

CITY OF LETHBRIDGE EMERGENCY MANAGEMENT BYLAW

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WHEREAS pursuant to the *Emergency Management Act*, R.S.A. 2000, c.E-6.8, Council is responsible for the direction and control of the City's emergency response, for approving emergency plans and programs, and is required to appoint an Emergency Advisory Committee, and to establish and maintain an Emergency Management Agency, and appoint a Director of Emergency Management; and

AND WHEREAS the City has prepared a Municipal Emergency Management Plan which will be regularly reviewed, and revised and approved when necessary;

NOW, THEREFORE, THE COUNCIL OF THE CITY OF LETHBRIDGE, DULY ASSEMBLED, ENACTS AS FOLLOWS:

PART I  
CITATION, PURPOSE AND DEFINITIONS

Citation

1. This Bylaw may be referred to as the "Emergency Management Bylaw".

Purpose

2. The purposes of this Bylaw are:
  - (a) to 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,
  - (b) to establish and appoint an emergency advisory committee and provide for the payment of expenses of the emergency advisory committee, and
  - (c) to establish an emergency management agency to act as Council's agent in exercising Council's powers and duties under the *Emergency Management Act*,

Definitions

3. In this Bylaw, unless the context otherwise requires:
  - (a) "Act" means the *Emergency Management Act*, R.S.A. 2000, c.E-6.8, and regulations thereto, as amended or replaced from time to time;
  - (b) "Agency" means the Lethbridge Emergency Management Agency appointed under this Bylaw;
  - (c) "City" means the municipal corporation of the City of Lethbridge;
  - (d) "City Manager" means the Chief Administrative Officer of the City within the meaning of the MGA, or designate;

- (e) “Committee” means the Lethbridge Emergency Advisory Committee established under this Bylaw;
- (f) “Council” means the elected municipal council of the City of Lethbridge;
- (g) “Councillor” means the members of Council and includes the Mayor;
- (h) “Director” means the person appointed Director of the Agency by this Bylaw;
- (i) “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;
- (j) “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;
- (k) “Emergency Social Services” or “ESS” means those services provided by the City and other parties on a short-term basis to preserve the emotional and physical well-being of evacuees and response workers in emergency situations;
- (l) “Emergency Social Services Branch Director” means the City employee who is responsible for the management and coordination of a local ESS program/team;
- (m) “Mayor” means the chief elected official of the City as defined in the Municipal Government Act;
- (n) “MGA” means the *Municipal Government Act* R.S.A., c. M-26 and the regulations thereto, as amended or replaced from time to time.
- (o) “Minister” means the minister charged with the administration of the *Act*;
- (p) “Municipal Emergency Management Plan (MEMP)” means the City’s emergency plan prepared to coordinate response to an Emergency or Disaster.
- (q) “State of Local Emergency” or “SOLE” means a state of local emergency declared in accordance with the Act and this Bylaw.

PART II  
LETHBRIDGE EMERGENCY ADVISORY COMMITTEE

Establishment

4. There is hereby established the Lethbridge Emergency Advisory Committee.

Membership and Quorum

5. All Councillors are members of the Committee.
6. Those members of the Committee who attend any meeting of the Committee constitute a quorum for that meeting.

### Functions and Duties

7. The Committee will:
  - (a) provide guidance and direction to the Agency;
  - (b) advise Council on the development and status of emergency plans and programs on an annual basis;
  - (c) during an Emergency or Disaster, the Committee shall:
    - (i) receive updates regarding the Emergency or Disaster from the Agency;
    - (ii) in accordance with the Act, declare the SOLE at an end when appropriate; and,
    - (iii) perform any additional powers or duties as described in the Act that have been assigned to it by Council;
  - (d) perform any other functions and duties as required by this bylaw.

### Committee Chair

8. The Mayor is the chair of the Committee and will preside at all meetings, and when the Mayor is unable, through illness, absence or other cause, to perform the chair's duties, the first member of Council described in the following list who is present and able to act, shall be the chair of the Committee:
  - (a) the Councillor holding the position of Deputy Mayor at the time of the meeting;
  - (b) the Councillor holding the position of Acting Mayor at the time of the meeting will act as chair;
  - (c) the next available Councillor in priority according to the Deputy Mayor roster as established at the first organizational meeting after a regular election.

### Meetings

9. The Committee will meet at least once annually.
10. The Committee may meet from time to time at the request of the Mayor or the Director, whether or not an emergency or disaster exists.

### Member Expenses

11. All members of the Committee will be entitled to the payment of reasonable expenses in accordance with Council policy.

PART III  
STATE OF LOCAL EMERGENCY

Declaration of a State of Local Emergency

12. The power to declare a SOLE in the City in accordance with Section 21 of the Act is hereby delegated to a sub-committee of the Committee to be known as the “Local Emergency Committee”.
13. The Local Emergency Committee shall be composed of the chair of the Committee, or the person acting in place of the chair of the Committee, in accordance with s. 8.
14. The Local Emergency Committee may call a meeting without notice.
15. Quorum for the Local Emergency Committee shall be one (1).
16. The Local Emergency Committee shall declare a SOLE by resolution, and the motion for such resolution is not required to be seconded or to be declared in a public meeting.
17. The declaration of the SOLE under this Part shall identify the nature of the emergency and the area of the City in which it exists
18. The Local Emergency Committee shall forthwith forward a copy of the declaration to the Minister.
19. Immediately after the Local Emergency Committee makes the declaration of a SOLE, the Committee shall cause the details of the declaration to be published by such means of communication as it considers is most likely to make known to the population of the City affected by the contents of the declaration of a SOLE.
20. The Local Emergency Committee shall report to the next meeting of Council the nature of the SOLE, the reasons for so declaring and the area of the City in which it exists or existed.
21. Upon declaration of a SOLE and for the duration of the SOLE, the Director, may, in accordance with Section 24 of the Act, exercise and perform all of the powers and duties given to a local authority by the Act.
22. At all other times, and except as otherwise provided in this Bylaw, the Committee shall exercise and perform all of the powers and duties given to a local authority by the Act.
23. With the exception of s. 20, the City’s Procedure Bylaw 5411 shall not apply to this Part III.

PART IV  
LETHBRIDGE EMERGENCY MANAGEMENT AGENCY

Establishment

24. There is hereby established the Lethbridge Emergency Management Agency.

Membership and Participation

25. The Agency shall consist of:

- (a) the Director or designate;
  - (b) the City Manager or designate;
  - (c) the Emergency Preparedness Manager or designate;
  - (d) the Emergency Social Services Branch Director or designate;
  - (e) the City's Senior Management Team, or their designates; and
  - (f) the Chief of Police or designate;
26. In addition to the members appointed to the Agency under section 25, the Director may from time to time appoint advisory members of the Agency drawn from:
- (a) other City Business Units; and
  - (b) public or private organizations operating within or around the City.

#### Functions and Duties

27. The Agency will:
- (a) be responsible for the administration of the City's emergency management program;
  - (b) act as the agent of Council to carry out all of the powers and duties of Council under the Act, except for the powers and duties delegated by this Bylaw to the Committee;
  - (c) provide advice to the Committee as required;
  - (d) review all emergency management plans and programs for the City on an annual basis;
  - (e) report to the Committee on all Agency activities and provide an update on the review of the MEMP on an annual basis;
  - (f) use a command, control and coordination system as prescribed by the Managing Director of the Alberta Emergency Management Agency.
  - (g) cause the MEMP and related plans and programs to be activated when required; and,
  - (h) perform any other functions and duties as required by this Bylaw or by Council.

#### Director of Emergency Management

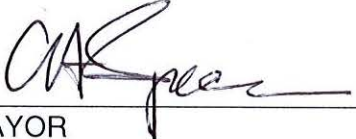
28. The Chief of Fire and Emergency Services shall be the Director of the Emergency Management Agency.
29. The Director is authorized to delegate and authorize further delegations of any powers, duties, and functions delegated to the Director under this bylaw.


30. The Director shall:
- (a) be the Chair of the Agency
  - (b) prepare and coordinate emergency management related plans and programs for the City;
  - (c) act as the Director of the City's Emergency Coordination Center during activation;
  - (d) co-ordinate all emergency services and other resources used in an emergency, and
  - (e) perform any other functions and duties as prescribed by Council.

PART V  
GENERAL PROVISIONS


31. Unless otherwise noted, the City's Procedure Bylaw 5411, as amended or replaced, shall apply to meetings of the Committee. If there is any conflict between a provision of the Procedure Bylaw or this Bylaw, this Bylaw prevails.
32. Bylaw 5679 is hereby repealed.
33. This Bylaw comes into force on the day it is passed.


READ A FIRST TIME THIS 21 DAY OF May, 2019

  
MAYOR


  
CITY CLERK


READ A SECOND TIME THIS 24 DAY OF June, 2019

  
MAYOR

  
CITY CLERK

READ A THIRD TIME THIS 24 DAY OF June, 2019

  
MAYOR

  
CITY CLERK