

BYLAW NO. 3468/2011

Being a bylaw to establish policies for Emergency Management in The City of Red Deer.

COUNCIL OF THE CITY OF RED DEER ENACTS AS FOLLOWS:

Short Title

1. This Bylaw shall be known as the, “The Emergency Management Bylaw.”

Purpose

2. The purpose of this Bylaw is to establish authorities in relation to Emergency Management pursuant to the Emergency Management Act, RSA 2000 c. E-6.8 (herein referred to as “the Act”) which states that the Council of a municipality is required or authorized to establish committees to declare local emergencies, develop emergency plans and direct emergency response.

Definitions

3. In this bylaw the following terms have the meanings shown:

All-Hazards: Emergency management best-practice that recognizes the actions required to address the effects of emergencies are the same, irrespective of the nature of the event, thereby permitting an optimization of scarce planning, response and support resources.

Deputy Director of Emergency Management: The Emergency Management Coordinator, or designate.

Director of Emergency Management: The City Manager, or designate.

¹ 3468/A-2014

Emergency:	Any occasion or instance that warrants action to save lives and to protect property, public health and safety and the environment.
Emergency Management Agency (EMA):	¹ The Director, Deputy Director and Assistant Deputy Director of Emergency Management as well as members of the Corporate Leadership Team.
Emergency Management Committee (EMC):	The Mayor and two Councillors, as appointed by Council, or designates drawn from the remaining members of Council. The Mayor is the chairperson of the committee.
Emergency Management:	The development, coordination and execution of plans, measures and programs pertaining to mitigation, preparedness, response and recovery before, during and after an emergency event.
Emergency Operations Centre (EOC):	A protected site from which civic officials coordinate, monitor and direct emergency response and recovery activities during an emergency event.
Municipal Emergency Management (MEMP):	The plan that outlines: <ul style="list-style-type: none"> • How people and property will be protected in a real or imminent emergency situation; • Who is responsible for carrying out specific actions before, during and/or after an emergency event; • The personnel, equipment, facilities, supplies and other resources available for use in responding to and/or recovering from an emergency; • How emergency response and recovery actions will be coordinated.

Emergency Management Committee (EMC)

4. The Emergency Management Committee (EMC) is hereby established for The City of Red Deer within the meaning of section 11.1(1) of the Act.

¹ 3468/A-2014

5. The EMC will consist of the Mayor and two councillors appointed by Council. All remaining members of Council will be alternate members. In the absence of a member, the Deputy Mayor or alternate Deputy Mayor will act in place of the Mayor and may appoint any of the remaining members of Council to act in place of an absent appointed councillor.
6. The EMC will be chaired by the Mayor, or in the absence of the Mayor, by the Deputy Mayor or alternate Deputy Mayor.
7. In accordance with its authority to delegate as set out in section 203 of the *Municipal Government Act*, Council hereby delegates to EMC its powers and duties under section 21 of the Act, in particular the power to declare, renew and terminate a declaration of a State of Local Emergency.

Emergency Management Committee (EMC) Meetings

8. 'The EMC shall meet annually or more frequently as required and may meet on less than 24 hours' notice.
9. Where in person meetings are not possible, the EMC may convene by telephone or electronic means of communication.
10. Where the EMC is not able to meet promptly, its powers may be exercised by the Mayor acting alone or, in the absence of the Mayor, by the Deputy Mayor or alternate Deputy Mayor.

Duties of the Emergency Management Committee (EMC)

11. The EMC shall be responsible to advise the City on the development of emergency management plans and programs.
12. The EMC may expend all sums required for the response to and recovery from an emergency event.
13. The EMC 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 management plans and programs.

Emergency Management Agency (EMA)

¹ 3468/A-2014

14. ¹In accordance with Section 11.2 (1) of the Act, The City of Red Deer will maintain an Emergency Management Agency to act as its agent in exercising the City's powers and duties under the Act.
15. There is hereby established an Emergency Management Agency (EMA).
16. ²The EMA in The City of Red Deer shall consist of the following members or their designates:
 - a. City Manager;
 - b. Emergency Management Coordinator, Emergency Services;
 - c. Manager, Emergency Services;
 - d. Director of Corporate Services;
 - e. Director of Planning Services;
 - f. Director of Development Services;
 - g. Director of Community Services;
 - h. Director of Human Resources;
 - i. Director of Communications & Strategic Planning;
 - j. Director of Corporate Transformation;
17. Others may be invited to participate in EMA meetings at the call of the Chairperson.
18. The Director of Emergency Management will serve as Chairperson of the EMA.

Emergency Management Agency (EMA) Meetings

19. The EMA shall meet annually or more frequently as determined by the Director of Emergency Management and may meet on less than 24 hours' notice.
20. ³When in person meetings are not possible, the EMA may convene by telephone or electronic means of communication.

¹ 3468/A-2012

² 3468/A-2014

³ 3468/A-2014

Duties of the Emergency Management Agency (EMA)

21. The EMA shall be responsible for the direction and control of the City's response to emergencies. In particular, the EMA may authorize the taking of any action necessary to respond to and/or recover from an emergency event.
22. The EMA has the authority to exercise the City's powers under Section 24 of the Act and, in particular, on the declaration of a State of Local Emergency (SOLE) by the Emergency Management Committee (EMC):
 - a. Shall cause any emergency plan or program to be put into operation; and
 - b. May exercise or authorize any person to exercise any power given to the Minister under Section 19(1) of the Act in relation to the part of the City affected by the SOLE declaration.

Director of Emergency Management

23. The City Manager is hereby established as the Director of Emergency Management (DEM).
24. ¹The Director of Emergency Management (DEM) shall:
 - a. Appoint a person to act as the Director of Emergency Management (DEM) and Chairperson in the absence of the City Manager;
 - b. Determine the procedures to be followed by the Emergency Management Agency (EMA) in its deliberations;
 - c. ²Ensure the preparation, coordination and approval of emergency management plans and programs, including, but not limited to the Municipal Emergency Management Plan (MEMP);
 - d. Ensure the submission of annual reports to the Emergency Management Committee (EMC) on the status of all emergency management plans and programs.
25. ³The Director of Emergency Management (DEM) may delegate responsibilities to any member of the EMA to assist in the preparation, coordination and implementation of emergency management plans and programs.

¹ 3468/A-2014

² 3468/A-2012; 3468/A-2014

³ 3468/A-2014

- 26. ¹The Director of Emergency Management (DEM) may consult with or permit other stakeholders or interested parties who can advise or assist with emergency management activities to participate in meetings of the EMA or any subcommittees thereof.

Deputy Director of Emergency Management

- 27. ²The Emergency Management Coordinator, Emergency Services, is hereby designated as the Deputy Director of Emergency Management.

Assistant Deputy Director of Emergency Management

- 28. The Manager of Emergency Services, Development Services, is hereby designated as the Assistant Deputy Director of Emergency Management.

READ A FIRST TIME IN OPEN COUNCIL this 18th day of April 2011.
 READ A SECOND TIME IN OPEN COUNCIL this 18th day of April 2011.
 READ A THIRD TIME IN OPEN COUNCIL this 18th day of April 2011.
 AND SIGNED BY THE MAYOR AND CITY CLERK this 18th day of April 2011.

“Frank Wong”

“Elaine Vincent”

DEPUTY MAYOR

CITY CLERK

¹ 3468/A-2014

² 3468/A-2014



THE EMERGENCY MANAGEMENT BYLAW

NO. 3468/2011

OFFICE CONSOLIDATION

(as at October 14, 2014)