



Municipal Emergency Plan

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Plan Approval

Per Section 11 of the *Emergency Management Act* (EM Act) and the City of Fort Saskatchewan Bylaw C11-19 (the Emergency Management Bylaw), this Municipal Emergency Plan (MEP) has been reviewed and approved for implementation.

It is agreed that the Appendices noted within this plan may be amended by Emergency Management Agency at any time and without the approval by Council.

Gale Katchur

Chair, Emergency Advisory Committee
City of Fort Saskatchewan
August 24, 2021

Troy Fleming

City Manager
City of Fort Saskatchewan
August 24, 2021

Brad Ward

Director of Emergency Management
City of Fort Saskatchewan
August 24, 2021

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Plan Review Requirements

Plan Recommendations

Recommendations to amend the Municipal Emergency Plan may be submitted to the DEM, Fire Chief or a member of the Emergency Management Agency (EMA) at any time. These are to be brought to the attention of the DEM or recording secretary, who will cause them to be added to an upcoming EMA meeting agenda.

Delegated Authority to Maintain Plan Appendices

On September 15, 2020, the DEM and Fire Chief presented the EMA's report to the EAC, which included EAC review and approval of an updated Municipal Emergency Plan. The EAC also approved a recommendation, delegating authority and responsibility to maintain, modify, add or delete appendices to the Emergency Management Agency under the direction of the DEM and Fire Chief.

Annual Approval or Review Requirements

1. The Emergency Advisory Committee (EAC) is responsible for:
 - a. reviewing and advising the City about Emergency Management programs, and
 - b. approving the Municipal Emergency Plan annually (s.3.4, Bylaw C11-19).
2. The Emergency Management Agency (EMA) is to assist in
 - a. preparing, coordinating and maintaining the plan in support of the Fire Chief and DEM (s.4.5, Bylaw C11-19).
 - b. Typically, the EMA will review and contribute to the plan appendices during the EMA quarterly meetings.
3. The Director of Emergency Management (DEM) will review the plan annually or more often, or may cause the plan to be reviewed by a person to whom this task is delegated.
 - a. All emergency management plans, including the Municipal Emergency Plan, are to be prepared and coordinated as required by the *Emergency Management Act*, Local Authority Emergency Management Regulation, and the City's Emergency Management Bylaw, C11-19 (s.7.2, Bylaw C11-19).
 - b. The DEM and Fire Chief are authorized by the EAC to maintain or update this Plan. At the DEM's discretion, substantive changes, or any other update, may be submitted for review and formal approval by the EAC and the City Manager.
4. The Fire Chief will
 - a. prepare, coordinate, maintain and submit the plan, and all other plans and programs, to the proper authorities as directed by the DEM (s.11.2, Bylaw C11-19).
 - b. Plan updates will normally be presented, discussed and revised during the quarterly EMA meetings.

Index of Updates

Updates between major Plan revisions are noted in the following table:

Update No.	Updated Part or Section	Update Description and Rationale	Effective Date	Lead Person
1	All	Complete Rewrite of the MEP	2020Aug30	McKerry
2	Plan Approval	Approval of the Plan – Signatures	2020Sep15	Ward
3	Appendices	Several Appendices Updated by EM and EMA.	2021Jul26	Ward
4	Plan Review Requirements	Updated to reflect the review and approval process authorized by the EAC 2020Sep15. Plan Version updated to 1.2 to reflect the change.	2021Aug24	Ward
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Version Control

The Plan master document shall be retained in the Emergency Preparedness Folder, located in the W Drive at [W:\Emergency Preparedness\Emergency Management Plan](#).

Version numbers reflect minor or major changes to the document. The DEM shall designate when a revision results in an updated version number.

Number	Date Initiated	Date Terminated
1.1	2020Sep15 (EAC Meeting)	2021Aug24
1.2	2021Aug24 (EAC Meeting)	

City Overview

The City of Fort Saskatchewan is a vibrant community located in Alberta's Industrial Heartland. It is home to 26,942 residents (2018 Census) and growing. It offers a full range of amenities from shopping to performing arts, sports to leisure.

Encompassing 4,642 hectares or 48.12 km², the City is home to or is in close proximity to a number of major industrial and petrochemical industries. These industrial plants receive, process, or distribute a variety of products, many of which are classified dangerous goods.

Two major highways transsect the City and accommodate the movement of about 50,000 vehicles per day through major intersections. Many of the vehicles transport dangerous goods.

Additionally, a series of networked buried pipelines transport refined or raw products from or to the plants under very high pressure. Finally, across the North Saskatchewan River, in neighbouring Sturgeon County, the railway parallels Fort Saskatchewan. A significant volume of railway traffic accommodates the movement of goods, including dangerous goods, shipped to or leaving from the plants. Refer to maps of Fort Saskatchewan and area on following pages:

City Coordinates

53°43'N – 113°13'

Introduction

- 1) Section 11 of the *Emergency Management Act* (EM Act) requires a local authority to prepare and approve emergency plans and programs for the direction and control of the local authority's emergency response unless the Government assumes direction and control under section 18.
- 2) Council of the City of Fort Saskatchewan is the local authority responsible for the City of Fort Saskatchewan emergency plan.
- 3) Council fulfilled its emergency plan and program requirement through Bylaw C11-19, and policies and procedures that resulted in the preparation of this plan.
- 4) This plan, based on the Incident Command System (ICS), is intended to achieve the following priorities:
 - a) Life Safety – Of responders first, and the public second;
 - b) Incident Stabilization (command, objectives and organization);
 - c) Preserving Property and the Environment – minimizing and reducing damage, and
 - d) Other:
 - i) Protecting health;
 - ii) Protecting government infrastructure;
 - iii) Reducing economic and social losses.

Definitions

For the purposes of this Plan, the following words shall mean:

- (a) *AEMA* means the Alberta Emergency Management Agency, which is the Alberta Government agency responsible for the coordination, collaboration and cooperation of all organizations involved in the prevention, preparedness and response to Disasters and Emergencies;
- (b) *Bylaw* means the City of Fort Saskatchewan Emergency Management Bylaw C11-19;
- (c) *City* means the City of Fort Saskatchewan;
- (d) *City Manager* means the Chief Administrative Officer or designate for the City;
- (e) *Council* means the municipal Council for the City, and may include the Mayor, individual Councillors, or Council as a whole;
- (f) *DDEM* means a Deputy Director of Emergency Management appointed by the DEM;
- (g) *DEM* means the City employee appointed as Director of Emergency Management by the City Manager pursuant to the City's Delegation of Authority;
- (h) *Disaster* means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property;
- (i) *DRP* means the Disaster Recovery Program managed by the Alberta Government to provide financial assistance to individuals, small businesses (including farming operations), not-for-profit organizations (including not-for-profit cooperatives), Local Authorities and government departments for uninsurable loss and damage caused by Emergencies and Disasters.
- (j) *EMA* means the Emergency Management Agency established under Section 4 of Bylaw C11-19, and which exercises those powers and duties granted by the *EM Act* and assigned to the EMA;
- (k) *EM Act* means the *Emergency Management Act*, RSA 2000, c.E-6.8;
- (l) *Emergency* means an event that requires prompt coordination of action or special regulation of Persons or property to protect the safety, health or welfare of people or to limit damage to property or the environment;
- (m) *EAC* means the Emergency Advisory Committee, which is established under Bylaw C11-19 consisting of 1 or more Council members;
- (n) *Emergency Management* means the development, coordination and execution of plans, measures and programs pertaining to prevention, preparedness, response and recovery before, during and after an emergency event;
- (o) *EOC* means the Emergency Operations Centre or a site from where City officials can coordinate, monitor and direct Emergency response and recovery activities and disseminate information during an Emergency, or a location used for command and control of planned, non-emergent civic events;
- (p) *Fire Chief* means the Person appointed as head of the City Fire Department;

- (q) *IAP* means the Incident Action Plan, a verbal or written plan containing the general objectives reflecting the overall strategy for managing an incident. All incident plans must have four elements:
 - a. What do we want to do?
 - b. Who is responsible for doing it?
 - c. How do we communicate with each other?
 - d. What is the procedure if someone in the ICS organization is injured?
- (r) *IC* means the Incident Commander responsible for Emergency Management of an incident and may include the DEM, DDEM, or if a further sub-delegation has been made, the RIMT IC assigned to management an incident;
- (s) *Law Enforcement Led Event* means a law enforcement related incident, Emergency or planned event which a law enforcement officer is the Incident Commander;
- (t) *LEMR* means the *Local Authority Emergency Management Regulation 203/2018*, in force on January 1, 2020;
- (u) *Local Authority* means a municipality which has a council, pursuant to the MGA;
- (v) *MEP* means the Municipal Emergency Plan prepared and maintained by the EMA to coordinate the response to an Emergency event.
- (w) *MGA* means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26;
- (x) *Minister* means the Minister responsible for the EM Act;
- (y) *Person* means an individual and includes a firm, partnership, joint venture, proprietorship, corporation, department, board, agency, association, society or any other legal entity;
- (z) *Planned Event* means an event that has been preplanned in order to achieve the intended outcome (e.g., Canada Day or a major festival);
- (aa) *RIMT* means the Capital Region Emergency Preparedness Partnership Incident Management Team or persons who form part of that team;
- (bb) *Risk* means a probability or Threat of damage, injury, liability, loss, or other negative occurrence that is caused by external or internal vulnerabilities, and that may be neutralized through preemptive action;
- (cc) *Section Chief* means the person responsible for commanding either the Operations, Planning, Logistics or Financial/Administration Sections in support of the Incident Commander;
- (dd) *SOLE* means a declaration of a State of Local Emergency by a Local Authority relating to all or any part of the Local Authority at any time when it is satisfied that an Emergency exists or may exist; and;
- (ee) *Threat* means a negative event that can cause a Risk to become a loss, expressed as an aggregate of Risk, consequences of Risk and the likelihood of the occurrence of the event. A Threat may be a natural phenomenon such as an earthquake, flood, storm or a human caused incident such as fire, power failure, sabotage, etc.

Scope

- 1) The plan may be used to manage emergencies, hazards or major planned events.
- 2) The Director of Emergency Management, Deputy Director(s) of Emergency Management, and all Section Chiefs are responsible to ensure their personnel are aware of their individual responsibilities and duties.

Delegation Of Authority

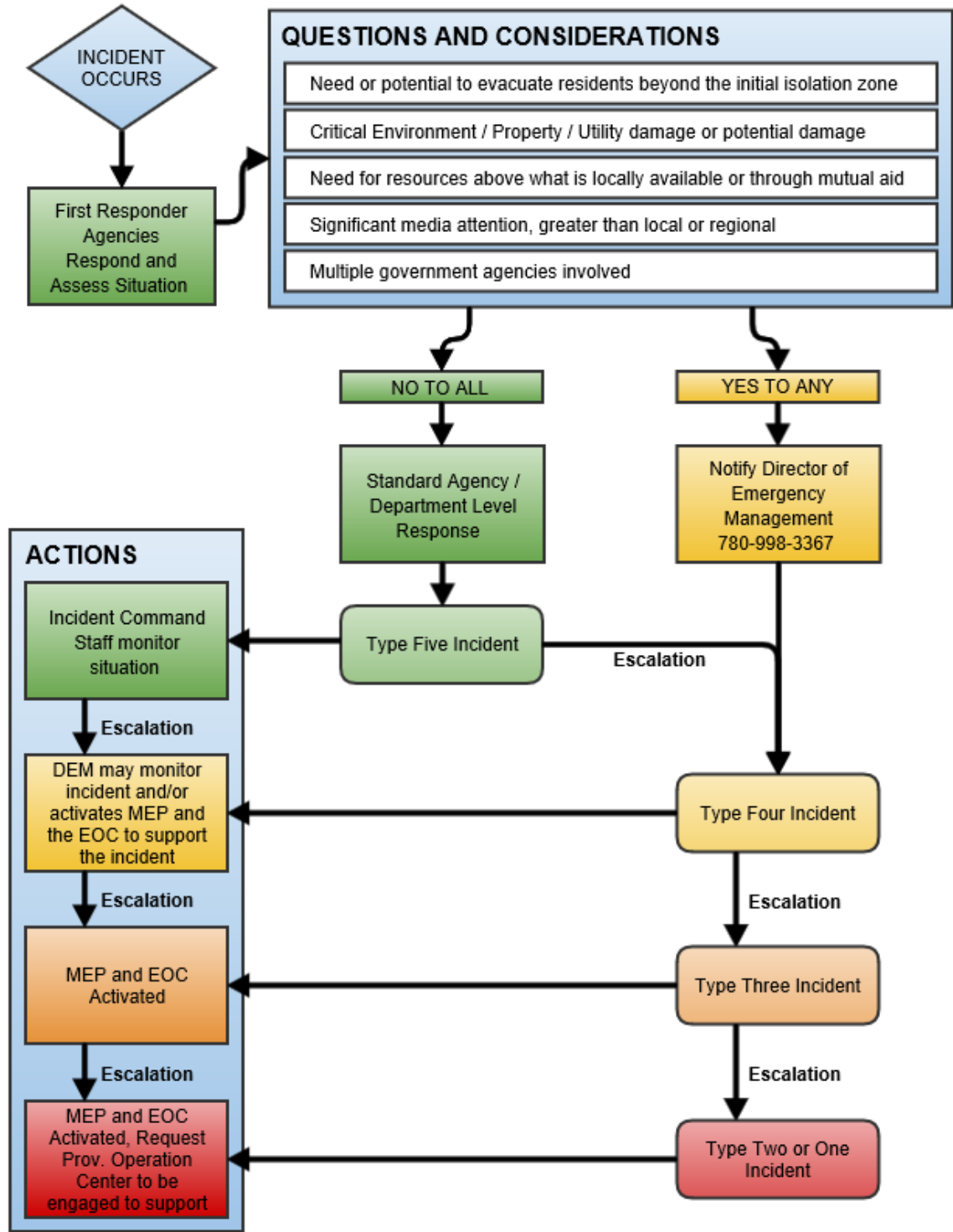
- 1) Per Bylaw C11-19, the City Manager may delegate the powers, duties and functions of the DEM to an employee of the City and cause that appointment to be recorded pursuant to the City's Delegation of Authority.
- 2) The DEM shall:
 - a) ensure Emergency plans are prepared and coordinated as required by the EM Act;
 - b) act as the Director of the EOC;
 - c) coordinate emergency operations within and for the City;
 - d) ensure an adequate number of qualified incident commanders exist to respond to the type and nature of operational emergency situations the City may encounter;
 - e) perform other duties as required by the City during an emergency;
 - f) appoint a Deputy DEM as required; and
 - g) appoint an interim DEM as required.
- 3) The DEM or person acting as the DEM may sub-delegate and authorize further delegation of any power, duty or functions delegated to the DEM under the Bylaw. (Administrative Policy GOV-010-A refers).
- 4) Deputy DEM appointments will be included as an attachment to this plan.
- 5) Through an act of delegation by the DEM, the Fire Chief is responsible for maintaining the Municipal Emergency Plan, and for day-to-day Emergency management planning and preparedness.
- 6) Copies of the Delegations (DEM and DDEMs) shall be retained in the City's Emergency Preparedness folder on the common drive and hard copies are held by Legislative Services.

Enacting The Municipal Emergency Plan

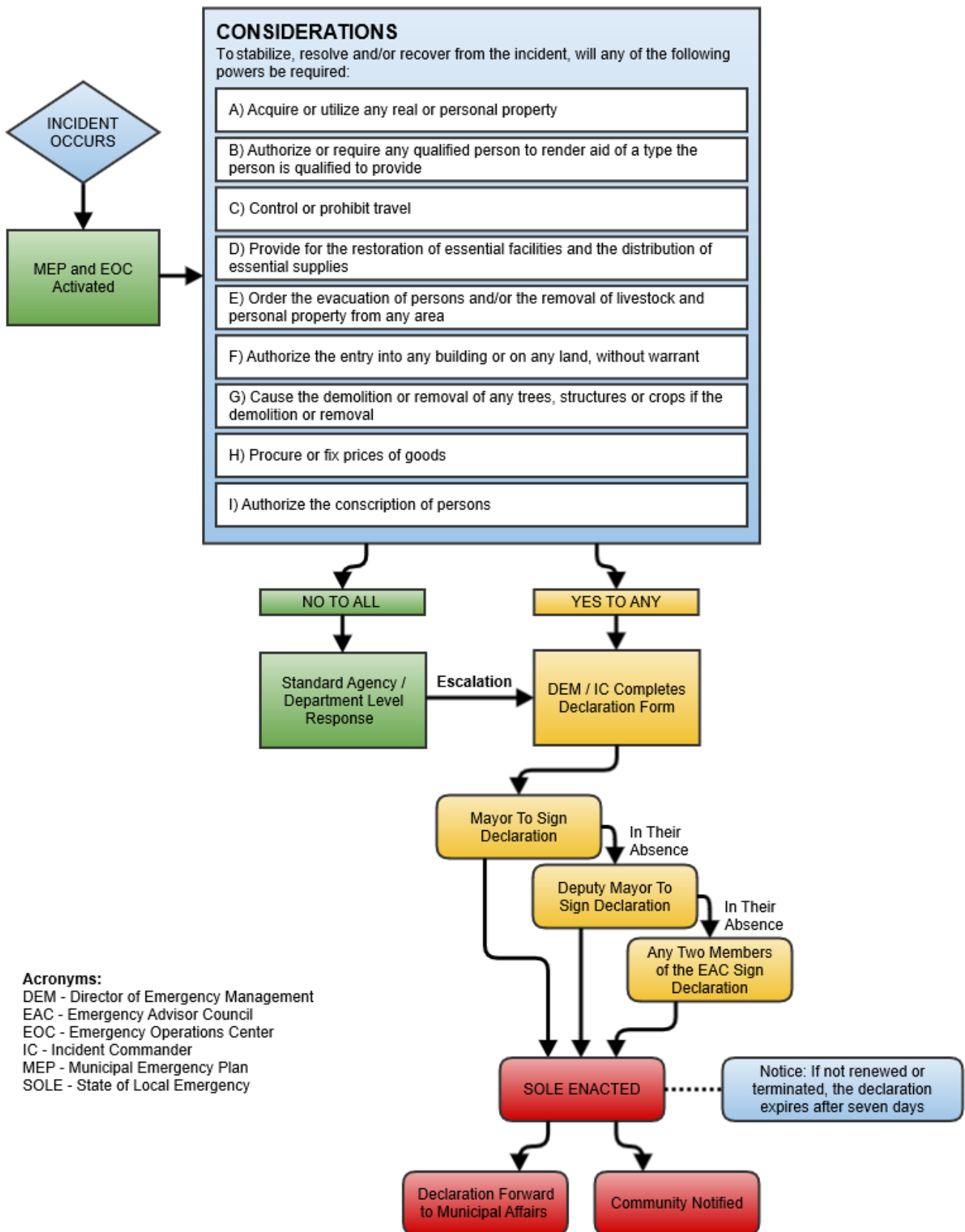
The Municipal Emergency Management Plan may be enacted in full or in part:

- 1) By an act of Council in its capacity as an EAC, and through a declaration of a State of Local Emergency (SOLE).
 - a) All Council members are members of the EAC.
 - b) The Mayor is the Chair of the EAC. If the Mayor is absent, the Deputy Mayor shall chair the EAC.
 - c) The Mayor, or in the Mayor's absence the Deputy Mayor, or in their absence, any two (2) members of the EAC may declare, renew or terminate a state of local emergency.
 - d) When the EAC is unable to meet in a timely manner in the given situation, the powers of the EAC may be exercised by the Mayor acting alone, or the Deputy Mayor, or in their absence, any two (2) members of the EAC.
 - e) A quorum for an emergency meeting of the EAC is not dependant on the number attending, but on those Council members available to attend.
 - f) The DEM may call an emergency meeting of the EAC when the DEM considers an emergency exists or may exist in the City.
- 2) When NO Declared State of Emergency exists
 - a) The plan may be enacted in full or in part without a Declared State of Emergency.
 - b) Authority to do so is granted to the:
 - i) Emergency Advisory Committee (EAC);
 - ii) Director of Emergency Management (DEM);
 - iii) Deputy Director (DDEM) or designate; or
 - iv) Fire Chief or designate.
 - c) When the EAC, DEM, DDEM or Fire Chief enacts the plan, the City Manager must be advised forthwith.

Plan and EOC Activation Flow Chart



State of Local Emergency Flow Chart



Declaration of state of local emergency

Excerpt from the *Emergency Management Act*:

21(1) A local authority may, at any time when it is satisfied that an emergency exists or may exist in its municipality, by resolution or, in the case of the Minister responsible for the *Municipal Government Act*, the Minister responsible for the *Special Areas Act* or a park superintendent of a national park, by order, make a declaration of a state of local emergency relating to all or any part of the municipality.

(2) A declaration of a state of local emergency under subsection (1) must identify the nature of the emergency and the area of the municipality in which it exists.

(3) Immediately after the making of a resolution for a declaration of a state of local emergency, the local authority shall cause the details of the declaration to be published by any means of communication that it considers is most likely to make known to the population of the area of the municipality affected the contents of the declaration.

Powers

On the making of a declaration of a state of local emergency and for the duration of the state of local emergency, the local authority may do all acts and take all necessary proceedings including the following:

- a. put into operation an emergency plan or program;
- b. authorize or require a local authority to put into effect an emergency plan or program for the municipality;
- c. acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
- d. authorize or require any qualified person to render aid of a type the person is qualified to provide;
- e. control or prohibit travel to or from any area of Alberta;
- f. provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of Alberta;
- g. order the evacuation of persons and the removal of livestock and personal property from any area of Alberta that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
- h. authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
- i. cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
- j. procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within any part of Alberta for the duration of the state of emergency;
- k. authorize the conscription of persons needed to meet an emergency

Organization And Functions

For the purpose of effective emergency management, the City shall utilize the Incident Command System (ICS) as prescribed by the Province of Alberta. The extent to which this ICS system will be activated will depend upon circumstances and will be at the discretion of the Director of Emergency Management.

Resources

Under this plan, the DEM or designate may access any or all of the following municipal resources:

1) Personnel

- a) The DEM or designate may access and direct any or all City staff provided doing so does not cause the City to be at greater risk than if the resources were not used.
- b) A request to exempt a person from an incident shall be made by the staff member's General Manager.
 - i) Requests made by a Director will be considered but may not be supported.
 - ii) Exemption requests are intentionally made to require the input of the staff member's senior-most Branch Officer.
- c) In regards to the health and safety of First Responders or other roles employed by the nature of the incident, emergency response will carry inherent risks but that does not mean that unnecessary risks need to be taken.
 - i) Per the *Occupational Health and Safety Act*, s. 31(1)
"a worker may refuse to work or to do a particular work at a work site if the worker believes on reasonable grounds that there is a dangerous condition at the work site or that the work constitutes a danger to the worker's health and safety or to the health and safety of another worker or another person."
 - ii) If a person refuses to perform a task based on or enter an area based on the reasonable and probable grounds of a dangerous condition, the hazard must be clearly defined and communicated to a supervisor so corrective actions can be actioned as soon as possible. A refusal for any other reason will not be supported and may lead to disciplinary action, including dismissal.

2) Financial

- a) During an emergency response, the DEM is pre-authorized to approve individual or multiple purchases or expenditures, not to exceed, \$1,000,000. Purchases, expenditures or commitments that exceed or are likely to exceed that amount require preapproval of the City Manager or Chief Financial Officer, or in their absence, the Emergency Advisory Committee.
 - i) If an opportunity exists to discuss expenditures greater than \$100,000 without compromising active emergency management, the DEM or designate should consult the City Manager or Chief Financial Officer.
- b) For planned events (non-emergencies), the City Manager may establish a pre-authorized spending limit and or conditions whereby expenditures of any amount require approval of the City Manager, Chief Financial Officer or DEM.
- c) The DEM or designate may assign the Chief Financial Officer (or delegate) to serve as the Finance & Administration Section Chief to help manage an emergency.

- 3) Equipment
 - a) The DEM or designate may direct the use of any or all City equipment or facilities should doing so be beneficial in resolving an emergency, incident or event.
 - b) A request to exempt a piece of equipment from an incident shall be made by the staff member's General Manager.
 - i) Requests made by a Director will be considered but may not be supported.
 - ii) Exemption requests are intentionally made to require the input of the staff member's senior-most Branch Officer.
- 4) The DEM or designate may approve the purchase of any supplies required for an emergency.
- 5) Should City resources be insufficient to manage an emergency effectively, the DEM or designate may request assistance of the Government of Alberta and / or signatories to Mutual Aid Agreements.
- 6) Should City, provincial or mutual aid partner agency resources be inadequate to manage an emergency effectively, the DEM or designate is authorized to request assistance from the private sector.
 - a) During non-emergent times, the City's procurement process should be utilized to establish standing offers or letters of agreement with vendors for commonly accessed resources during emergencies such as food, water, catering, medical supplies, cots, fencing, heavy equipment (loaders, dump trucks, graders, etc.), printers, lighting, absorbant materials, sandbags, etc.
 - b) Such agreements should include fixed pricing, delivery timelines, etc.
- 7) Tracking of requests for personnel, equipment and supplies will be in accordance with the Incident Command System.
 - a) Records should include what was requested (kind & type), when it was requested, the terms/conditions, when it arrived onscene, when it was released from service, etc..
 - b) The Finance & Administration Section Chief may define the financial reporting requirements for any incident or planned event.

Notifications And Communications

- 1) All information and media releases shall be approved by the Incident Commander prior to release.
- 2) In the event of an impending or actual emergency, communications and proper notifications are essential. The Director and staff of the City's Corporate Communications Department are trained and available to assist the Incident Commander to prepare notifications and to manage the role of Information Officer in the ICS model.
- 3) The City shall use one or more of the following communication tools to notify, alert or update residents of a emergency situation:
 - a. Alberta Emergency Alert
 - b. FortSask Alert
 - c. Siren System
 - d. NR CAER Update Line
 - e. City Website
 - f. Social Media outlets

Post Event Response Evaluation

- 1) Within three (3) weeks of plan deactivation, representatives from participating / contributing agencies or organizations shall meet to debrief the operation. The DEM, or delegate of the DEM, will lead a debriefing of the emergency or planned response.

Reporting

- 1) The DEM or delegate, is responsible for reporting as required.
- 2) Reports will vary depending on the incident and the dynamics of managing the incident. As a guideline, reporting requirements may include:
 - a) A verbal report at the onset of an emergency operation or as soon as practicable thereafter;
 - b) Periodic written or verbal situation reports during an extended operation;
 - c) A response evaluation report, as soon as practicable following an operational debriefing at the conclusion of an incident.
 - i) The response evaluation debriefing will be held as required to assess the effectiveness of an emergency response and to identify opportunities to improve future responses.
 - ii) Feedback may be incorporated from the debriefing into the Municipal Emergency Plan.
 - d) A final written report to conclude an operation upon disposition of outstanding financial commitments / transactions.
 - e) A separate financial report detailing resources, supplies and equipment costs may be required for billing / cost-recovery purposes.
- 3) Reports should include:
 - a) The time, date, duration and nature of the emergency and emergency management response;
 - b) An assessment whether the strategies or resources were effective; and
 - c) An opinion about how to improve the response for future operations.

Emergency Management Roles and Responsibilities

Alberta Emergency Management Agency (AEMA)

The Alberta Emergency Management Agency is the Alberta Government entity to lead the coordination, collaboration and co-operation of all organizations involved in the prevention, preparedness and response to disasters and emergencies.

The Alberta Emergency Management system mitigates, prepares for, responds to and helps the recovery from all emergencies. The system consists of an overall framework of individuals, communities, industry, government and mutual aid partners. This system is designed to protect life, property and the environment by providing a seamless, synchronized and resilient response to emergencies.

EMERGENCY MANAGEMENT PLAN

In the event of an emergency, AEMA utilizes standard operating procedures, which follow the principles of the Incident Command System to coordinate a Provincial response to emergencies in Alberta that is timely, proactive, efficient and sustainable.

AEMA may operate a Provincial Operations Centre (POC) during emergencies. The POC serves as a communication and response coordination centre and is staffed 24-hours every day of the year. It serves as the central point for the collection, evaluation and dissemination of information concerning a single incident or multiple incidents in the province of Alberta and is responsible for coordinating the initial response and maintaining support for a response to a natural or human-induced disaster.

Emergency Advisory Committee (EAC) - (Mayor & Council)

The EAC is to guide and direct the City's EMA in the development of a MEP and any related programs.

The LEMR stipulates this Bylaw shall appoint a Person as the DEM, or state the Person who holds a specified title or position and is appointed the DEM by virtue of holding that title or position.

The City's DEM:

- a. shall be appointed through this Bylaw, and the EAC shall appoint the Person who holds the office of City Manager as the DEM;
- b. the City Manager may delegate another City employee to serve as the DEM; and
- c. if another City employee is appointed to serve as the DEM, the City Manager shall cause that appointment to be recorded pursuant to the City's Delegation of Authority.

When no Disaster or Emergency exists, the EAC shall:

- a. on an annual basis, review and advise the City about the MEP and related programs;
- b. on an annual basis, approve the MEP;
- c. assess the hazards, Risks, and mitigation strategies affecting the Local Authority; and
- d. determine the level of Emergency Management resourcing for the City

During an Emergency or Disaster, the EAC shall:

- a. maintain regular Council member duties, to the extent possible;
- b. provide political, financial and resourcing support to the EMA; and
- c. may be required to declare a SOLE.

The Mayor, or in the Mayor's absence the Deputy Mayor, or in their absence any 2 members of the EAC are authorized to declare, renew or terminate a SOLE.

Following an Emergency or Disaster, the EAC may,

- a. within 90 days, make an application to the DRP to provide financial assistance to individuals, small businesses (including farming operations), not-for-profit organizations (including not-for-profit cooperatives), municipalities and government departments for uninsurable loss and damage caused by Emergencies and Disasters; and
- b. seek reasonable remuneration by the Person who caused the Emergency, for expenses and costs of the actions or measures for any Person who provides labour, services, equipment or materials to the municipality to eliminate the Emergency, pursuant to the MGA.

The members of the EAC, including the Chair, shall be entitled to expenses in accordance with Council policy.

Liasion to EAC and City Manager

A person designated by the City Manager shall be responsible for updating the EAC and City Manager about the status of emergency operations.

The EAC shall direct all requests for updates through the City Manager.

Director of Emergency Management (DEM)

The DEM plans and leads the responses to natural Disasters and other Emergencies, and is to ensure City Council members and staff become familiar with Emergency procedures.

The DEM shall:

- a. ensure that all Emergency plans are prepared and coordinated as required by the EM Act, LEMR, and this Bylaw;
- b. act as Director of the EOC;
- c. coordinate all Emergency operations within the City;
- d. conduct or direct appropriate training to ensure effective operation of the EOC, such as:
 - i. the incident command system and all position-specific training required by the Alberta Government under the EM Act or LEMR; and
 - ii. optional position-specific training or training intended to ensure the readiness or mental well-being of personnel assigned to Emergency Management for the City (e.g., standard or emergency first-aid, and mental health resiliency training);
- e. perform other duties as required by the City during an Emergency;
- f. appoint 1 or more Deputy DEM(s) as required; and
- g. appoint an Interim DEM as required.

The DEM is authorized to delegate and authorize further delegations of any powers, duties, and functions delegated to the DEM under this Bylaw.

The DEM may invite any Person or entity to work with or support the activation and management of the EOC, including:

- a. all departments within the City;
- b. Alberta Health Services;
- c. public and separate school divisions;
- d. police or RCMP Services;
- e. municipalities that have entered into mutual-aid agreement(s) with the City;
- f. the RIMT or Persons forming part of the RIMT team;
- g. local business or industry, or business or industry associations;
- h. local utility companies;
- i. Alberta or Canadian Government boards or agencies; and
- j. any other Person or non-governmental organization who might serve a useful purpose in the preparation or implementation of the MEP.

Emergency Management Agency (EMA)

The City's EMA is responsible for:

- a. the administration of the Local Authority's Emergency Management program;
- b. the development, maintenance and implementation of the MEP. A Local Authority must review the MEP that applies to that Local Authority at least once per year;
- c. the maintenance, establishment and operation of the EOC;
- d. the provision of Emergency Management advice to the DEM and the EAC as required;
- e. the conduct of all coordination and liaison with AEMA; and
- f. coordinating and conducting all appropriate training to ensure the effective operation of the EOC.

The EMA shall provide updates to the EAC at least annually, or more frequently if directed to do so by the EAC. Updates may include:

- a. a summary of the EMA's prevention, preparation, response and recovery efforts;
- b. the status of the Local Authority's EMA MEP;
- c. status of training of EOC personnel;
- d. planned training events; and
- e. budget recommendations.

The EMA will utilize the command, control and coordination system prescribed by the Managing Director of AEMA (e.g., Incident Command System – Canada).

EMA TRAINING REQUIREMENTS

The LEMR sets out minimum training requirements for the EMA.

The Managing Director of the AEMA may prescribe courses that each director of a Local Authority EMA must complete, by posting notice of the courses on the AEMA's website. (e.g., Basic Emergency Management and ICS 100).

Staff who have been assigned responsibilities respecting the implementation of the MEP must complete the posted courses within 6 months of being identified for this role, or by January 1, 2020.

EMA TRAINING EXERCISES

Unless an exercise under subsection 6.2 is carried out that year, a Local Authority's EMA shall engage in at least 1 exercise per year in which participants identify a significant possible Emergency or Disaster scenario, and discuss how the Local Authority would respond to and resolve Emergency Management issues which may arise from the scenario.

A Local Authority's EMA shall engage in at least 1 exercise every 4 years in which participants identify a significant possible Emergency or Disaster scenario, and carry out actions as if the significant Emergency or Disaster was actually occurring, but without deploying personnel or other resources.

Section 6.2 does not apply to a Local Authority EMA that has responded to an Emergency or Disaster within the previous 4 years, which resulted in the implementation of the Local Authority's MEP and where a written post-incident assessment was completed that included observations, recommendations for improvement, and corrective action to be conducted.

EMERGENCY MANAGEMENT PLAN

A Local Authority EMA may fulfill the obligations set out in Sections 6.1 and 6.2 by participating in regional Emergency exercises that require the Local Authority to utilize relevant portions of the Local Authority's MEP.

A Local Authority EMA shall submit an exercise notification to the AEMA 90 days before engaging in the exercise required under 6.1 or 6.2. The exercise notification must outline the exercise scenario, state the exercise objectives, identify the participants, and state the date the exercise will be conducted.