

**THE CITY OF EDMONTON  
BYLAW 19091  
EMERGENCY MANAGEMENT BYLAW**

Edmonton City Council enacts:

**PART I - PURPOSE AND INTERPRETATION**

- PURPOSE** 1 The purpose of this bylaw is to appoint an emergency advisory committee and emergency management agency and to prescribe roles and responsibilities for the City’s emergency management processes.
- DEFINITIONS** 2 (1) Unless otherwise specified, words used in this bylaw have the same meaning as defined in the *Municipal Government Act*, RSA 2000, c M-26, or the *Emergency Management Act*, RSA 2000, c E-6.8.
- (2) In this bylaw:
- (a) “**City**” means the City of Edmonton;
  - (b) “**City Manager**” means the City’s chief administrative officer;
  - (c) “**Council**” means the City’s council, in its capacity as a local authority;
  - (d) “**Emergency Advisory Committee**” means the City’s emergency advisory committee, a council committee established by this bylaw;
  - (e) “**Emergency Management Agency**” means the City’s emergency management agency;
  - (f) “**Emergency Management Act**” means the *Emergency Management Act*, RSA 2000, c E-6.8;
  - (f.1) “**Executive Committee**” means the council committee established by Bylaw 18156, *Council Committees Bylaw*; and
  - (g) “**Mayor**” means the City’s chief elected official.

**RULES FOR INTERPRETATION** 3 The marginal notes and headings in this bylaw are for ease of reference only.

**PART II - EMERGENCY ADVISORY COMMITTEE**

**ESTABLISHMENT** 4 The Emergency Advisory Committee is continued as a council committee.

**MEMBERSHIP** 5 (1) The Mayor is a member and chair of the Emergency Advisory Committee.  
(2) ~~Any other Councillor present at an Emergency Advisory Committee meeting is deemed a member.~~  
All Councillors appointed to Executive Committee pursuant to Bylaw 18156, Council Committees Bylaw, are members of the Emergency Advisory Committee.

**QUORUM** 6 Quorum for a meeting of the Emergency Advisory Committee is 1 member.

**MANDATE** 7 The Emergency Advisory Committee may:

- (a) provide guidance and direction to the Emergency Management Agency;
- (b) approve the City’s emergency plan;
- (c) declare a state of local emergency; and
- (d) exercise any of Council’s powers and duties under the *Emergency Management Act*.

**MEETINGS** 8 The Emergency Advisory Committee must meet at least once annually.

**EXEMPTIONS** 9 (1) Sections 5 and 6 of the Council Committees Bylaw, Bylaw 18156, do not apply to the Emergency Advisory Committee.  
(2) Sections 14(2), 14(3), 23, 24, 31, 32, and 33 of the Council Procedures Bylaw, Bylaw 18155 do not apply to the Emergency Advisory Committee.

### **PART III - STATE OF LOCAL EMERGENCY**

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|-------------------------------|----|---|
| <b>DECLARATION PROCEDURES</b> | 10 | <ol style="list-style-type: none"><li>(1) If an emergency exists, or may exist, in the City, the Mayor or City Manager may call a special meeting of the Emergency Advisory Committee.</li><li>(2) The Emergency Advisory Committee may, by resolution, declare or renew a state of local emergency for all or part of the City.</li><li>(3) The Emergency Advisory Committee may, by resolution, terminate a declaration of a state of local emergency.</li></ol>  |
| <b>CITY MANAGER DUTIES</b>    | 11 | <ol style="list-style-type: none"><li>(1) If the Emergency Advisory Committee declares or renews a state of local emergency, the City Manager must:<ol style="list-style-type: none"><li>(a) immediately publish the details of the declaration by any means the City Manager considers likely to make the declaration known to the affected areas; and</li><li>(b) forward a copy of the declaration to the Minister.</li></ol></li><li>(2) If the Emergency Advisory Committee terminates a declaration of a state of local emergency, or if a declaration is otherwise cancelled or lapses, the City Manager must immediately publish a notice by any means the City Manager considers likely to make the termination, cancellation, or lapse known to the affected areas.</li><li>(3) The City Manager may delegate the duties in this section to any person.</li></ol> |

### **PART IV - EMERGENCY MANAGEMENT AGENCY**

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|----------------------|----|---|
| <b>ESTABLISHMENT</b> | 12 | The Emergency Management Agency is established.   |
| <b>DIRECTOR</b>      | 13 | The City Manager is the director of the Emergency Management Agency.  |
| <b>MEMBERSHIP</b>    | 14 | <p>The members of the Emergency Management Agency are:</p> <ol style="list-style-type: none"><li>(a) the City Manager;</li><li>(b) the chief of police as appointed in accordance with the <i>Police Act</i>, RSA 2000, c P-17;</li></ol> |

- (c) the City employee holding the position of Fire Chief;
- (d) the City employee holding the position of Deputy Chief, Office of Emergency Management;
- (e) the City employees holding the positions of Deputy City Manager; and
- (f) the City employee holding the position of City Solicitor.

**MANDATE**

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The Emergency Management Agency:

- (a) is responsible for the administration of the City’s emergency management program;
- (b) must use a command, control, and coordination system prescribed by the *Emergency Management Act*;
- (c) must review the City’s emergency plan and operational procedures at least annually;
- (d) at least once every 4 years, must engage in an exercise involving a significant possible emergency or disaster scenario and carry out actions as if the scenario was occurring, but without deploying resources; and
- (e) at least once annually, must engage in an exercise involving a significant possible emergency or disaster scenario and discuss how the City would respond.

**REPORTING**

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The City Manager, on behalf of the Emergency Management Agency, must report to the Emergency Advisory Committee at least annually to provide updates on its activities and fulfillment of its mandate.

**PART V - CITY MANAGER ROLE**

**EMERGENCY  
MANAGEMENT  
PLAN**

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- (1) The City Manager must prepare an emergency plan for the City.
- (2) The City Manager must, at least annually:
  - (a) review and update the plan;

- (b) present the plan to the Emergency Management Agency for review; and
  - (c) present the plan to the Emergency Advisory Committee for approval.
- OPERATIONAL PROCEDURES**            18        The City Manager may approve operational procedures to support or provide further detail to the emergency plan.
- DELEGATION**                        19        The City Manager may delegate the powers and duties in this part to any person.

**PART VI - TRANSITIONAL AND CONSEQUENTIAL AMENDMENTS**

- CONSEQUENTIAL AMENDMENTS**        20        The Council Committees Bylaw, Bylaw 18156 is amended as follows:
- (a) section 13(e.1) is added following section 13(e):
    - (e.1) Emergency Advisory Committee;
  - (b) section 15(1) is amended by deleting and replacing “Executive Committee” with “Emergency Advisory Committee, Executive Committee,”
  - (c) section 15(4)(b.1) is added following section 15(4)(b):
    - (b.1) Emergency Advisory Committee;
  - (d) section 18(e.1) is added following section 18(e):
    - (e.1) the mandate of Emergency Advisory Committee is described in the Emergency Management Bylaw, Bylaw 19091;
- REPEAL**                                21        (1) Policy C508, Municipal Emergency Plan, is repealed.
- (2) Bylaw 14737, Emergency Management Bylaw, is repealed.

Read a first time

Read a second time

Read a third time

SIGNED AND PASSED

THE CITY OF EDMONTON

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MAYOR

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CITY CLERK