

RURAL MUNICIPALITY OF MILTON NO. 292
BYLAW NO. 2024-05

**A BYLAW TO ESTABLISH AND MAINTAIN MUNICIPAL
EMERGENCY MEASURES ORGANIZATION**

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 Measures Organization and consent to an Agreement identified as Schedule "A" that is attached to and forming part of this bylaw for the purpose of establishing and maintaining municipal emergency measures organization.
2. The Reeve and Administrator are hereby authorized to sign and execute the attached agreement identified as Schedule "A".
3. Bylaw No. 3-2010 is hereby repealed.



[Redacted Signature]

REEVE

[Redacted Signature]

ADMINISTRATOR

Read a third time and adopted
this 10 day of Sept 2024

[Redacted Signature]

Administrator

SCHEDULE "A"

EMERGENCY MEASURES ORGANIZATION AGREEMENT

BETWEEN:

Rural Municipality of Newcombe No. 260 in the Province of Saskatchewan

-and-

Rural Municipality of Chesterfield No. 261 in the Province of Saskatchewan

-and-

Rural Municipality of Milton No. 292 in the Province of Saskatchewan

-and-

Rural Municipality of Antelope Park No. 322 in the Province of Saskatchewan

-and-

Town of Eatonia in the Province of Saskatchewan

-and-

Village of Marengo in the Province of Saskatchewan

Hereafter referred to as the "Parties" to this Agreement.

WHEREAS *The Emergency Planning Act 1989*, is the primary legislation in Saskatchewan governing emergency management in the province;

AND WHEREAS The Emergency Planning Act 1989, pursuant to Section 9, requires each municipality to establish an emergency measures organization;

AND WHEREAS it is imperative for each regional district to appoint a coordinator and appoint an emergency management 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 listed below wish to establish a Regional Emergency Measures Organization, Regional Emergency Planning Committee, Regional Advisory Committee, Regional Mutual Aid Agreement, and Regional Emergency Management Plan.

NOW THEREFORE THIS AGREEMENT WITNESSES AS FOLLOWS:

1. Definitions

1.1 In this bylaw the following words and terms have the subsequent meanings:

"Act" means the Saskatchewan Emergency Planning Act, Statutes of Saskatchewan 1989, and all amendments thereto.

"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.

"Emergency" shall have the same meaning as given to it by the Act.

"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 the type of support required. In general terms these locations refer to a location for carrying out coordinated emergency or incident response activities including monitoring, planning, logistical and/or operational requirements.

"Event" a pre-planned event.

"Incident" means a situation that may or may not meet the definition of any emergency as defined within the Act, but that still requires additional assistance to respond or coordinate support.

"Local authority" and **"Local authorities"** refer to the authority having jurisdiction and is used interchangeably with the term "Member Municipality" and "Member Municipalities" individually or collectively to refer to the following signatory parties to this agreement including:

- 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

"Mutual Aid" the reciprocal provision of resources or services for emergency management purposes where practical and possible between signatory parties of this Agreement.

"Prairie Winds Emergency Planning District" or "PWEF" (the District or the Region) means the collective physical area governed by all the Member Municipalities/Local Authorities.

"Regional" includes all Member Municipalities within the District being local authorities having jurisdiction within the municipal boundaries as listed under "Local authority" and "Local authorities" above.

"Regional Emergency Advisory Committee" is a branch under the Regional Emergency Measures Organization whose membership includes an elected official as appointed from each Member Municipality's Council. The Committee oversees governance including policy and budgetary approval for the operation of the Regional Emergency Planning Committee.

"Regional Emergency Measures Coordinator" means the person as defined within the Bylaws of each local authority that has been appointed by council resolution of each Member Municipality 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.

"Regional Emergency Measures Organization" (the "Organization") means the organization as required under the Act and known as the Prairie Winds Emergency Planning District (PWEF) Committee. The organization includes the Regional Advisory Committee and Regional Emergency Planning Committee.

"Regional Emergency Planning Committee" is a sub-committee under the Regional Emergency Measures Organization and is subject to the authority of the Regional Emergency Advisory Committee. The 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 within the region as applicable.

2. Council

- 2.1. Council hereby agrees to enter into a Regional Emergency Measures Organization & Aid Agreement with the other local authorities in the region for the purpose of facilitating the municipal district's commitment to a regional emergency management plan.
- 2.2. Council hereby agrees to establish a Regional Advisory Committee as part of the Regional Partnership to advise on the development of the regional emergency management plan and program.

- 2.3. Under the authority of the Saskatchewan Emergency Planning Act, the Council resolves to establish a Regional Advisory Committee as part of the Regional Partnership.
- 2.4. Council shall:
- a) Each Council within the region shall by mutual consensus and resolution appoint a Regional Emergency Measures Coordinator. Being a member municipality of the PWEF region, each member municipal council shall also appoint the Regional Emergency Measures Coordinator to serve as the Emergency Measures Coordinator for their respective municipality.
 - b) Authorize the **Regional Emergency Measures Coordinator** to exercise the powers outlined in the Act during a State of Local Emergency.
 - c) Council shall, by resolution, appoint a **Deputy Emergency Measures Coordinator**.
 - d) Appoint one (1) member of Council to the Regional 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 Planning Committee in accordance with the policy established by each local authority.
 - f) Annually review and approve the Regional Emergency Management Plan.
 - g) Authorize the annual contribution to the PWEF Organization per an equal share of the approved budget.

3. State of Local Emergency

- 3.1. 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.
- 3.2. A state of local emergency may be declared by any of the following:
- 3.2.1. Mayor/Reeve;
 - 3.2.2. In the absence of the Mayor/Reeve, the Deputy Mayor/Reeve as
 - 3.2.3. In the event that neither the Mayor/Reeve nor Deputy Mayor/Reeve is available, a State of Local Emergency may be declared by any two (2) other members of Council.
- 3.3. 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.
- 3.4. Immediately following a declaration of a state of local emergency, the public within the jurisdiction shall be notified by any means of communication most likely to make known to residents the details of the declaration.
- 3.5. The local authority having jurisdiction may by resolution apply to have a State of Local Emergency renewed.
- 3.6. 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 the most effective means of communication for the population of the area possible.
- 3.7. All members of Council shall be notified of the declaration, renewal, or termination as soon as practicable.
- 3.8. In the event that an incident is significant enough that it may overwhelm the local authority or in which an incident affects more than a single local authority a regional Incident Command Post may be activated to provide additional support and better organize a regional response and resources.

4. Regional Advisory Committee

- 4.1. A Regional Advisory Committee is hereby established and shall consist of municipal Councillors of the local authorities within the Region. Each Councillor shall be appointed by their respective local authority to represent their jurisdiction on the Regional Advisory Committee.
- 4.2. The Committee will be chaired by a council member appointed to the Committee from one of the representative regional local authorities. This position will be appointed annually.
- 4.3. The Regional Advisory Committee will meet at least annually but may meet more often as deemed necessary.
- 4.4. 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.
- 4.5. Decisions will be passed by a majority vote. A quorum of the Committee shall be at least three (3) members.

- 4.6. Any disputes will be resolved in accordance with Roberts Rules of Order.
- 4.7. The Regional Advisory Committee shall:
 - 4.7.1. Provide policy direction, guidance, and oversight to the Regional Emergency Planning Committee.
 - 4.7.2. Each member will act as a liaison between the 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 Committee.
 - 4.7.3. Annually review the Regional Emergency Management Plan after review by the Regional Emergency Planning Committee.
 - 4.7.4. Annually provide a copy of the reviewed Regional Emergency Management Plan to each Council for review and final approval.
 - 4.7.5. Review and where appropriate approve annual objectives of the Regional Emergency Planning Committee.
 - 4.7.6. Review any corrective or after-action reports submitted by the Regional Emergency Planning Committee and determine the process for approval where appropriate.
- 4.8. During an emergency or disaster, the Advisory Committee will:
 - 4.8.1. Provide support to the Regional Incident Command Post by establishing clear lines of communication and liaising with regional Council members.
 - 4.8.2. Provide policy oversight as needed.

5. Regional Emergency Management Plan

- 5.1. The Regional Emergency Management Plan shall be an all-hazards plan that details the regional emergency response structure, hazard and risk analysis, training and exercise schedule, emergency communications, provision of emergency social services, and guidelines for implementation and activation of the plan.
- 5.2. 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.
- 5.3. Regional Emergency Measures Coordinator and municipal staff assigned a role in the plan will be required to obtain Incident Command System (ICS) training to a satisfactory level as stipulated by the Regional Advisory Committee based on a recommendation from the Regional Emergency Measures Coordinator.

6. Regional Emergency Planning Committee

- 6.1. There is hereby established a Regional Emergency Planning Committee to act on behalf of local authorities in exercising their powers and duties under the Act.
- 6.2. The Regional Emergency Planning Committee is responsible for the administration of the Regional Emergency Management Program.
- 6.3. The Regional Emergency Planning Committee shall be chaired by the Regional Emergency Measures Coordinator. In their absence, meetings will be chaired by an appointed Deputy Regional Emergency Measures Coordinator.
- 6.4. The Regional Emergency Planning Committee shall meet 4 times per year. (Quarterly)
- 6.5. Members of the Regional Emergency Planning Committee shall include:
 - 6.5.1. The Regional Emergency Measures Coordinator.
 - 6.5.2. All appointed Deputy Directors of Emergency Management within the region.
 - 6.5.3. All Fire Chiefs within the region or their designates.
 - 6.5.4. 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 Organization.
- 6.6. The Regional Planning Committee will:
 - 6.6.1. Coordinate the provision of services, resources, and operations in preparation for and during an emergency.
 - 6.6.2. Coordinate exercises for members of the Regional Emergency Planning Committee.
 - 6.6.3. Set annual objectives for the Regional Emergency Planning Committee and submit them to the Regional Advisory Committee for approval.
 - 6.6.4. 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 *Saskatchewan Emergency Planning Act* and all amendments thereto.

- 6.6.5. Submit a copy of the Regional Emergency Management Plan to the Regional Advisory Committee annually following review and any updates.
- 6.6.6. Make the Regional Emergency Management Plan available to the Saskatchewan Public Safety Agency for review and comment.
- 6.6.7. 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 the Organization.
- 6.6.8. Track, schedule, and coordinate municipal personnel emergency management training and exercises.
- 6.6.9. Strive to foster strong working relationships with representatives and stakeholders from public and private organizations with whom it may be necessary to work alongside in an emergency.
- 6.6.10. Report to the Regional Advisory Committee at least once (1) per year and provide an update on:
 - 6.6.10.1. Organizational training and exercises.
 - 6.6.10.2. The Planning Committee's review of the regional emergency plan and program.

7. Regional Emergency Measures Coordinator

The Regional Emergency Measures Coordinator shall have the following duties and responsibilities:

- 7.1. Acts as Chairperson of the Regional Emergency Planning Committee.
- 7.2. In conjunction with the Regional Emergency Planning Committee, prepare and maintain a regional municipal emergency plan that will address the emergency response needs and issues of each members municipality;
- 7.3. Submit regular reports to the Advisory Committee to keep them fully informed of progress;
- 7.4. Coordinate with other local emergency services such as the local fire departments, RCMP, local police/enforcement officers, ambulance and health services;
- 7.5. Liaise with local industries, businesses and organizations regarding their emergency management plans and preparedness;
- 7.6. Provide a strategy and means for public education of emergency preparedness;
- 7.7. Ensure that a continuous program of training is made available for local Emergency Management personnel;
- 7.8. Submit a projected budget to cover costs of emergency management operations of the Advisory Committee;
- 7.9. Work with the Emergency Operations Centre (EOC) Emergency Planning Committee and Local Authority when the activation of an EOC is required. More specifically, these duties would include, but are not limited to:
 - 7.10. Activate call out of the EOC team members;
 - 7.11. Assist with the set-up of EOC location;
 - 7.12. Assist EOC Manager as required;
 - 7.13. Provide technical assistance about the Emergency Plan, its procedures and resources;
 - 7.14. Coordinate post-emergency debriefings and preparation of reports;
 - 7.15. Ensure amendments to the emergency plan are made;
 - 7.16. Retain documentation of actions and decisions.

8. Funding Model

The total budget of the Regional Emergency Measures Coordinator employment costs will be divided equally between each Member Municipality each calendar year based on a budget as outlined below and as approved by the Regional Advisory Committee.

This amount does *not* include emergency response activations in which additional hours will be required and paid at \$25.00 per hour in addition to overtime at a rate of \$37.50. This additional cost will be paid out of the emergency reserve of the Organization or if eligible, under full or partial reimbursement through the Provincial Disaster Assistance Program.

Annual Rate of Pay	\$3,000.00
Annual Professional Development Budget	\$1,000.00
Annual Travel and Facility Costs	\$1,000.00
Annual Emergency Reserves	\$1,000.00
Total Budget	<hr/> \$6,000.00
Cost per member municipality	\$1,000.00

9. Indemnification

- 9.1. No action lies against the local authority or a person acting under the local authority'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* and any amendments thereto or this Bylaw under a declaration of a state of local emergency.

10. Severability

- 10.1. 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.

11. Appendixes

- 11.1 Appendix "A", "B", and "C" shall constitute an integral part of this agreement.

12. **IN WITNESS WHEREOF** the signing officers on behalf of the parties give authorization to this Agreement by their signature.

Rural Municipality of Newcombe No. 260

Dated this 15th day of August, 2024



[Redacted Signature]

Reeve

[Redacted Signature]

Administrator

Rural Municipality of Chesterfield No. 261

Dated this 13 day of August, 2024



[Redacted Signature]

Reeve

[Redacted Signature]

Administrator

Rural Municipality of Milton No. 292

Dated this 10 day of Sept, 2024

{SEAL}

Reeve

Administrator

Rural Municipality of Antelope Park No. 322

Dated this 28 day of August, 2024



Reeve

Administrator

Town of Eatonia

Dated this 8 day of August, 2024



Deputy Mayor

Administrator

Village of Marengo

Dated this 26 day of August, 2024



Mayor

Administrator

Appendix "A" – Regional Emergency Management Mutual Aid Agreement

1. Requests For Assistance

1.1 All requests for mutual aid assistance shall be made by the appointed Regional Emergency Measures Coordinator on behalf of the affected municipality/municipalities or by the appointed Deputy Emergency Measures Coordinator or Chief Administrative Officer or representative of the affected municipality as specifically authorized.

- In the event that the Assisting Party receives a request for mutual aid from a position other than those listed above, the Assisting Party shall make all efforts to further confirm and validate the request prior to deployment of mutual aid.

1.2 Requests shall be made in writing which includes all electronic and digital written modes of communication. Where time is of the essence, a verbal request may initially be made, followed by a written request from the Requesting Party as soon as practical.

1.3 All requests for Assistance shall be submitted to the Regional Emergency Measures Coordinator and/or the Assisting Party's appointed Deputy Emergency Measures Coordinator or in their absence to the Chief Administrative Officer or other authorized representative of the Assisting Party.

1.4 Prior to dispatch of mutual aid, notice of the request and response should be provided to the Assisting Party's municipal Council through the designated representative or Reeve or Mayor.

1.5 The following resources may be requested for mutual aid assistance:

- Equipment
- Material and supplies
- Personnel
- Use of facilities
- Hosting arrangements including accommodations and meals.
- Other items of assistance where mutually agreed upon.

2. Provision of Assistance

2.1 Only those resources requested from the Assisting Party shall be deployed.

2.2 Based on an assessment of its capacity to provide requested resources the Assisting Party shall ensure that adequate protection, supplies, and other resources remain in place for its own jurisdiction prior to committing resources to the Requesting Party.

2.3 Provision of assistance will be at the unfettered discretion of the Assisting Party who reserves the right to:

- Provide no assistance if just cause can be given.
- Provide limited assistance.
- Provide assistance as requested.

2.4 Notwithstanding section 2.3 the parties within agree to provide assistance to the Requesting Party or Parties wherever possible and shall not withhold assistance without just cause.

2.5 Upon determination of resources that will be provided, the Assisting Party shall communicate to the Requesting Party the resources that will be provided and an estimated timeframe for arrival.

2.6 The Assisting Party may withdraw resources as it sees fit provided that as much notice as reasonably possible is provided in advance of withdrawal of resources to the Requesting Party.

3. Deployed Resources & Authority

3.1 The parties herein agree that the Assisting Party's personnel or other resources provided shall remain under the direct control of the Assisting Party but will be under the authority of the Requesting Party for operational and emergency aid purposes throughout the duration of deployment.

3.2 The parties agree that the Requesting Party shall not be deemed the employer of the Assisting Party's personnel.

3.3 Personnel deployed by the Assisting Party will report and abide by the organizational structure implemented by the Requesting Party and will function according to the lines of authority within that structure.

3.4 The Requesting Party is responsible for personnel supplied by the Assisting Party until their return to home base.

3.5 Each Member Municipality shall maintain its own equipment for safe operational use.

4. Resource Tracking

4.1 All requested resources, including personnel, shall be documented, and tracked as best as possible by the Requesting Party during deployment.

4.2 Notwithstanding 4.1, the Assisting Party is responsible for tracking resource time and costs for later reimbursement and invoicing purposes.

5. Personnel Provisions

5.1 It is agreed that the Requesting Party is responsible for personnel provisions including food, refreshments, and rest areas if applicable for personnel provided by the Assisting Party.

5.2 If any of the aforementioned personnel provisions cannot be provided the Assisting Party shall be notified at the time of request in order to assess their ability to provide self-sufficient personnel with appropriate provisions.

6. Exclusions & Limitations

6.1 Mutual aid shall not be requested to compensate for day-to-day operational or resource shortfalls.

6.2 Notwithstanding section 6.1, a local authority is not required to have declared a State of Local Emergency in order to request mutual aid.

6.3 Aid is limited to that owned or employed by the Assisting Party or under contract where appropriate by the Assisting Party.

6.4 Personnel shall not self-deploy or freelance at any time. There will be no reimbursement for personnel, equipment or other resources that were not requested.

7. Reimbursement

7.1 All costs for assistance are to be paid by the Requesting Party in the method required by the applicable legislation.

7.2 For further clarity, all resource requests and documentation shall indicate the location to which the resource is being deployed and the municipality for which the request is being made.

7.3 Equipment and material costs shall be calculated based on each local authority's listed fee schedules. Where there is no such fee schedule or there are disagreements on costs billed, the rate schedule as listed in the most current edition of the Equipment Rental Rates Guide and

Membership Roster published by the Saskatchewan Heavy Construction Association shall be utilized. If applicable, sales tax will be applied to all costs.

7.4 Personnel costs shall be reimbursed commensurate with positions and current rate of pay of Assisting Party personnel at time of deployment. Personnel shall not be expected to provide mutual aid assistance at a rate of pay lower than that which they receive from their municipality at the time of deployment. For clarity, this amount will include hourly rate and any applicable overtime rates and does not include any additional employer benefits. Any other benefits or employer contributions will remain the sole responsibility of the Assisting Party.

7.5 Mileage costs accrued through travel to and from personnel incident reporting locations shall be paid in accordance with the Canada Revenue Agency's Reasonable Automobile Allowance Rates for the current year at time of deployment.

7.6 Any costs of deployed resources in addition to those outlined in the preceding sections shall be billed according to the policy of each municipality or in the absence of such policy at actual costs incurred.

7.7 The Assisting Party shall provide an invoice itemizing resources supplied to the Requesting Party including description of costs tallied based on established rates, dates, hours and/or quantities.

7.8 An Assisting Party may waive full or partial reimbursement by the Requesting Party for costs of resources provided or damages incurred if they so choose. The Assisting Party should notify the Requesting Party of their intention to waive any such costs as soon after the incident as possible.

7.9 Any account that is unpaid past ninety (90) days of receipt of invoice shall be subject to the interest rate stipulated on the Assisting Party's invoice which shall not exceed the Bank of Canada rate at the date of invoice plus two percent (2%) per annum until paid.

7.10 Extensions to deadlines for payments may be extended past ninety (90) days upon approval from the Assisting Party.

Appendix “B” – Cost Sharing for Regional Emergency Measures Coordinator

1. Duties of the Regional Emergency Measures Coordinator

1.1 Emergency Planning Committee:

- Chair the Emergency Planning Committee.
- Report to the Advisory Committee at least once per year or more often as required on behalf of the Emergency Planning Committee.
- Coordinate regular meetings of the Emergency Planning Committee.
- In consultation with the Advisory Committee and Emergency Planning Committee develop annual objectives of the emergency measures organization.
- Engage and liaise with relevant stakeholders and ratepayers in emergency preparedness, response, and recovery initiatives.
- Coordinate with other local emergency services.

1.2 Preparedness & Planning:

- Coordinate annual training and exercises for members of the Regional Emergency Planning Committee.
- Complete an annual review and update of the Regional Emergency Response Plan and all supporting documentation. This includes updating the Plan and all supporting documentation to ensure a plan is in place that meets the needs of each member municipality.
- Assess and further develop municipal supplies and resources assigned for emergency response.
- Provide a quarterly report to the Regional Advisory Committee and Regional Emergency Planning Committee on work completed and progress towards achievement of annual objectives.
- Provide a strategy and means for public education of emergency preparedness.
- Provide comparable levels of service between member municipalities as necessary for overall regional planning, preparedness, and response purposes.
- Other emergency management duties as assigned by the Regional Advisory Committee.

1.3 Emergency:

- Assume the position of Incident Commander or Emergency Coordination Centre (ECC) or Emergency Operations Centre (EOC) Director during any situation in which the region or member municipality within the region requires such support.
- Oversee regional and member municipal response operations in which an additional command, operations or coordination centre is required.
- Coordinate a debrief or debrief(s) for personnel involved in any emergency or incident activations and compile a corrective action report with tasks and dates for completion assigned as appropriate. This may include required amendments to the plan.
- Submit corrective action reports to the Regional Advisory Committee for review and approval.

- Is prepared and able to respond to provide relief or personnel capacity as part of any mutual aid agreements where requested.

2. Employment By Region

- The hiring, firing and evaluation of the Regional Emergency Measures Coordinator will be conducted by the Regional Advisory Committee in consultation with the Regional Emergency Planning Committee.
- The Rural Municipality of Antelope Park No. 322 will act as the distributor of payment relevant to the hours and work completed by the Regional Emergency Measures Coordinator.
- Any requests to change the rate of pay for the Regional Emergency Measures Coordinator must be submitted through the Regional Advisory Committee by **October 31st** prior to the calendar year that it should take effect in order to receive approval of the PWEP budget from each Member Municipality prior to year-end.
- To take effect, the annual rate of pay for the Regional Emergency Measures Coordinator must be unanimously agreed upon by all respective Member Municipalities through approved resolution of each council.
- Annual member municipality monetary contributions to employment of the Regional Emergency Measures Coordinator are due by **March 01** of each calendar year.
- **Annual costs or any portion of costs contributed are not eligible for reimbursement and are considered forfeited when a party terminates or withdraws from the Agreement.**

3. Eligible Costs of Regional Emergency Measures Coordinator

- Hourly Wage
- Travel and attendance at training, exercises and/or other professional development opportunities as pre-approved by the Rural Municipality of Antelope Park No. 322.

4. Transparency

- A complete statement of account shall be provided to each member municipality at the end of each calendar year.

Appendix “C” – Cost Sharing for Regional Emergency Measures Organization

1. Scope of Annual Operating Budget

The Emergency Measures Organization Operating Budget will include the following pre-approved expenses *in addition* to the cost of employing a Regional Emergency Measures Coordinator as per Schedule B:

- Facility and refreshment costs for Regional Advisory Committee and Regional Emergency Planning Committee Meetings.
- Training courses
- Exercises
- Emergency Operations Centre, Incident Command Post, Emergency Coordination Centre or Emergency Social Services supplies as pre-approved by the Regional Advisory Committee.
- Cost of annual Regional Emergency Planning Committee objectives, as pre-approved by the Regional Advisory Committee.

2. Exclusions & Limitations

- Municipally employed personnel will not be paid to attend emergency management meetings, training courses, or exercises outside of their normal rate of pay. Member municipalities shall allow municipal personnel assigned roles within emergency management plans reasonable time to attend any such events.
- Municipal volunteers will not be paid to attend emergency management meetings, training, or exercises.
- Notwithstanding the above two bullet points pre-approved registration, mileage, accommodation or other costs to attend meetings, training courses or exercises will be eligible for reimbursement. Eligible costs will be pre-approved by the Rural Municipality of Antelope Park No. 322.
- Municipally employed personnel will not be eligible for reimbursement of time or wages for any emergency response hours worked or deployment outside of their normal rate of pay by their municipality.
- Municipal volunteers will not be eligible for reimbursement of time or wages for any emergency response hours worked or deployment.
- **The annual operating budget does not include any costs related to emergency operations, mutual aid, mitigation of hazards or recovery costs.**
- **Annual costs or any portion of costs contributed are not eligible for reimbursement and are considered forfeited when a party terminates or withdraws from the Agreement.**

3. Annual Budget Approval Process

- The annual budget will be determined based on consideration of annual objectives as determined by the Regional Emergency Planning Committee and discussion between the Regional Emergency Measures Coordinator and the Regional Advisory Committee. In the absence of the Regional Emergency Measures Coordinator, discussion may occur with the appointed Deputy Emergency Measures Coordinators from each member municipality.

- The annual budget will be submitted to the Regional Advisory Committee who will each take a copy of the budget to their respective Council for approval.
- The budget will be drafted by **January 31st** of each calendar year.
- **A complete statement of account shall be provided to each member municipality at the end of each calendar year.**

4. Surplus & Deficits

- If at the end of the year, there is a surplus beyond any amount set for annual emergency reserves, the amount will be voted on by the Regional Advisory Committee to determine whether to:
 - Leave the amount in the account and continue to grow the amount; or
 - Utilize the amount to subsidize the member municipalities' costs for the following year's costs; or
 - Add to Emergency Reserves of the Organization.