

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1286-15**

Being a Bylaw of Smoky Lake County in the Province of Alberta, to authorize the Municipal Council to enter into a **JOINT AGREEMENT** to establish the provision of a **Smoky Lake Region Fire and Rescue Committee**, for the purpose of evaluating current realities to ensure that all necessary legislative, reporting, operational and training elements exist to enable the fire department(s) to deliver all assigned services effectively and efficiently within the Smoky Lake Region.

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**WHEREAS** the Municipal Government Act, S.A. 2000, c. M-26 as amended ("the Act") provides that a Municipal Council may pass such bylaws to enter into an agreement as to the joint control and management of anything that concerns respective municipalities; and

**AND WHEREAS**, the Council of Smoky Lake County wishes to enter into an Joint Agreement with the Town of Smoky Lake, Village of Waskatenau, and Village of Vilna to establish a Terms of Reference for a Regional Committee for the provisions of Fire Protection and Rescue Services in the Smoky Lake Region, all pursuant to the laws of the Province of Alberta, and operate such undertaking as per "**Schedule A**" included in this Bylaw.

**NOW THEREFORE**, the Council of Smoky Lake County duly assembled, in consideration of the mutual covenants contained herein, agrees to a **Joint Agreement** of a **Smoky Lake Region Fire and Rescue Committee**, as jointly executed, by the municipalities of Smoky Lake County, Town of Smoky Lake, Village of Waskatenau, and Village of Vilna.

**EFFECTIVE DATE**

This Bylaw shall come into force and effect on the final date of passing thereof.

**READ A FIRST TIME IN COUNCIL THIS 4<sup>th</sup> day of November, 2015.**

**READ A SECOND TIME IN COUNCIL THIS 4<sup>th</sup> day of November, 2015.**

**READ A THIRD AND FINAL TIME, WITH THE UNANIMOUS CONSENT OF ALL COUNCILLORS PRESENT, THIS 4<sup>th</sup> day of November, 2015.**

  
\_\_\_\_\_  
Reeve

**SEAL**

  
\_\_\_\_\_  
Chief Administrative Officer

**Schedule "A"**

**Smoky Lake Region Fire and Rescue Committee**

**BETWEEN:**

**SMOKY LAKE COUNTY - Bylaw No. 1286-15**  
a Municipal Corporation, in the Province of Alberta  
Box 310  
4612 McDougall Drive  
Smoky Lake, Alberta T0A 3C0  
(hereinafter referred to as "County")

OF THE FIRST PART

AND

**TOWN OF SMOKY LAKE - Bylaw No. 012-15**  
a Municipal Corporation, in the Province of Alberta  
Box 460  
56 Wheatland Avenue  
Smoky Lake, Alberta T0A 3C0  
(hereinafter referred to as the "Town")

OF THE SECOND PART

AND

**VILLAGE OF WASKATENAU - Bylaw No. 655/2015**  
a Municipal Corporation, in the Province of Alberta  
Box 99  
Waskatenau, Alberta T0A 3P0  
(hereinafter referred to as the "Village")

OF THE THIRD PART

AND

**VILLAGE OF VILNA - Bylaw No. 518-15**  
a Municipal Corporation, in the Province of Alberta  
Box 10  
Vilna, Alberta T0A 3L0  
(hereinafter referred to as the "Village")

OF THE FOURTH PART

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**WHEREAS**, the Council of Smoky Lake County wishes to enter into an Joint Agreement with the Town of Smoky Lake, Village of Waskatenau, and Village of Vilna to establish the provision of a **Smoky Lake Region Fire and Rescue Committee**.

**NOW THEREFORE**, in consideration of the mutual provisions and covenants contained hereunder in this Agreement, and intending to be legally bound hereby, the parties agree as follows in accordance to the provisions of the **Terms of Reference** outlined:

**TERMS OF REFERENCE**

**1. TITLE OF COMMITTEE:**

"Smoky Lake Region Fire and Rescue" *Committee.*

**2. CLASSIFICATION:**

The Smoky Lake Region Fire and Rescue Committee shall serve in an "Advisory" Capacity to the four member municipalities.

**3. AUTHORITY:**

- 3.1 Authority is created by Bylaw as a Joint Agreement between member municipalities to transfer responsibility as outlined in the Terms of Reference.
- 3.2 The Committee has no legal authority, other than the powers identified in municipal bylaws or policies passed by each respective municipal Council.

**4. MANDATE:**

To assist the four municipalities (Smoky Lake County, Town of Smoky Lake, Village of Waskatenau and Village of Vilna) within the Smoky Lake Region and the fire department(s) with evaluating current realities to ensure that all necessary legislative, reporting, operational and training elements exist to enable the fire department(s) to deliver all assigned services effectively and efficiently.

**5. PURPOSE OF COMMITTEE**

- 5.1 To provide policy leadership and coordination on operations and future directions for the Smoky Lake Region's Fire and Rescue Service.
- 5.2 Committee's key roles and responsibilities are to discuss and review issues, make recommendations and report these recommendations on relevant fire and rescue protective services issues to municipal Council(s) for their consideration and approval.
- 5.3 To review, assist, monitor and advise on the implementation and development of Council's Policies, Standards and Procedures on all matters regarding the delivery of fire prevention, preparedness, response and recovery.

**6. RESPONSIBILITIES OF COMMITTEE**

- 6.1 To assess and define performance measures of service standards on the following "Scope of Programs":
  - 6.1.1 **Documentation:**
    - Council Directive-Governance: Policies and Bylaws.
    - Agreements: Mutual Aid and Service Agreements.
    - Fire Department Operations / Organization:
      - Standard Operating Procedures / Guidelines
      - Health and Safety Programs or protocols
      - Training Programs
      - Maintenance Program
      - Incident Records - data management and reporting
      - Fire Response Plans
      - Public Education Program

6.1.2 **Risk Evaluation:**

- Historical Response Data.
- Key Industry.
- Transportation.
- Recruitment and Retention trends.

6.1.3 **Human Resource:**

- Availability.
- Recruitment / Retention Programs.
- Overall Qualifications of the departments vs. perceived/real level of service.
- Incident reporting procedure.
- Involvement in municipal processes: Bylaw, Budget, meetings.

6.1.4 **Apparatus and Equipment:**

- Maintenance Program.
- Relationship between apparatus and equipment and level of service.
- Suitability of assigned function.
- Capital and special operating budget processes.

6.2 Incorporate any changes in legislative requirements governing the provision of municipal emergency fire and rescue services in the Province of Alberta.

6.3 Establish the region's Fire and Rescue Strategic Plan.

6.4 Close liaison to reflect current community expectations as identified by key stakeholders, including representatives from community groups, not-for-profit agencies, government organizations, industry and business leaders, regional fire services, the education sector, corporate partners, staff and the general public to ensure identified areas for improvement for fire and rescue to provide recommended actions.

**7. MEMBERSHIP**

7.1 The Smoky Lake Region Fire and Rescue Committee shall be comprised of five (5) elected members, appointed by a resolution of each respective Council. The membership shall include:

- Two (2) members from Smoky Lake County (serving throughout their term);
- One (1) member from the Town of Smoky Lake (serving throughout their term);
- One (1) member from the Village of Waskatenau (serving throughout their term);
- One (1) member from the Village of Vilna ((serving throughout their term);

7.2 Each respective Council shall ensure that an Alternate member to the Smoky Lake Region Fire Rescue Committee is in place.

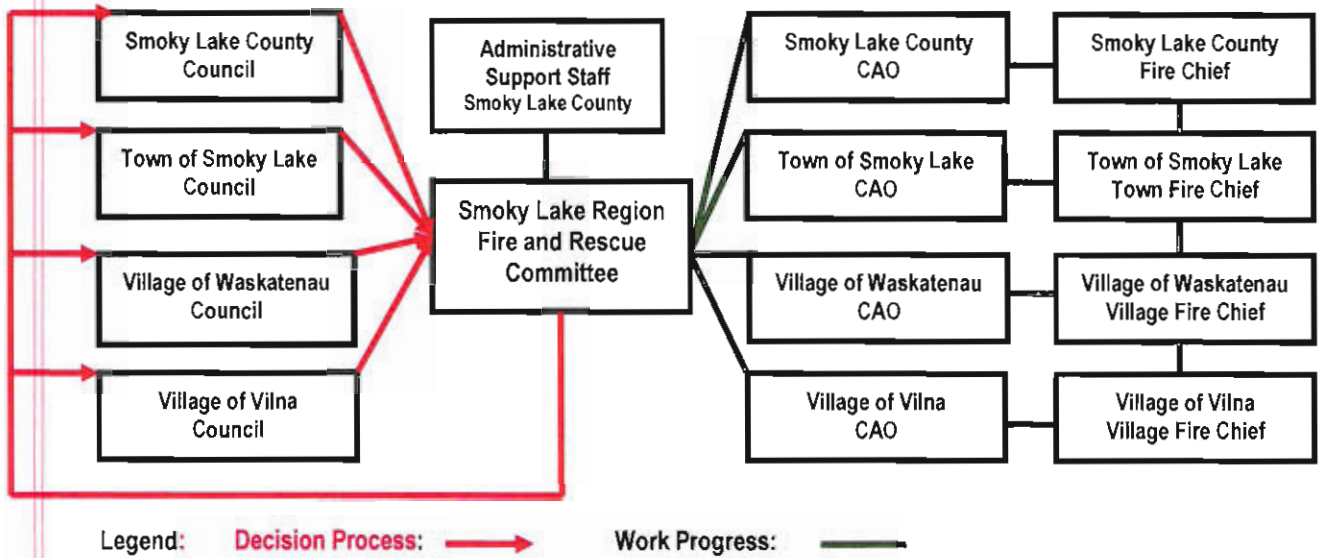
7.3 The four member municipalities' Chief Administrative Officers, or designate are deemed to be non-voting participants in Committee meetings.

7.4 The County Fire Chief or designates are to be non-voting participants in Committee meetings.

7.4.1. Each respective municipalities' Fire Chiefs or designates are deemed to be non-voting participants in Committee meetings, when in attendance.



7.5 Smoky Lake Region Fire and Rescue Committee Membership Flow Chart:



8. GOVERNANCE AND PROCEDURES

- 8.1 Annually, after the month of October, the Committee shall hold a meeting at which time a Chair and Vice-Chair shall be elected from its membership for the ensuing year.
- 8.2 Regular meetings are to be held quarterly, on a date and time agreed to by the Committee, and any other such times as the Committee determines necessary.
- 8.3 Special meetings of the Committee may be called by the Chair or Vice-Chair provided that not less than two (2) full business days notice is given to each member of the committee.
- 8.4 A quorum for regular and special meetings of the Committee shall be not less than three (3) members with one must be a member of the County.
- 8.5 All members shall have equal voting privileges on issues / items where a vote is called, with a simple majority (with quorum) deciding any vote.
- 8.6 Smoky Lake County shall be the Managing Partner of the Smoky Lake Region Fire and Rescue Committee.
  - 8.6.1 Provide Administrative support to fulfill the role of non-voting secretary who will also be responsible for preparation and distribution of agenda, minutes and action lists; as well as correspondence related to the Committee's ongoing activities.

9. BUDGET:

- 9.1 Finances shall be administered with Smoky Lake County, as per a **JOINT OPERATION AGREEMENT** for the provision of **Fire Protection Services** with each municipality, as per Bylaw.
- 9.2 Any per diems and/or expenses for Committee members shall be paid by the Committee members' respective municipality, unless specifically provided for in the Smoky Lake Region Fire and Rescue Committee Budget.


*RB*

IN WITNESS WHEREOF the member Councils hereto execute this Agreement and affix their corporate seals of its proper signing officers duly authorized:

**SMOKY LAKE COUNTY**

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DATE: Nov. 30, 2015


  
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Reeve  
Smoky Lake County

  
\_\_\_\_\_  
Chief Administrative Officer  
Smoky Lake County

**TOWN OF SMOKY LAKE**

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DATE: DEC 1/2015

  
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Ernest Brasseur  
Mayor  
Town of Smoky Lake

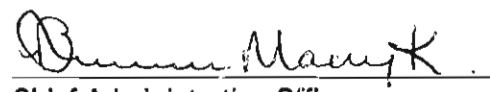
  
\_\_\_\_\_  
Chief Administrative Officer  
Town of Smoky Lake

**VILLAGE OF WASKATENAU**

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DATE: Nov 19/2015

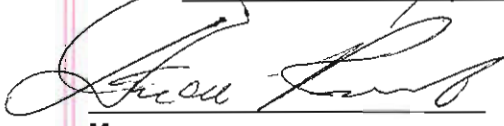
  
\_\_\_\_\_  
Mayor  
Village of Waskatenau

  
\_\_\_\_\_  
Chief Administrative Officer  
Village of Waskatenau

**VILLAGE OF VILNA**

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DATE: Nov 30/2015

  
\_\_\_\_\_  
Mayor  
Village of Vilna

  
\_\_\_\_\_  
Chief Administrative Officer  
Village of Vilna