

BYLAW NO. 25/008

A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO PROVIDE FOR EMERGENCY MANAGEMENT

WHEREAS pursuant to the *Emergency Management Act* and the *Local Authority Emergency Management Regulation* of the Province of Alberta the council of a municipality is responsible to prepare and approve emergency plans and programs and is responsible for the direction and control of the municipality's response to an emergency.

NOW THEREFORE the Council of the Regional Municipality of Wood Buffalo, duly assembled, enacts as follows:

Short Title

1. This Bylaw may be cited as the "Emergency Management Bylaw".

Definitions

2. In this Bylaw any word or expression used in the Act or in the *Municipal Government Act*, RSA 2000, c M-26, as amended, has its statutory meaning unless otherwise specified in this section below:
 - (a) "Act" means the *Emergency Management Act*, RSA 2000, c E-6.8, as amended, or any successor legislation;
 - (b) "Chief Administrative Officer" or "CAO" means the person appointed by Council under section 205 of the *Municipal Government Act* to be the chief administrative officer for the Municipality;
 - (c) "Council" means the elected council of the Municipality;
 - (d) "Deputy Director" means a person appointed by the CAO under section 19 of this Bylaw to be a Deputy Director of Emergency Management;
 - (e) "Director" means a person appointed by the CAO under section 19 of this Bylaw to the position of Director of Emergency Management;
 - (f) "Emergency" has the meaning set out in the Act;
 - (g) "Emergency Advisory Committee" or "Committee" means the Council committee established under section 4 of this Bylaw;
 - (h) "Emergency Management" means the management of Emergencies including all activities and risk management measures related to the phases of prevention, mitigation, preparedness, response, and recovery.

- (i) “Emergency Management Agency” or “Agency” means the agency established under section 9 of this Bylaw;
- (j) “Emergency Management Plan” means a planning document approved by the CAO on the recommendation of the Director, dealing comprehensively with all phases of Emergency Management;
- (k) “Emergency Coordination Centre” means a secure site from which Emergency response and recovery activities are monitored, coordinated, and supported;
- (l) “Indigenous” includes First Nations, Métis, and Inuit;
- (m) “Mayor” means the chief elected official of the Municipality;
- (n) “Municipality” means the municipal corporation of the Regional Municipality of Wood Buffalo, or the geographic area contained within its boundaries;
- (o) “State of Local Emergency” means a state of local emergency declared in accordance with the provisions of the *Act* and this Bylaw.

Emergency Advisory Committee

- 3. An Emergency Advisory Committee is established consisting of the Mayor who shall chair the Committee, and two other Members of Council, who are appointed by Council. In the absence of the Mayor, the remaining Committee members shall appoint a Chair.
 - (a) Committee appointments shall be made at Council’s Organizational Meeting and be for two-year terms.
- 4. The Council’s power to declare, renew, modify, or terminate a State of Local Emergency, is delegated to the Committee subject to the provisions of sections 13 to 15 of this Bylaw.
- 5. The Committee shall meet at least semi-annually and may meet more frequently at the call of the chair to review the development of Emergency plans and programs and to make such recommendations as the Committee deems advisable in respect of them, including without limitation:
 - (a) reviewing the Emergency Management Plan and related plans and programs and any proposed revisions to the Emergency Management Plan or related plans and programs,
 - (b) advising Council on the status of the Emergency Management Plan and related plans and programs and on the state of Emergency preparedness in the Municipality, at least once each year;

- (c) reviewing any Emergency Management policies developed by the CAO for adoption by the Council, and presenting such policies to the Council;
 - (d) reviewing the annual business plan and budget developed by the Director presenting the business plan and budget to the Council.
6. In fulfilling its responsibilities under section 6 of this Bylaw, the Committee may:
- (a) invite Indigenous leaders to attend Committee meetings as non-voting guests to integrate their perspective in a meaningful and collaborative way into the Emergency Management Plan and related plans and programs, and to achieve a mutual understanding of Emergency Management;
7. A quorum of the Committee consists of a majority of its members except when the Committee is exercising its powers with respect to declaring a State of Local Emergency.

Emergency Management Agency

8. This Bylaw establishes an Emergency Management Agency. Its duties shall include:
- (a) reporting to and supporting the Director and acting as the agent of Council in exercising Council's powers and duties under the *Act* subject to the directions and limitations set out in sections 11 and 12 of this Bylaw;
 - (b) reporting to the Emergency Advisory Committee at least once a year;
 - (c) approving the Emergency Management Plan;
 - (d) being responsible for the administration of the Emergency Management Plan;
 - (e) using the command, control, and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency; and
 - (f) having other roles and responsibilities set out in this Bylaw.
9. Membership of the Agency includes, but is not limited to:
- (a) the Director, who shall chair the meetings of the Agency;
 - (b) any Deputy Director;
 - (c) any Section Chief;
 - (d) the Regional Fire Chief;
 - (e) the Officer-in-Charge of the Wood Buffalo Royal Canadian Mounted Police detachment;
 - (f) representatives of the Municipality's senior leadership team as appointed by the CAO;

and includes any person that a member of the Agency may assign to act in the

member's absence.

10. The Director may invite representatives of external organizations to work with the Agency in developing the Emergency Management Plan or related plans or programs, or in implementing the Emergency Management Plan or related plans or programs after they have been adopted or approved, including without limitation representatives of: the Indigenous community, the Government of Alberta, industry or industry groups, business or business groups, utility and telecommunication providers, community organizations, local leaders, support groups, emergency social service organizations, and mutual aid partners.
11. The Agency shall support, assist, and guide the Director in the development, implementation, and coordination of Emergency Management plans and programs, including without limitation at the Director's request:
 - (a) assist in development and ongoing review of the Regional Emergency Management Plan and any other documents that relate to or support the Emergency Management Plan including administrative directives, strategic plans, budgets, business plans, and business continuity plans;
 - (b) assist in developing recommendations for policies and programs, and requests to the CAO for resources or budget approvals;
 - (c) assist with coordinating or facilitating communications during and following the response phase of an Emergency, and supporting recovery planning;
 - (d) provide support and assistance to the Emergency Advisory Committee;
 - (e) meet with external stakeholder groups during any phase of Emergency Management.

Method of Declaring State of Local Emergency

12. If the Mayor is available and not incapacitated, then the Mayor acting alone constitutes a quorum of the Emergency Advisory Committee for the purpose of deciding to declare, renew, modify, or terminate a State of Local Emergency.
13. If the Mayor is unavailable or incapacitated then any Emergency Advisory Committee member acting alone constitutes a quorum of the Committee for the purpose of deciding to declare, renew, modify, or terminate a State of Local Emergency.
14. If all members of the Emergency Advisory Committee are unavailable or incapacitated then the Chief Administrative Officer has the authority to declare, renew, modify, or terminate a State of Local Emergency.

Director of Emergency Management

15. This Bylaw establishes a full-time position of Director of Emergency Management for the Municipality having the status of a designated officer reporting directly to

the CAO.

16. The Director shall exercise the duties, functions, and powers of “director of the emergency management agency” as set out in the *Act*, together with additional duties, functions, and powers set out in this Bylaw.
17. The Director has the following duties, functions, and powers:
 - (a) develop and present to the CAO for approval an Emergency Management Plan that deals comprehensively with all phases of Emergency Management, and cause everything required pursuant to an approved Emergency Management Plan and its supporting documents to be done to the extent that available resources will allow;
 - (b) develop an annual business plan and budget for Emergency Management, for presentation to the Emergency Advisory Committee and to the Council;
 - (c) submit an annual report to the Committee on the status of Emergency Management plans and programs including an annual assessment of the Municipality’s state of emergency preparedness;
 - (d) recommend to the CAO such policies, programs, and budgets as the Director considers necessary or desirable for effective implementation of the Emergency Management Plan and the recommendations from any official lessons learned report;
 - (e) advise the CAO and the Committee when the Director considers that a State of Local Emergency should be declared, and to what part of the Municipality the State of Local Emergency should apply;
 - (f) upon the declaration of a State of Local Emergency, for the duration of the response phase of the Emergency and in relation to the part of the Municipality affected by the declaration the Director is authorized to do or cause to be done all things the Director considers necessary or desirable to respond to the Emergency and without limiting the foregoing the Director shall:
 - (i) assume direction and control of the Municipality’s Emergency response including:
 - (A) deciding on whether and to what level to activate an Emergency Coordination Centre or Incident Command Post or both;
 - (B) managing and directing the activities of the Emergency Coordination Centre or fixed Incident Command Post or both once activated;

- (C) authorizing and coordinating all services and other resources required during the Emergency; and
 - (D) assigning duties and tasks as required to ensure that the responsibilities of the Director are fulfilled;
- (ii) respond to requests for assistance from other municipalities or Emergency Management partners affected by the Emergency, in accordance with any mutual aid agreement in force;
 - (iii) liaise with representatives of the Government of Alberta and other municipalities when fulfilling responsibilities under the *Act*;
 - (iv) ensure the CAO is provided with, on a regular basis, information to assist the CAO in determining what funds are required to support the Emergency response and to enable the CAO to discharge the CAO's responsibility to keep the Council informed on the Municipality's Emergency response;
 - (v) exercise the extraordinary powers referenced in section 22 of this Bylaw, when the Director deems it advisable to do so;
 - (vi) inform the CAO on tactical command decisions that may have implications for the recovery phase of the Emergency, to the extent that Emergency circumstances will allow for such conversations before decisions are made; and
 - (vii) advise the CAO and the Committee when in the opinion of the Director a State of Local Emergency should be renewed, modified, or terminated.

Role of Chief Administrative Officer in Emergency Management

- 18. The CAO:
 - (a) shall appoint a Director of Emergency Management; and
 - (b) may appoint qualified personnel as one or more Deputy Directors of Emergency Management and specify the duties of the Deputy Director position.
- 19. In consultation with the Director, the CAO shall approve such administrative directives, business continuity plans, and other supporting documents as the CAO deems advisable to support the Emergency Management Plan.
- 20. Upon the occurrence of an Emergency and during the response phase of the

Emergency the CAO shall:

- (a) after consulting with the Director where practicable, advise the Mayor and the Emergency Advisory Committee whether a State of Local Emergency should be declared and if so to what part of the Municipality the State of Local Emergency should apply;
 - (b) after consulting with the Director where practicable and in the absence or incapacity of the Mayor and the Committee declare a State of Local Emergency if the CAO deems it advisable to do so and decide whether to renew, modify, or terminate a State of Local Emergency;
 - (c) cause business continuity plans to be put into operation;
 - (d) determine what funds are required to support the Emergency response and cause such funds to be expended for that purpose using the authority of clause 248(1)(b) of the *Municipal Government Act* if necessary; and
 - (e) co-ordinate flows of information to Council so that they are aware of the Municipality's Emergency response measures as they occur.
21. During the response phase of an Emergency the CAO retains all duties, functions, and powers of a CAO under the *Municipal Government Act* and under the CAO Bylaw including without limitation the power to delegate any duty or responsibility of the CAO.

Exercise of Extraordinary Powers

22. The Director is delegated the exercise of any extraordinary power referenced in section 19(1) of the *Act*, by reference from clause 24(1)(b) of the *Act*.

Repeal and Coming into Effect

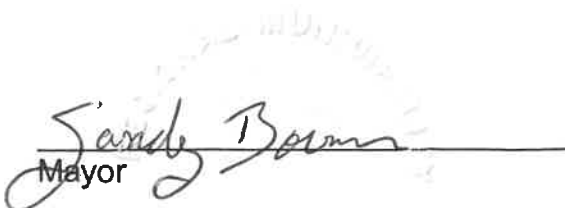
23. Bylaw No. 18/006 is repealed.
24. This Bylaw comes into effect when it is passed.

READ a first time this 25th day of March , A.D. 2025.

READ a second time this 8th day of April , A.D. 2025.

READ a third and final time this 8th day of April , A.D. 2025.

SIGNED and PASSED this 8th day of April , A.D. 2025.


Sandy Brown

Mayor

Jade R.

Chief Legislative Officer