

Village of Canwood

Bylaw No. 2024-07

Certified a true copy of bylaw
adopted by Resolution of Council
on the 31st day of July 2024

ADMINISTRATOR

Regional Emergency Measures Bylaw

A BYLAW TO ESTABLISH PARKLAND EMERGENCY MEASURES ORGANIZATION.

WHEREAS the Village of Canwood is required under the Saskatchewan *Emergency Planning Act*, section 9 (1) Statutes of Saskatchewan 1989 to establish an emergency measures organization, appoint an emergency measures coordinator and establish an emergency planning committee; and

WHEREAS it is recognized that an emergency or disaster could have multijurisdictional impacts requiring the municipalities within the region to share resources and integrate emergency planning, training, and other emergency operations the municipalities in the Province of Saskatchewan listed below wish to establish a Regional Emergency Measures Organization including a Regional Emergency Measures Aid Agreement, Regional Emergency Measures Advisory Committee, Regional Emergency Planning Committee, Regional Emergency Measures Coordinator and Regional Emergency Management Plan

Parkland Emergency Measures Organization Member Municipalities

- Village of Canwood
- Village of Debden
- Village of Leask
- Village of Marcelin
- Village of Parkside
- Town of Big River
- Town of Shellbrook
- Rural Municipality of Big River No. 555
- Rural Municipality of Blaine Lake No. 434
- Rural Municipality of Canwood No. 494
- Rural Municipality of Leask No. 464
- Rural Municipality of Shellbrook No. 493

NOW THEREFORE THE COUNCIL OF THE VILLAGE OF CANWOOD IN THE PROVINCE OF SASKATCHEWAN DULY ASSEMBLED ENACTS AS FOLLOWS:

1. Title

1.1 This Bylaw shall be known as the Regional Emergency Measures Bylaw.

2. Definitions

2.1 In this Bylaw:

- a) "*Act*" means the *Saskatchewan Emergency Planning Act*, Statutes of Saskatchewan 1989, and all amendments thereto.
- b). "*Deputy Emergency Measures Coordinator*" is the person appointed by the Council of each local authority that reports to the Regional Emergency Measures Coordinator. In absence of the Regional Emergency Measures Coordinator, the Deputy Emergency Measures Coordinator is delegated their responsibilities on behalf of their respective local authority.

- c). *“Emergency”* shall have the same meaning as given to it by the *Act*.
- d). *“Emergency Operations Centre”* may be used interchangeably with either of the following terms: *“Emergency Coordination Centre”*, *“Incident Command Post”*. In all cases, the appropriately determined Centre or Post will depend on the nature of the emergency or incident and type of support required. In general terms, these refer to a location for carrying out coordinated emergency or incident response activities including monitoring, planning, logistical and/or operational requirements
- e). *“Parkland EMO”* means Parkland Emergency Measures Organization. It is the name chosen by the member municipalities to refer collectively to the Regional Emergency Measures Organization that each has agreed to be part of as laid out within this Emergency Measures Bylaw and as required under section 9(1) of the *Act*. The organization includes both the Regional Emergency Advisory Committee and Regional Emergency Planning Committee.
- f). *“Region”* and *“Regional”* means all member municipalities having jurisdiction as local authorities within the municipal boundaries as listed under Parkland Emergency Measures Organization Member Municipalities. This includes any additional municipalities that may choose and be permitted to join the Parkland Emergency Measures Organization at a future date.
- g). *“Regional Emergency Advisory Committee”* is a branch under the Regional Emergency Measures Organization whose membership includes an appointed elected official from each signatory local authority’s Council. Oversees governance including policy and budgetary approval for the operation of the Regional Emergency Measures Organization.
- h). *“Regional Emergency Measures Coordinator”* means the person as defined within the Bylaws of each local authority that has been appointed by resolution of each Council to organize and carry out the administration, planning, coordination, and leadership for local, regional, or inter-municipal emergencies or incidents requiring partial or full activation of regional support, response, or activation of any portion of the Regional Emergency Management Plan.
- i). *“Regional Emergency Planning Committee”* is a part of the Regional Emergency Measures Organization and is subject to the authority of the Regional Emergency Advisory Committee. The Emergency Planning Committee is chaired by the Regional Emergency Measures Coordinator and exists to ensure the planning, coordination and delivery of preparedness, response, and recovery activities occur within the region as applicable.
- j) *“Minister”* means the Minister charged with administration of the *Act*.

3. Council

3.1 Council hereby agrees to enter into a Regional Emergency Measures Organization and Aid Agreement with the other member municipalities in the Parkland Emergency Measures Organization (EMO) region for the purpose of facilitating the municipality’s commitment to a regional emergency measures program.

3.2 Council hereby agrees to establish a Regional Emergency Advisory Committee as part of Parkland EMO to advise on the development of the regional emergency measures plan and program.

3.3 Council hereby agrees to establish a Regional Emergency Measures Planning Committee as part of Parkland EMO to act as the agent of the Village in exercising their powers and duties as described in the *Act*.

3.4 Council shall:

- a) By resolution appoint an Emergency Measures Coordinator. The Emergency Measures Coordinator shall, by mutual consensus and resolution of each member municipal Council within Parkland EMO, also serve as the Regional Emergency Measures Coordinator.
- b) Authorize the Regional Emergency Measures Coordinator to exercise the powers outlined in the *Act* during a local emergency declaration.
- c) Council shall, by resolution, appoint a Deputy Emergency Measures Coordinator.
- d) Appoint one (1) member of Council to the Regional Emergency Advisory Committee and appoint at least one (1) other Council member as an alternate.
- e) Provide for the payment of expenses of locally appointed members of the Regional Emergency Advisory Committee in accordance with the policy established by the local authority.
- f) Annually review and approve the Regional Emergency Management Plan.

4. State of Local Emergency

4.1 Each local authority shall at all times retain authority for the power to declare, renew or terminate a state of local emergency for its respective jurisdiction.

4.2 A state of local emergency may be declared by any of the following:

- Mayor
- In absence of the Mayor, Deputy Mayor
- In the event that neither the Mayor nor Deputy is available, a State of Local Emergency may be declared by any two (2) other members of Council.

4.3 A resolution for a declaration of a state of local emergency shall be made by the elected Council of the governing authority having jurisdiction and a copy of the declaration submitted to Saskatchewan Public Safety Agency and forwarded to the Minister forthwith.

4.4 Immediately following a declaration of a state of local emergency, the population within the jurisdiction shall be notified by any means of communication most likely to make known to majority of the population the details of the declaration. A declared state of local emergency expires seven (7) days from the time it was declared unless it is earlier renewed or terminated.

4.5 The local authority having jurisdiction may by resolution apply to have a declared State of Local Emergency renewed.

4.6 When in the opinion of the local authority an emergency no longer exists, it shall be terminated by resolution and the details of such immediately made public by any means of communication most likely to make known the details of the termination to the majority of the population of the area affected.

4.7 All members of Council shall be notified of the declaration, renewal, or termination as soon as practicable.

4.8 In the event that an emergency is significant enough that it may overwhelm the local authority or in which it affects more than a single local authority a Regional Emergency Operations Centre, Incident Command Post or other regional facility may be activated to provide additional support and better organize a regional response and resources.

5. Regional Emergency Advisory Committee

5.1 A Regional Emergency Advisory Committee is hereby established and shall consist of municipal Councillors of the local authorities within the Parkland EMO region. Each Councillor shall be appointed by their respective local authority to represent their jurisdiction on the Regional Emergency Advisory Committee.

5.2 The Committee will be chaired by a council member appointed to the Committee from one of the representative member municipalities. This position will be appointed annually.

5.3 The Regional Emergency Advisory Committee will meet at least annually but may meet more often as deemed necessary.

5.4 Each member will have one (1) vote regarding any matter presented before the Committee. Appointed alternate Committee members may vote in absence of the primary appointed member for their jurisdiction.

5.5 Decisions will be passed by a majority vote. A quorum of the Committee shall be at least seven (7) members.

5.6 Any disputes will be resolved in accordance with Roberts Rules of Order.

5.7 The Regional Advisory Committee shall:

- a) Provide policy direction, guidance, and oversight to the Regional Emergency Planning Committee.
- b) Each member will act as a liaison between the Regional Emergency Advisory Committee and their local authority by communicating information from each meeting and bringing forth items requiring Council decision or approval to their elected Council on behalf of the Regional Emergency Advisory Committee.
- c) Annually review the Regional Emergency Management Plan after review by the Regional Emergency Planning Committee.
- d) Annually provide a copy of the reviewed Regional Emergency Management Plan to each Council.
- e) Review and where appropriate approve annual objectives of the Regional Emergency Planning Committee.
- f) Review any corrective or after-action reports submitted by the Regional Emergency Planning Committee and determine the process for approval where appropriate.

5.8 During an emergency or disaster the Regional Emergency Advisory Committee will:

- a) Provide support to the Regional Emergency Operations Centre, Incident Command Post or similar regional facility by establishing clear lines of communication and liaising with regional Council members.
- b) Provide policy oversight as needed.

6. Regional Emergency Management Plan

6.1 The Regional Emergency Management Plan shall be an all-hazards plan that details the regional emergency response structure, hazard and risk analysis, program maintenance schedule, emergency communications, provision of emergency social services and guidelines for implementation and activation of the plan.

6.2 The Regional Emergency Management Plan may be activated in whole or in part as required to respond to a potential, imminent or occurring emergency, disaster, or special planned event.

7. Regional Emergency Planning Committee

7.1 There is hereby established a Regional Emergency Planning Committee to act on behalf of the member municipal local authorities in exercising their powers and duties under the *Act*.

7.2 The Regional Emergency Planning Committee is responsible for the administration of the Regional Emergency Measures Program.

7.3 The Regional Emergency Planning Committee shall be chaired by the Regional Emergency Measures Coordinator. In their absence, Planning Committee meetings will be chaired by an appointed Deputy Emergency Measures Coordinator from within the Parkland EMO region.

7.4 Members of the Regional Emergency Planning Committee shall include:

- The Regional Emergency Measures Coordinator.
- All appointed Deputy Emergency Measures Coordinators from within the Parkland EMO region.
- All Fire Chiefs within the region or their designate.
- All municipally appointed emergency management personnel and representatives from public and private organizations or other stakeholders who may provide expertise or assist with emergency management activities within the region as invited by the Chair of the Regional Emergency Planning Committee.

7.5 The Regional Emergency Planning Committee shall:

- a) Coordinate the provision of services, resources, and operations in preparation for and during an emergency.
- b) Coordinate exercises for members of the Regional Emergency Planning Committee.
- c) Set annual objectives for the Regional Emergency Planning Committee and submit to the Regional Emergency Advisory Committee for approval.
- d) Complete an annual page-by-page review of the Regional Emergency Management Plan and all relevant supporting documentation including completion of any updates to ensure it meets changing regional capacities and all provincial requirements pursuant to the *Act* and any amendments thereto.

- e) Submit a copy of the Regional Emergency Management Plan to the Regional Emergency Advisory Committee annually following review and any updates.
- f) Make the Regional Emergency Management Plan available to Saskatchewan Public Safety Agency for review and comment.
- g) Ensure that in the event of an emergency or disaster incident a group of individuals is designated under the Regional Emergency Management Plan to act on behalf of Parkland EMO.
- h) Track, schedule and coordinate municipal personnel emergency management training and exercises.
- i) Strive to foster the development of strong working relationships with representatives and stakeholders from public and private organizations with whom it may be necessary to work alongside in an emergency situation.
- j) Meet at least four (4) times per year but may meet more often as determined by the Chair of the Emergency Planning Committee.
- k) Report to the Regional Emergency Advisory Committee at least once (1) per year and provide an update on:
 - Regional Emergency Planning Committee training and exercises.
 - The Regional Emergency Planning Committee's review of the regional emergency plan and program.

8. Emergency Measures Coordinator

8.1 The appointed Emergency Measures Coordinator shall assume the following roles and responsibilities:

- a) Serve as the Regional Emergency Measures Coordinator upon mutual consensus of each Parkland EMO member municipal Council.
- b) Handle administration, planning, coordination, and leadership for local, regional or inter-municipal disasters, emergencies and/or planned events requiring partial or full activation of the Regional Emergency Management Plan.
- c) Prepare and coordinate emergency plans and programs in accordance with the *Act*.
- d) Direct and control local, intermunicipal and regional emergency response with the power to delegate authority on behalf of the Regional Emergency Planning Committee including direction of emergency operations, functions and any municipally led Emergency Social Services, subject to the authority of the Regional Emergency Advisory Committee and council of the local authority having jurisdiction.
- e) Coordinate municipal emergency services and other resources used in an emergency.
- f) Ensure the Regional Emergency Advisory Committee is kept apprised during regional activations through regular reporting.

- g) Coordinate a debrief for personnel involved in any emergency activations and compile a corrective or after-action report with tasks and dates for completion assigned for review and approval by Council and/or the Regional Emergency Advisory Committee as appropriate.

9. Deputy Emergency Measures Coordinators

9.1 Deputy Emergency Measures Coordinators shall:

- a) Support and assist the Emergency Measures Coordinator with preparedness, implementation, and coordination of emergency response operations, and with recovery operations if requested.
- b) Be prepared to respond to incidents within the Parkland EMO region.
- c) Be prepared to fill both the day-to-day and emergency roles and responsibilities of the Emergency Measures Coordinator in their absence.
- d) Participate as an active member of the Regional Emergency Planning Committee.

10. Indemnification

10.1 No action lies against the local authority nor a person acting under the local authority's direction or appointed by the local authority to carry out measures relating to emergencies pursuant to the Act for anything done or omitted to be done in good faith pursuant to any power, regulations, orders or duty imposed by the *Saskatchewan Emergency Planning Act 1989* and any amendments thereto or this Bylaw under a declaration of a state of local emergency.

11. Severability

11.1 Should any provision of this bylaw become invalid, void, illegal or otherwise unenforceable, it shall be considered separate and severable from the bylaw and the remainder shall remain in force as though such provision had not been invalid.

12. Repealed

12.1 Bylaws No. 1/86, 5/89 and 2/12 are hereby repealed.

13. General Provisions And Application

13.1 This Bylaw shall take effect on the date of the third and final reading.

INTRODUCED AND READ a first time this 16th day of July, 2024.

READ a second time this 16th day of July, 2024.

READ a third time and final time with unanimous consent this 16th day of July, 2024.



Certified a true copy of bylaw
adopted by Resolution of Council
on the 31st day of July, 2024

Erin Robertson, ADMINISTRATOR

Heather Sten

Lorne Benson, Mayor

Heather Sten, Administrator