

OFFICE CONSOLIDATION

**BYLAW NUMBER 25M2002
BEING A BYLAW OF THE CITY OF CALGARY
RESPECTING EMERGENCY MANAGEMENT**

(Amended by B/L 38M2003, 23M2008, 73M2014)

WHEREAS pursuant to the *Emergency Management Act*, RSA 2000 c. E-6.8 the council of a municipality is required or authorized to establish committees to declare local emergencies, develop emergency plans and direct emergency response;

(B/L 23M2008, 2008 April 14)

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF CALGARY ENACTS AS
FOLLOWS:**

1. This Bylaw may be cited as the "Emergency Management Bylaw"
(B/L 23M2008, 2008 April 14)
2. In this Bylaw:
 - (a) "Act" means the *Emergency Management Act*, RSA 2000 c. E-6.8 as amended from time to time, or any legislation substituted for it;
 - (b) "Agency" means the Calgary Emergency Management Agency established by this Bylaw;
 - (c) "City" means the corporation of the City of Calgary or the area contained within the boundaries of the City as the context may require;
 - (d) "Committee" means the Emergency Management Committee established by this Bylaw;
 - (e) "Council" means the council of the City;
 - (f) "Director" means the Director of the Agency;
 - (g) "Disaster" shall have the same meaning as given to it by the Act;
 - (h) "Emergency" shall have the same meaning as given to it by the Act.
(B/L 23M2008, 2008 April 14)

EMERGENCY MANAGEMENT COMMITTEE

3.
 - (1) There is hereby established a Emergency Management Committee.
 - (2) The Committee shall consist of all council members serving on the Standing Policy Committee on Community and Protective Services of the City.

- (3) The Committee shall advise Council on the development of emergency plans and programs, as required by **section 11.1** of the Act. (B/L 23M2008, 2008 April 14)
- (4) The Chair of the Standing Policy Committee on Community and Protective Services shall be the Chair of the Committee.
- (5) Regular meetings of the Committee shall be at the call of the Chair.
- (6) Notice of regular meetings shall be:
- (a) issued a minimum of 24 hours prior to the meeting date;
 - (b) posted in City Hall and online, specifying the date, time, location and purpose of the meeting; and
 - (c) delivered or emailed to each member.
- (7) Quorum for the Committee is 4 members.
- (8) The Chair, in consultation with the Director, may call an emergency meeting of the Committee where the Chair considers that an emergency exists or may exist in the City.
- (9) If the Director considers that an emergency exists or may exist in the City and the Chair is unavailable, the Director may call an emergency meeting of the Committee.
- (10) A minimum of 1 hour notice of the time and place of an emergency meeting must be communicated to as many members as possible in the circumstances and to the public. The notice required shall be by such means of communication considered by the Chair or Director, as the case may be, to be most likely to notify the members and the public.
- (11) Despite subsection (7), those members in attendance at any particular time during an emergency meeting of the Committee constitute a quorum.
- (12) The Procedure Bylaw 44M2006, or any bylaw passed in substitution of the Procedure Bylaw, shall apply to meetings of the Committee. If there is any conflict between a provision of the Procedure Bylaw and this Bylaw, this Bylaw prevails.
- (13) The Mayor is an ex officio member of the Committee and if present is counted for determining quorum.

STATE OF LOCAL EMERGENCY

4. (1) The power to make a declaration of a state of local emergency in accordance with Section 21 of the Act is hereby delegated to a committee to be known as the "Local Emergency Committee" which shall be composed of:

- (a) the Mayor of the City, and
 - (b) one other member of Council designated by the Mayor.
- (2) When the Mayor ~~of the City~~, through illness, absence or other cause is unable to act ~~pursuant to subsection (1) as a member of the Local Emergency Committee~~, or when the office of Mayor is vacant, the first member of Council described in the following list who is present and able to act during the Mayor's absence or inability to act and is not the member of Council designated by the Mayor pursuant to subsection (1) ~~(b) shall be a member of the Local Emergency Committee in place of the Mayor:~~
- (a) the Deputy Mayor;
 - (b) the Acting Mayor;
 - (c) the ~~Chairman~~ Chair of the Emergency Management Committee;
 - (d) thereafter any member of City Council in priority according to the Deputy Mayor roster.
- (3) Upon the making of a declaration of a state of local emergency and for the duration of the state of local emergency, the Local Emergency Committee shall, in accordance with Section 24 of the Act, exercise and perform all of the powers and duties given to the City by the Act.
- (4) At all other times, and except as otherwise provided in this Bylaw, the Emergency Management Committee shall exercise and perform all of the powers and duties given to the City by the Act.

(B/L 23M2008, 2008 April 14)

CALGARY EMERGENCY MANAGEMENT AGENCY

5. (1) There is hereby established a Calgary Emergency Management Agency.
- (2) The Agency shall consist of:
- (a) the Chief Administrative Officer of The City of Calgary, and
 - ~~(b) the administrative head of the following Business Units or Divisions or their identified representative for emergency management purposes:~~
 - ~~(i) Animal & Bylaw Services;~~
 - ~~(ii) Calgary Police Service;~~
 - ~~(iii) Calgary Fire Department;~~
 - ~~(iv) Calgary Transit;~~
 - ~~(v) Community & Neighbourhood Services;~~

- ~~(vi) — Corporate Properties;~~
- ~~(vii) — Corporate Security;~~
- ~~(viii) — Customer Service & Communications;~~
- ~~(ix) — Inspections & Permit Services;~~
- ~~(x) — Fleet Services;~~
- ~~(xi) — Human Resources;~~
- ~~(xii) — Information Technology;~~
- ~~(xiii) — Infrastructure & Information Services;~~
- ~~(xiv) — Law Department;~~
- ~~(xv) — Parks;~~
- ~~(xvi) — Public Safety Communications;~~
- ~~(xvii) — Roads;~~
- ~~(xviii) — Supply Management;~~
- ~~(xix) — Waste & Recycling Services;~~
- ~~(xx) — Water Resources;~~
- ~~(xi) — Water Services.~~

(B/L 73M2014, 2014 November 03)

- (b) the Director;
- (c) administrative heads, or their identified representatives, of those City business units and divisions invited to be members of the Agency pursuant to subsection (3);
- (d) representatives of external organizations invited to be members of the Agency pursuant to subsection (4).

~~(3) — In addition to the members appointed by subsection (2), the following organizations shall be invited by the Director to nominate representatives to serve as members of the Agency:~~

- ~~(a) — Alberta Emergency Management Agency;~~
- ~~(b) — Alberta Energy Regulator;~~
- ~~(c) — Alberta Environment and Sustainable Resource Development;~~

- ~~(d) — Alberta Health Services — Administration;~~
- ~~(e) — Alberta Health Services — Emergency Medical Services (EMS);~~
- ~~(f) — Alberta Health Services — Medical Officer of Health;~~
- ~~(g) — ATCO Gas;~~
- ~~(h) — Building Owners and Managers Association;~~
- ~~(i) — Calgary Airport Authority;~~
- ~~(j) — Calgary Board of Education;~~
- ~~(k) — Calgary Catholic School District;~~
- ~~(l) — Calgary Chamber of Commerce;~~
- ~~(m) — Calgary Stampede;~~
- ~~(n) — Calgary Zoo;~~
- ~~(o) — ENMAX Power Corporation;~~
- ~~(p) — Environment Canada;~~
- ~~(q) — Southern Francophone School Board #4;~~
- ~~(r) — TELUS;~~
- ~~(s) — TransAlta Utilities.~~

(B/L 73M2014, 2014 November 03)

- ~~(4) — In the event of any name change or corporate reorganization or merger of any one or more of the organizations listed in subsection (3), the Director may determine an appropriate successor organization and invite a representative from that organization to serve as a member of the Agency in order to continue broad representation from industry, government agencies and the community within the Agency.~~
- (3) The Director is authorized to invite the administrative heads of City business units and divisions, or their identified representatives, to be members of the Agency.
- (4) The Director is authorized to invite external organizations to nominate representatives to be members of the Agency.
- (5) The Agency shall provide assistance and guidance to the Director and, as requested by the Director, to the Committee.

- (6) The Director may hire permanent staff as deemed necessary for the efficient operation of the Agency.

(B/L 38M2003, 2003 October 06)
(B/L 23M2008, 2008 April 14)

DIRECTOR

6. (1) The Director is appointed by the General Manager, Community Services and Protective Services.
(B/L 73M2014, 2014 November 03, *Effective 2015 January 01*)
- (1.1) The Director shall be known by the title "Chief, Calgary Emergency Management Agency".
- (2) The Director shall, with the advice and assistance of the Agency;
- (a) prepare and co-ordinate emergency plans and programs,
 - (b) act as director of emergency operations on behalf of the Agency,
 - (c) co-ordinate all emergency services and other resources used in an emergency, and
 - (d) submit to Council annually through the Emergency Management Committee, a report on the status of emergency preparedness in the City.

GENERAL PROVISIONS

7. By-law 26/75, as amended, is hereby repealed.
8. This Bylaw comes into force on the day it is passed.
- READ A FIRST TIME THIS 14TH DAY OF APRIL, 2008.
- READ A SECOND TIME THIS 14TH DAY OF APRIL, 2008.
- READ A THIRD TIME THIS 14TH DAY OF APRIL, 2008.

(Sgd.) D. BRONCONNIER
MAYOR

(Sgd.) B. Clifford
ACTING CITY CLERK