

**BYLAW NO. 2010-22**  
**A BYLAW OF THE CITY OF WETASKIWIN**  
**IN THE PROVINCE OF ALBERTA**  
**“MUNICIPAL EMERGENCY MANAGEMENT BYLAW”**

WHEREAS the Council of the City of Wetaskiwin is responsible for the direction and control of its emergency response and is required, under the Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000, to appoint an Emergency Advisory Committee and to establish and maintain a Municipal Emergency Management Agency; 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 said Emergency Management Act;

NOW, THEREFORE, THE COUNCIL OF THE CITY OF WETASKIWIN, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the Municipal Emergency Management Bylaw.
  
2. In this bylaw any word or expression used in the Act or in the Municipal Government Act of Alberta has its statutory meaning unless otherwise specified in this section, and:
  - 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 chief administrative officer for the Municipality;
  - c. “Council” means the elected council of the Municipality;
  - d. “Deputy Director” or “Deputy Director of Emergency Management” means a person appointed by the CAO under this bylaw to be a Deputy Director of Emergency Management;
  - e. “Deputy Mayor” means the Councillor appointed by Council under subsection 152(1) of the Municipal Government Act;
  - f. “Director” or “Director of Emergency Management” means a person appointed by the CAO under this bylaw to the position of Director of Emergency Management established under this bylaw;

- g. “Disaster” has the meaning set out in the Act. (BL 19/004)
- h. “Emergency” has the meaning set out in the Act and does not include the definition in the Municipal Government Act;
- i. “Emergency Advisory Committee” or “Committee” means the Council committee established under this bylaw;
- j. “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.
- k. “Emergency Management Agency” or “Agency” means the agency established under this bylaw;
- l. “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;
- m. “Emergency Operations Centre” means a secure site from which Emergency response and recovery activities are monitored, coordinated and supported;
- n. “Lessons Learned Report” means a report on Lessons Learned and Recommendations following the review of any major incident;
- o. “Mayor” means the chief elected official of the Municipality;
- p. “Municipality” means the municipal corporation of the City of Wetaskiwin or the geographic area contained within its boundaries;
- q. “State of Local Emergency” means a state of local emergency declared in accordance with the provisions of the Act and this bylaw.
- r. “ICS” The Incident Command System is a standardized approach to the command, control, and coordination of emergency response providing a common hierarchy within which responders from multiple agencies can be effective.

### **3. EMERGENCY ADVISORY COMMITTEE**

- a. The Emergency Advisory Committee is hereby established for the City of Wetaskiwin.
- b. All Council Members are members of the Emergency Advisory Committee.
- c. A quorum for any meeting, other than an Emergency meeting or a meeting for the purpose of declaring or renewing a state of local emergency, shall meet the quorum requirements as set out in the City of Wetaskiwin Council Procedure Bylaw.
- d. The Mayor is the Chair of the Committee. If the Mayor is absent, the Deputy Mayor will chair the Committee, and in the absence of the Deputy Mayor, the Council Member present who is next scheduled in the roster as Deputy Mayor shall chair. In the event there are no Council members present who are scheduled to be Deputy Mayor, then the last Council Member to fulfill the role of Deputy Mayor shall Chair.
- e. The Emergency Advisory Committee shall meet annually, or more frequently as

required, and may in the event of an Emergency or disaster meet on less than twenty-four hours' notice. Where meetings in person are not feasible, the Committee may convene by electronic means of communication.

- f. The City Manager may call an Emergency meeting of the Committee where they, or the Director of Emergency Management, consider that an Emergency or Disaster exists or may exist that affects the City.
- g. The City Manager must give a minimum of one hour notice of the time and place of an emergency meeting to as many members of Council as possible in the circumstances.
- h. A quorum of an emergency meeting of the Emergency Advisory Committee shall consist of those members of Council who attend that meeting.
- i. 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:
  - i. reviewing the Emergency Management Plan and related plans and programs and any proposed revisions to the Emergency Management Plan or related plans and programs, on a regular basis;
  - ii. advising the Council on the status of the Emergency Management Plan and
  - iii. related plans and programs and the on the state of Emergency preparedness in the Municipality, at least once each year.

#### **4. EMERGENCY MANAGEMENT AGENCY**

- a. The Emergency Management Agency is hereby established for the City of Wetaskiwin.
- b. Membership of the Agency consists of:
  - i. the Director of Emergency Management, who shall direct the activities of and preside at meetings of the Agency;
  - ii. any Deputy Director(s) of Emergency Management;
  - iii. the City Fire Chief;
  - iv. the Officer-in-Charge of the Wetaskiwin Royal Canadian Mounted Police detachment;
  - v. representatives of the Municipality's senior leadership team appointed by the CAO;
  - vi. The CAO in cases where the CAO is not the DEM
  - vii. and includes any person that a member of the Agency may assign to act in the member's absence.
- c. 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.

- d. The Agency shall act as agent of the Council in exercising the Council's duties to prepare and approve Emergency plans and to cause any Emergency plan or program to be put into operation. Where the Council has delegated such duties to the Director under this bylaw, the Agency shall generally support and provide assistance and guidance to the Director in the development, implementation and coordination of Emergency Management plans and programs, including without limitation at the Director's request:
  - i. assisting in development and ongoing review of the Municipality's 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;
  - ii. assist in developing recommendations for policies and programs, and requests to the CAO or Council for resources or budget approvals;
  - iii. during and following the response phase of an Emergency, assist with coordinating or facilitating communications; implementing business continuity plans, and supporting recovery planning;
  - iv. providing support and assistance to the Emergency Advisory Committee;
  - v. meeting with external stakeholder groups during any phase of Emergency Management.

## **5. STATE OF LOCAL EMERGENCY (SOLE)**

- a. If the Mayor is available and not incapacitated by the Emergency, then the Mayor acting alone constitutes a quorum of the Emergency Advisory Committee for the purpose of making a decision to declare a State of Local Emergency, renew a State of Local Emergency, terminate a State of Local Emergency or expand or reduce the part of the Municipality to which a State of Local Emergency applies.
- b. If the Mayor is unavailable or incapacitated, then the Deputy Mayor shall act alone for the purpose of making a decision to declare a State of Local Emergency, renew a State of Local Emergency, terminate a State of Local Emergency, or expand or reduce the part of the Municipality to which a State of Local Emergency applies.
- c. If the Mayor and Deputy Mayor are unavailable or incapacitated, then the Chief Administrative Officer has the authority to declare a State of Local Emergency, renew a State of Local Emergency, terminate a State of Local Emergency, or expand or reduce the part of the Municipality to which a State of Local Emergency applies.
- d. A member of the Committee having authority to act as a quorum of one to declare a State of Local Emergency has discretion with respect to that decision except where the CAO and the Director jointly recommend declaration of a State of Local Emergency in which case the member must declare a State of Local Emergency in

accordance with that joint recommendation.

**6. DIRECTOR OF EMERGENCY MANAGEMENT**

- a. The role of Director of Emergency Management for the Municipality is hereby established.
- b. 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.
- c. The Director has the following duties, functions and powers:
  - i. after consulting with the CAO decide whether and to what level to activate the Emergency Operations Centre;
  - ii. after consulting with the CAO decide whether to escalate or de-escalate the level of activation of the Emergency Operations Centre in response to events as they unfold;
  - iii. give direction as to which the aspects of the Emergency Management Plan that pertain to the response phase of an Emergency be put into operation;
  - iv. 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;
  - v. develop an annual business plan and budget for Emergency Management, for presentation to the Emergency Advisory Committee and to the Council;
  - vi. submit an annual report to the Emergency Advisory Committee on the status of Emergency Management plans and programs including an annual assessment of the Municipality’s state of emergency preparedness;
  - vii. 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 of the Lessons Learned Report;
  - viii. 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;
  - ix. 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:
    1. assume direction and control of the Municipality’s Emergency response including
      - a. making a decision on whether and to what level to activate an

- Emergency Operations Centre,
- b. managing and directing the activities of the Emergency Operations Centre after it is 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;
2. 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;
  3. liaise with representatives of the Government of Alberta and other municipalities when fulfilling responsibilities under the Act;
  4. provide to the CAO or direct that the CAO be 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 and other stakeholders informed on the Municipality's Emergency response;
  5. exercise the extraordinary powers referenced in subsection 19(1) of the Act,, when the Director deems it advisable to do so
  6. consult with 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 consultation before decisions are made;
  7. advise the CAO and the Committee when in the opinion of the Director a State of Local Emergency should be renewed or terminated.
7. City Manager (CAO) in Emergency Management
- a. The CAO:
    - i. shall appoint a Director of Emergency Management;
    - ii. may appoint one or more Deputy Directors of Emergency Management and specify the duties of the Deputy Director position; and
    - iii. may appoint such members of the Municipality's senior leadership team to the Emergency Management Agency as the CAO deems appropriate to support the Agency's duties and functions.
  - b. In consultation with the Director the CAO shall approve:
    - i. the Municipality's Emergency Management Plan; and
    - ii. such administrative directives, business continuity plans and other supporting documents as the CAO deems advisable to support the Emergency Management Plan.
  - c. Upon the advice of the Director the CAO shall present to the Emergency Advisory Committee or to Council for consideration such policies, programs and budgets as

the CAO deems advisable for adoption by the Council, to implement both the Emergency Management Plan and the recommendations of the Lessons Learned Report.

- d. Upon the occurrence of an Emergency and during the response phase of the Emergency the CAO shall:
  - i. after consulting with the Director where practicable, advise the Mayor, Deputy Mayor or Acting Mayor 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;
  - ii. after consulting with the Director where practicable and in the absence or incapacity of the Mayor, the Deputy Mayor and the Acting Mayor, declare a State of Local Emergency if the CAO deems it advisable to do so and decide whether to renew or terminate a State of Local Emergency;
  - iii. cause business continuity plans to be put into operation;
  - iv. 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;
  - v. co-ordinate flows of information to Council and to other stakeholders who are not actively involved in Emergency response but have a need or a desire to be aware of the Municipality's Emergency response measures as they occur;
  - vi. consult with the Director on tactical command decisions made by the Director, whenever practicable in the Emergency circumstances, and bring to such consultations a strategic perspective of the potential implications of tactical command decisions for the recovery phase of the Emergency;
  - vii. generally exercise the natural person powers of the Municipality in any way reasonably necessary to respond the Emergency.
- e. 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

## 8. SEVERABILITY AND EFFECT

- a. Every provision of this Bylaw is independent of all other provisions and it is the intention of the Council that if any provision of this Bylaw is deemed invalid by legislation or is declared invalid by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- b. Bylaw 1960-20 is repealed.

c. This Bylaw comes into effect when it is passed.

READ a first time this 10<sup>th</sup> day of January, 2022.

READ a second time this 10<sup>th</sup> day of January, 2022.

READ a third time this 10<sup>th</sup> day of January, 2022.

ORIGINAL SIGNED

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**MAYOR**

ORIGINAL SIGNED

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**CITY MANAGER**