

TOWN OF WILKIE

BYLAW NO. 2020-11

A BYLAW TO ESTABLISH AN EMERGENCY MEASURES ORGANIZATION FOR THE TOWN OF WILKIE.

The Council of the Town of Wilkie in the Province of Saskatchewan enacts as follows:

1. This bylaw shall be referred to as the "Emergency Measurers Bylaw".
2. The Town of Wilkie is hereby authorized to enter into an agreement for the purpose of establishing and Emergency Measures Organization with the Town of Scott, Rural Municipality of Reford #379 and Rural Municipality of Buffalo #409.
3. The terms of the agreement, for the purpose of the Emergency Measures Organization, are attached hereto and marked as Schedule "A".
4. The Mayor and Administrator of the Town of Wilkie are hereby authorized to sign and execute an agreement, the terms of which are set out in the attached Schedule "A".



Mayor

Jane Geeser
Administrator

Certified a true copy of Bylaw No. 2020-11 passed by the Council of the Town of Wilkie on the 26th day of October 2020.

Jane Geeser
Administrator

SCHEDULE "A"
WILKIE AND DISTRICT EMERGENCY PLANNING COMMITTEE AGREEMENT
PAGE 1

This Agreement made effective 34th day of November, 2020.

BETWEEN:

Town of Wilkie
and
Rural Municipality of Reford No. 379
and
Rural Municipality of Buffalo No. 409

WHEREAS:

- A. The *Emergency Planning Act, 1989* pursuant to Section 9, provides that the local authority of each municipality shall establish a municipal; emergency measures organization, appoint a person as a local emergency measures coordinator, establish a local emergency planning committee and prepare and approve emergency plans and programs; and
- B. The above-mentioned municipalities want to collaboratively provide emergency measures for the region as opposed to providing emergency measures on an individual municipality basis.

NOW THEREFORE THIS AGREEMENT WITNESSES AS FOLLOWS:

1. Definitions

- (a) "Committee" shall mean the Wilkie & District Emergency Planning Committee;
 - (b) "Emergency" shall mean a present or imminent event that requires prompt coordination of actions concerning persons or property to protect the health, safety or welfare of people, or to limit damage to property or the environment.
 - (c) "Emergency Measures Organization" shall mean and be one and the same as the Committee;
 - (d) "Emergency Operations Centre (EOC)" shall mean the physical location at which the coordination of information and resources to support on-scene Incident management activities normally take place. An EOC may be a temporary facility or may be located in a more central or permanently established facility within a jurisdiction. EOC's may be organized by major functional disciplines (e.g. EOC Manager, Operations Section, Planning Section, Logistic Section and Finance Section), by jurisdiction or some combination thereof. Pre-designated personnel who understand their roles and responsibilities should staff the EOC;
 - (e) "Member Municipality" shall mean a municipality who is a party to this agreement;
 - (f) "Regional Emergency Measures Coordinator" shall mean an employee of the Committee, as appointed pursuant to this Agreement, who shall act as Emergency Measures Coordinator for the Committee and the physical area covered by the member municipalities.
- 2. The Committee will act as the Emergency Measures Organization for the member municipalities in order to plan for and provide response to any emergency or disaster that may occur.
 - 3. The Committee shall appoint a person as a Regional Emergency Measures Coordinator.
 - 4. The Committee shall be established by this agreement and shall be composed of:
 - (a) The Regional Emergency Measures Coordinator appointed in Section 3; and
 - (b) One members appointed from each member municipality.
 - (c) The Administrator(s) of the member municipalities.

SCHEDULE "A"
WILKIE AND DISTRICT EMERGENCY PLANNING COMMITTEE AGREEMENT
PAGE 2

5. The Committee shall provide funding as deemed necessary and appropriate in the establishment and maintenance of the Emergency Measures Organization. The Committee will receive its funding for its Emergency Measures Organization operations equally from the member municipalities.
6. The Town of Wilkie will oversee the financial matters of the Wilkie and District Emergency Planning Committee as follows:
 - (a) Will levy each municipality their annual fee.
 - (b) Will pay all the Regional Emergency Measures Coordinator expenses.
 - (c) Will invoice the participating municipalities their share of the Regional Emergency Measures Coordinator expenses that are in addition to the annual fee.
 - (d) Will provide an annual financial statement to the member municipalities.
7. The Regional Emergency Measures Coordinator shall have the following duties and responsibilities:
 - (a) Acts as Chairperson of the Committee;
 - (b) In conjunction with the Committee, prepare and maintain a regional municipal emergency plan that will contain sections that individually address the emergency response needs and issues of each member municipality;
 - (c) Ensures the regional municipal emergency plan is reviewed annually by November 1st of each year;
 - (d) Submit regular reports to the Committee to keep them fully informed of progress;
 - (e) Coordinate with other local emergency services such as the local fire departments, RCMP, local police/enforcement officers, ambulance and health services;
 - (f) Liaise with local industries, businesses and organizations regarding their emergency management plans and preparedness;
 - (g) Provide a strategy and means for public education of emergency preparedness;
 - (h) Co-ordinate all EOC activities, including the scheduling of regular meetings, training and training exercises;
 - (i) Ensures that the Emergency Operation Centre (EOC) is ready for use on short notice and prepares and maintains EOC kits;
 - (j) Submit a projected budget to cover costs of emergency management operations of the Committee;
 - (k) Work with the Emergency Operations Centre (EOC) Team and Local Authority when an emergency has been declared and the activation of an EOC is required. More specifically, these duties would include, but are not limited to:
 1. Activate call out of the EOC team members;
 2. Assist with the set-up of EOC location;
 3. Open the master event record and ensure that it is maintained for the duration of the emergency.
 4. Assist EOC Manager as required;
 5. Provide technical assistance about the Emergency Plan, its procedures and resources;
 6. Coordinate post-emergency debriefings and preparation of reports;
 7. Ensure amendments to the emergency plan are made;
 8. Ensure all directions from Mayor/Reeve and Council are carried out;
 9. Maintain a record of all action taken.
8. Only the local authority of a municipality can declare an emergency. The Mayor/Reeve, or in his/her absence, the Deputy Mayor/Deputy Reeve, is hereby authorized to declare a local emergency. In the absence of the Mayor/Reeve and Deputy Mayor/Deputy Reeve, a majority of the members of the Municipal Council are hereby authorized to declare an emergency. Upon a declaration being made, the Emergency Operations Centre for that municipality shall oversee emergency management operations until the conclusion of the emergency event.

SCHEDULE "A"
WILKIE AND DISTRICT EMERGENCY PLANNING COMMITTEE AGREEMENT
PAGE 3

9. On the making of the declaration and for the duration of the local emergency, the local authority may do all acts and take all necessary proceedings including the following:
- (a) Put into operation any emergency plan or program that the local authority considers appropriate;
 - (b) Acquire or utilize any real or personal property that the local authority considers necessary to prevent, combat or alleviate the effects of an emergency;
 - (c) Authorize any qualified person to render aid of a type that the person is qualified to provide;
 - (d) Control or prohibit travel to or from any area of the municipality;
 - (e) Provide for the restoration of essential facilities and the distribution of essential supplies;
 - (f) Provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the municipality;
 - (g) Cause the evacuation of persons and the removal of persons from any area of the municipality that is or may be affected by an emergency and make arrangements for the adequate care and protection of those persons;
 - (h) Authorize the entry into any building or on any land, without warrant, by any person when necessary for the implementation of an emergency plan;
 - (i) Conscript persons needed to meet an emergency;
 - (j) Do all acts and take all proceedings that are reasonably necessary to meet the local emergency.
10. A member municipality may terminate their participation on the Committee and in this agreement by providing a minimum six months written notice to the Committee of their intent to leave. When a municipality provides such notice, the municipality giving notice forfeits any claim to the assets of the Committee or to any fees already paid to the Committee.

IN WITNESS WHEREOF, the corporate seals of the parties hereto attached by the hand of their duly authorized officers.



TOWN OF WILKIE

Mayor

Administrator



RURAL MUNICIPALITY OF REFORD NO. 379

Reeve

Administrator



RURAL MUNICIPALITY OF BUFFALO NO. 409

Reeve

Administrator