

**TOWN OF LUMSDEN  
BYLAW No. 2023-16**

**A BYLAW TO PROVIDE FOR ENTERING INTO AN AGREEMENT WITH  
THE RURAL MUNICIPALITY OF LUMSDEN No. 189  
TO ESTABLISH A DISTRICT EMERGENCY MANAGEMENT ORGANIZATION**

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**WHEREAS** it is deemed desirable by the Council of the Town of Lumsden to enter into an agreement with the Rural Municipality of Lumsden No 189 to establish a District Emergency Management Organization to provide collaborative and coordinated services to all residents within its boundaries;

**NOW, THEREFORE**, the Council of the Town of Lumsden in the Province of Saskatchewan enacts as follows:

1. The Mayor and Administrator are hereby authorized to execute under the seal of the Town of Lumsden, an agreement in writing between the Town of Lumsden and Rural Municipality of Lumsden No. 189 for the purpose of establishing the Lumsden & District Emergency Management Organization.
2. The Memorandum of Agreement made between the Town of Lumsden and Rural Municipality of Lumsden No 189, attached as Exhibit "A" to this bylaw, the terms of which agreement are hereby incorporated herein, adopted, ratified and confirmed.
3. This Bylaw becomes effective upon Exhibit "A" being signed by all parties.
4. Bylaw 3/69 is hereby repealed upon the effective date of this bylaw.

*Read a first time this 12<sup>th</sup> day of September, 2023.*

*Read a second time this 26<sup>th</sup> day of September, 2023.*

*Read a third time this 26<sup>th</sup> day of September, 2023.*



Mayor

Chief Administrative Officer

Exhibit "A" to Bylaw No. 2023-16

Memorandum of Agreement made this 5<sup>th</sup> day of October, 2023

Between:

The " **Town of Lumsden** "

a municipal corporation of and in the Province of Saskatchewan,  
Hereinafter referred to as "The Town"

-and-

The " **Rural Municipality of Lumsden No. 189** "

a municipal corporation of and in the Province of Saskatchewan,  
Hereinafter referred to as "The RM"

WHEREAS the parties hereto are desirous of the following:

(a) To establish a District Emergency Management Organization in order to:

- Enhance public safety programs in the municipalities;
- share costs associated with the planning required to be adequately prepared for emergencies; and
- create an entity that will liaise with the personnel mentioned in section (b).

The District Emergency Management Organization will be referred to as "Lumsden & District EMO".

(b) To utilize the services of the following personnel to act on behalf of both parties:

- District Emergency Coordinator; and
- Deputy District Emergency Coordinator and
- Emergency Operations Centre,

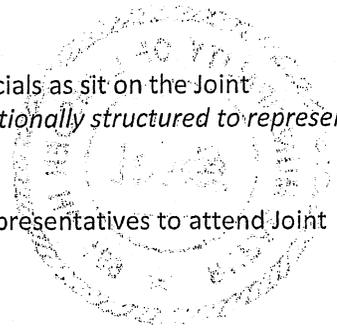
(c) To establish how the parties will oversee the Lumsden & District EMO,

(d) To determine the financial contribution of each party as to the operating expenses incurred in providing training exercises, travel, meeting expenses, office equipment, etc. associated with the planning required to maintain an active and engaged District Emergency Management Organization,

(e) To determine the financial obligations of each party as to the expenses incurred in an emergency event.

NOW THEREFORE THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The Lumsden & District EMO shall be comprised of the same elected officials as sit on the Joint Administration Committee. *The Joint Administration Committee is intentionally structured to represent both parties.*
2. The Chief Administrative Officer has discretion to invite the following representatives to attend Joint Administration Committee meetings:
  - local RCMP;
  - staff representatives from each municipalities' Public Works departments; and/or
  - the District Emergency Coordinator and the Deputy District Emergency Coordinator.
3. The Lumsden & District EMO shall meet, at minimum, annually with the District Emergency Coordinator and the Deputy District Emergency Coordinator.
4. The Lumsden & District EMO does not have the power to declare an emergency; that responsibility lies with each Council.
5. The Lumsden & District EMO shall make recommendations to their respective Councils for consideration.
6. The Lumsden & District EMO shall maintain 'job descriptions' to illustrate responsibilities for these positions:
  - District Emergency Coordinator; and
  - Deputy District Emergency Coordinator.



*[Handwritten signatures]*

Exhibit "A" to Bylaw No. 2023-16

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7. The Lumsden & District EMO shall recommend remuneration schedules for these positions:
  - District Emergency Coordinator; and
  - Deputy District Emergency Coordinator.
8. Expenses for the following shall be shared 50/50 by the parties, unless specifically pertinent to only one of the parties to this Agreement:
  - All training including desktop exercises and mock events;
  - All training that the Coordinator and Deputy Coordinator participate in such as workshops, conferences, etc.;
  - All meetings that the Coordinator and Deputy Coordinator are required to attend; and
  - Supplies that the Coordinator and Deputy Coordinator may require including stationery, laptops, etc.
9. Expenses incurred by either party, as a result of an emergency within that party's jurisdiction will:
  - In the event of an incident requiring response from the Lumsden & District Fire Department, be invoiced as per the Bylaw that established same; and
  - In the event of an incident requiring other services, be invoiced in the spirit of the Mutual Aid Agreement.
10. The Town shall be designated for administration of financial matters related to revenues and expenditures. The Chief Administrative Officer shall provide an annual financial report to each Council, and financial or other reports as requested by the Lumsden & District EMO.

**GENERAL**

11. The parties agree to perform and do all acts necessary in order to ratify and confirm this Agreement. In particular, each of the parties agrees to pass a bylaw ratifying the execution of this Agreement.
12. The parties agree to make payment of their share of the operating expenses of the Committee by levying an assessment on the population of their respective municipality in an amount sufficient to cover their share of the said costs.
13. In the event for any reason, it may become necessary to cancel this Agreement, the assets that are available for distribution after paying all liabilities, shall be paid to the respective municipalities in proportion to the sums paid in respect to their capital investment.

Any party to the Agreement giving 90 days notice in writing may terminate the Agreement. Any termination of this agreement shall not nullify any prior commitments, passed by resolution and ratified by both Councils.

IN WITNESS WHEREOF the parties hereto have affixed their respective corporate seals attested to by the hands of their proper signing officers.



  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer



  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Chief Administrative Officer



**JOB TITLE** District Emergency Coordinator  
**REPORTS TO** Chief Administrative Officer, Council/Committee  
**CREATED** August, 2023

**JOB SUMMARY**

- Stimulate and coordinate the development and maintenance of an emergency plan for the community in co-operation with the departments and agencies of the municipalities;
- Ensure the municipalities' EMO Plans are current and reviewed annually;
- Correlate all activities of those person and/or organizations involved within the Municipality and designated for the Emergency Management Organization;
- Ensure that a continuous program of training for those named in the local EMO Plan is carried out, by local training classes (once annually) or attendance at training schools;
- Cooperate with Mutual Aid Area and Saskatchewan Public Safety Agency on all matters pertaining to planning and operations;
- Liaise with local industries, businesses and organizations regarding their emergency management plans and preparedness;
- Provide a strategy and means for public education of emergency preparedness;
- Submit a projected budget to cover costs of emergency management operations within the municipalities;
- Act as advisor to the Municipality during emergencies, events or disasters;
- Work with the Emergency Operations Centre (EOC) Team and Local Authority when an emergency has been declared and the activation of the EOC is required. More specifically, these duties would include, but not be 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.

**REMUNERATION**

Per Diem: \$250 (for meetings/training exceeding 3 hours)  
\$125 (for meetings/training of 3 hours or less)

Per Hour: \$ 45 (declared emergencies, meeting/training preparation, etc.)

Travel: Provincial travel rate of the day (currently \$0.5482 per km)  
Meals and accommodation reimbursed upon submission of receipts

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**JOB TITLE** Deputy District Emergency Coordinator  
**REPORTS TO** District Emergency Coordinator  
**CREATED** August, 2023

**JOB SUMMARY**

- To provide support to the District Emergency Coordinator as requested by the District Emergency Coordinator
- To assume the role of the District Emergency Coordinator during a declared emergency, if the District Emergency Coordinator is unable to perform his/her role.

**REMUNERATION**

Per Diem: \$250 (for meetings/training exceeding 3 hours)  
\$125 (for meetings/training of 3 hours or less)

Per Hour: \$ 30 (declared emergencies, meeting/training preparation, etc.)  
\$ 45 (if assuming the role of District Emergency Coordinator during a declared emergency)

Travel: Provincial travel rate of the day (currently \$0.5482 per km)  
Meals and accommodation reimbursed upon submission of receipts

