



P.O. Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Item No. 15.5.3
Halifax Regional Council
July 9, 2024

TO: Members of Halifax Regional Council

Original Signed

SUBMITTED BY:

Mayor Mike Savage, Chair, Executive Standing Committee

DATE: June 17, 2024

SUBJECT: **Amendments to Emergency Management By-Law E-100 and Administrative Order 2018-006-OP**

ORIGIN

June 17, 2024 meeting of the Executive Standing Committee, Item 13.1.3.

LEGISLATIVE AUTHORITY

Legislative Authority is outlined in the attached staff report dated May 21, 2024.

Executive Standing Committee – Terms of Reference
Duties and Responsibilities- Emergency Management

3. The Executive Standing Committee shall:

- (a) act as the Emergency Management Advisory Committee of the Council with responsibilities as outlined under By-law E-100, the Emergency Management By-law; 79
- (b) advise the Council on the development of Emergency Management plans and present the Municipal Emergency Management Plans to the Council;

RECOMMENDATION

The Executive Standing Committee recommends that Halifax Regional Council:

1. Adopt By-Law E-103, the purpose of which is to amend to By-Law E-100, to reflect the transfer of the role of Municipal Emergency Management Coordinator to Community Safety as set out in revised Attachment B of this report; and
2. Adopt the Amendments to Administrative Order 2018-006 OP, the purpose of which is to reflect the transfer of emergency management coordination from the responsibilities of HRFE as set out in Attachment D of the staff report dated May 21, 2024.

BACKGROUND

Executive Standing Committee received a staff recommendation report dated May 21, 2024 to consider Amendments to Emergency Management By-Law E-100 and Administrative Order 2018-006-OP.

For further information refer to the attached staff report dated May 21, 2024.

DISCUSSION

Executive Standing Committee considered the staff report dated May 21, 2024 and approved the recommendation to Halifax Regional Council as outlined in this report. Attachment A and B have been revised to correct minor administrative errors.

FINANCIAL IMPLICATIONS

Financial implications are outlined in the attached staff report dated May 21, 2024.

RISK CONSIDERATION

Risk consideration is outlined in the attached staff report dated May 21, 2024.

COMMUNITY ENGAGEMENT

Meetings of the Executive Standing Committee are open to public attendance and members of the public are invited to address the Standing Committee for up to five (5) minutes during the Public Participation portion of the meeting. Meetings are live webcast on Halifax.ca. The agenda, reports, video, and minutes of the Standing Committee are posted on Halifax.ca.

For further information on Community Engagement refer to the attached staff report dated May 21, 2024.

ENVIRONMENTAL IMPLICATIONS

Environmental implications are outlined in the staff report dated May 21, 2024.

ALTERNATIVES

Alternatives are outlined in the attached staff report dated May 21, 2024.

ATTACHMENTS

- Attachment A – Showing Proposed Changes to By-Law E-100 - Revised
- Attachment B – Amending By-law E-103 – Revised
- Attachment C - Staff recommendation report dated May 21, 2024

A copy of this report can be obtained online at halifax.ca or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared by: Catie Campbell, Legislative Assistant, Municipal Clerk's Office 782.641.0796

Attachment A (Revised)
(Showing Proposed Changes)

HALIFAX REGIONAL MUNICIPALITY

BY-LAW NUMBER E-100

RESPECTING OF A PROMPT AND COORDINATED
RESPONSE TO AN EMERGENCY

The Council of the Halifax Regional Municipality under the authority vested in it by the Emergency management Act, S.N.S. 1990, C.8, S.10, enacts as follows:

Short Title

1. This by-law may be cited as the "Emergency Management By-Law"

Interpretation

2. In this by-law,
 - (a) "Act" means the Emergency Management Act, R.S.N.S. 1990, c.8;
 - (b) "agent" means a person, persons, company or any other organization employed to act on behalf of the Halifax Regional Municipality;
 - (ba) "Chief Administrative Officer" means the Chief Administrative Officer of the Municipality;
 - (c) "Council" means the Council of the Halifax Regional Municipality;
 - (d) "councillor" means a Council member other than the Mayor;
 - (e) "Director" means the Director of the Nova Scotia Emergency Management Organization;
 - (f) "emergency" means a present or imminent event in respect of which the Municipality believes prompt co-ordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of people in the Municipality;
 - (g) "employee" means a person employed either part or full time by the Halifax Regional Municipality;

- (ga) "Executive Standing Committee" means the Executive Standing Committee of Council as set out in Administrative Order One;
- (h) "Mayor" includes the Mayor of the Municipality or a councillor acting in the stead of the Mayor;
- (i) "Minister" means the member of the Executive Council to whom is assigned the administration of the Act and regulations;
- (j) "municipal emergency management plans" means plans, programs or procedures prepared by the Municipality that are intended to mitigate the effects of an emergency or disaster and to provide for the safety, health or welfare of the civil population and the protection of property in the event of such an occurrence;
- (k) Repealed
- (l) "Municipal Emergency Management Co-ordinator" means ~~the person appointed by Council pursuant to this by-law~~ the Director of Emergency Management to co-ordinate the resources of the Municipality during emergencies and reporting to the Executive Director of Community Safety;
- (m) "Municipal Emergency Management Organization" means the organization established pursuant to this by-law;
- (n) "Municipal Emergency Management Planning Committee" means the committee established pursuant to this by-law;
- (o) "Municipality" means the Halifax Regional Municipality;
- (p) "State of Emergency Regulations" means regulations approved by the Governor in Council by Order in Council 2008-211, Regulation 255/2008, as amended from time to time;
- (q) "state of local emergency" means a state of local emergency declared by the Municipality pursuant to the Act or renewed by the Municipality pursuant to the Act and regulations made pursuant thereto and this By-law;
- (r) "volunteer fire fighter" means any individual who gives of their time, skills and knowledge by providing emergency services in accordance with regulations for the Municipal fire service.

Municipal Emergency Management Organization

3. (1) The Council hereby establishes a Municipal Emergency Management Organization.

- (2) The Municipal Emergency Management Organization shall consist of the following persons and committees:
 - (a) the Executive Standing Committee;
 - (b) a Municipal Emergency Management Co-ordinator; and
 - (c) a Municipal Emergency Management Planning Committee.

Executive Standing Committee

4. (1) Repealed
- (2) Repealed
- (3) The Executive Standing Committee shall:
 - (a) advise Council on the development of municipal emergency management plans;
 - (b) present municipal emergency management plans to Council;
 - (c) ~~brief Council on developments during a local state of emergency; and~~ **Repeal**;
 - (d) perform such other duties as may be required by the Council.

Municipal Emergency Management Coordinator

5. (1) The Municipal Emergency Management Co-ordinator shall be appointed for such term as the Council deems necessary.
- (2) The Municipal Emergency Management Co-ordinator may be paid reasonable expenses for work incurred under this by-law.
- (3) The Municipal Emergency Management Co-ordinator shall:
 - (a) co-ordinate and prepare municipal emergency management plans, training and exercises;
 - (b) be responsible for on-going public self-help education programs related to emergency preparedness;
 - (c) following activation of the municipal plan or a declaration of state of local emergency, prescribe, as necessary, duties to be fulfilled by employees, agents, and ~~volunteer firefighters~~ **stakeholders** of the Municipality; and
 - (d) perform such other duties as may be required by the Council.

Municipal Emergency Management Planning Committee

6. (1) The Municipal Emergency Management Planning Committee shall be appointed by Council for such term as the Council may prescribe.

(2) The Municipal Emergency Planning Committee shall consist of the Chief Administrative Officer, the Municipal Emergency Management Coordinator, and the business unit director or chief of every municipal department or agency which is assigned emergency related functions under municipal emergency management plans and, where no department or agency exists, a qualified person to represent that group.

(2a) The Chief Administrative Officer will chair the Municipal Emergency Management Planning Committee.

(3) The Municipal Emergency Management Planning Committee shall include, but not be limited to, persons responsible during an emergency to provide:

- (a) law enforcement,
- (b) search and rescue,
- (c) fire control services,
- (d) hazardous materials control services,
- (e) transportation,
- (f) engineering services,
- (g) water,
- (h) wastewater,
- (i) solid waste,
- (j) telecommunications,
- (k) financial services,
- (l) legal services,
- (m) administrative services,
- (n) human resource Management (including health and safety),
- (o) information systems,

- (p) purchasing/materials Management,
- (q) physical, social and environmental planning information, and
- (r) public information.

(3a) The Municipal Emergency Management Planning Committee shall also include persons responsible during an emergency to coordinate the following functions with municipal emergency management plans:

- (a) income assistance,
- (b) community services, and
- (c) health services.

(4) The Municipal Emergency Management Planning Committee shall:

- (a) assist the Municipal Emergency Management Co-ordinator in the preparation and co-ordination of municipal emergency management plans;
- (b) advise the Executive Standing Committee on the development of municipal emergency management plans;
- (c) upon request, assist the Executive Standing Committee in the presentation of municipal emergency management plans to Council;
- (d) following activation of the municipal or departmental emergency plan or a declaration of state of local emergency, prescribe, as necessary, duties to be fulfilled by employees, agents, and volunteer fire fighters of the Municipality; and
- (e) perform such other duties as may be required by the Executive Standing Committee or the Council.

(5) Each member of the Municipal Emergency Management Planning Committee shall prepare an emergency plan for the emergency functions assigned to their department, agency or area of responsibility. Members will submit plans to the Municipal Emergency Management Planning Committee for approval. Plans include training and exercise programs.

Agreements

7. (1) Subject to preliminary approval of Council, the Municipal Emergency Management Planning Committee may, as part of municipal emergency management plans, negotiate an agreement to be approved by the Council or person designated by the Council with the

Government of Canada, the Province of Nova Scotia, a municipality, city or town, or any other agency or any person.

(2) Any agreement negotiated under subsection (1) is not binding until it is approved by Council.

Duties of Council

8. (1) The Council shall review and evaluate municipal emergency management plans presented to it by the Executive Standing Committee.
- (2) The Council may specify additional duties to be fulfilled by the Executive Standing Committee, the Municipal Emergency Management Co-ordinator and the Municipal Emergency Management Planning Committee.
- (3) The Council may appropriate and expend monies.
 - (a) to pay reasonable expenses of members of the Executive Standing Committee, the Municipal Emergency Management Co-ordinator and the Municipal Emergency Management Planning Committee; and
 - (b) to fulfil the terms and conditions of an agreement approved by the Council pursuant to Section 7.

Declaration of a State of Local Emergency

9. (1) The Council shall declare a state of local emergency by completing Form 4 attached to the State of Emergency Regulations.
- (2) **Where council is unable to act promptly,** ~~T~~he Mayor, acting under Section 12(3) of the Act shall complete Form 5 attached to the State of Emergency Regulations.
- (3) With the approval of the Minister, the Council may renew a state of local emergency by completing Form 6 attached to the State of Emergency Regulations.
- (4) The Council may terminate a state of local emergency by completing Form 7 attached to the State of Emergency Regulations.
- (5) A copy of a declaration signed under this Section shall immediately be delivered or faxed to the Minister and the Director.

Notice

10. Following the signing of a declaration, renewal or termination under Section 9 of this By-law, the Council shall immediately cause the details of the declaration, renewal or termination to be communicated or published by such means as the Council considers the most likely to make

the contents of the declaration, renewal or termination known to the people of the area affected.

Duties During an Emergency

11. (1) Following the activation of any municipal emergency management plan(s)

(a) the Chief Administrative Officer is designated to exercise the powers listed in section 14 of the Act pursuant to section 15(1) b) of the Act unless Council directs otherwise;

(ab) every employee, agent, and ~~volunteer fire fighter~~ emergency management volunteer of the Municipality who has a role in such emergencies as assigned in the municipal emergency management plans, including business unit emergency plans, shall fulfil such reporting duties as may be prescribed by those plans and any additional duties as may be prescribed by the plans and the Municipal Emergency Management Planning Committee.

(2) Following the issuance of a declaration under Section 9 and for the duration of the state of local emergency

(a) every councillor shall keep the Executive Standing Committee posted respecting their whereabouts.

Done and passed in Council this fourteenth day of May 1996.

(SIGNED)

MAYOR

(SIGNED)

MUNICIPAL CLERK

I, Vi Carmichael, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted by-law was passed at a meeting of Halifax Regional Council held on May 14th, 1996.

(SIGNED)

Vi Carmichael
Municipal Clerk

(SIGNED) June 6, 1996

APPROVAL OF MINISTER
RESPONSIBLE FOR EMERGENCY
MEASURES ACT

(SIGNED) June 13, 1996

MINISTER OF HOUSING
AND MUNICIPAL AFFAIRS

BY-LAW E-100

Notice of Motion:	April 16, 1996
First Reading:	April 30, 1996
Second Reading:	May 14, 1996
Third Reading:	May 14, 1996
Approval of Minister Responsible for Emergency Management Act:	June 6, 1996
Approval of Minister of Housing & Municipal Affairs:	June 13, 1996
Effective Date:	June 22, 1996

Amendment # 1 (E-101)

Replace all references to emergency measures with emergency management

Notice of Motion:	August 11, 2009
First Reading:	September 8, 2009
Notice of Public Hearing Publication:	September 12, 2009
Second Reading:	September 29, 2009
Approval of Minister of Service Nova Scotia and Municipal Relations:	December 9, 2009
Effective Date:	January 9, 2010

Amendment # 2 (E-102)

Notice of Motion:	July 18, 2017
First Reading:	August 1, 2017
Second Reading:	September 5, 2017
Approval by Minister of Municipal Affairs:	April 16, 2019
Effective Date:	May 11, 2019

Amendment # 3 (E-103)

Added new 11(1)(a) [existing 11(1)(a) became 11(1)(b)]
Amended subsections 2(1), 9(2); clauses 5(c), 11(1)(b)
Repealed clause 3(c)

Notice of Motion:	June 18, 2024
First Reading:	July 9, 2024
Second Reading:	, 2024
Approval by Minister of Municipal Affairs:	, 2024
Effective Date:	, 2024

**Attachment B (Revised)
(Amending By-law)**

HALIFAX REGIONAL MUNICIPALITY

BY-LAW NUMBER E-103

**RESPECTING THE AMENDMENT OF BY-LAW E-100 A BY
-LAW RESPECTING OF A PROMPT AND COORDINATED
RESPONSE TO AN EMERGENCY**

BE IT ENACTED by the Council of the Halifax Regional Municipality that By-Law E-100, the *Emergency Management By-law*, is amended as follows:

1. Section 2 is amended by:
 - a) striking out the words “the person appointed by Council pursuant to this by-law” and replacing them with the words “the Director of Emergency Management to co-ordinate the resources of the Municipality during emergencies and reporting to the Executive Director of Community Safety” in clause (l).
2. Section 4 is amended by:
 - a) Repealing clause (c) of subsection 3.
3. Section 5 is amended by:
 - a) striking out the words “volunteer firefighters” and replacing them with the words “stakeholders” in clause (c).
4. Subsection 9(2) is amended by:
 - a) decapitalizing the word “The” at the beginning of the subsection; and
 - b) adding the words and comma “Where council is unable to act promptly,” before the words “the Mayor”.
5. Subsection 11(1) is amended by:
 - a) adding the words “the Chief Administrative Officer is designated to exercise the powers listed in section 14 of the Act pursuant to section 15(1) b) of the Act unless Council directs otherwise” to clause (a) and moving the current clause (a) to the new clause (b); and
 - b) striking out the words “volunteer fire fighter” and replacing them with the words “emergency management volunteer” in the new clause (b) (formerly clause a).

Done and passed in Council this ____ day of ____ 2024.

MAYOR

MUNICIPAL CLERK

I, Iain MacLean, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted by-law was passed at a meeting of Halifax Regional Council held on _____, 2024.

Iain MacLean
Municipal Clerk



P.O. Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Item No. 13.1.3
Executive Standing Committee
June 17, 2024

TO: Chair and Members of the Executive Standing Committee

SUBMITTED BY:



Cathie O'Toole, Chief Administrative Officer

DATE: May 21, 2024

SUBJECT: **Amendments to Emergency Management By-Law E-100 and Administrative Order 2018-006-OP**

ORIGIN

This report is staff-initiated. The recommended amendments would give effect to the CAO's decision to transfer emergency management from Halifax Regional Fire & Emergency ("HRFE") to Community Safety.

LEGISLATIVE AUTHORITY

Emergency Management Act, 1990, c.8

Administrative Order 2018-006-OP, the *Halifax Regional Fire & Emergency Administrative Order*

RECOMMENDATION

It is recommended that Executive Standing Committee recommend that Halifax Regional Council:

1. Adopt By-Law E-103, the purpose of which is to amend to By-Law E-100, to reflect the transfer of the role of Municipal Emergency Management Coordinator to Community Safety as set out in Attachment C.
2. Adopt the Amendments to Administrative Order 2018-006 OP, the purpose of which is to reflect the transfer of emergency management coordination from the responsibilities of HRFE as set out in Attachment D.

BACKGROUND

Section 10 (1)(a) of the *Emergency Management Act* of Nova Scotia requires all municipalities to establish and maintain a municipal emergency by-law. Halifax Regional Council passed By-law E-100, Respecting of a Prompt and Coordinated Response to an Emergency on May 14, 1996. By-law E-100 was last amended by Regional Council on September 5, 2017.

The Emergency Management By-law (E-100) was originally established in 1996 as part of the creation of the Halifax Regional Municipality and was developed from a provincially accepted model. It was approved by both the Minister Responsible for the *Emergency Management Act* and the Minister of Housing and Municipal Affairs. The By-law was most recently amended in 2017 to reflect the organizational model of the municipality at that time. The Amendment was approved by the Minister of Service Nova Scotia and Municipal Relation.

DISCUSSION

On March 10, 2023, the CAO announced the creation of a new organizational unit called Community Safety. This allowed for the consolidation of programs and activities in the areas of social policy, housing and homelessness, public safety, as well as emergency management, which were previously carried out in different areas.

Emergency management coordination was transferred from HRFE to Community Safety as part of broader organizational restructuring.

Prior to the creation of the Community Safety business unit, the Fire Chief was responsible for municipal emergency management. The role of municipal emergency coordinator was designated to the Division Chief of Emergency Management. The role is now held by the Director of Emergency Management.

While no substantive changes are needed within the By-law to ensure compliance, in order to keep it current the wording of the By-law needs to be updated to better reflect the current organizational model of the municipality.

Similarly, the language of the HRFE AO needs to be updated to bring it in line with the current organizational structure of the municipality.

FINANCIAL IMPLICATIONS

No financial implications at this time.

RISK CONSIDERATION

There are no significant risks associated with amending the Emergency Management By-law. Under provincial legislation, the by-law, once approved by Council needs to be forwarded to the Minister responsible for the *Emergency Management Act* for provincial approval. There is a potential risk that the Minister may not approve the amended by-law.

There is no risk associated with the recommendation to amend the HRFE AO.

COMMUNITY ENGAGEMENT

No community engagement was required.

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

ALTERNATIVES

Executive Standing Committee could choose not to recommend an adoption of By-Law E-103 to Regional Council. This alternative is not recommended.

ATTACHMENTS

Attachment A - Showing Proposed Changes to By-Law E-100
Attachment B - Amending By-Law E-103
Attachment C - Incorporating Proposed Changes to By- Law E-100
Attachment D - Amendments to AO 2018-006 OP

A copy of this report can be obtained online at halifax.ca or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared by: Dominique Amit, Articled Clerk, Legal & Legislative Services. 902.490.2591

**Attachment A
(Showing Proposed Changes)**

HALIFAX REGIONAL MUNICIPALITY

BY-LAW NUMBER E-100

**RESPECTING OF A PROMPT AND COORDINATED
RESPONSE TO AN EMERGENCY**

The Council of the Halifax Regional Municipality under the authority vested in it by the Emergency management Act, S.N.S. 1990, C.8, S.10, enacts as follows:

Short Title

1. This by-law may be cited as the "Emergency Management By-Law"

Interpretation

2. In this by-law,
 - (a) "Act" means the Emergency Management Act, R.S.N.S. 1990, c.8;
 - (b) "agent" means a person, persons, company or any other organization employed to act on behalf of the Halifax Regional Municipality;
 - (ba) "Chief Administrative Officer" means the Chief Administrative Officer of the Municipality;
 - (c) "Council" means the Council of the Halifax Regional Municipality;
 - (d) "councillor" means a Council member other than the Mayor;
 - (e) "Director" means the Director of the Nova Scotia Emergency Management Organization;
 - (f) "emergency" means a present or imminent event in respect of which the Municipality believes prompt co-ordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of people in the Municipality;
 - (g) "employee" means a person employed either part or full time by the Halifax Regional Municipality;

- (ga) "Executive Standing Committee" means the Executive Standing Committee of Council as set out in Administrative Order One;
- (h) "Mayor" includes the Mayor of the Municipality or a councillor acting in the stead of the Mayor;
- (i) "Minister" means the member of the Executive Council to whom is assigned the administration of the Act and regulations;
- (j) "municipal emergency management plans" means plans, programs or procedures prepared by the Municipality that are intended to mitigate the effects of an emergency or disaster and to provide for the safety, health or welfare of the civil population and the protection of property in the event of such an occurrence;
- (k) Repealed
- (l) "Municipal Emergency Management Co-ordinator" means the Director of Emergency Management to co-ordinate resources of the Municipality during major emergencies and reporting to the Executive Director of Community Safety
- (m) "Municipal Emergency Management Organization" means the organization established pursuant to this by-law;
- (n) "Municipal Emergency Management Planning Committee" means the committee established pursuant to this by-law;
- (o) "Municipality" means the Halifax Regional Municipality;
- (p) "State of Emergency Regulations" means regulations approved by the Governor in Council by Order in Council 2008-211, Regulation 255/2008, as amended from time to time;
- (q) "state of local emergency" means a state of local emergency declared by the Municipality pursuant to the Act or renewed by the Municipality pursuant to the Act and regulations made pursuant thereto and this By-law;
- (r) "volunteer fire fighter" means any individual who gives of their time, skills and knowledge by providing emergency services in accordance with regulations for the Municipal fire service.

Municipal Emergency Management Organization

3. (1) The Council hereby establishes a Municipal Emergency Management Organization.

(2) The Municipal Emergency Management Organization shall consist of the following persons and committees:

- (a) the Executive Standing Committee;
- (b) a Municipal Emergency Management Co-ordinator; and
- (c) a Municipal Emergency Management Planning Committee.

Executive Standing Committee

4. (1) Repealed

(2) Repealed

(3) The Executive Standing Committee shall:

- (a) advise Council on the development of municipal emergency management plans;
- (b) present municipal emergency management plans to Council;

Repealed

(d) perform such other duties as may be required by the Council.

Municipal Emergency Management Co-ordinator

5. (1) The Municipal Emergency Management Co-ordinator shall be appointed for such term as the Council deems necessary.

(2) The Municipal Emergency Management Co-ordinator may be paid reasonable expenses for work incurred under this by-law.

(3) The Municipal Emergency Management Co-ordinator shall:

- (a) co-ordinate and prepare municipal emergency management plans, training and exercises;
- (b) be responsible for on-going public self-help education programs related to emergency preparedness;
- (c) following activation of the municipal plan or a declaration of state of local emergency, prescribe, as necessary, duties to be fulfilled by employees, agents, and **stakeholders** of the Municipality; and

- (d) perform such other duties as may be required by the Council.

Municipal Emergency Management Planning Committee

6. (1) The Municipal Emergency Management Planning Committee shall be appointed by Council for such term as the Council may prescribe.

(2) The Municipal Emergency Planning Committee shall consist of the Chief Administrative Officer, the Municipal Emergency Management Coordinator, and the business unit director or chief of every municipal department or agency which is assigned emergency related functions under municipal emergency management plans and, where no department or agency exists, a qualified person to represent that group.

(2a) The Chief Administrative Officer will chair the Municipal Emergency Management Planning Committee.

(3) The Municipal Emergency Management Planning Committee shall include, but not be limited to, persons responsible during an emergency to provide:

- (a) law enforcement,
- (b) search and rescue,
- (c) fire control services,
- (d) hazardous materials control services,
- (e) transportation,
- (f) engineering services,
- (g) water,
- (h) wastewater,
- (i) solid waste,
- (j) telecommunications,
- (k) financial services,
- (l) legal services,

- (m) administrative services,
- (n) human resource Management (including health and safety),
- (o) information systems,
- (p) purchasing/materials Management,
- (q) physical, social and environmental planning information, and
- (r) public information.

(3a) The Municipal Emergency Management Planning Committee shall also include persons responsible during an emergency to coordinate the following functions with municipal emergency management plans:

- (a) income assistance,
- (b) community services, and
- (c) health services.

(4) The Municipal Emergency Management Planning Committee shall:

- (a) assist the Municipal Emergency Management Co-ordinator in the preparation and co-ordination of municipal emergency management plans;
- (b) advise the Executive Standing Committee on the development of municipal emergency management plans;
- (c) upon request, assist the Executive Standing Committee in the presentation of municipal emergency management plans to Council;
- (d) following activation of the municipal or departmental emergency plan or a declaration of state of local emergency, prescribe, as necessary, duties to be fulfilled by employees, agents, and volunteer fire fighters of the Municipality; and
- (e) perform such other duties as may be required by the Executive Standing Committee or the Council.

(5) Each member of the Municipal Emergency Management Planning Committee shall prepare an emergency plan for the emergency functions assigned to their department, agency or area

of responsibility. Members will submit plans to the Municipal Emergency Management Planning Committee for approval. Plans include training and exercise programs.

Agreements

7. (1) Subject to preliminary approval of Council, the Municipal Emergency Management Planning Committee may, as part of municipal emergency management plans, negotiate an agreement to be approved by the Council or person designated by the Council with the Government of Canada, the Province of Nova Scotia, a municipality, city or town, or any other agency or any person.

(2) Any agreement negotiated under subsection (1) is not binding until it is approved by Council.

Duties of Council

8. (1) The Council shall review and evaluate municipal emergency management plans presented to it by the Executive Standing Committee.

(2) The Council may specify additional duties to be fulfilled by the Executive Standing Committee, the Municipal Emergency Management Co-ordinator and the Municipal Emergency Management Planning Committee.

(3) The Council may appropriate and expend monies.

(a) to pay reasonable expenses of members of the Executive Standing Committee, the Municipal Emergency Management Co-ordinator and the Municipal Emergency Management Planning Committee; and

(b) to fulfil the terms and conditions of an agreement approved by the Council pursuant to Section 7.

Declaration of a State of Local Emergency

9. (1) The Council shall declare a state of local emergency by completing Form 4 attached to the State of Emergency Regulations.

(2) **Where council is unable to act promptly**, the Mayor, acting under Section 12(3) of the Act, shall complete Form 5 attached to the State of Emergency Regulations.

(3) With the approval of the Minister, the Council may renew a state of local emergency by completing Form 6 attached to the State of Emergency Regulations.

(4) The Council may terminate a state of local emergency by completing Form 7 attached to the State of Emergency Regulations.

(5) A copy of a declaration signed under this Section shall immediately be delivered to the Minister and the Director.

Notice

10. Following the signing of a declaration, renewal or termination under Section 9 of this Bylaw, the Council shall immediately cause the details of the declaration, renewal or termination to be communicated or published by such means as the Council considers the most likely to make the contents of the declaration, renewal or termination known to the people of the area affected.

Duties During an Emergency

11. (1) Following the activation of any municipal emergency management plan(s)

(a) the Chief Administrative Officer is designated to exercise the powers listed in section 14 of the Act pursuant to section 15(1) b) of the Act unless Council directs otherwise.

(b) every employee agent, and emergency management volunteers of the Municipality who has a role in such emergencies as assigned in the municipal emergency management plans, including business unit emergency plans, shall fulfil such reporting duties as may be prescribed by those plans and any additional duties as may be prescribed by the plans and the Municipal Emergency Management Planning Committee.

(2) Following the issuance of a declaration under Section 9 and for the duration of the state of local emergency

(a) every councillor shall keep the Executive Standing Committee posted respecting their whereabouts.

Done and passed in Council this fourteenth day of May 1996.

(SIGNED)

MAYOR

(SIGNED)

MUNICIPAL CLERK

I, Vi Carmichael, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted by-law was passed at a meeting of Halifax Regional Council held on May 14th, 1996.

(SIGNED)

Vi Carmichael
Municipal Clerk

(SIGNED) June 6, 1996

APPROVAL OF MINISTER
RESPONSIBLE FOR EMERGENCY
MEASURES ACT

(SIGNED) June 13, 1996

MINISTER OF HOUSING
AND MUNICIPAL AFFAIRS

BY-LAW E-100

Notice of Motion:	April 16, 1996
First Reading:	April 30, 1996
Second Reading:	May 14, 1996
Third Reading:	May 14, 1996
Approval of Minister Responsible for Emergency Management Act:	June 6, 1996
Approval of Minister of Housing & Municipal Affairs:	June 13, 1996
Effective Date:	June 22, 1996

Amendment # 1 (E-101)

Replace all references to emergency measures with emergency management

Notice of Motion:	August 11, 2009	First Reading:	September 8, 2009
Notice of Public Hearing Publication:			September 12, 2009
Second Reading:			September 29, 2009
Approval of Minister of Service Nova Scotia and Municipal Relations:			December 9, 2009
Effective Date:			January 9, 2010

Amendment # 2 (E-102)

Notice of Motion:	July 18, 2017
First Reading:	August 1, 2017
Second Reading:	September 5, 2017
Approval by Minister of Municipal Affairs:	April 16, 2019
Effective Date:	May 11, 2019

**Attachment B
(Amending By-Law)**

HALIFAX REGIONAL MUNICIPALITY

BY-LAW NUMBER E-100

RESPECTING THE AMENDMENT OF BY-LAW E-100 A BY-LAW RESPECTING OF A PROMPT AND COORDINATED RESPONSE TO AN EMERGENCY

BE IT ENACTED by the Council of the Halifax Regional Municipality that By-Law E-100, the *Emergency Management By-law*, is amended as follows:

1. Section 2 is amended by:
 - a) striking out the words “the person appointed by Council pursuant to this by-law” and replacing them with the words “the Director of Emergency Management to co-ordinate the resources of the Municipality during emergencies and reporting to the Executive Director of Community Safety” in clause (l).
2. Section 4 is amended by:
 - a) Repealing clause (c) of subsection 3.
3. Section 5 is amended by:
 - a) striking out the words “volunteer firefighters” and replacing them with the words “stakeholders” in clause (c).
4. Section 9 is amended by:
 - a) adding the words “Where council is unable to act promptly” before the words “the Mayor” in clause (2).
5. Section 11(1) is amended by:
 - a) Adding the words “the Chief Administrative Officer is designated to exercise the powers listed in section 14 of the Act pursuant to section 15(1) b) of the

Act unless Council directs otherwise” to clause (a) and moving current clause (a) to the new clause (b).

- b) Striking out the words “volunteer fire fighter” and replacing them with the words “emergency management volunteers” in the new clause (b) (formerly clause a)

Done and passed in Council this ____ day of ____ 2024.

MAYOR

MUNICIPAL CLERK

I, Iain MacLean, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted by-law was passed at a meeting of Halifax Regional Council held on ____ 2024.

Iain MacLean
Municipal Clerk

**Attachment C
(Incorporating Proposed Changes to By-Law E-100)**

HALIFAX REGIONAL MUNICIPALITY

BY-LAW NUMBER E-100

**RESPECTING OF A PROMPT AND COORDINATED
RESPONSE TO AN EMERGENCY**

The Council of the Halifax Regional Municipality under the authority vested in it by the Emergency management Act, S.N.S. 1990, C.8, S.10, enacts as follows:

Short Title

1. This by-law may be cited as the "Emergency Management By-Law"

Interpretation

2. In this by-law,
 - (a) "Act" means the Emergency Management Act, R.S.N.S. 1990, c.8;
 - (b) "agent" means a person, persons, company or any other organization employed to act on behalf of the Halifax Regional Municipality;
 - (ba) "Chief Administrative Officer" means the Chief Administrative Officer of the Municipality;
 - (c) "Council" means the Council of the Halifax Regional Municipality;
 - (d) "councillor" means a Council member other than the Mayor;
 - (e) "Director" means the Director of the Nova Scotia Emergency Management Organization;
 - (f) "emergency" means a present or imminent event in respect of which the Municipality believes prompt co-ordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of people in the Municipality;
 - (g) "employee" means a person employed either part or full time by the Halifax Regional Municipality;

- (ga) "Executive Standing Committee" means the Executive Standing Committee of Council as set out in Administrative Order One;
- (h) "Mayor" includes the Mayor of the Municipality or a councillor acting in the stead of the Mayor;
- (i) "Minister" means the member of the Executive Council to whom is assigned the administration of the Act and regulations;
- (j) "municipal emergency management plans" means plans, programs or procedures prepared by the Municipality that are intended to mitigate the effects of an emergency or disaster and to provide for the safety, health or welfare of the civil population and the protection of property in the event of such an occurrence;
- (k) Repealed
- (l) "Municipal Emergency Management Co-ordinator" means the Director of Emergency Management to co-ordinate resources of the Municipality during major emergencies and reporting to the Executive Director of Community Safety;
- (m) "Municipal Emergency Management Organization" means the organization established pursuant to this by-law;
- (n) "Municipal Emergency Management Planning Committee" means the committee established pursuant to this by-law;
- (o) "Municipality" means the Halifax Regional Municipality;
- (p) "State of Emergency Regulations" means regulations approved by the Governor in Council by Order in Council 2008-211, Regulation 255/2008, as amended from time to time;
- (q) "state of local emergency" means a state of local emergency declared by the Municipality pursuant to the Act or renewed by the Municipality pursuant to the Act and regulations made pursuant thereto and this By-law;
- (r) "volunteer firefighter" means any individual who gives of their time, skills and knowledge by providing emergency services in accordance with regulations for the Municipal fire service.

Municipal Emergency Management Organization

3. (1) The Council hereby establishes a Municipal Emergency Management Organization.

(2) The Municipal Emergency Management Organization shall consist of the following persons and committees:

- (a) the Executive Standing Committee;
- (b) a Municipal Emergency Management Co-ordinator; and
- (c) a Municipal Emergency Management Planning Committee.

Executive Standing Committee

4. (1) Repealed

(2) Repealed

(3) The Executive Standing Committee shall:

- (a) advise Council on the development of municipal emergency management plans;
- (b) present municipal emergency management plans to Council;
- (c) repealed
- (d) perform such other duties as may be required by the Council.

Municipal Emergency Management Co-ordinator

5. (1) The Municipal Emergency Management Co-ordinator shall be appointed for such term as the Council deems necessary.

(2) The Municipal Emergency Management Co-ordinator may be paid reasonable expenses for work incurred under this by-law.

(3) The Municipal Emergency Management Co-ordinator shall:

- (a) co-ordinate and prepare municipal emergency management plans, training and exercises;
- (b) be responsible for on-going public self-help education programs related to emergency preparedness;

- (c) following activation of the municipal plan or a declaration of state of local emergency, prescribe, as necessary, duties to be fulfilled by employees, agents, and stakeholders of the Municipality; and
- (d) perform such other duties as may be required by the Council.

Municipal Emergency Management Planning Committee

6. (1) The Municipal Emergency Management Planning Committee shall be appointed by Council for such term as the Council may prescribe.

(2) The Municipal Emergency Planning Committee shall consist of the Chief Administrative Officer, the Municipal Emergency Management Coordinator, and the business unit executive director or chief of every municipal department or agency which is assigned emergency related functions under municipal emergency management plans and, where no department or agency exists, a qualified person to represent that group.

(2a) The Chief Administrative Officer will chair the Municipal Emergency Management Planning Committee.

(3) The Municipal Emergency Management Planning Committee shall include, but not be limited to, persons responsible during an emergency to provide:

- (a) law enforcement,
- (b) search and rescue,
- (c) fire control services,
- (d) hazardous materials control services,
- (e) transportation,
- (f) engineering services,
- (g) water,
- (h) wastewater,
- (i) solid waste,
- (j) telecommunications,
- (k) financial services,

- (l) legal services,
- (m) administrative services,
- (n) human resource Management (including health and safety),
- (o) information systems,
- (p) purchasing/materials Management,
- (q) physical, social and environmental planning information, and
- (r) public information.

(3a) The Municipal Emergency Management Planning Committee shall also include persons responsible during an emergency to coordinate the following functions with municipal emergency management plans:

- (a) income assistance,
- (b) community services, and
- (c) health services.

(4) The Municipal Emergency Management Planning Committee shall:

- (a) assist the Municipal Emergency Management Co-ordinator in the preparation and co-ordination of municipal emergency management plans;
- (b) advise the Executive Standing Committee on the development of municipal emergency management plans;
- (c) upon request, assist the Executive Standing Committee in the presentation of municipal emergency management plans to Council;
- (d) following activation of the municipal or departmental emergency plan or a declaration of state of local emergency, prescribe, as necessary, duties to be fulfilled by employees, agents, and volunteer firefighters of the Municipality; and
- (e) perform such other duties as may be required by the Executive Standing Committee or the Council.

(5) Each member of the Municipal Emergency Management Planning Committee shall prepare an emergency plan for the emergency functions assigned to their department, agency or area of responsibility. Members will submit plans to the Municipal Emergency Management Planning Committee for approval. Plans include training and exercise programs.

Agreements

7. (1) Subject to preliminary approval of Council, the Municipal Emergency Management Planning Committee may, as part of municipal emergency management plans, negotiate an agreement to be approved by the Council or person designated by the Council with the Government of Canada, the Province of Nova Scotia, a municipality, city or town, or any other agency or any person.

(2) Any agreement negotiated under subsection (1) is not binding until it is approved by Council.

Duties of Council

8. (1) The Council shall review and evaluate municipal emergency management plans presented to it by the Executive Standing Committee.

(2) The Council may specify additional duties to be fulfilled by the Executive Standing Committee, the Municipal Emergency Management Co-ordinator and the Municipal Emergency Management Planning Committee.

(3) The Council may appropriate and expend monies.

(a) to pay reasonable expenses of members of the Executive Standing Committee, the Municipal Emergency Management Co-ordinator and the Municipal Emergency Management Planning Committee; and

(b) to fulfil the terms and conditions of an agreement approved by the Council pursuant to Section 7.

Declaration of a State of Local Emergency

9. (1) The Council shall declare a state of local emergency by completing Form 4 attached to the State of Emergency Regulations.

(2) Where council is unable to act promptly, the Mayor, acting under Section 12(3) of the Act, shall complete Form 5 attached to the State of Emergency Regulations.

(3) With the approval of the Minister, the Council may renew a state of local emergency by completing Form 6 attached to the State of Emergency Regulations.

(4)The Council may terminate a state of local emergency by completing Form 7 attached to the State of Emergency Regulations.

(5)A copy of a declaration signed under this Section shall immediately be delivered to the Minister and the Director.

Notice

10. Following the signing of a declaration, renewal or termination under Section 9 of this Bylaw, the Council shall immediately cause the details of the declaration, renewal, or termination to be communicated or published by such means as the Council considers the most likely to make the contents of the declaration, renewal or termination known to the people of the area affected.

Duties During an Emergency

11. (1) Following the activation of any municipal emergency management plan(s)

(a) the Chief Administrative Officer is designated to exercise the powers listed in section 14 of the Act pursuant to section 15(1) b) of the Act unless Council directs otherwise.

(b) every employee, agent, and emergency management volunteer of the Municipality who has a role in such emergencies as assigned in the municipal emergency management plans, including business unit emergency plans, shall fulfil such reporting duties as may be prescribed by those plans and any additional duties as may be prescribed by the plans and the Municipal Emergency Management Planning Committee.

(2) Following the issuance of a declaration under Section 9 and for the duration of the state of local emergency

(a) every councillor shall keep the Executive Standing Committee posted respecting their whereabouts.

Done and passed in Council this fourteenth day of May 1996.

(SIGNED)

MAYOR

(SIGNED)

MUNICIPAL CLERK

I, Vi Carmichael, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted by-law was passed at a meeting of Halifax Regional Council held on May 14th, 1996.

(SIGNED)

Vi Carmichael
Municipal Clerk

(SIGNED) June 6, 1996

APPROVAL OF MINISTER
RESPONSIBLE FOR EMERGENCY
MEASURES ACT

(SIGNED) June 13, 1996

MINISTER OF HOUSING
AND MUNICIPAL AFFAIRS

BY-LAW E-100

Notice of Motion:	April 16, 1996
First Reading:	April 30, 1996
Second Reading:	May 14, 1996
Third Reading:	May 14, 1996
Approval of Minister Responsible for Emergency Management Act:	June 6, 1996
Approval of Minister of Housing & Municipal Affairs:	June 13, 1996
Effective Date:	June 22, 1996

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Amendment # 1 (E-101)

Replace all references to emergency measures with emergency management

Notice of Motion:	August 11, 2009	First Reading:	September 8, 2009
Notice of Public Hearing Publication:			September 12, 2009
Second Reading:			September 29, 2009
Approval of Minister of Service Nova Scotia and Municipal Relations:			December 9, 2009
Effective Date:			January 9, 2010

Amendment # 2 (E-102)

Notice of Motion:	July 18, 2017
First Reading:	August 1, 2017
Second Reading:	September 5, 2017
Approval by Minister of Municipal Affairs:	April 16, 2019
Effective Date:	May 11, 2019

Attachment D

(Amendments to AO 2018-006-OP)

**HALIFAX REGIONAL MUNICIPALITY
ADMINISTRATIVE ORDER NUMBER 2018-006-OP
RESPECTING HALIFAX REGIONAL FIRE & EMERGENCY IN THE
HALIFAX REGIONAL MUNICIPALITY**

BE IT ENACTED by the Council of the Halifax Regional Municipality that Administrative Order 2018-006-OP, *the Halifax Regional Fire & Emergency Administrative Order*, is hereby amended as follows:

1. Section 2 is amended by:
 - a) Repealing clause (b).
 - b) Striking through the word “management” from clause (d).
2. Part 2 Municipal Emergency Management Coordination is repealed.
3. Section 12 is amended by:
 - a) Striking through the words “Emergency Management” and replacing them with the words “Fire Code and by-law related enforcement services” in clause (b).
 - b) Repealing clause (e).
 - c) Striking through parts 6 and 7 of Table A.
4. Schedule 1 is amended by:
 - a) Adding the words “Plans Examination: Performs plan review to ensure compliance with adopted Building and Fire codes through review of architectural plans, fire protection system shop drawings, and written documents. Inspects existing businesses and assists with construction projects of varying complexity including commercial, multi-family, institutional, and industrial occupancies. Advises design professionals, contractors, business owners, general public, and municipal staff regarding fire code requirements. Communicates findings to the customer in detailed and accurate documentation” to section 5.
 - b) Repealing section 6
 - c) Repealing section 7.

Done and passed this ____ day of _____, 2024.

Mayor

Municipal Clerk