

**CITY OF PRINCE ALBERT  
BYLAW NO. 34 OF 2009  
The Emergency Planning Bylaw,**

WHEREAS the "Cities Act" section 8 (1) provides the city council of The City of Prince Albert 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 PRINCE ALBERT 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) The purpose of this bylaw is to provide for the direction of The City of Prince Albert in compliance with *The Emergency Planning Act* of the Province of Saskatchewan;
- (b) To ensure that members of Council and Department Heads have basic training in emergency preparedness;
- (c) To provide for the direction and control of The City of Prince Albert'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 Prince Albert.

- (c) "Coordinator" means the Emergency Measures Coordinator of The City of Prince Albert.
- (d) "Council" means the Mayor and Council of The City of Prince Albert.
- (e) "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 Prince Albert.
- (f) "Emergency" means:
  - i. A calamity caused by:
    - A. Accident;
    - B. Act of war or insurrection;
    - C. Terrorist activity as defined in the *Criminal Code*;
    - D. Forces of nature; or
  - ii. A present or imminent situation or condition, including a threat of terrorist activity as defined in the *Criminal Code*, that requires prompt action to limit:
    - A. The loss of life;
    - B. Harm or damage to the safety, health or welfare of people;  
or
    - C. Damage to property or the environment;
- (g) "Emergency Declaration" means an order as defined in *The Emergency Planning Act* of the Province of Saskatchewan.
- (h) "Emergency Management" means the universal term for the systems and processes for mitigating, preparing for, responding to, and recovering from emergencies and disasters.
- (i) "Emergency Measures Organization" means the civic Planning Committee and the Emergency Preparedness Planning Committee as chaired by the Coordinator.
- (j) "Emergency Operations Center (EOC)" means a central location that serves as the focal point Department Heads or local government to effectively coordinate and support emergency operations.
- (k) "Emergency Planning Act" means *The Emergency Planning Act* of the Province of Saskatchewan.
- (l) "Government" shall mean the Government of Saskatchewan.

- (m) "Municipal Emergency Plan" means the municipal emergency plan of The City of Prince Albert.
- (n) "Planning Committee" shall mean the Emergency Measures Planning Committee of The City of Prince Albert.
- (o) "Support Role" means the identification of support agencies that do not come under the authority of the lead agency during normal conditions.

#### **SECTION 4: BYLAW ADMINISTRATION**

- 1) Pursuant to *The Emergency Planning Act*, The City of Prince Albert is to establish a Planning Committee, whereas in the City the Planning Committee shall consist of the following members or designates:
  - (a) The Emergency Measures Coordinator appointed pursuant to Section 3 (a) of this bylaw.
  - (b) The Fire Chief;
  - (c) The City Manager;
  - (d) The Chief of Police;
  - (e) The Director of Community Services;
  - (f) The Director of Financial Services;
  - (g) The Director of Corporate Services;
  - (h) The Director of Public Works;
  - (i) The Director of Planning & Economic Development
  - (j) Two members of City Council;
  - (k) 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 Planning Committee.
- 3) The local Emergency Measures Organization is established, and;

- (a) The Coordinator for The City of Prince Albert shall be the Fire Chief;
  - (b) The Coordinator shall be the chairman of the planning committee;
  - (c) In addition to the members appointed in Section 1 of this bylaw, the Coordinator shall establish an Emergency Preparedness Planning Committee that works with organizations, corporations and other partners for the purpose of emergency planning.
- 4) Each member of the planning committee shall be responsible for:
- (a) The development of an emergency plan within the department;
  - (b) The training of employees;
- 5) Each member of the Emergency Preparedness Planning 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 Planning Committee and the Emergency Preparedness Planning Committee will:
- (a) Co-ordinate the Municipal Emergency Plan and related plans for the City;
  - (b) Develop interagency procedures for responding to a disaster;
  - (c) Provide necessary services during an emergency;
  - (d) Identify the contact individual for each agency that will be required during a major emergency and provide to the Coordinator;

#### **SECTION 5: DUTIES OF EMERGENCY PLANNING COORDINATOR**

- 1) In addition to the duties and responsibilities provided under this Bylaw, the Coordinator shall:

- (a) Act as the chairman of the Planning Committee and the Emergency Preparedness Planning Committee.
- (b) Coordinate the development of an emergency plan in cooperation with the departments of the City and agents in the municipality;
- (c) Coordinate the activities and persons involved in the City in emergency planning and emergencies;
- (d) Coordinate training for members of the Planning Committee and the Emergency Preparedness Planning Committee either by local training classes or attendance at provincial or federal Institutes.
- (e) Cooperate with Saskatchewan Emergency Management Organization (SaskEMO) on all matters related to emergency planning and organization.
- (f) Develop a public information program.

#### **SECTION 6: DUTIES OF CITY COUNCIL**

- 1) Subject to *The Emergency Planning Act*, City Council for The City of Prince Albert shall at all times be responsible for the direction and control of the City's emergency 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:
    - i. Identify the nature of the emergency;
    - ii. The area of the municipality where the emergency exists;
    - iii. The name of the individual making the declaration;
    - iv. 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 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 live stock 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 live stock 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. To 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 when, 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 seven 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 under this bylaw.

**SECTION 8: REPEALED BYLAW**

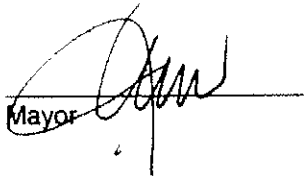
Therefore The City of Prince Albert establishes Bylaw No. 34 of 2009, and

- i. Bylaw No. 5 of 2004 is repealed;
- ii. This Bylaw comes into force on the day of its final passing.

Read a first time this: 23 day of November, 2009

Read a second time this: 23 day of November, 2009.

Read a third time this: 23 day of November, 2009.

Mayor 

  
City Clerk