

**OFFICE CONSOLIDATION**

**BYLAW NUMBER 25M2002**

**BEING A BYLAW OF THE CITY OF CALGARY  
RESPECTING EMERGENCY MANAGEMENT**

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(Amended by 38M2003, 23M2008, 73M2014, 26M2015, 7M2016, 55M2021, 51M2022, 36M2025)

**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;

(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"  
(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" or "DEM" means the Director of Emergency Management;  
(36M2025, 2025 June 24)
  - (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;  
(23M2008, 2008 April 14)  
(36M2025, 2025 June 24)
  - (i) "Municipal Emergency Plan" means the emergency plan approved by Council pursuant to section 11 of the Act.  
(36M2025, 2025 June 24)

**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 Community Development Committee of the City.  
(55M2021, 2021 September 15)
- (3) The Committee shall:
- (a) advise Council on the development of emergency plans and programs, as required by Section 11.1 of the Act;
  - (b) provide guidance and direction to the Agency;
  - (c) receive any reports and information provided by the DEM;
  - (d) amplify messaging provided by the DEM during Municipal Emergency Plan activations; and
  - (e) support the DEM, as requested, during Municipal Emergency Plan activations.  
(23M2008, 2008 April 14)  
(26M2015, 2015 June 29)  
(36M2025, 2025 June 24)
- (4) The Chair of the Community Development Committee shall be the Chair of the Committee.  
(55M2021, 2021 September 15)
- (4.1) The Committee must meet at least once per year.  
(36M2025, 2025 June 24)
- (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 35M2017, 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.

(55M2021, 2021 September 15)
- (13) The Mayor is an ex officio member of the Committee and if present is counted for determining quorum.

(26M2015, 2015 June 29)

#### 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, through illness, absence or other cause is unable to act 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 of the Emergency Management Committee;
  - (d) thereafter any member of City Council in priority according to the Deputy Mayor roster.

(26M2015, 2015 June 29)
- (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 and may further delegate any of those

powers or duties.

(36M2025, 2025 June 24)

- (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.

(23M2008, 2008 April 14)

**CALGARY EMERGENCY MANAGEMENT AGENCY**

5. (1) There is hereby established a Calgary Emergency Management Agency.

- (1.1) The Agency is responsible:

- (a) for the administration of the City's emergency management program;
- (b) for providing assistance and guidance to the Director to prepare for and mitigate an emergency in Calgary;
- (c) for reviewing the City's emergency plan and operational annexes at least annually; and
- (d) for fulfilling additional responsibilities as set out in the Municipal Emergency Plan.

- (1.2) The Agency must report to the Committee at least once per year to provide updates on Agency activities which must include an update on the Agency's review of the Municipal Emergency Plan.

- (1.3) The Agency shall use the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency.

(36M2025, 2025 June 24)

- (2) The Agency shall consist of:

- (a) the Chief Administrative Officer of The City of Calgary, and
- (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).

(73M2014, 2014 November 03)

(26M2015, 2015 June 29)

- (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.

(73M2014, 2014 November 03)

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(26M2015, 2015 June 29)

- (4) The Director is authorized to invite external organizations to nominate representatives to be members of the Agency.  
(26M2015, 2015 June 29)
- (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.  
(38M2003, 2003 October 06)  
(23M2008, 2008 April 14)

### DIRECTOR

- 6. (1) The Director is appointed by the Director, Emergency Management and Community Safety.  
(73M2014, 2014 November 03)  
(7M2016, 2016 February 18)  
(51M2022, 2022 November 02)
- (1.1) The Director shall be known by the title "Chief, Emergency Management Operations and 9-1-1."  
(26M2015, 2015 June 29)  
(51M2022, 2022 November 02)
- (2) The Director shall, with the advice and assistance of the Agency;
  - (a) prepare and co-ordinate emergency plans and programs,
  - (a.1) approve operational annexes to support or provide further detail to the Municipal Emergency Plan,  
(36M2025, 2025 June 24)
  - (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.  
(36M2025, 2025 June 24)
  - (d) DELETED BY 36M2025, 2025 JUNE 24.

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 27<sup>TH</sup> DAY OF MAY, 2002.

READ A SECOND TIME THIS 27<sup>TH</sup> DAY OF MAY, 2002.

READ A THIRD TIME AND PASSED THIS 27<sup>TH</sup> DAY OF MAY, 2002.

(Sgd.) D. BRONCONNIER  
MAYOR

(Sgd.) B. Clifford  
ACTING CITY CLERK