

CITY OF MELFORT

BYLAW NO. 2020-08

The Emergency Planning Bylaw

WHEREAS the "Cities Act" section 8 (1) provides the City Council of The City of Melfort the power to pass bylaws for city purposes that it considers expedient in relation to the following matters respecting the City:

- (a) the peace, order and good government of the City;
- (b) the safety, health and welfare of people, and the protection of people and property.

NOW THEREFORE the Council of the City of Melfort, in open meeting assembled, enacts as follows:

SECTION 1: TITLE

This bylaw may be cited as "The Emergency Planning Bylaw."

SECTION 2: PURPOSE

The purpose of The Emergency Planning Bylaw is to:

- (a) Provide for the direction of The City of Melfort in compliance with The Emergency Planning Act of the Province of Saskatchewan;
- (b) Ensure that members of Council and Department Heads have basic training in emergency preparedness;
- (c) Provide for the direction and control of the City of Melfort's emergency operations under The Emergency Planning Act of the Province of Saskatchewan.

SECTION 3: DEFINITIONS

In this Bylaw:

- (a) "Act" means *The Cities Act*;
- (b) "City" means The City of Melfort.
- (c) " Civic Planning Committee" shall mean the Emergency Measures Planning Committee (primarily municipal leadership) of The City of Melfort.

- (d) "Coordinator" means the Emergency Measures Coordinator of The City of Melfort.
- (e) "Council" means the Mayor and Council of The City of Melfort.
- (f) "Disaster" means a widespread or severe emergency that destabilizes the local community or an event that results in serious harm to the health, safety and welfare of the people in the City of Melfort.
- (g) "Emergency" means a serious, unexpected and dangerous situation requiring immediate action or coordination of action that may include but is not limited to;
 - i) Accident;
 - ii) Act of war or Insurrection;
 - iii) Terrorist activity as defined in the Criminal Code;
 - iv) Forces of nature;
 - v) The loss of life;
 - vi) Harm or damage to the safety, health or welfare of people; or
 - vii) Damage to property or the environment.
- (h) "Emergency Declaration" means an order as defined in *The Emergency Planning Act* of the Province of Saskatchewan.
- (i) "Emergency Management" means the universal term for the systems and processes for mitigating, preparing for, responding to, and recovering from emergencies and disasters.
- (j) "Emergency Measures Organization" means the Civic Planning Committee and the Emergency Preparedness Committee as chaired by the Director of Protective Services.
- (k) "Emergency Operations Center" (EOC) means a central location that serves as the focal point for Department Heads or local government to effectively coordinate and support emergency operations.
- (l) "Emergency Planning Act" means *The Emergency Planning Act* of the Province of Saskatchewan.
- (m) "Emergency Preparedness Committee" is comprised of municipal leadership, nongovernment organizations, faith-based organizations, school districts, commercial business leaders or any other person(s) as appointed by the City Manager.
- (n) "Government" shall mean the Government of Saskatchewan.
- (o) "Minister" means the member of the Executive Council of the Government of Saskatchewan to whom for the time being the administration of this Act is assigned.
- (p) "Municipal Emergency Plan" means the Municipal Emergency Plan of the City of Melfort.
- (q) "Support Role" means the identification of support agencies that do not come under the authority of the lead agency in normal conditions.

SECTION 4: BYLAW ADMINISTRATION

- 1) Pursuant to *The Emergency Planning Act*, The City of Melfort is to establish a Civic Planning Committee, whereas in the City of Melfort the Civic Planning Committee shall consist of the following members or designates:
 - a. The Emergency Measures Coordinator appointed pursuant to Section 3 of this bylaw.
 - b. The Fire Chief;
 - c. The City Manager;
 - d. The RCMP I/C
 - e. The Director of Community Services;
 - f. The City Treasurer;
 - g. The City Clerk;
 - h. The Director of Works and Utilities;
 - i. Two members of City Council;
 - j. And any other person(s) In a support role as may be appointed by the City Manager of the City or members of voluntary or other services which may have a function in the event of a disaster within the community.
- 2) A designate identified in Section 4 (1) of this bylaw shall have full authority to participate as a member of the Civic Planning Committee.
- 3) There will be a local Emergency Measures Organization established, and;
 - (a) The Coordinator for the City of Melfort shall be the Director of Protective Services;
 - (b) The Coordinator shall be the chairperson of the Civic Planning Committee;
 - (c) In addition to the members appointed in Section 1 of this bylaw, the Coordinator shall establish an Emergency Preparedness Committee that works with organizations, corporations and other partners for the purpose of emergency preparedness.
- 4) Each member of the Civic Planning Committee shall be responsible for:
 - (a) The development of an emergency plan(s) within their respective department or organization,
 - (b) The training of employees;

- 5) Each member of the Emergency Preparedness Committee shall be responsible for:
 - (a) The development and execution of an emergency plan within the service that the member represents;
 - (b) The training of employees and volunteers;
 - (c) Possessing a comprehensive list of resources;
 - (d) Making plans and carrying out activities as necessary to ensure the capability of the agency to meet responsibilities during a major emergency or disaster.
- 6) The Civic Planning Committee and the Emergency Preparedness Committee will:
 - (a) Co-ordinate the Municipal Emergency Plan and related plans for the City;
 - (b) Develop inter-agency procedures for responding to a disaster;
 - (c) Provide necessary services upon request during an emergency ;
 - (d) Identify the contact individual(s) for each agency that will be required during an emergency as defined in Sec 3 (g) of this bylaw and provide such to the Coordinator.

SECTION 5: DUTIES OF EMERGENCY MEASURES COORDINATOR

- 1) In addition to the duties and responsibilities provided under this Bylaw, the Coordinator shall:
 - (a) Coordinate the development of a Municipal Emergency Plan in cooperation with the departments of the City and agencies within the municipality;
 - (b) Coordinate the activities and persons involved in the City in emergency planning;
 - (c) Coordinate training for members of the Civic Planning Committee and the Emergency Preparedness Committee either by local training classes or attendance at provincial or federal institutes;
 - (d) Cooperate with Saskatchewan Emergency Management Organization on all matters related to emergency planning and organization;
 - (e) Develop a public information program.

SECTION 6: DUTIES OF CITY COUNCIL

- 1) Subject to The Emergency Planning Act, City Council for The City of Melfort shall at all times be responsible for the direction of the City's response unless the Minister assumes direction and

control pursuant to clause 18(1) (c) of *The Emergency Planning Act*, whereas the Minister may assume direction and control of the emergency response of a local authority.

- (a) Any time City Council is satisfied that an emergency or disaster exists or will exist, it may by resolution of quorum of Council make a local emergency declaration under The Emergency Planning Act, relating to all or any part of the City, and whereas the emergency declaration must:

Identify the nature of the emergency;

- i. The area of the municipality where the emergency exists;
- ii. The name of the Individual making the declaration;
- iii. The date and time of the declaration.

- (b) In the event a Quorum is not available, the following persons:

- i. The Mayor;
- ii. Deputy Mayor;
- iii. Any other member of Council,

may in the order given on behalf of the City, authorize a declaration of a local emergency in any part of, or the entire City, by:

- i. Completing and signing the "Declaration of a Local Emergency" as Identified in the Municipal Emergency Plan, and
- ii. Forwarding a copy of the Municipal Emergency Plan "Declaration of a Local Emergency" as Identified in the Municipal Emergency Plan to the Minister.

- (c) When a local emergency is declared, the Coordinator and City Manager will:

- i. Cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the affected area;
- ii. Forward a copy of the Municipal Emergency Plan "Declaration of a Local Emergency" as Identified in the Municipal Emergency Plan to the Minister.

- (d) Before or during a local emergency the Civic Planning Committee will implement the Municipal Emergency Plan or any related plans or programs to be put into operation, if not already in operation.

- (e) A local emergency provides "extraordinary emergency powers" whereby *The Emergency Planning Act* enables the City to:

- i. To put into operation any emergency plan or program that the City considers appropriate;
- ii. Acquire or utilize any real or personal property that the City considers necessary to prevent, combat or alleviate the effects of an emergency;
- iii. Authorize any qualified person to render aid of a type that the person is qualified to provide;

- iv. Control or prohibit travel to or from any area of the municipality;
 - v. Provide for the restoration of essential facilities and services and the distribution of essential supplies;
 - vi. Provide, maintain and coordinate emergency medical, welfare and other essential services on any part of the municipality;
 - vii. Cause the evacuation of persons and the removal of persons or livestock and personal property 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 or livestock and of the personal property;
 - viii. Authorize the entry into any building or on any land, without warrant, by any person when necessary for the Implementation of an emergency plan;
 - ix. Cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary in order to reach the scene of the emergency, to attempt to forestall its occurrence or to combat its progress;
 - x. Conscript persons needed to meet an emergency, and
 - xi. Do all acts and take all proceedings that are reasonably necessary to meet the local emergency.
- (f) When in the opinion of City Council a major emergency no longer exists in relation to which the local emergency declaration was made, or it is in the public interest that the local emergency declaration be terminated, City Council shall by resolution terminate the declaration, whereby the declaration is considered terminated when:
- i. The local emergency declaration expires at the end of fourteen (14) days from the time the declaration was made;
 - ii. The Minister may cancel the local emergency declaration;
 - iii. The details of the termination, expiration or cancellation, as the case may be, to be published by any means of communication that the City considers most likely to make those details known to the majority of the population of the area affected by the contents of the termination, expiration or cancellation, as the case may be;
 - iv. Forward a copy of the Municipal Emergency Plan "Termination of a Local Emergency" as identified in the Municipal Emergency Plan to the Minister.

SECTION 7: CITY MANAGER

The City Manager is authorized to delegate and authorize further delegation of any powers, duties and functions delegated to the City Manager pertinent to this bylaw.

SECTION 8: ESTABLISHMENT OF BYLAW

Therefore, The City of Melfort establishes Bylaw No. 2020-08

1. Bylaw 72-2 is hereby repealed.
2. This Bylaw comes into force on the day of its final passing.

INTRODUCED AND READ a first time this 4th day of May, 2020

READ A SECOND TIME this this 4th day of May, 2020

READ A THIRD TIME AND PASSED this 4th day of May, 2020

Mayor

City Clerk

SEAL

CERTIFIED a true copy of Bylaw No.
2020-08, adopted by resolution of Council
on the 4th day of May, 2020

City Clerk