergency Management.
 - d) Appoint one (1) member of Council to the Regional Emergency Advisory Committee and appoint at least one (1) other Council member as an alternate.
 - e) Provide for the payment of expenses of locally appointed members of the Regional Emergency Advisory Committee in accordance with the policy established by each local authority.
 - f) Annually review and approve the Regional Emergency Management Plan.
 - g) Complete any courses as prescribed by the Managing Director of the Alberta Emergency Management Agency in accordance with the *Act* and any amendments thereto.

4. STATE OF LOCAL EMERGENCY

- 4.1 Each local authority shall at all times retain authority for the power to declare, renew or terminate a state of local emergency for its respective jurisdiction.
- 4.2 A state of local emergency may be declared by any of the following:
 - Mayor.
 - In the absence of the Mayor, the Deputy Mayor as applicable.
 - In the event that neither the Mayor nor Deputy is available, a state of local emergency may be declared by any two (2) other members of Council.
- 4.3 A resolution for a declaration of a state of local emergency shall be made by the elected Council of the governing authority having jurisdiction and a copy of the declaration submitted to the Alberta

Emergency Management Agency and forwarded to the Minister forthwith.

- 4.4 Immediately following a declaration of a state of local emergency, the public within the jurisdiction shall be notified by any means of communication most likely to make known to residents the details of the declaration. A non-pandemic state of local emergency lapses after seven (7) days unless it is renewed or terminated. A pandemic state of local emergency lapses after ninety (90) days unless it is renewed or terminated.
- 4.5 The local authority having jurisdiction may by resolution apply to have a state of local emergency renewed.
- 4.6 When in the opinion of the local authority an emergency no longer exists, it shall be terminated by resolution and the details of such immediately made public by the most effective means of communication for the population of the area possible.
- 4.7 All members of Council shall be notified of the declaration, renewal, or termination as soon as practicable.
- 4.8 In the event that an incident is significant enough that it may overwhelm the local authority or in which an incident affects more than a single local authority, a regional Incident Command Post may be activated to provide additional support and better organize a regional response and resources.

5. REGIONAL EMERGENCY ADVISORY COMMITTEE

- 5.1 A Regional Emergency Advisory Committee is hereby established and shall consist of municipal Councillors of the local authorities within the Region. Each Councillor shall be appointed by their respective local authority to represent their jurisdiction on the Regional Advisory Committee.
- 5.2 The Committee will be chaired by a Council member appointed to the Committee from one of the representative regional local authorities. This position will be appointed annually.
- 5.3 The Regional Emergency Advisory Committee will meet at least annually but may meet more often as deemed necessary.
- 5.4 Each member will have one (1) vote regarding any matter presented before the Committee. Appointed alternate Committee members may vote in absence of the primary appointed member for their jurisdiction.
- 5.5 Decisions will be passed by a majority vote. A quorum of the Committee shall be at least three (3) members.
- 5.6 Any disputes will be resolved in accordance with Roberts Rules of Order.
- 5.7 The Regional Advisory Committee shall:
 - a) Provide policy direction, guidance, and oversight to the Regional Emergency Management Agency.
 - b) Each member will act as a liaison between the Committee and their local authority by communicating information from each meeting and bringing forth items requiring Council decision or approval to their elected Council on behalf of the Committee.
 - c) Annually review the Regional Emergency Management Plan after review by the Regional Emergency Management Agency as per section 7.5 (d) of this Bylaw.

- d) Annually provide a copy of the reviewed Regional Emergency Management Plan for review and final approval to each Council.
- e) Review and where appropriate, approve annual objectives of the Regional Emergency Management Agency.
- f) Review any corrective or after-action reports submitted by the Regional Emergency Management Agency and determine process for approval where appropriate.

5.8 During an emergency or disaster the Advisory Committee will:

- a) Provide support to the Regional Incident Command Post by establishing clear lines of communication and liaising with regional Council members.
- b) Provide policy oversight as needed.

6. REGIONAL EMERGENCY MANAGEMENT PLAN

- 6.1 The Regional Emergency Management Plan shall be an all-hazards plan that details the regional emergency response structure, hazard and risk analysis, training and exercise schedule, emergency communications, provision of emergency social services and guidelines for implementation and activation of the plan.
- 6.2 In addition to regional response operations, the plan shall include provisions for emergency response operations at the local municipal level.
- 6.3 The Regional Emergency Management Plan may be activated in whole or in part as required to respond to a potential, imminent or occurring emergency, disaster, or special planned event.

7. REGIONAL EMERGENCY MANAGEMENT AGENCY

- 7.1 There is hereby established a Regional Emergency Management Agency to act as the Agency of the local authorities in exercising their powers and duties under the *Act*.
- 7.2 The Agency is responsible for the administration of the Regional Emergency Management Program.
- 7.3 The Agency shall be chaired by the Director of Emergency Management. In their absence, Agency meetings will be chaired by an appointed Deputy Director of Emergency Management from within the region as determined by the Director of Emergency Management.
- 7.4 Members of the Regional Emergency Management Agency shall include:
 - The Director of Emergency Management.
 - All appointed Deputy Directors of Emergency Management within the region.
 - All Fire Chiefs within the region or their designate.
 - All municipally appointed emergency management personnel and representatives from public and private organizations or other stakeholders who may provide expertise or assist with emergency management activities within the region as invited by the Chair of the Agency.
- 7.5 The Agency shall:
 - a) Coordinate the provision of services, resources, and operations in preparation for and during an emergency.

- b) Coordinate exercises for members of the Regional Emergency Management Agency as per the *Local Authority Emergency Management Regulation 2020* and any amendments thereto.
- c) Set annual objectives for the Regional Emergency Management Agency and submit to the Regional Emergency Advisory Committee for approval.
- d) Complete an annual page-by-page review of the Regional Emergency Management Plan and all relevant supporting documentation including completion of any updates to ensure it meets changing regional capacities and all provincial requirements pursuant to the *Local Authority Emergency Management Regulation 2020* and any amendments thereto.
- e) Submit a copy of the Regional Emergency Management Plan to the Regional Advisory Committee annually following review and any updates.
- f) Make the Regional Emergency Management Plan available to the Alberta Emergency Management Agency for review and comment.
- g) Ensure that in the event of an emergency or disaster incident, a group of individuals is designated under the Regional Emergency Management Plan to act on behalf of the agency.
- h) Track, schedule and coordinate municipal personnel emergency management training and exercises.
- i) Strive to foster the development of strong working relationships with representatives and stakeholders from public and private organizations with whom it may be necessary to work alongside in an emergency situation.
- j) Meet at least twice per year but may meet more often as determined by the Chair of the agency.
- k) Utilize the command, control and coordination system as prescribed by the Managing Director of the Alberta Emergency Management Agency.
- l) Report to the Regional Emergency Advisory Committee at least once per year and provide an update on:
 - Agency training and exercises.
 - The agency's review of the Regional Emergency Plan and program.

7.6 Once an Incident Command Post has been activated, one of the following will occur:

- a) The Director of Emergency Management will be notified and will assume control of the Incident Command Post with support provided by the local Deputy Director(s) of Emergency Management.
- b) In the event of an Incident Command Post activation in which the Director of Emergency Management is unable to designate a Deputy Director of Emergency Management to lead the response, the Deputy Director from the affected area will lead the response.

7.7 Municipally employed agency members who have been assigned responsibilities respecting implementation of the Regional Emergency Management Plan are required to:

- a) Participate in annual emergency training exercises as requested by the Director of Emergency Management.
- b) Participate in training as required by the Managing Director of the Alberta Emergency Management Agency or as requested by the Director of Emergency Management.
- c) Attend Regional Emergency Management Agency meetings at the request of the Agency Chair.

8. DIRECTOR OF EMERGENCY MANAGEMENT

8.1 The appointed Director of Emergency Management shall assume the following roles and responsibilities:

- a) Serve as the Regional Director of Emergency Management upon mutual consensus of each Council within the region.
- b) Handle administration, planning, coordination, and leadership for regional or inter-municipal disasters, emergencies and/or planned events requiring partial or full activation of the Regional Emergency Management Plan.
- c) Prepare and coordinate emergency plans and programs in accordance with the *Act*.
- d) Direct and control local, intermunicipal and regional emergency response with the power to delegate authority on behalf of the Regional Agency including direction of emergency operations, Incident Command Post functions and any municipally led Emergency Social Services.
- e) Coordinate all emergency services and other resources used in an emergency.
- f) Ensure the Regional Advisory Committee is kept apprised during regional emergency operations and activations through regular reporting.
- g) Review emergency plans submitted by other municipal or regional stakeholders.
- h) Oversee municipally led recovery operations if requested by Council.
- i) Coordinate a debrief for personnel involved in any incident activations and compile a corrective or after-action report with tasks and dates for completion assigned for review and approval by Council and/or the Regional Advisory Committee as appropriate.
- j) Complete any courses prescribed by the Managing Director of the Alberta Emergency Management Agency within the designated timeframe.

9. DEPUTY DIRECTORS OF EMERGENCY MANAGEMENT

9.1 Deputy Directors of Emergency Management shall:

- a) Support and assist the Director of Emergency Management with preparedness, implementation, and coordination of emergency response operations, and with recovery operations if requested.
- b) Be prepared to respond to incidents within the region to provide relief capacity for the acting Director of Emergency Management.

- c) Be prepared to fill both the day-to-day and emergency roles and responsibilities of the Director of Emergency Management in their absence.
- d) Participate as an active member of the Regional Emergency Management Agency.

10. FINANCIAL

10.1 Council may:

- a) By bylaw which is not advertised borrow, levy, appropriate and expend all sums required for its share of the operation of the Regional Emergency Management Advisory Committee and Regional Emergency Management Agency in accordance with the *Municipal Government Act* Revised Statutes of Alberta 2000.
- b) Authorize and expend such monies as required to prepare, respond to, and recover from an emergency.
- c) Enter into agreements and make payments to persons or organizations for emergency management services including development and implementation of plans, programs, or portions thereof.
- d) Make applications for grants or other funding applicable to the development of emergency plans or programs including but not limited to mutual and/or regional aid plans and programs.
- e) Enter into agreements with other regional districts or municipalities for the purpose of mutual aid, emergency assistance or coordination of emergency preparedness, response or recovery initiatives or resources.

11. INDEMNIFICATION

- 11.1 No action lies against the local authority or a person acting under the local authority's direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under the *Alberta Emergency Management Act* Revised Statutes of Alberta 2000 and any amendments thereto or this Bylaw under a declaration of a state of local emergency.

12. SEVERABILITY

- 12.1 Should any provision of this bylaw become invalid, void, illegal or otherwise unenforceable, it shall be considered separate and severable from the bylaw and the remainder shall remain in force as though such provision had not been invalid.

13. REPEALED

- 13.1 Bylaw No. 2019-06 is hereby repealed.

14. GENERAL PROVISIONS AND APPLICATION

- 14.1 This Bylaw shall take effect on the date of the third and final reading.

READ a first time this 5th day of October, 2021.

READ a second time this 5th day of October, 2021.

READ a third time and passed this 5th day of October, 2021.

TOWN OF WAINWRIGHT


MAYOR


CHIEF ADMINISTRATIVE OFFICER