

EMERGENCY MANAGEMENT BYLAW 25M2002 AND COMMITTEE TERMS OF REFERENCE

EXECUTIVE SUMMARY

On 2015 January 01, the Calgary Emergency Management Agency (CEMA) became its own business unit within the Community Services & Protective Services Department (CS&PS). This report provides an overview of amendments to Emergency Management Bylaw 25M2002 resulting from CEMA's structural change as well as a related review of the Emergency Management Committee's role.

A deferral of the Conference Board of Canada's independent review of The City's Recovery Operations Centre is being requested under a separate report at the 2015 June 09 meeting of the Emergency Management Committee to allow additional time for completion of the report by the Conference Board and appropriate sign off and circulation within The City.

ADMINISTRATION RECOMMENDATIONS

That the Emergency Management Committee recommends that Council:

1. Give three readings to the proposed bylaw to amend the Emergency Management Bylaw 25M2002 (Attachment 1); and
2. Approve revocation of the Disaster Services Committee Terms of Reference (Attachment 3).

RECOMMENDATION OF THE EMERGENCY MANAGEMENT COMMITTEE, DATED 2015 JUNE 09:

That Council:

1. Give three readings to **Proposed Bylaw 26M2015** to amend the Emergency Management Bylaw 25M2002 (Attachment 1); and
2. Approve revocation of the Disaster Services Committee Terms of Reference (Attachment 3).

PREVIOUS COUNCIL DIRECTION / POLICY

On 2015 February 23, Council approved the report, EM2015-0163, "Emergency Management Deferral Report," and directed Administration return to Council no later than 2015 June with consequential changes to the Emergency Management Bylaw 25M2002 that may arise as a result of CEMA's transition to a separate business unit, a review of the Emergency Management Committee's role and findings of the Conference Board of Canada's independent review of the Recovery Operations Centre.

On 2014 October 29, Council directed that Administration return to Council no later than 2015 April with consequential changes to the Emergency Management Bylaw 25M2002 that may arise as a result of the transitional work associated with the 2015 January 01 CEMA structural change (Report EM2014-0824, Emergency Management Bylaw 25M2002, Amending Bylaw).

On 2014 July 21, Council approved the report, EM2014-0414, "2013 Flood Internal and External Debrief Reports", and directed CEMA to return in 2015 April with a review of the Emergency

Approval(s): Dalglish, Stuart concurs with this report. Author: Sampson, Tom
City Clerk's: Dubetz, J.

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Management Committee's role and the coordination of an independent review of the Recovery Operations Centre.

An amendment to the Disaster Services Bylaw was approved by Council on 2008 April 14 via Bylaw Tabulations (Amending Bylaw 23M2008), to update the terminology from Disaster Services to Emergency Management in accordance with the Province changing the name of the *Disaster Services Act* to the *Emergency Management Act*. The amendment also identified the Agency's membership.

On 2003 October 06, report APA2003-53b, "Bylaw Changes for Implementation of the Management Accountability Enhancement Project", was approved by Council amending several bylaws, including the Bylaw 25M2002.

On 2002 May 27, Council approved the report, C2002-48, "Disaster Services Bylaw" that set out the emergency management requirements of a municipality outlined in the Government of Alberta's then Disaster Services Act that were contained in Bylaw 25M2002 Disaster Services Bylaw enacted by Council at that time.

BACKGROUND

CEMA officially became its own City of Calgary business unit on 2015 January 01. The Agency provides The City with leadership, support and coordination in the areas of emergency management and business continuity. The organizational change involved transitioning CEMA, previously a division within the Calgary Fire Department, to its own separate business unit, reporting into the General Manager of CS&PS.

With the appointment of CEMA's director effective 2015 March 2, the development of CEMA's strategic business plan and preliminary budget is underway. CEMA's Action Plan, which aligns its outcomes, strategies, performance measures and targets to citizen-centric service delivery, is helping to inform the organizational structure. The CS&PS Department Review, which defines an overall future state for CS&PS and its business units, as well as a common delivery approach and operating model, is also influencing the design of CEMA's organizational structure and business processes. CEMA will align itself with the future state vision being put forward through the Review, which includes capitalizing on the availability of departmental and corporate services, while certain business unit-specific functions will be incorporated directly into CEMA. The Calgary Fire Department continues to provide some support, administrative and operational services to CEMA that are currently being reviewed and will form a service delivery agreement to be developed by Fall 2015.

INVESTIGATION: ALTERNATIVES AND ANALYSIS

The existing Emergency Management Bylaw requires updating to better align it with the *Emergency Management Act*, RSA 2000 c. E-6.8 (the *Act*) as well as provide opportunity to better inform and engage the Emergency Management Committee at the outset of large-scale emergency events.

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Emergency Management Committee

The Emergency Management Committee advises Council on the development of emergency plans and programs for The City. While the existing bylaw and Terms of Reference for the Committee establish the necessary powers and authorities to effectively manage a large-scale emergency event, they do not make appropriate provisions for the timely notification of Committee of impending events. An amendment to the bylaw and Terms of Reference to accommodate emergency meetings supports improved communications around events and greater engagement in The City's emergency management process.

The powers and authorities prescribed within the bylaw are conferred by the *Act*. The proposed bylaw, included in Attachment 1 and Attachment 2, does not make changes to the authorities or powers of Council, Local Emergency Committee or Emergency Management Committee. Council maintains oversight of the Agency and final approval of any recommended policies while the Emergency Management Committee maintains responsibility for approving and recommending policies to Council.

The Emergency Management Committee is established by authority provided in the *Act*. The Committee's existing standalone Terms of Reference are outdated and reflect terminology from the predecessor to the current *Emergency Management Act*, the *Disaster Services Act*. To streamline and simplify the documentation associated with the Emergency Management Committee, the appropriate and relevant elements of the outdated Terms of Reference for the Disaster Services Committee (Attachment 3) have been incorporated directly into the proposed bylaw. The Committee will continue to receive a report annually on the status of emergency preparedness in the city as well as updates on emergency plans and programs. The direction to provide Committee with updates to the Calgary Peacetime Disaster Plan has been removed as that plan has since been superseded by the Municipal Emergency Plan. As the Municipal Emergency Plan does not confer powers to any Business Unit or individual in The City, changes to it are not reported to Committee.

As a result of the review of practices of other emergency management committees, the updated terms include a new section providing for the calling of an emergency meeting of Committee by the Chair or Director to allow for timely briefing of Committee members related to an immediate or impending emergency situation. The proposed changes to the emergency calling of Committee support proactive, collaborative emergency management by allowing for timely notification of Committee of rapidly emerging issues and an opportunity to better engage and inform Committee at the onset of a large-scale emergency event in the city.

As the terms of Committee can reside within the bylaw, CEMA proposes revoking the existing Committee Terms of Reference.

Emergency Management Bylaw

The proposed bylaw includes revisions to the roles of the Director to better align with responsibilities set out by the *Act*. Agency members have historically been invited at the discretion of the Director to assist in planning, preparedness, business continuity, response and recovery needs. The bylaw revisions better reflect that process. Specific names of Business

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Units and organizations that serve as Agency members have been removed to ensure ongoing relevancy and timeliness of the bylaw.

Conference Board of Canada Review of The City's Recovery Operations Centre

A deferral of the Conference Board of Canada's independent review of The City's Recovery Operations Centre is being requested under a separate report at the 2015 June 09 meeting of the Emergency Management Committee to allow additional time for completion of the report by the Conference Board and appropriate sign off and circulation within The City.

Stakeholder Engagement, Research and Communication CEMA has consulted with the Chair of the Emergency Management Committee as well as Calgary Fire Department, Law and CEMA members, including Development & Building Approvals, to identify appropriate revisions to the bylaw.

Strategic Alignment

This report supports Council's Fiscal Plan for Calgary 2012-2014: *"Ensuring every Calgarian lives in a safe community and has the opportunity to succeed."*

Alignment with Sustainability Direction 2020

The report recommendations support The City's Sustainability Direction 2020 objective: *"Calgary, its communities and neighbourhoods are safe, resilient and supportive."*

Social, Environmental, Economic (External)

Social

A comprehensive emergency management model supports and sustains vibrant, healthy and safe communities. Beginning at an individual level, emergency management educates citizens on how to prepare for a variety of potential emergency and disaster events. Within communities, emergency management examines the potential risks of proposed infrastructure, development and policies for mitigation. It also mobilizes citizens at a community level to provide support to residents during and following an emergency event. At a city-wide level, CEMA's emergency management model coordinates all City Business Units and external organizations involved in responding to, and recovering from, major emergencies and disasters to minimize the impact of events on citizens and businesses.

Environmental

Effective emergency management supports the identification and mitigation of hazards and risks to reduce the likelihood and impact of emergency events, including natural disasters, on Calgary. Emergency management preparedness and planning includes consideration for environmental and climate change factors that are influencing the frequency and magnitude of events worldwide.

Economic

A robust emergency management model, such as the one used by CEMA, includes support for the rapid resumption of normal business activity following a major emergency or disaster. This recovery planning is pivotal to economic recovery of the region and bolsters municipal and Corporate resiliency for future emergency situations. Business continuity planning for City

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Business Units is also guided by CEMA to ensure essential City services remain available to citizens and businesses following a major emergency.

Financial Capacity

Current and Future Operating Budget:

There are no operating budget implications associated with this report and the proposed bylaw.

Current and Future Capital Budget:

There are no capital budget implications associated with this report and the proposed bylaw.

Risk Assessment

The proposed bylaw provides better alignment with the *Act* and reduces the risk of conflicting with overarching legislation. In addition, incorporating the Terms of Reference for the Emergency Management Committee within the bylaw reduces the risk of the terms becoming outdated or misaligned with the bylaw itself.

Through its annual Hazard Identification and Risk Assessment, CEMA works with City Business Unit and external organization members to identify the events most likely to occur in Calgary and with the potential for the largest impact. This allows Business Units to incorporate preparedness and mitigation activities into their annual business and continuity planning. Results of the assessment are reported to Committee annually.

REASON(S) FOR RECOMMENDATION(S):

The proposed bylaw to amend Bylaw 25M2002 addresses issues related to establishment of the Calgary Emergency Management Agency as its own Business Unit. The intent of the proposed bylaw to amend Bylaw 25M2002 is to better align it with the *Emergency Management Act*, simplify and streamline documentation associated with the Emergency Management Committee and support timely notification and engagement of Committee at the onset of large-scale emergencies.

ATTACHMENTS

1. **Proposed Bylaw 26M2015**
2. Comparison of the language of the current version of Bylaw 25M2002 and the proposed amended version of Bylaw 25M2002
3. Disaster Services Committee Terms of Reference