

BYLAW NO. 15 – 2016

The Emergency Management Bylaw

A BYLAW of the City of Swift Current, in the Province of Saskatchewan, to establish the Emergency Management Organization of the City of Swift Current.

Pursuant to Section 8 of the *Cities Act*, the Council of the City of Swift Current enacts as follows:

Part 1 – Title and Interpretations

Short Title

1. This Bylaw shall be cited as the Swift Current Emergency Management Bylaw.

Purpose

2. The purpose of this Bylaw is to establish and continue the Emergency Management Organization of the City of Swift Current and to comply with the provisions of the *Emergency Planning Act* of the Province of Saskatchewan.

Definitions

3. In this Bylaw:
 - a. “Act” means the Emergency Planning Act being Chapter E-8.1 of the Statutes of Saskatchewan, 1989-1990.
 - b. “CAO” means the Chief Administrative Officer of the *City* as appointed by *Council*;
 - c. “City” means the City of Swift Current;
 - d. “Council” means the Council of the *City*;
 - e. “Disaster” means a widespread or severe *emergency* that exceeds the ability of the *local authority* to manage with its own resources;
 - f. “Emergency” means an emergency as defined by the *Act*;
 - g. “Local Authority” means the *Council* of the *City*;
 - h. “NGO” means all non-government agencies providing emergency services and may include the Red Cross, Salvation Army, Mennonite Disaster Services, and other such agencies.
 - i. “Planning Committee” means the committee appointed pursuant to section 9.

Part 2 – Emergency Planning

Emergency Management Organization

4. The Swift Current Emergency Management Organization is hereby established and the Emergency Measures Organization is continued as the Emergency Management Organization.
5. The Emergency Management Organization shall be a division of Swift Current Fire Department and report to the Fire Chief.

Coordinator

6. The office of the Emergency Management Coordinator is established.
7. The Emergency Management Coordinator shall be appointed by the CAO.
8. The Coordinator shall:
 - a. be the chair of the *Planning Committee*;
 - b. coordinate development of a municipal emergency plan in cooperation with the divisions of the municipality, *NGO's*, and *emergency* response agencies in the municipality;
 - c. coordinate the activities of persons, divisions, agencies, and *NGOs* involved in the municipal emergency plan and responding to emergencies;
 - d. oversee training for members of the *emergency planning committee* and key personnel required to respond to emergencies, either by local training or attendance at recognized post-secondary education institutions;
 - e. cooperate with Saskatchewan Emergency Management Organization on all matters pertaining to *emergency* planning and operation;
 - f. develop a public information program;
 - g. submit an annual budget to the Fire Chief to cover the costs of operation the organization within the municipality;
 - h. act as an advisor to the *local authority* during emergencies;
 - i. coordinate all *emergency* services and other resources used during an *emergency* situation, and;
 - j. be the EOC director on behalf of the *local authority* during an *emergency* or *disaster* situation.

Planning Committee

9. The *Planning Committee* is established and shall consist of the following members and their delegates:
 - a. the Emergency Management Coordinator;
 - b. the CAO;
 - c. the Fire Chief;
 - d. the General Manager of Infrastructure and Operations;
 - e. the General Manager of Community Services, and;
 - f. the General Manager of Corporate Services.

10. The Committee shall meet annually, or more frequently as required.

11. The Committee shall review the municipal emergency plan and related plans annually.

12. The Committee shall report annually to *Council* through the CAO on the development of *emergency* plans and programs.

13. The Committee shall integrate individual agency, department and division plans into the umbrella municipal plan.

14. The Committee shall develop procedures for responding to an *emergency* or *disaster* and providing necessary services during an *emergency* or *disaster*.

15. The Committee shall develop an incident command system to effectively manage *emergencies* and *disasters*.

16. The *Planning Committee* may invite experts, as required, from outside agencies including, but not limited to, the following, to participate in the planning process in an advisory capacity:
 - a. Royal Canadian Mounted Police – City Detachment;
 - b. Swift Current Ambulance;
 - c. Cypress Regional Health Authority;
 - d. Chinook School Division;
 - e. Holy Trinity Catholic School Division;
 - f. Salvation Army;
 - g. Red Cross;
 - h. Rural Municipality of Swift Current No. 137;

- i. Canadian Pacific Railway, and
- j. any other agency, *NGO*, organization, or corporation the *planning committee* deems necessary.

Part 3 – State of Emergency

Declaration of a State of Local Emergency

17. Any time *Council* is satisfied that an *emergency* or *disaster* exists or may exist, it may by resolution of quorum of *Council* make a declaration of a local state of emergency under the *Act* relating to all or any part of the *City*, and the declaration must identify:

- a. the nature of the *emergency*;
- b. the area of the municipality where the *emergency* exists;
- c. the name of the person making the declaration, and;
- d. the date and time of the declaration.

18. In the event that a quorum of *Council* is not immediately available, the following persons:

- a. the Mayor;
- b. the Deputy Mayor, or;
- c. any other member of *Council*.

may, in the order given, on behalf of the *City*, authorize a declaration of a state of local emergency in any part of, or the entire *City*.

19. A quorum to meet the requirement of section 18 or a declaration made in accordance with section 19, may be obtained through electronic means including, but not limited to, telephone, internet, social media, share point, teleconference, or any other electronic means available to the *City* administration and members of *Council*.

20. When a declaration of a state of local emergency is issued, the coordinator shall immediately:

- a. cause the details of the declaration to be published by any means of communication considered most likely to notify the population of the affected area, and;
- b. forward a copy of the declaration of a state of local emergency to the minister in charge of the Saskatchewan Emergency Management Organization.

Powers of Local Authority

21. On the making of a declaration of a local state of emergency, the *City* may exercise any or all of the powers conferred under Section 21 of the *Act*.

Part 4 – Administration, Repeal and Coming into Force

Agreements

22. *Council* may enter into an agreement with other municipalities, provincial agencies, parks, or private agencies for the purpose of jointly establishing and operating a Mutual Aid response to *emergencies* or *disasters*.

Repeal

23. Bylaw 29-2004 is hereby repealed.

_____ **MAYOR** _____ **ACTING CITY CLERK**

INTRODUCED AND READ a first time this 4th day of July, 2016.

READ a second time this 4th day of July, 2016.

READ a third time and finally passed this 4th day of July, 2016.