

Resort Village of Candle Lake
The Emergency Management Bylaw
14-2023

A BYLAW of the Resort Village of Candle Lake, in the Province of Saskatchewan, to establish the Emergency Management Organization of the Resort Village of Candle Lake.

Part 1 – Title and Interpretation

Short Title

1. This Bylaw shall be cited as the Resort Village of Candle Lake Emergency Management Bylaw.

Purpose

2. The purpose of this Bylaw is to establish and continue the Emergency Management Organization of the Resort Village of Candle Lake 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 Act being Chapter E-8.1 of the Statutes of Saskatchewan, 1989-1990.
 - b. “CAO” means the Chief Administrative Officer of the Resort Village of Candle Lake as appointed by Council;
 - c. “Council” means the Council of the Resort Village of Candle Lake;
 - d. “Disaster” means a widespread or severe emergency that exceeds the ability of the local authority to manage its own resources;
 - e. “Emergency” means an emergency as defined by the Act;
 - f. “Local Authority” means the Council of the Resort Village of Candle Lake;
 - g. “NGO” means all non-government agencies providing emergency services and may include the Canadian Red Cross, Salvation Army, Mennonite Disaster Services, and other such agencies;
 - h. “Planning Committee” means the committee appointed pursuant to section 9.

Part 2 – Emergency Planning

Emergency Measures Organization

4. The Resort Village of Candle Lake Emergency Measures Organization is hereby established.
5. The Emergency Measures Organization shall be a division of Emergency Services and report to CAO.

Coordinator

6. The office of the Emergency Measures Organization Coordinator is established.
7. The Emergency Measures Organization Coordinator shall be appointed by the CAO.
8. The Coordinator shall:
 - a. Act as Chairperson of the *Emergency Planning Committee* established under the municipal bylaw.
 - b. Coordinate the development and maintenance of an emergency plan for the community in co-operation with the departments and agencies of the municipality.
 - c. Submit regular reports to the *Emergency Planning Committee* to keep them fully informed of progress.
 - d. Correlate all activities of those person and/or organizations involved within the Municipality and designated for the Emergency Management Organization.
 - e. Ensure that a continuous program of training for local Emergency Management Organization personnel is carried out, either by local training classes or attendance at training schools.
 - f. Cooperate with Mutual Aid Area and Saskatchewan Public Safety Agency on all matters pertaining to planning and operations.
 - g. Submit a projected budget to cover costs of *emergency* management operations within the municipality.
 - h. Act as advisor to the Municipality during emergencies, events or disasters.

- i. Ensure the Emergency Management Plan is current and reviewed annually.
- j. Prepare and maintain annually – EOC Kits to include current Emergency Management Plan, maps, relevant SOP documents, pad board material, log sheets, pens, paper, etc. complete with inventory list.
- k. Open the master event record and ensure that it is maintained for the duration of the emergency.
- l. Provide technical assistance about the Emergency Management Plan.
- m. Keep the Municipal Administrator; Mayor and Council informed of developments, as they occur. Once the EOC is open this becomes the responsibility of the EOC Director.
- n. Maintain a record of all action taken.

Planning Committee

- 9. The Planning Committee is established and shall consist of the following members and their delegates:
 - a. the Emergency Measures Organization Coordinator
 - b. the CAO
 - c. the Fire Chief
 - d. the Manager of Finance
 - e. the Manager of Public Works
 - f. the Manager of Planning & Development
 - g. the Manager of Recreation & Community Development

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

- 11. The Committee shall review the municipal emergency management 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 emergency management plan.

14. The Committee shall develop procedures for responding to an *emergency* or *disaster* and provide 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 agency representatives, 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;
 - b. Ambulance;
 - c. Health Authority;
 - d. Salvation Army;
 - e. Canadian Red Cross;
 - f. Adjacent Jurisdictions;
 - g. Any other agency, NGO, organization, or corporation the planning committee deems necessary.

Part 3 – Declaration 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 Resort Village of Candle Lake, authorize a declaration of local emergency in a part of or the entire Resort Village of Candle Lake.

19. A quorum to meet the requirements 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, videoconference, MS Teams, Zoom or any other electronic means available to the Resort Village of Candle Lake administration and members of Council.

20. When a declaration of a 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 area, and;
- b. forward a copy of the declaration of local emergency to the minister in charge of the Saskatchewan Public Safety Agency.

Powers of Local Authority

21. On the making of a declaration of local emergency, the Resort Village of Candle Lake may exercise any or all of the powers conferred under section 21 of the *Act*.

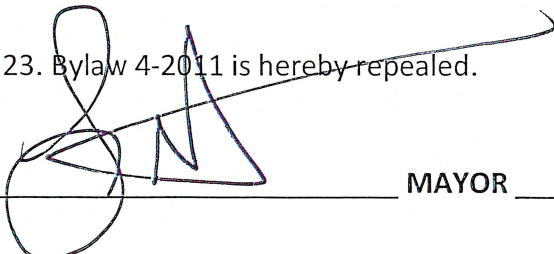
Part 4 – Administration, Repeal and Coming into Force

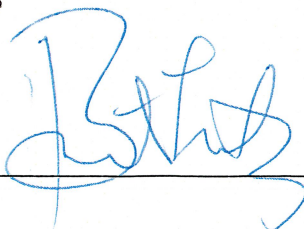
Agreements

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* and *disasters*.

Repeal

23. Bylaw 4-2011 is hereby repealed.


_____ MAYOR


_____ Administrator



INTRODUCED AND READ a first time this 14th day of September, 20 23

READ a second time this 14th day of September, 20 23.

READ a third time and finally passed this 14th day of September, 20 23.

BK.
CERTIFIED TRUE COPY
Sept. 19/2023