

ATTACHMENT 5 – COMMUNITY ANNEX

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SUMMER VILLAGE OF POINT ALISON MUNICIPAL ANNEX

SECTION 1 GENERAL INFORMATION

A. General

Incorporated in December 1950, the Summer Village of Point Alison is a tranquil community situated along the north shores of Wabamun Lake. The area is home to 10 year-round residents, 32 dwelling units and 40 lots; the population booms in the summer to accommodate up to 8 individuals per cabin. The 20-hectare Summer Village is approximately two minutes outside of the Village of Wabamun and is accessible only by one road, Prospect Drive.

Named for the wife of its founder, Point Alison is a lakeside paradise for nature lovers and watersport enthusiasts alike. The Summer Village features extensive trails into a naturalized area and direct lake access at each lot. With no formal Public Works or Administrative infrastructure, residents and elected officials form a close-knit community.

B. Emergency Management

The Point Alison Municipal Emergency Plan is issued by Council under the authority of:

- 1) The Alberta Municipal Government Act RSA 2000 Chapters M-26 current as of June 28, 2019.
- 2) The Alberta Emergency Management Act RSA 2000 Chapter E6.8 current as of November 19, 2018.
- 3) Point Alison Bylaw 21-179, the Municipal Emergency Management Bylaw, dated September 27, 2021. This bylaw established the municipal Emergency Advisory Committee and municipal Emergency Management Agency and their respective representatives.

The development and maintenance of the municipal annex to the greater MEP is the responsibility of Parkland County in coordination with Point Alison's Director of Emergency Management, pursuant to the Emergency Management Program Memorandum of Understanding between Parkland County and the Summer Village of Point Alison, dated June 15, 2021.

The plan must be reviewed annually with the Emergency Advisory Committee, Emergency Management Agency and AEMA.

C. Emergency Services

Emergency response and enforcement services are provided to the Summer Village of Point Alison by:

- | | |
|-----------------------------------|----------------------------|
| 1) Parkland County Fire Services | 780-968-8338 |
| 2) RCMP – Parkland Detachment | 825-220-2000 |
| 3) Parkland County Peace Officers | 780-968-8888, 780-968-8400 |

These agencies are committed to providing effective service to residents, seasonal guests, visitors, and community partners of Point Alison through professional response and public education.

D. Contact

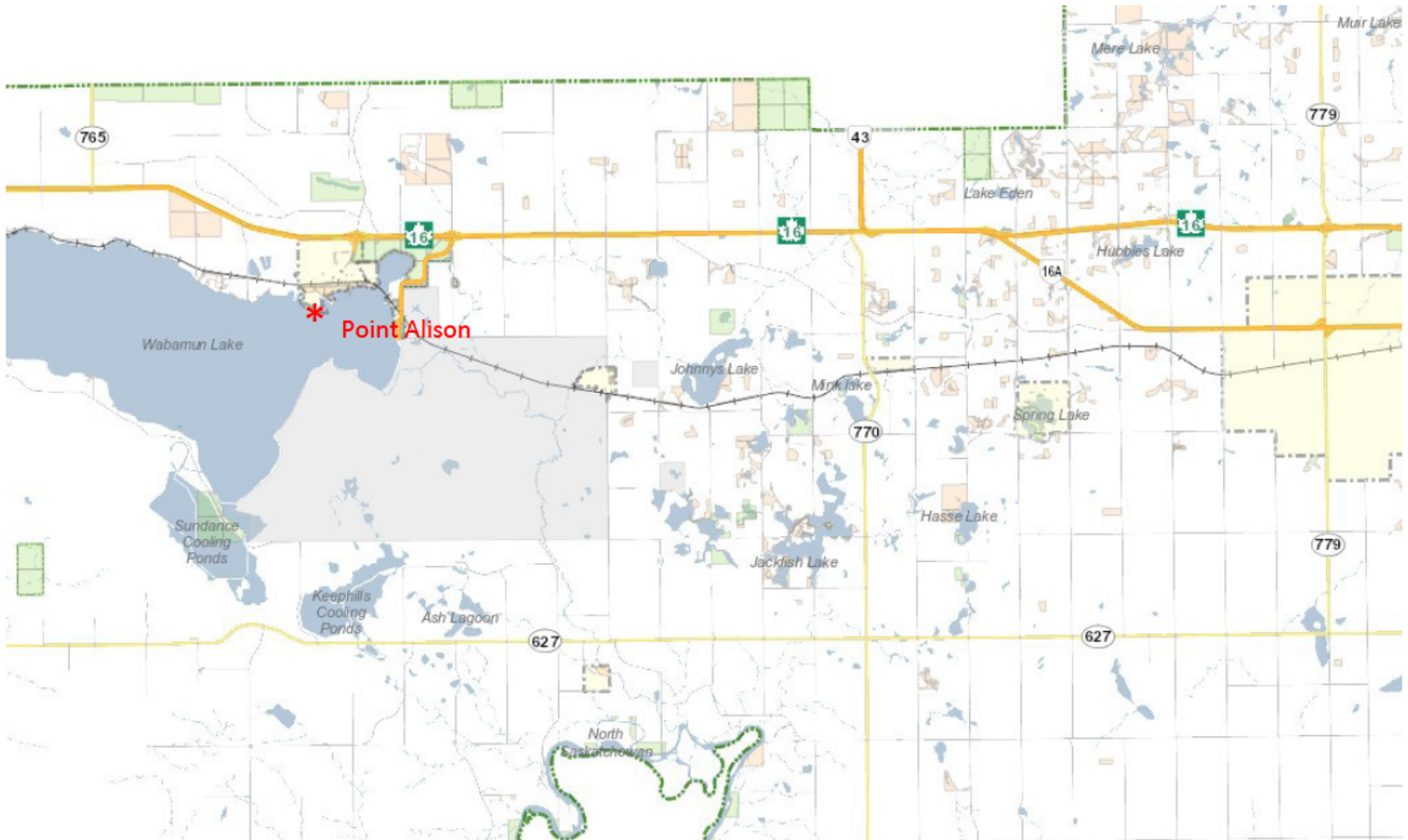
Web: www.svpontalison.com

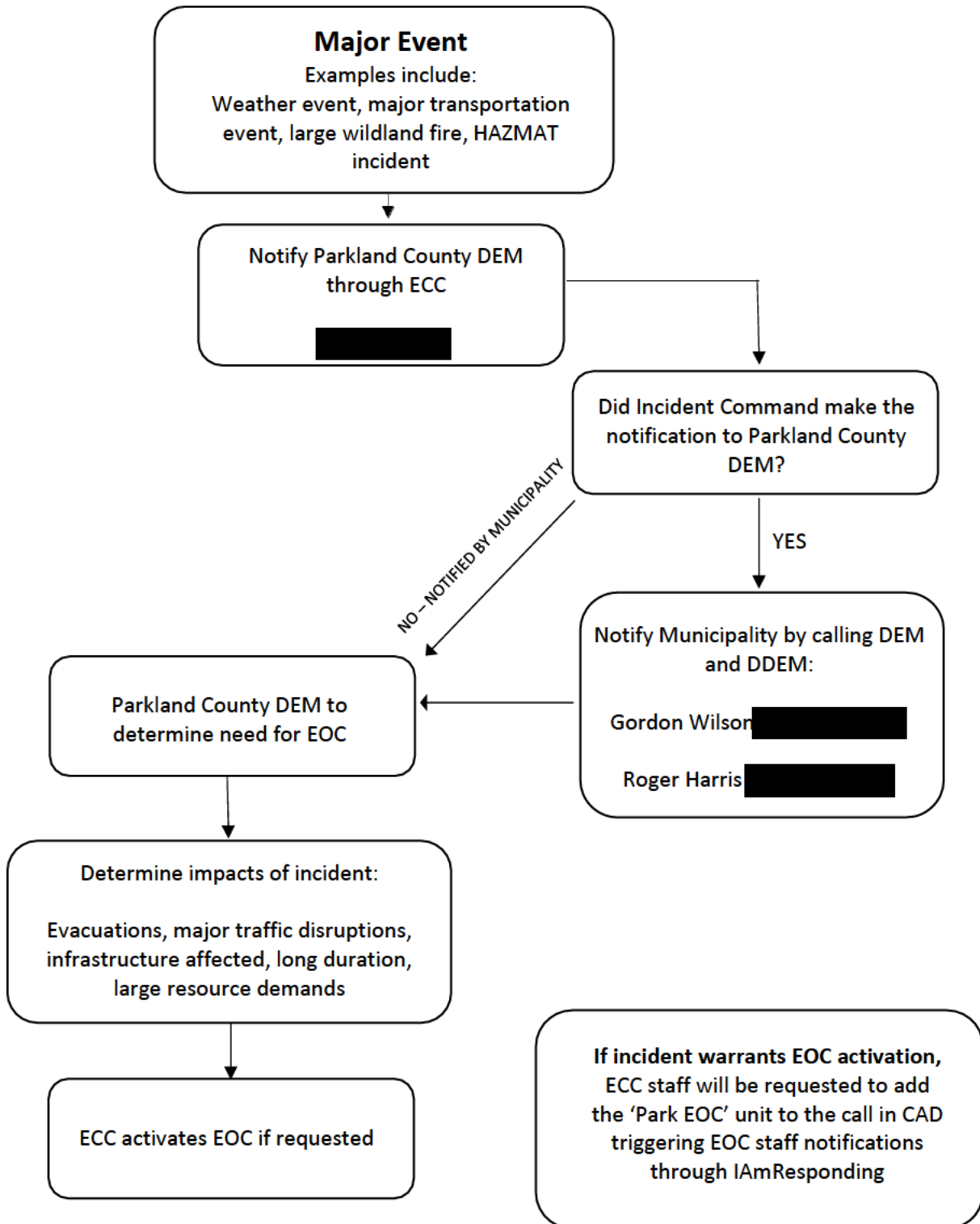
Address: Box 221, Wabamun, AB T0E 2K0

Email: svpontalison@outlook.com

Phone: 780-984-2773

Summer Village of Point Alison Location



Section 2 Immediate Actions & Activations**A. EOC Activation and Municipal Activation Procedure**

B. Primary and Secondary Emergency Operations Centers

The primary EOC location is:

Parkland County Centre

53109A HWY 779, Parkland County, AB T7Z 1R1

The secondary EOC location is:

Acheson Fire Station

11350 274 St, Acheson, AB T7X 5A3

C. Field Site Locations

A potential base for field operations is:

Wabamun Fire Station

5124 53 Ave, Wabamun, AB T0E 2K0

D. Reception Centre (ESS) Locations

Potential sites for a Reception Centre, near to Point Alison, include:

Jubilee Hall

Duffield Community League

Fallis Community League

Procedures for activating the ESS team can be found in *Part III – Emergency Management Program Details*, section E. The primary ESS contact is [REDACTED]

Section 3 Contact Information & Resources

A. Emergency Management

Director of Emergency Management (DEM):

Gordon Wilson (C) [REDACTED]

Deputy DEM:

Roger Harris (C) [REDACTED]

B. Municipal Staff and Elected Officials

Role	Name	Phone	Cell	Email
Mayor, DEM	Gordon Wilson	[REDACTED]		[REDACTED]
Deputy Mayor	John Howard	[REDACTED]		
Councillor	Dave Young	[REDACTED]		
CAO	Brenda Bennett	[REDACTED]		
DDEM	Roger Harris	[REDACTED]		[REDACTED]

C. Utilities and Support

Function	Name	Phone	Alternate
Gas	Parkland Gas	7809633311	
Gas	ATCO Gas	18005113447	[REDACTED]
Power	FORTIS	7803109473	
Telephone Company	TELUS	3102255	
Rail Company	CN Rail	18004659239	
Rail Company	CP Rail	18007169132	
AEMA	[REDACTED]	18666182362	[REDACTED]

D. Authorized Alberta Emergency Alert Users

Name	Home Phone	Business Phone	Cell Phone

Section 4 *HIRA Municipal Summary***A. Risk Management**

The Point Alison Municipal Annex has been developed using the Hazard Identification and Risk Assessment (HIRA) process prescribed by AEMA.

The HIRA is re-evaluated annually by Parkland County Emergency Management and municipal representatives. This provides an opportunity to plan for newly identified hazards and reassess previously identified hazards with information from historical events, disasters in the area, emerging scientific knowledge, etc. Hazards are analyzed to predict the likelihood of occurrence and subsequent impact on the community.

The most recent assessment was done in 2021. The highest identified risks for Point Alison are hazmat transportation - rail, ice storms and rail accidents.

B. Mitigation Efforts

The Summer Village of Point Alison has developed mutual aid relationships for the purpose of strengthening its emergency response and management capabilities.

The area is serviced by Parkland County Fire Services and the nearby Parkland RCMP detachment.

C. Hazard Identification and Risk Assessment

[illegible]

Section 5 *Specific Municipal Contingency Plans*

All emergency management functions have been identified and included in the greater Plan. No specific plans have been developed for the Summer Village of Point Alison currently.

The municipality has identified **Lot 39/40** as a muster point for residents. This lot is accessible to residents fleeing on foot and can be evacuated by water and air.

Section 6 *Municipal Emergency Management Governance*

A. Emergency Management Agency

The Municipal Emergency Management Agency shall be comprised of one or more of the following:

- (a) the Director of Emergency Management;
- (b) the Deputy Director of Emergency Management;
- (c) the Chief Administrative Officer of the Summer Village of Point Alison;
- (d) any person deemed by the Director of Emergency Management to be beneficial in the preparation or implementation of the Emergency Management Plan including, but not limited to:
 - a. the R.C.M.P. Chief or designate or the N.C.O. in Charge from the local detachment;
 - b. the Fire Chief from Parkland County or designate;
 - c. the Public Works Foreman of the Village of Spring Lake or designate;
 - d. Peace Officers from Parkland County or designates;
 - e. Bylaw Enforcement Officers from Parkland County or designates;
 - f. the FCSS Director of the Village of Spring Lake or designate;
 - g. representatives from other mutual aid partners.

B. Emergency Advisory Committee

Role	Name	Phone	Cell	Email
Mayor, DEM	Gordon Wilson	██████████		██████████
Deputy Mayor	John Howard	██████████		
Councillor	Dave Young	██████████		

C. Delegation of Authority

Delegation of Authority – Emergency Response

Sub-Delegation of Authority to Parkland County Emergency Operations Center and Emergency Management Team

Incident Name:

This delegation of authority is made in accordance with the Summer Village of Point Alison *Municipal Emergency Management Bylaw 21-179* and is subject to terms and conditions established therein.

Pursuant to the Emergency Management Program Memorandum of Understanding between Parkland County and the Summer Village of Point Alison, signed June 15, 2021, _____
(Designated Incident Commander)
is authorized to activate the Parkland County Emergency Operations Center and staff for the purpose of managing this incident.

Authorities

_____ is hereby assigned as Incident Commander. You are
(Designated Incident Commander)
accountable to the DEM of Point Alison, or in the absence of the DEM, to a designate municipal representative. All personnel involved in the incident response organization, responding to _____, are hereby provided the following direction:
(Incident Name)

- 1) _____ is authorized to activate the Parkland County
(Designated Incident Commander)
Emergency Operations Center and any and all Parkland County staff deemed necessary for the successful response, management and resolution of the incident.
- 2) _____ is authorized to address all areas affected by the
(Designated Incident Commander)
incident within Point Alison.
- 3) _____ is authorized and responsible for managing this
(Designated Incident Commander)
incident within the framework of laws, the policies of Point Alison, and any directions given during the Agency Administrator Briefing. The Point Alison DEM (or designate) may delegate additional duties and responsibilities as required.

4) The authority vested in _____ will be relinquished upon the successful conclusion of the incident and demobilization of the Parkland County EOC, formal transfer of command to another party, or upon notice of cancellation of delegation by Point Alison DEM or designate.

Financial Authority

- 1) _____ is authorized to approve expenditures or commitments up to _____ with no single exception greater than _____ without prior approval from the Point Alison DEM or designate.
- 2) All expenses must be fully documented and receipted. Regular updates on the financial status of the incident must be provided to the Point Alison DEM.

Public Information Authority

- 1) All communications with the public, with the exception of emergency notifications and evacuation alerts, should be approved by the Point Alison DEM or designate.
- 2) _____ is authorized to activate the Parkland County Public Information Officer for the purpose of developing and disseminating public information.

Specific Incident Priorities

The priorities for this incident are in order:

- 1) Life safety of responders and the public;
- 2) Incident stabilization;
- 3) Protection of property/environment; and
- 4) Protection/preservation of the local economy.

Point Alison has identified the following as critical infrastructure (in no particular order):

- 1)
- 2)
- 3)

These facilities are to be considered a priority for structure protection.

This delegation becomes effective _____ and remains in effect until
(date/time)
command of the incident has reverted to or been revoked by the Point Alison DEM.

Contact information for the Point Alison DEM or designate:

Contact information for the Parkland County DEM or designate:

(Parkland County DEM name)

(Point Alison DEM name)

(Parkland County DEM signature)

(Point Alison DEM signature)

D. Emergency Management Bylaw

**BYLAW NO. 21-179
OF THE SUMMER VILLAGE OF POINT ALISON**

BEING A BYLAW OF THE SUMMER VILLAGE OF POINT ALISON IN THE PROVINCE OF ALBERTA
FOR THE PURPOSE OF ESTABLISHING A MUNICIPAL EMERGENCY MANAGEMENT BYLAW

WHEREAS the Council of the Summer Village of Point Alison 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 Summer Village of Point Alison, duly assembled, enacts as follows:

TITLE

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

DEFINITIONS

2. In this Bylaw,
 - (a) "Act" means the Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000;
 - (b) "Council" means the Council of the Summer Village of Point Alison;
 - (c) "Disaster" means an event that has resulted or may result in serious harm to the safety, health or welfare of people, or in widespread damage to property or the environment;
 - (d) "Emergency Advisory Committee" means the committee established under this Bylaw;
 - (e) "Emergency" means a present or imminent event that requires prompt co-ordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property or the environment;
 - (f) "Minister" means the Minister charged with administration of the Act;
 - (g) "Emergency Management Agency" means the agency established under this Bylaw; and
 - (h) "Municipal Emergency Plan" means the emergency plan prepared by the Director of Emergency Management to co-ordinate response to an emergency or disaster.
 - (i) "Local Authority" means where a municipality has a council within the meaning of the *Municipal Government Act*

INTERPRETATION

3. The headings in this bylaw are for reference only

EMERGENCY ADVISORY COMMITTEE

4. There is hereby established an Emergency Advisory Committee.
5. The purpose of the Emergency Advisory Committee is, within the parameters of the Act, to:
 - (a) provide guidance and direction to the Emergency Management Agency,

- (b) discuss proposed amendments to the Municipal Emergency Management Bylaw,
 - (c) approve the municipality's emergency plans and programs annually,
 - (d) fulfill any requirements of the Municipal Emergency Plan during an emergency.
6. Council shall, by resolution, appoint three members to serve on the Emergency Advisory Committee.
 7. Meetings shall be conducted in accordance with Bylaw 21-179, Procedural Bylaw, as amended, or enacted from time to time. This paragraph 7 does not apply to an emergency meeting.
 8. Two members of the Emergency Advisory Committee shall constitute a quorum.
 9. The Mayor is the Chair of the Emergency Advisory Committee. If the Mayor is absent, the Deputy Mayor will chair.
 10. The Emergency Advisory Committee shall meet annually, or more frequently as required, and may meet on less than twenty-four (24) hours' notice. When meeting in person is not feasible, the Emergency Advisory Committee may convene by electronic means of communication.
 11. The Chair of the Emergency Advisory Committee or Chief Administrative Officer may call an emergency meeting of the Emergency Advisory Committee if satisfied that an emergency exists or may exist that affects the Summer Village of Point Alison
 12. The Chair of the Emergency Advisory Committee or the Chief Administrative Officer must give at least one (1) hour notice of the time and place of an emergency meeting of the Emergency Advisory Committee to as many members of Council as possible in the circumstances.
 13. Council shall provide for the payment of expenses of the members of the Emergency Management Advisory Committee.
 14. Council may
 - (a) by Bylaw borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Emergency Management Agency; and
 - (b) 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 agreements and/or regional plans and programs.
 - (c) appoint one or more Deputy Director(s) of Emergency Management who shall do those things required of the Director of Emergency Management in that person's absence.

EMERGENCY MANAGEMENT AGENCY

15. There is hereby established a Municipal Emergency Management Agency to act as the agent of Council to carry out its statutory powers and obligations under the Act. This does not include the power to declare, renew, or terminate a state of local emergency.

16. Council hereby appoints the Mayor as the Director of Emergency Management. Full time resident, Roger Harris,27 is hereby appointed as the Deputy Director of Emergency Management.
17. The Municipal Emergency Management Agency shall be comprised of one or more of the following:
- (a) the Director of Emergency Management;
 - (b) the Deputy Director of Emergency Management;
 - (c) The Chief Administrative Officer of the Summer Village of Point Alison
 - (d) Any person deemed by the Director of Emergency Management to be beneficial in the preparation or implementation of the Emergency Management Plan including, but not limited to:
 - i. the R.C.M.P. Chief or designate or the N.C.O. in Charge from the local detachment;
 - ii. the Fire Chief from Parkland County or designate;
 - iii. the Public Works Foreman of the Village of Spring Lake or designate;
 - iv. Peace Officers from Parkland County or designates;
 - v. Bylaw Enforcement Officers from Parkland County or designates;
 - vi. the FCSS Director of the Village of Spring Lake or designate;
 - vii. representatives from other mutual aid partners.
18. The Emergency Management Agency is responsible:
- (a) for the administration of the municipal emergency management program;
 - (b) supervise the development, maintenance, and implementation of the Municipal Emergency Plan;
 - (c) to advise the Director of Emergency Management and to update the Emergency Advisory Committee on agency activities at least annually or as required;
 - (d) to review, amend and approve mutual aid agreements;
 - (e) ensure that the command, control, and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency is used by the Emergency Management Agency.
 - (f) Provide an annual report on activities to the Emergency Advisory Committee including an update on the review of the local authority's emergency plan
19. The Director of the Emergency Management Agency shall
- (a) prepare and co-ordinate the Municipal Emergency Management Plan and related programs;
 - (b) act as director of emergency operations, or ensure that someone is designated under the Municipal Emergency Management Plan to so act, on behalf of the Municipal Emergency Management Agency; and
 - (c) authorize and co-ordinate all emergency services and other resources required during an emergency; or
 - (d) delegate duties and tasks as necessary to ensure conformance with paragraphs (a), (b), and (c).

20. The Deputy Director of Emergency Management shall assist the Director of Emergency Management and, in the absence of the Director of Emergency Management, perform the duties of the Director of Emergency Management.


STATE OF LOCAL EMERGENCY

21. The power to declare, renew, or terminate a state of local emergency, are hereby delegated to the Mayor, or, in his or her absence, the Deputy Mayor, or in his or her absence, the remaining member of Council. He, she, or they may, at any time, when he, she or they are satisfied that an emergency exists or may exist, make a declaration of a state of local emergency.
22. When a state of local emergency is declared, the person[s] making the declaration shall
- (a) ensure that the declaration identifies the nature of the emergency and the area of the Summer Village in which it exists;
 - (b) cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
 - (c) forward a copy of the declaration to the Minister forthwith; and
 - (d) renew or terminate the declaration within seven (7) days of making the declaration.
23. On making a declaration of a state of local emergency and for the duration of the state of local emergency, Council may in accordance with Section 24 of the Act, do all acts and take all necessary proceedings to deal with the emergency.
24. When, in the opinion of the Mayor, or, in his or her absence, the Deputy Mayor or in his or her, the remaining member of Council declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, the Mayor, or, in his or her absence, the Deputy Mayor or in his or her absence the remaining member of Council shall terminate the declaration.
25. When a declaration of a state of local emergency has been terminated, the Mayor, or, in his or her absence, the Deputy Mayor or in his or her absence, the remaining member of Council who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.
26. Should any provision of this bylaw be deemed invalid then such invalid provision will be severed from this bylaw and such severance will not affect the validity of the remaining portions of this bylaw, except to the extent necessary to give effect to such severance.
27. This Bylaw comes into force on the day it is finally passed.

Read a first time this 27th day of September 2021.

Read a second time this 27th day of September 2021.

Read a third and final time this 27th day of September 2021.



Mayor


Chief Administrative Officer