



COMMUNITY SAFETY AND SOCIAL SERVICES STANDING COMMITTEE AGENDA

Tuesday, April 8, 2025

9:00 am - 12:00 pm

COUNCIL CHAMBERS

400 Main Street SE

Pages

1. CALL TO ORDER

2. DIRECTOR'S BRIEF (verbal only)

3. CONFIRMATION OF MINUTES

3.1 Regular meeting of February 11, 2025

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4. PUBLIC PRESENTATIONS AND QUESTIONS

There are no items.

5. CONSENT AGENDA

There are no items.

6. AGENDA REPORTS

6.1 Airdrie FCSS 2026-2028 Funding Strategy (Natasha Guillot, Social Planner)

4

The Community Safety and Social Services Standing Committee is being presented with the Airdrie FCSS 2026-2028 Funding Strategy, which will continue to help strengthen Airdrie's Family and Community Support Services investments that responds to community social issues through a prevention lens.

6.2 Bylaw B-10/2025 Emergency Management Bylaw Amendment (Lorri Laface, Emergency Management Manager and Deputy Director of Emergency Management)

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The Community Safety and Social Services Standing Committee is being asked to review Bylaw B-10/2025, being a bylaw to amend Emergency Management Bylaw B-02/2023 and recommend that Council gives it three readings.

7. ITEMS REFERRED FROM COUNCIL

There are no items.

8. UPDATE OF COMMITTEE RESOLUTIONS

There are no items.

9. CLOSED SESSION

- 9.1 Municipal Emergency Management Plan Review - Sections 17 and 24 (Disclosure harmful to personal privacy and advice from officials) Freedom of Information and Protection of Privacy Act

10. ITEMS ARISING FROM CLOSED SESSION

11. ADJOURNMENT

COMMUNITY SAFETY AND SOCIAL SERVICES STANDING COMMITTEE MEETING

MINUTES

Tuesday, February 11, 2025

9:00 am - 12:00 pm

COUNCIL CHAMBERS

400 Main Street SE

PRESENT

Councillor R. Chapman (Chair) (Voting)

Councillor D. Belyk (Voting)

Councillor C. Kolson (Voting)

D. Ansah (Non-Voting)

T. Spahmann (Non-Voting)

STAFF

K. Weinberger, Director Community Safety & Social Services

J. Iverson, Team Leader Communications, Marketing and Engagement

J. Strangis, Team Leader, Customer Experience

K. Jiang, Legislative Officer II/Committee Clerk

K. Morrison, Legislative Officer II

N. Parkinson, Legislative Officer I

K. Rushford, Recording Technician

1. CALL TO ORDER

Councillor Chapman called the meeting to order at 9:01 a.m. and confirmed that quorum has been met for this meeting.

2. DIRECTOR'S BRIEF (verbal only)

K. Weinberger, Director Community Safety & Social Services, advised that he is excited to introduce the Committee to a couple of new teams that have joined his Directorate. Social Planning has advised that warming stations will be open at the Airdrie Public Library and at Genesis Place during the day this week.

3. CONFIRMATION OF MINUTES

3.1 Regular meeting of December 10, 2024

2025-CSSS-001

Moved By Councillor Belyk

That the Community Safety and Social Services Standing Committee adopts the minutes of the regular meeting of December 10, 2024 as presented.

Carried

4. PUBLIC PRESENTATIONS AND QUESTIONS

There are no items.

5. CONSENT AGENDA

There are no items.

6. AGENDA REPORTS

- 6.1 Communications, Engagement and Marketing Review (Jill Iverson, Team Leader Communications, Marketing and Engagement)

2025-CSSS-002

Moved By Councillor Kolson

That the Community Safety and Social Services Standing Committee accepts the report entitled "Communications, Engagement and Marketing Review", for information.

Carried

- 6.2 Customer Experience Overview (Jackie Strangis, Team Leader, Customer Experience)

2025-CSSS-003

Moved By Councillor Belyk

That the Community Safety and Social Services Standing Committee accepts the report entitled "Customer Experience Overview", for information.

Carried

7. ITEMS REFERRED FROM COUNCIL

There are no items.

8. UPDATE OF COMMITTEE RESOLUTIONS

There are no items.

9. CLOSED SESSION

2025-C-004

Moved By Councillor Belyk

That the Community Safety and Social Services Standing Committee enters the Closed Meeting at 9:51 a.m. to discuss the following item:

1. Service Update - Section 24 (Advice from officials) Freedom of Information and Protection of Privacy Act

With the following:

PRESENT

- Councillor R. Chapman (Chair) (Voting)
- Councillor D. Belyk (Voting)
- Councillor C. Kolson (Voting)
- D. Ansah (Non-Voting)
- T. Spahmann (Non-Voting)

The following staff members were present to provide advice to officials:

STAFF

- K. Weinberger, Director Community Safety & Social Services,
- L. Mackenzie, Manager ME and RCMP Support Services,
- J. Iverson, Team Leader Communications, Marketing and Engagement,
- B. Tomlinson, Team Leader, Municipal Enforcement,
- K. Jiang, Legislative Officer II/Committee Clerk,
- K. Morrison, Legislative Officer II,
- N. Parkinson, Legislative Officer I, and
- K. Rushford, who recorded the meeting.

Carried

2025-C-005

Moved by Councillor Belyk

That the Community Safety and Social Services Standing Committee leaves the Closed Session at 9:59 a.m.

Carried

10. ITEMS ARISING FROM CLOSED SESSION

2025-CSSS-006

Moved By Councillor Kolson

That the Community Safety and Social Services Standing Committee accepts item 9.1 for information.

Carried

11. ADJOURNMENT

Councillor Chapman adjourned the meeting at 9:59 a.m.

Committee Chair

Committee Clerk



COMMUNITY SAFETY & SOCIAL SERVICES – AGENDA REPORT

Meeting Date: 8 April 2025

Subject: Airdrie FCSS 2026-2028 Funding Strategy

Directorate: Community Safety and Social Services

Issue:

The Community Safety and Social Services Standing Committee (CSSS) is being presented with the Airdrie FCSS 2026-2028 Funding Strategy for information. The new funding strategy will continue to help strengthen Airdrie’s Family and Community Support Services (FCSS) investments that responds to community social issues through a prevention lens.

Policy / Council Direction:

Airdrie FCSS aligns with Council’s FCSS Policy, Council’s 2020 Social Policy, and Council’s 2023-26 Caring Community Focus Area.

Background:

The CSSS is being presented with the Airdrie FCSS 2026-2028 Funding Strategy, as the previous funding cycle (2023-2025) comes to an end.

As presented in November 2024, Airdrie FCSS enhances the well-being of individuals, families, and the community, aiming to improve quality of life and build capacity for crisis prevention and management.

Reporting to the Province of Alberta under the 80/20 partnership through the Accountability Framework, Airdrie FCSS recently revised its funding strategy to align with the provincial framework’s new direction.

The Provincial FCSS Accountability Framework includes 13 key performance measures, as well as the introduction of “Categories”. The new Categories will allow a streamlined way to describe FCSS at the provincial level to show the impact and standardize data to tell the story at regional and municipal levels (as outlined in Attachment #1). To demonstrate alignment, Administration designed a new strategy that guides FCSS investments in Airdrie.

Built on the previous Airdrie FCSS 2023-2025 Funding Model, alignment with the Government of Alberta’s Provincial Accountability Framework, and community input gathered throughout 2024, the Airdrie FCSS 2026-2028 Funding Strategy has three Funding Models:

- ❖ Program Funding Model: This model aligns to the previous funding model, acknowledging the work done by organizations over the past three years to align their reporting and programmatic outcomes.
- ❖ “Airdrie Station” Funding Model: This model focuses on the navigation of a broad range of social assets in Airdrie. Supporting a strength-based approach, Community and System Navigation connects people to the information, support, services, and opportunities they need to feel a sense of belonging in their community.
- ❖ Community Building Funding Model: This new model is about delivering flexible dollars to our community, and supports Outputs and Outcomes identified in the new FCSS Provincial Accountability Framework. It also reflects the changing needs of our social sector, and our community by ensuring more flexible support (activities must still align to FCSS Prevention Strategies). This model will launch in 2026 with a new Grant Application Process.

In addition to best practice research, much of the scope of the Airdrie FCSS 2026-2028 Funding Strategy is based on community input and feedback. Administration engaged with a broad range of community partners (including currently funded FCSS organizations) to understand and design a strategy that would respond to community need.

Over the week of March 3, 2025, Administration met with current FCSS-funded organizations to present the Funding Strategy. The feedback was overwhelmingly positive, with many acknowledging the importance of “Airdrie Station”, to connect residents to their programs and services.

Additionally, a stream of grants focused on providing flexible dollars for community engagement and capacity building opportunities was well received.

This includes the following organizations: Airdrie Food Bank, North Rocky View Community Links, Boys and Girls Club of Airdrie, Big Brothers Big Sisters of Calgary and Area, the Centre for Sexuality and Variety – a Children’s Charity.

Preparing for the 2026-2028 Applications

In preparation for the new funding cycle, Administration will continue delivering the strategy to community groups to ensure they have the information they need to support them with their application(s).

Applications must align with the established criteria and funding requirements identified in the 2026-28 FCSS Funding Strategy. Administration will assess applications that demonstrate alignment to the following areas:

- Eligibility
- Prevention Approach
- Strategy Alignment
- Strength of Program or Service Design
- Budget
- Organizational Capacity

Timelines and Next Steps

- Q1/2 2025: Administration will continue delivering the strategy to community groups
- Early Q2 2025: Letters of Intent are due
- Q2 2025: Successful applicants will be invited to complete their application throughout the month of May
- Q3/4 2025: Evaluations and Assessments will be completed by Administration
- Early Q4 2025: Administration will present funding recommendations to CSSS for approval

Through research, best practices, and provincial direction, the Airdrie FCSS 2026-2028 Funding Strategy enhances the well-being of individuals, families and the community, aiming to improve quality of life and build capacity for crisis prevention and management. This can be achieved through the holistic approach of a more fulsome funding strategy.

Administration Recommendation:

Administration recommends that the Community Safety and Social Services Standing Committee accepts the Airdrie FCSS 2026-2028 Funding Strategy for information.

Alternatives/Implications:

There are no alternatives in this report as it is being submitted for information only.

Budget Implications:

Budget items supporting the 2026-28 FCSS Funding Strategy's implementation will be presented to Council through the annual budgeting process.

Communications and Engagement:

Airdrie FCSS is working with Corporate Communications to develop the strategy documents for community groups that meet eligibility criteria.

Recommendation:

That the Community Safety and Social Services Standing Committee accepts the Airdrie FCSS 2026-2028 Funding Strategy, for information.

Natasha Guillot, Social Planner

Staff Presenter:	Natasha Guillot
External Presenter:	None
Department:	Social Planning
Reviewed by:	Kevin Weinberger
Attachments:	#1: Airdrie Family and Community Support Services (Airdrie FCSS) 2026-2028 Funding Strategy

AIRDRIE FAMILY AND COMMUNITY SUPPORT SERVICES (AIRDRIE FCSS)

2026-2028 Funding Strategy (At a Glance)



AIRDRIE FAMILY AND COMMUNITY SUPPORT SERVICES

Airdrie Family and Community Support Services (Airdrie FCSS) enhances the well-being of individuals, families, and the community, aiming to improve quality of life and build capacity for crisis prevention and management.

Reporting to the Province of Alberta under the 80/20 partnership through the Accountability Framework, Airdrie FCSS has recently revised its strategy to align to the framework's new direction.

NEW PROVINCIAL KEY PERFORMANCE MEASURES (KPM)

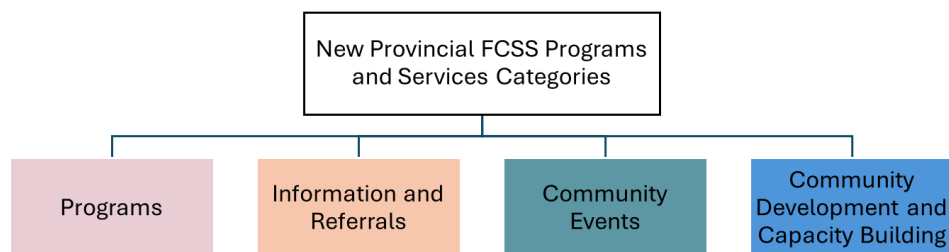
The new KPMs replace the former Provincial Outcomes Measures Bank and measure the performance on thirteen key indicators. The indicators focus on a range of outputs, survey-based indicators, and publicly available data. The Province will require three survey-based KPMs from the new the list of “Provincial Prevention Strategies” through the new Provincially Reported Measures.

The other 10 KPMs will be:

- Number of times Albertans participated in local FCSS programming - Count of Participants
- Provincial-level indicators related to provincial prevention priorities. - Publicly Available Data
- Number of referral services provided by local FCSS programs - Count of Referral Interactions
- Number and percentage of local FCSS programs that have completed a community needs assessment to inform their services - Count of Needs Assessment
- Number of programs funded through local FCSS programs [by delivery type (direct or indirect), population group, and priority and strategy] - Reported Program Details
- Amount and percentage of funding used by local FCSS programs [by delivery type (direct or indirect), population group, and priority and strategy] - Reported Program Details
- Number of community partnerships local FCSS programs have with other local FCSS programs, agencies, and/or organizations - Count of Community Partnerships
- Number of volunteers who supported local FCSS programs - Count of Volunteers
- Number of volunteer hours reported by local FCSS programs - Count of Volunteer Hours
- Total economic contribution of volunteers (in dollars) - Based on Minimum Wage

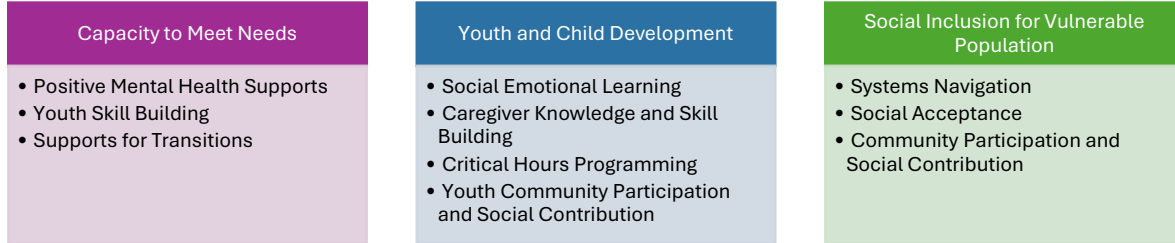
NEW PROVINCIAL PROGRAMS AND SERVICES CATEGORIES

The Province is introducing “Categories,” which will replace the Program Description free text field. The new Categories will allow a streamlined way to describe FCSS at the provincial level to show the impact and standardize data to tell the story at regional and municipal levels. The new FCSS Programs and Services structure:



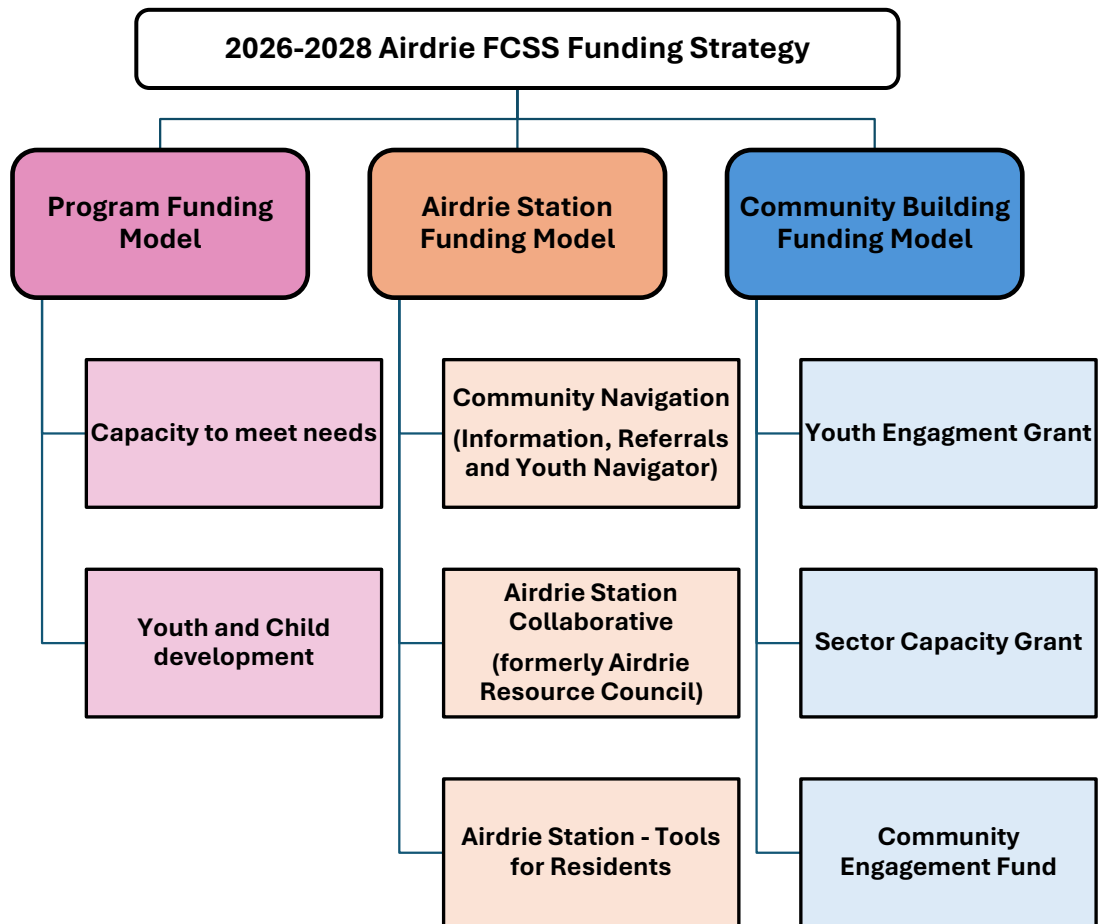
2023-2025 AIRDRIE FCSS FUNDING MODEL

The 2023-2025 Airdrie FCSS Funding Model, aimed to promote social well-being by focusing its prevention work in three priority areas:



2026-2028 AIRDRIE FCSS FUNDING STRATEGY

The Airdrie FCSS 2026-2028 Funding Strategy builds off the 2023-2025 model is aligned with the Government of Alberta’s Provincial Accountability Framework and incorporates community input. It is structured as follows:



2026-2028 AIRDRIE FCSS PROGRAM FUNDING MODEL

The Program Funding Model still aligns with the previous model, acknowledging the work done by organizations over the past three years to align their reporting and programmatic outcomes.

The 2026-2028 Airdrie FCSS Programs would now align in two focus areas:



2026-2028 AIRDRIE FCSS “AIRDRIE STATION” FUNDING MODEL

“Airdrie Station” is about the navigation of a broad range of social assets in Airdrie. Driven by a strength-based approach, Community and System Navigation connects people to the information, support, services and opportunities they need to feel a sense of belonging in their community. This funding model will be collaboratively developed and measured over the next three years.

Airdrie Station, All Roads Lead to the Station – reducing barriers to programs and services.

AIRDRIE STATION – COMMUNITY RESOURCE NAVIGATION

This strategy focuses on facilitating access to resources and services by identifying, navigating, and removing barriers to community services. This would include two specific approaches, appropriate for the target audience:



Youth Navigation



Community Navigation
(Information and Referrals)

Youth Support Navigators connect youth with the right support at the right time to help them manage challenges big or small, access community services and supports and enhance their connection to culture and the community to live a healthy lifestyle.

Community Navigation is focused on those seeking programs, information and referrals, the approach would see organizations reduce barriers to access:

- by knowledge brokering among local service providers
- connecting to community resources
- facilitating access to other resources and services
- and identifying, navigating, and removing barriers to community or services.

AIRDRIE STATION COLLABORATIVE TABLE

The Airdrie Station Collaborative provides the infrastructure to enhance the navigation of services in Airdrie and would replace the current Airdrie Resource Council (ARC).

Keeping information relevant and accessible will be the responsibility of the Collaborative Table. This includes ensuring Tools for Residents reflects their programs and services.

AIRDRIE STATION – TOOLS FOR RESIDENTS

The focus would be on reducing the barriers to access in our community, it would have outcomes focused in two areas.

COMMUNITY SPACE

Centrally located space serving the community and is dedicated to “CONNECTIONS”

- Connection for residents - programs, services and supports
- Connection for sector – space for sector meetings, connecting to residents

COMMUNITY TOOLS

Community tools that support the navigation, connection and information to the programs and services for residents. The tools will include:

- Digital (newsletter, website, app)
- Handout (pamphlets, one pager, community resource magnet, etc.)
- Community Board

2026-2028 AIRDRIE FCSS COMMUNITY BUILDING FUNDING MODEL

Focused on delivering flexible dollars to our community, this funding model supports outputs and outcomes identified in the new FCSS Provincial Accountability Framework. It also reflects the changing needs of our social sector, our community, and Council by ensuring more flexible support (activities must align to FCSS Prevention Strategies) will be available. This model will launch in 2026, with a grant application Process.

YOUTH ENGAGEMENT GRANT

The Youth Engagement Grant targets young people aged 12-18 in Airdrie that want to increase their sense of belonging in their community. The objective is to increase Youth Engagement in the City of Airdrie by providing innovative and creative opportunities.

Goals:

- Increased number of youths engaging with their local government.
- Youth feel an increased sense of belonging by implementing projects in their community.
- Provide ABYA the opportunity to oversee a project that benefits youth.
- Sustainability of the youth grant to provide further opportunities.

SECTOR CAPACITY BUILDING GRANT

The sector capacity building grant would allow for annual funding opportunities to either increase their organizational capacity or explore new opportunities.

Building the capacity of organizations:

- One-time funding for small capital need
- Funding parameters within FCSS Provincial Outcomes area
- Prioritizes sector voice on emerging issues and need

Priorities determined by sector (Airdrie Station Collaborative Table)

- Work with Sector to develop Grant Framework
- Used as a Sector only grant for activities (Ex: organizations want to put on city-wide event)
- Funding focused on increasing sector capacity

COMMUNITY ENGAGEMENT FUND

This Volunteer engagement grant is available for charitable organizations that want to engage volunteers:

- Delivery of programs, services, and events
- Supports organization operations (Board, Admin, etc.)

OUTPUTS/OUTCOMES

- Reporting Volunteer Hours
- Economic Contribution (volunteer hours financial value)
- Community Contribution (Measure sense of contribution including stories)

2026-2028 AIRDRIE FCSS ADMINISTRATION

The 2026-2028 Airdrie FCSS Funding Strategy must be properly supported to demonstrate commitment, increase success and overall accountability:



DATABASE/OUTCOME
PORTAL



ADMINISTRATIVE
SUPPORT



SECTOR
ENGAGEMENT
ACTIVITIES



COMMUNITY SAFETY & SOCIAL SERVICES – AGENDA REPORT

Meeting Date: 8 April 2025

Subject: Bylaw B-10/2025- Emergency Management Bylaw Amendment

Directorate: Community Safety and Social Services

Issue:

The Community Safety and Social Services Standing Committee (the “CSSS”) is being asked to review Bylaw No. B-10/2025, being a bylaw to amend the Emergency Management Bylaw No. B-02/2023 and recommend that Council gives it three readings.

Policy / Council Direction:

N/A

Background:

The CSSS is being presented with Bylaw No. B-10-2025. The *Emergency Management Bylaw* serves to:

1. Provide for the direction and control of the City’s emergency responses and the preparation and approval of the Municipal Emergency Management Plan and related plans and programs.
2. Establish an Emergency Advisory Committee.
3. Establish an Emergency Management Agency; and
4. Establish the roles and responsibilities of the Director of Emergency Management.

The proposed bylaw amendments include:

- Clarifying the Emergency Advisory Committee meeting quorum of two individuals for declaration, renewal, and termination of State of Local Emergency and allowing for any Councillor to stand in, if the appointed Standing Committee Councillors were not available.
- Clarifying how an Emergency Advisory Committee meeting is called and held.

- Stating that Committee meetings will not be streamed or recorded and posted to the internet during a SOLE; and
- Setting the Emergency Management Agency quorum to two individuals and clarifying virtual attendance requirements.

These amendments will help clarify the intent of the Bylaw and ensure its continued relevancy and alignment with Provincial legislation.

An attached “redline” document has been prepared for the Committee so recommended revisions can be clearly examined.

Administration Recommendation:

Administration supports the proposed Bylaw amendments and recommends that CSSS ask Council to give three readings to Bylaw B-10/2025, as presented.

Alternatives/Implications:

If the CSSS does not recommend that Council gives three reading to Bylaw B-10/2025, the Emergency Management Bylaw B-02/2023 will be missing some key components.

Budget Implications:

N/A

Communications and Engagement:

The newly consolidated *Emergency Management Bylaw B-02/2023* will be posted to the City’s website.

Recommendation:

That the Community Safety and Social Services Standing Committee recommends Council give three readings to Bylaw No. B-10/2025, being a bylaw to amend Emergency Management Bylaw No. B-02/2023, as presented.

Lorri Laface, Emergency Manager
and Deputy Director of Emergency Management

Staff Presenter:	Lorri Laface
External Presenter:	N/A
Department:	Emergency Management
Reviewed by:	Kevin Weinberger
Attachments:	#1: Bylaw No.B-10/2025
	#2: Redline Version Bylaw No. B-02/2023

**BYLAW B-10/2025
CITY OF AIRDRIE
PROVINCE OF ALBERTA**

Being a bylaw to amend the City of Airdrie's *Emergency Management Bylaw B-02/2023*

WHEREAS section 191 of the *Municipal Government Act*, RSA 2000, c M-26, allows Council to amend bylaws; and

WHEREAS Council deems it desirable to amend the City's *Emergency Management Bylaw B-02/2023*;

NOW THEREFORE the Council of the City of Airdrie in Council enacts as follows:

Amendment

1 The *Emergency Management Bylaw B-02/2023* is amended by:

(1) changing the formatting between sections 12 and 13, by adding a space in between sections 12 and 13

(2) at the end of section 20, adding the following sentence:

As stated in Appendix C of the *Committees Bylaw*, Council has designated the City's Community Safety and Social Services Standing Committee as the City's Emergency Advisory Committee.

(3) adding section 20.1 after section 20, as follows:

20.1 The Chair of the Emergency Advisory Committee is the Chair of the Community Safety and Social Services Standing Committee.

(4) in section 21, adding the following phrase after the word "*Bylaw*" and before the period at the end of that section:

and is three Councillors appointed to the Community Safety and Social Services Standing Committee

(5) in section 22, adding a comma after the word "declaring" in line one, removing the words "or declaring" from line one and adding the word "renewing" to that line, after the words "of declaring"

- (6) in section 22, adding subsection (1), as follows:
 - (1) If the two people in section 22 are not available, quorum for the purpose of declaring, renewing or terminating a State of Local Emergency is any two Councillors, whether or not they are voting or alternate members of the Committee.
- (7) renumbering subsection 23.2(a) to be subsection 23.2(1) and removing the word “and” from the end of that subsection
- (8) in the renumbered subsection 23.2(1), replacing the lowercase letter “c” on the word “committee” and replacing it with a capital letter “C”
- (9) renumbering subsection 23.2(b) to be subsection 23.2(2); removing the period at the end of that subsection and replacing it with a semi-colon, and adding the word “and” after the semi-colon
- (10) in section 23.2, adding subsection (3) after the newly renumbered subsection 23.2(2), as follows:
 - (3) Committee meetings will not be video streamed to the internet or recorded and posted to the City’s website.
- (11) in section 24, removing the phrase: “the Mayor and at least one voting Councillor member of the Committee” and replacing it with the phrase “two people authorized in section 22”
- (12) deleting section 30 and replacing it with a new section 30, as follows:
 - 30 If two people, authorized in section 22, are satisfied that an Emergency no longer exists, they may terminate the declaration of a State of Local Emergency.
- (13) adding the bolded words “**and Quorum**” to the header above section 34, after the word “**Composition**”
- (14) in section 34, removing the word “Committee” and replacing it with the word “Agency”
- (15) removing subsection 34(3) and replacing it with a new subsection 34(3), as follows:
 - (3) members of the Executive Leadership Team or their designates.

- (16) adding a new section 34.1 after section 34, as follows:
 - 34.1 Quorum for the Agency is two of the individuals listed in section 34.
- (17) in section 35, adding the word “Agency’s” before the word “Chair”
- (18) deleting section 39 and replacing it with a new section 39, as follows:
 - 39 The Agency may hold in person, remote or hybrid meetings as follows:
 - (1) Agency members may attend a meeting either in person or remotely;
 - (2) Agency members must follow the rules and procedures for remote participation that apply to Councillors under the City’s *Procedure Bylaw*; and
 - (3) Agency members attending remotely are deemed to be present at the meeting.
- (19) adding more spaces after section 42 so that the “**Transitional or Effective date**” header, section 43 and the text that follows section 43, are all contained on page 10.

Interpretation

- 2 Unless otherwise specified, the words used in this bylaw have the same meaning as defined in the *Municipal Government Act* and its regulations.
- 3 If any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw remain valid and enforceable.
- 4 Nothing in this bylaw relieves a person from complying with any provision of any federal or provincial law or regulation, other bylaw, or any requirement of any lawful permit, order, or licence.
- 5 Where this bylaw refers to another act, bylaw, regulation, or agency, it includes reference to any act, bylaw, regulation, or agency that may be substituted for it.

Effective date

6 This Bylaw B-10/2025 is passed and comes into full force and effect when it receives third reading and is signed in accordance with the *Municipal Government Act*.

Read a first time this ____ day of _____ 2025.

Read a second time this ____ day of _____ 2025.

Read a third time this ____ day of _____ 2025.

This bylaw was executed as of the latest date evidenced by digital signature below.

Mayor

City Clerk

DRAFT

**CITY OF AIRDRIE
PROVINCE OF ALBERTA
BYLAW NO. B-02/2023**

A bylaw of the City of Airdrie to establish policies for Emergency Management at the City of Airdrie.

WHEREAS the City of Airdrie may pass bylaws establishing powers, duties or functions to a council committee, the chief administrative officer or delegated officer under the *Municipal Government Act*, RSA 2000, c M-26, as amended; and

WHEREAS pursuant to the *Emergency Management Act*, the Council of a municipality is required or authorized to establish committees to declare local emergencies, develop emergency plans and direct emergency response;

NOW THEREFORE the Council of the City of Airdrie in Council duly assembled enacts as follows:

Title

- 1 This Bylaw may be cited as the **Emergency Management Bylaw**.

Part I – Purpose and Interpretation

Purpose

- 2 The purpose of this Bylaw is to:
 - (1) Provide for the direction and control of the City's emergency responses and the preparation and approval of the Municipal Emergency Management Plan and related plans and programs;
 - (2) Establish an Emergency Advisory Committee;
 - (3) Establish an Emergency Management Agency; and
 - (4) Establish the roles and responsibilities of the Director of Emergency Management.

Definitions

- 3 Unless otherwise specified, the words used in this Bylaw have the same meaning as defined in the *Municipal Government Act* and its regulations.
- 4 In this Bylaw:

- (1) Deleted.¹
- (2) "Agency" means the Emergency Management Agency as referred to section 11.2 of the *Emergency Management Act*;
- (3) "Alberta Emergency Management Agency" means the agency as referred to section 3.1(1) of the *Emergency Management Act*;
- (4) "City" means the municipal corporation of the City of Airdrie or the areas contained within its boundaries;
- (5) "Chair" means the person who has authority to preside over a meeting;
- (6) "City Manager" means the Chief Administrative Officer of the City within the meaning of the *Municipal Government Act* or their designate;
- (7) "Committee" means the Emergency Advisory Committee as referred to section 11.1 of the *Emergency Management Act*;
- (8) "Council" means the municipal Council of the City of Airdrie;
- (9) Deleted.²
- (10) "Deputy Director" means the Deputy Director of Emergency Management, as appointed by the City Manager;³
- (11) "Director" means the Director of Emergency Management, a delegated role to the City Manager;
- (12) "Disaster" means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property or the environment as per the *Emergency Management Act*;
- (13) "Emergency" means an event that requires prompt co-ordination 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;
- (14) "Emergency Management" means the development, coordination and execution of plans, measures and programs pertaining to mitigation, preparedness, response and recovery before, during and after an Emergency;
- (15) "Emergency Coordination Centre" means a protected site from which civic

¹ B-12/2024

² B-12/2024

³ B-12/2024

officials coordinate, monitor and direct emergency response and recovery activities during an emergency event;

- (16) "Local Authority" means the municipal council of the City for Airdrie as per the *Municipal Government Act*;
- (16.1) "Mayor" means the person elected as the City of Airdrie's chief elected official pursuant to the Act or their delegate as per the Procedures Bylaw;⁴
- (17) "Municipal Emergency Management Plan" means the plan created by the City and approved by the City that outlines:
- (a) how an Emergency will be identified;
 - (b) how people and property will be protected in a real or imminent Emergency;
 - (c) who is responsible for carrying out specific actions before, during and/or after an Emergency;
 - (d) the personnel, equipment, facilities, supplies and other resources available for use in responding to and/or recovering from an Emergency; and
 - (e) how Emergency response and recovery actions will be coordinated.
- (18) "Executive Leadership Team" means the City Manager and City employees who hold Director positions; and⁵
- (19) "State of Local Emergency" means an Emergency for all or part of the City of Airdrie.

Applicability

- 5 This Bylaw does not supersede or replace legislation.
- 6 Each provision of this Bylaw is independent of all other provisions and if any provision is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw remain valid and enforceable.
- 7 Nothing in this Bylaw relieves a person from complying with any provision of any federal or provincial law or regulation, other bylaw or any requirement of any lawful permit, order or license.

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⁵ B-12/2024

- 8 Any heading, sub-headings, or tables of contents in this Bylaw are included for guidance purposes and convenience only and shall not form part of this Bylaw.
- 9 All personal pronouns used in this Bylaw, whether used in the masculine, feminine or neuter gender, shall include all other genders and words in the singular shall include the plural and vice versa.
- 10 Where this Bylaw refers to another Act, bylaw, regulation or agency, it includes reference to any Act, bylaw, regulation or agency that may be substituted therefor.

Part II – Emergency Advisory Committee

Responsibilities, Duties and Functions of the Committee

- 11 The Committee shall be responsible to advise on the development of emergency management plans, programs and policies by providing guidance and direction to the Local Authority’s Emergency Management Agency on a consistent basis.
- 12 The Committee shall approve emergency plans and programs, subject to provincial regulations.
(NEW - space added between sections 12 and 13)
- 13 The Committee may 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.
- 14 The Committee shall be responsible for declaring a State of Local Emergency.

Committee Chair

- 15 Deleted.⁶
- 16 Deleted.⁷

Meeting Frequency

- 17 The Committee meets at least once a calendar year in accordance with the Committees Bylaw.⁸
- 18 Deleted.⁹

⁶ B-12/2024

⁷ B-12/2024

⁸ B-12/2024

⁹ B-12/2024

19 Deleted.¹⁰

Composition and Quorum

20 The composition of the Committee is set out in the *Committees Bylaw*.¹¹ As stated in Appendix C of the *Committees Bylaw*, Council has designated the City's Community Safety and Social Services Standing Committee as the City's Emergency Advisory Committee.

20.1 The Chair of the Emergency Advisory Committee is the Chair of the Community Safety and Social Services Standing Committee.

21 Quorum for the Committee is set out in the *Committees Bylaw* and is three Councillors appointed to the Community Safety and Social Services Standing Committee.¹²

22 Despite section 21, quorum for the purpose of declaring, ~~or declaring~~ renewing or terminating a State of Local Emergency is the Mayor and one voting Councillor member of the Committee.¹³

(1) If the two people in section 22 are not available, quorum for the purpose of declaring, renewing or terminating a State of Local Emergency is any two Councillors, whether or not they are voting or alternate members of the Committee.

23 Committee decisions will be made by majority vote.

Part III – State of Local Emergency

23.1 Sections in this part prevail over the *Committees Bylaw* where there is conflict.¹⁴

23.2 During a State of Local Emergency,

~~(a)~~(1) the Chair of the ~~c~~Committee appointed by Council becomes a regular voting Councillor member and the Mayor assumes the role of Chair; ~~and~~

~~(b)~~(2) where there is a tie vote of the Committee, the side the Mayor voted on prevails; ~~and~~.¹⁵

(3) Committee meetings will not be video streamed to the internet or recorded and posted to the City's website.

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¹¹ B-12/2024

¹² B-12/2024

¹³ B-12/2024

¹⁴ B-12/2024

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Declaration of State of Local Emergency

- 24 If satisfied that an Emergency exists or may exist, ~~the Mayor and at least one voting Councillor member of the Committee~~ two people authorized in section 22 may call a meeting with less than 24 hours' notice and make a resolution to declare or renew a State of Local Emergency for all or part of the City.¹⁶
- 25 A resolution made under section 24 must identify the nature of the Emergency and the boundaries to which the State of Local Emergency applies.¹⁷
- 26 When a State of Local Emergency is declared, the Director shall:
- (1) cause the details of the declaration to be published immediately by any means of communication that they consider most likely to reach the population of the area affected; and
 - (2) provide a copy of the declaration to the Minister.
- 27 A declaration of a State of Local Emergency lapses seven days after it is made, or at the end of 90 days if the declaration is in respect of a pandemic, unless it is earlier canceled by the Minister or terminated or renewed by the Committee.
- 28 If the Committee terminates a declaration of a State of Local Emergency, or if a declaration is otherwise cancelled or lapses, the Director must immediately publish a notice by any means the Director considers likely to make the termination, cancellation, or lapse known to the affected areas.

Powers of the Agency in a State of Local Emergency

- 29 Upon declaration of a State of Local Emergency, the Agency may exercise any power given to the Minister under Section 19(1) of the *Emergency Management Act* in relation to any part of the City affected by the State of Local Emergency except those powers given to the Committee in this Bylaw.

Termination of State of Local Emergency

- 30 ~~If satisfied that an Emergency no longer exists, the Mayor and at least one voting Councillor member of the Committee may terminate the declaration of a State of Local Emergency.~~¹⁸

If two people, authorized in section 22, are satisfied that an Emergency no longer exists, they may terminate the declaration of a State of Local Emergency.

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- 31 When a State of Local Emergency is terminated, the Director shall:
- (1) cause the details of the termination to be published by any means of communication that they consider most likely to reach the population of the area affected; and
 - (2) provide a copy of the completed resolution to the Minister.
- 32 The Director may delegate any duties in Part III of this Bylaw to the Deputy Director of Emergency Management.

Part IV – Emergency Management Agency

Responsibilities, Duties and Functions of the Agency

- 33 The Agency shall:
- (1) be responsible for the administration of the City's Emergency Management program;
 - (2) act as the agent of the Local Authority to carry out all of the powers and duties of Local Authority under the *Emergency Management Act*, except for the powers and duties delegated by this Bylaw to the Committee;
 - (3) be responsible for the direction and control of the City's response to emergencies. In particular, the Agency may authorize the taking of any action necessary to mitigate risk from hazards, prepare for emergency response, and respond to and recover from existing or imminent Emergencies;
 - (4) provide an annual report to the Committee to provide updates on Agency activities including an update on the Agency's review of emergency plans or programs, including the Municipal Emergency Management Plan;
 - (5) use a command, control and coordination system as prescribed by the Alberta Emergency Management Agency; and
 - (6) perform any other functions and duties as required by this Bylaw or by the Local Authority.

Composition and Quorum

- 34 The **Committee Agency** shall consist of the following individuals:
- (1) Director of Emergency Management;

(2) Deputy Director of Emergency Management; and

~~(3) Executive Leadership Team or designate.¹⁹~~

(3) members of the Executive Leadership Team or their designates.¹⁹

34.1 Quorum for the Agency is two of the individuals listed in section 34.

35 Others may be invited to participate in Agency meetings at the discretion of the Agency's Chair.

Chair

36 The Director shall be the Chair of the Agency.

Meeting Frequency

37 The Agency shall meet annually or at the call of the Director.

38 The Director may consult with or permit other stakeholders or interested parties who can advise or assist with Emergency Management to participate in meetings of the Agency.

~~39 The Agency convening remotely is deemed to be present at the meeting.~~

39 The Agency may hold in person, remote or hybrid meetings as follows:

(1) Agency members may attend a meeting either in person or remotely;

(2) Agency members must follow the rules and procedures for remote participation that apply to Councillors under the City's *Procedure Bylaw*; and

(3) Agency members attending remotely are deemed to be present at the meeting.

Part V – Director of Emergency Management Role

40 The City Manager is hereby established as the Director of Emergency Management and shall:

(1) appoint a Deputy Director to act as the Director and Chair of the Agency in the absence of the City Manager;

(2) determine the procedures to be followed by the Agency in its

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deliberations;

- (3) ensure the preparation, coordination and approval of emergency management plans and programs including but not limited to the Municipal Emergency Management Plan;
 - (4) coordinate all emergency services and other resources used in an Emergency;
 - (5) act as, or delegate the position of Emergency Coordination Centre Director should the municipal Emergency Coordination Centre be activated in relation to a real or imminent Emergency, as defined in the Municipal Emergency Management Plan; and
 - (6) ensure the submission of annual reporting to the Emergency Advisory Committee on the status of all emergency management plans and programs.
- 41 The Director may delegate responsibilities to any person with the requisite legislative training to assist in the preparation, coordination and implementation of emergency management plans and programs.
- 42 The Director may consult with or permit other stakeholders or interested parties, who can advise or assist the Agency in the preparation, coordination and/or implementation of any emergency management plans and programs, to participate in meetings of the Agency or any subcommittees thereof

(NEW - added spaces after section 42 so that the "Transitional or Effective date" header, section 43 and the text that follows section 43, will all be contained on page 10)

Transitional or Effective date

43 Bylaw B-29/2019 and any amendments thereto is hereby repealed in their entirety.

Read a first time this 6 of February, 2023.

Read a second time this 6 of February, 2023.

Read a third time this 6 of February, 2023.

THIS bylaw was executed as of the latest date evidenced by digital signature below.

“Peter Brown”

Mayor

“Charlotte Satink”

City Clerk

Consolidated on _____

City Clerk _____