

**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

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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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- 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

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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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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 _____