



RM of Meadow Lake #588  
Bylaw #2/20 - Emergency Management Bylaw

**BYLAW NO. 2/20**

**EMERGENCY MANAGEMENT BYLAW  
RURAL MUNICIPALITY OF MEADOW LAKE NO. 588**

**1. Title**

This Bylaw shall be known as the Emergency Management Bylaw.

**2. Definitions**

2.1 In this Bylaw:

“Act” means the *Saskatchewan Emergency Planning Act, 1989*.

“Bylaw” refers to this Emergency Management Bylaw.

“Chief Administrative Officer” (CAO) shall mean the CAO for the RM of Meadow Lake #588

“Council” means the elected officials that form the Council of the Rural Municipality of Meadow Lake No. 588.

“Deputy Emergency Measures Coordinator” means the person appointed by the Council of the Rural Municipality Meadow Lake No. 588 authorized to assist and act in the absence of the Emergency Measures Coordinator.

“Emergency” shall have the same meaning as given to it by the *Act*.

“Emergency Planning Committee” is the committee appointed to provide feedback, guidance and expertise regarding the Municipality’s emergency management plan and program.

“Emergency Operations Centre” means the municipal location for carrying out coordinated emergency response and recovery activities including planning, logistical and operational support functions.

“Hazard Risk & Vulnerability Assessment” means an assessment of the risks and vulnerabilities within or potentially occurring within the Municipality.

“Municipal Emergency Response Plan” is the document created to guide the actions of the municipality during an emergency.

“Municipality” means the Rural Municipality of Meadow Lake No. 588 in the Province of Saskatchewan.

“Minister” shall have the same meaning as given to it by the *Act*.

“On-scene Commander” means the first person arriving on-scene at an emergency incident that takes command and control of the situation.



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### 3. Purpose

3.1 Subject to *section 9* of the *Saskatchewan Emergency Planning Act 1989*, the purpose of this Bylaw is to establish an emergency management organization within the municipality that shall consist of the following for planning, preparation, and response to emergencies within the municipality:

- Municipal Emergency Response Plan
- Emergency Measures Coordinator
- Emergency Planning Committee

### 4. Municipal Emergency Response Plan

4.1 The Municipal Emergency Response Plan, shall be an all-hazards plan that is subject to *section 9(3)* of the *Act* details the provision of service within the municipality during an emergency and the manner in which persons will respond to an emergency.

4.2 The Municipal Emergency Response Plan may be activated in whole or in part as needed to respond to a potential, imminent or occurring emergency.

### 5. Council Responsibilities

5.1 Council shall:

- a. Appoint an Emergency Measures Coordinator & Deputy Emergency Measures Coordinator.
- b. Provide direction and guidance on emergency management initiatives to the Emergency Planning Committee.
- c. Complete an annual review of the Municipal Emergency Response Plan and Hazard Risk & Vulnerability Assessment.
- d. Review corrective action reports submitted by the Emergency Measures Coordinator and determine approval if required.
- e. Review annual emergency management objectives as identified by the Emergency Measures Coordinator.

5.2 Council may enter into agreements with other regional districts or local authorities for the purpose of mutual aid, emergency assistance or coordination of emergency planning, preparedness, response or recovery initiatives or resources.

### 6. Declaration of Local Emergency

6.1 A declaration of a local emergency may be declared when:

- a. An emergency is determined to be imminent, occurring or has already occurred.
- b. Powers under a Local Emergency are anticipated to be required or are needed to respond.

6.2 A local emergency may be declared by resolution by:

- a. Reeve and Council or
- b. Deputy Reeve and Council

6.3 In absence of quorum, a declaration may be made without resolution by any of the following:

- a. Reeve on behalf of Council
- b. Deputy Reeve on behalf of Council



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d. Any one (1) elected official along with CAO.

6.4 When a declaration of local emergency is made, and a state of local emergency deemed to exist the Emergency Measures Coordinator is authorized by Council to exercise the powers granted pursuant to *section 21(1)* within the *Act*.

### 7. Termination of Local Emergency

7.1 When in the opinion of Council an emergency no longer exists with respect to the area for which the declaration was made, Council shall terminate the declaration with respect to that area.

7.2 A local emergency declaration ceases to be of any force when:

- a. It expires at the end of 7 days and is not renewed.
- b. Is cancelled by the Lieutenant Governor in Council.
- c. Is terminated by Council.

### 8. Emergency Measures and Deputy Emergency Measures Coordinator Responsibilities

8.1 The Emergency Measures Coordinator and Deputy shall be appointed by Council as per *section 9(1)* of the *Act*.

8.2 The Deputy Emergency Measures Coordinator shall act as designate in absence of the Emergency Measures Coordinator with full authority and responsibility of the Emergency Measures Coordinator as indicated within this bylaw.

8.3 In the event that neither the Emergency Measures Coordinator nor the Deputy Emergency Measures Coordinator are available, Council may appoint a temporary Emergency Measures Coordinator.

8.4 Duties and responsibilities of the Emergency Measures Coordinator or in their absence the Deputy Emergency Measures Coordinator during an emergency:

- a. Assume control of the Emergency Operations Centre as Director and ensure overall functioning of the Emergency Operations Centre.
- b. Oversees municipally led emergency response operations in which the Emergency Operations Centre is activated.
- c. Oversees municipally led recovery operations where directed by Council.
- d. Coordinates a debrief for personnel involved in any Emergency Operations Centre or Emergency Social Services activations and compiles a corrective action report with tasks and dates for completion assigned as appropriate.
- e. Submits any corrective action reports to Council for review and approval.
- f. Is prepared to respond to assist to provide Emergency Operations Centre personnel relief as requested by mutual aid partners.

8.5 In addition to the responsibilities and duties during an emergency the Emergency Measures Coordinator or in their absence the Deputy Emergency Measures Coordinator shall:

- a. Chair the Emergency Planning Committee as per *section 9(2)* of the *Act*.
- b. Coordinate regular meetings of the Emergency Planning Committee as set forth within section 9.2 of this Bylaw.



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- c. Complete an annual review and where appropriate update of the Municipal Emergency Response Plan including any applicable supporting documentation.
- d. Complete an annual review and where appropriate update the Hazard Risk & Vulnerability Analysis including complete re-assessment once every four (4) years or sooner as appropriate.
- e. Coordinate annual training and exercises for members of the Emergency Planning Committee.
- f. Set annual objectives of the Emergency Planning Committee subject to approval from Council.
- g. Regularly assess municipal supplies and resources assigned for emergency response.
- h. Engage relevant stakeholders and ratepayers in emergency preparedness, response and recovery initiatives.
- i. Coordinate an annual overview of the municipality's emergency response plan for municipally employed personnel.
- j. Submit a monthly report to Council on work completed and in progress.
- k. Provide an annual update to Council regarding municipal emergency measures activities including opportunities for improvement.

### **9. Emergency Planning Committee**

9.1 Pursuant to *section 9 (1) of the Saskatchewan Emergency Planning Act 1989*, there is hereby established an Emergency Planning Committee composed of:

- a. The Emergency Measures Coordinator and Deputy Emergency Measures Coordinator.
- b. All personnel assigned a position within the Municipal Emergency Response Plan.
- c. Other municipal personnel as requested by the Emergency Measures Coordinator.
- d. Representatives from public and private organizations or other stakeholders who may provide expertise or assist with emergency management activities within the municipality as invited by the Emergency Measures Coordinator.

9.2 The Emergency Planning Committee shall meet at least quarterly or more frequently as determined by the Emergency Measures Coordinator.

9.3 Responsibilities and duties of the Committee include:

- a. Coordinate resources, services and operations in preparation for and during an emergency.
- b. Development and maintenance of the Municipality's' emergency response plan where appropriate.
- c. Assistance within the Municipal Emergency Operations Centre and Emergency Social Services where requested.
- d. Annual review of the Municipal Emergency Response Plan and supporting documentation including feedback regarding such to the Emergency Measures Coordinator.
- e. Provision of recommendations following Emergency Operations Centre activations where requested or appropriate.
- f. Participation in emergency preparedness events, exercises and trainings.



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**10. Financial**

10.1 Council may borrow, levy, appropriate, authorize and expend such monies as required for the RM of Meadow Lake No. 588 to prepare, respond to and recover from an emergency.

10.2 Council may enter into agreements and make payment to persons or organizations for emergency management services and products.

10.3 Council may make applications for grants or other funding applicable to the development of emergency plans or programs which includes but is not limited to mutual aid plans and programs.

**11. Dispute Resolution**

11.1 Where a conflict of opinion regarding response operations may arise between the Emergency Measures Coordinator and the on-scene commander regarding emergency operations within the Municipality, the Emergency Measures Coordinator's opinion shall prevail.

11.2 Notwithstanding the foregoing in 10.1, where disputes cannot be amicably resolved or a third-party opinion is required, the Emergency Measures Coordinator or on-scene commander may at any time bring the dispute forward to Council to resolve.

11.3 As per *section 10* of the *Act* every local authority shall at all times be responsible for the direction and control of the local authority's emergency response unless the Minister assumes direction and control.

**12. Indemnification**

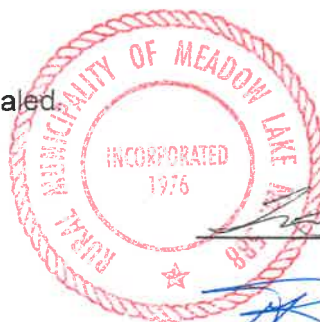
12.1 No action lies against the Rural Municipality of Meadow Lake No. 588 or a person acting under the Municipality's direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under the *Saskatchewan Emergency Planning Act 1989*, regulations within or any order made pursuant to the *Act*.


**13. Severance**


13.1 If any provision herein is determined by a Court of Law to be invalid for any reason, it shall be considered separate and severable from the Bylaw and the remainder of this Bylaw shall remain valid and enforceable.

**14. Repealed**

14.1 Bylaw No. 8/11 is hereby repealed.



  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Chief Administrative Officer

READ a first time this 13<sup>th</sup> day of March, 2020.  
READ a second time this 13<sup>th</sup> day of March, 2020.  
READ a third time and adopted this 13<sup>th</sup> day of March, 2020.