

RURAL MUNICIPALITY OF MILTON NO. 292  
BYLAW 2019-08

PRAIRIE WINDS EMERGENCY PLANNING DISTRICT

The Council of the Rural Municipality of Milton No. 292 in the Province of Saskatchewan enacts as follows:

1. The Rural Municipality of Milton No. 292 is hereby authorized to enter into an Emergency Planning District and consent to an Agreement known as *The Prairie Winds Emergency Planning District* identified as "Schedule A" that is attached to and forming part of this bylaw for the purpose of establishing an Emergency Planning District.
2. The Reeve and Administrator are hereby authorized to sign and execute the attached agreement identified as "Schedule A".

SEAL



REEVE

ADMINISTRATOR

Read a third time and adopted  
this 9 day of October, 2019

Administrator



This is a true copy of original document which has not been altered in any way.  
\_\_\_\_\_  
Robin Busby Name  
\_\_\_\_\_  
Robin Busby Signature  
\_\_\_\_\_  
Administrator Title  
Signed at Marengo, Saskatchewan on October 17, 2019 Date

SCHEDULE "A" TO BYLAW NO. 2019-08

PRAIRIE WINDS EMERGENCY PLANNING DISTRICT

THIS AGREEMENT MADE EFFECTIVE THE 22 DAY OF October, 2019.

**BETWEEN:**

**Rural Municipality of Newcombe No. 260**

**Rural Municipality of Chesterfield No. 261**

**Rural Municipality of Milton No. 292**

**Rural Municipality of Antelope Park No. 322**

**Town of Eatonia**

**Village of Marengo**

**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 Prairie Winds Emergency Planning Committee;
- (b) "Emergency" shall mean an emergency as defined in *The Emergency Planning Act, 1989*.
- (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;
  - (e) "Member Municipality" shall mean a municipality who is a party to this agreement;
  - (f) "Regional Emergency Measures Coordinator" shall be appointed pursuant to this Agreement, and 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 member appointed from each member municipality.
  5. A meeting of the Committee shall be held at a minimum once per calendar year; additional meetings may be held at the discretion of the Committee.
  6. Each member municipality shall establish a sub-committee of the Prairie Winds Emergency Planning District. The sub-committee would provide recommendations to the Prairie Winds Emergency Planning Committee as it pertains to the member municipality that established the sub-committee.
  7. A member municipality pursuant to Section 5 shall maintain, by resolution of that member municipality, their own Emergency Management Organization and Emergency Measures Coordinator. In such instance, the Regional Emergency Measures Coordinator will act as an advisor only to that member municipality.
  8. The Committee is adopting the Incident Command System (ICS) and all member municipality will also following the Incident Command System for any incidents.
  9. It is the recommendation of the Committee that all council members and employees of member municipalities who may respond to an incident have ICS 100 training at a minimum.
  10. It is the recommendation of the Committee that any council member(s) that may be an Incident Commander have ICS 200 training at a minimum.
  11. All member municipalities shall ensure that any individuals who are appointed to the Emergency Operations Centre (EOC) have ICS 200 training at a minimum.

12. 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.
  
13. Subject to Section 6, 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) Submit regular reports to the Committee to keep them fully informed of progress;
  - (d) Coordinate with other local emergency services such as the local fire departments, RCMP, local police/enforcement officers, ambulance and health services;
  - (e) Liaise with local industries, businesses and organizations regarding their emergency management plans and preparedness;
  - (f) Provide a strategy and means for public education of emergency preparedness;
  - (g) Ensure that a continuous program of training is made available for local Emergency Management personnel;
  - (h) Submit a projected budget to cover costs of emergency management operations of the Committee;
  - (i) Work with the Emergency Operations Centre (EOC) Team and Local Authority when 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) Assist EOC Manager as required;
    - (4) Provide technical assistance about the Emergency Plan, its procedures and resources;
    - (5) Coordinate post-emergency debriefings and preparation of reports;
    - (6) Ensure amendments to the emergency plan are made;
    - (7) Retain documentation of actions and decisions.
  
14. Upon an emergency declaration being made by a municipality, the Emergency Operations Centre for that municipality shall oversee emergency management operations until the conclusion of the emergency event.
  
15. 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.

**RURAL MUNICIPALITY OF NEWCOMBE NO. 260**



*[Signature]*  
Reeve

*[Signature]*  
Administrator

**RURAL MUNICIPALITY OF CHESTERFIELD NO. 261**



*[Signature]*  
Reeve

*[Signature]*  
Administrator

**RURAL MUNICIPALITY OF MILTON NO. 292**

{Seal}



*[Signature]*  
Reeve

*[Signature]*  
Administrator

RURAL MUNICIPALITY OF ANTELOPE PARK NO. 322



Gordon Bennett  
Reeve

Robin Busby  
Administrator

TOWN OF EATONIA



[Signature]  
Mayor

Cheryl Bailey  
Administrator

VILLAGE OF MARENGO



[Signature]  
Mayor

Robin Busby  
Administrator



This is a true copy of original document which has not been altered in any way.  
Robin Busby Name  
Robin Busby Signature  
Administrator Title  
Signed at Marengo, Saskatchewan on October 23, 2018 Date