

CITY OF MARTENSVILLE
COUNCIL MEETING 19-2014
TUESDAY – OCTOBER 21, 2014
MINUTES

PRESENT: Mayor Kent Muench, Deputy Mayor Tyson Chillog Councillors: Travis Wiebe, Darren MacDonald, Terry Kostyna, City Manager Scott Blevins, Director of Infrastructure & Planning Joe Doxey, Director of Recreation & Community Services Dave Bosch, Director of Finance Lorraine Postma, Community Economic Development Manager Dillon Shewchuk

REGRETS: Councilors Jamie Martens and Bob Blackwell

LOCATION: Council Chambers, City Hall

RECORDING SECRETARY: City Clerk Carla Budnick

CALL TO ORDER: Mayor Kent Muench called the meeting to order at 5:00 P.M.

RES: #307/10212014(Wiebe/Chillog)

AGENDA

“That we adopt the agenda dated October 21, 2014.”

CARRIED

RES: #308/10212014(Wiebe/Chillog)

MINUTES – OCTOBER 7, 2014

“That we accept the minutes of the Regular Council Meeting No. 18-2014 dated October 7, 2014”

CARRIED

DELEGATIONS

CTV HOME TOWN HERO PRESENTATION

Back on September 19, 2014 CTV News along with their hosts, Rob MacDonald, Chantel Huber and Jeff Rogstad were in Martensville touring various local businesses and popular spots in Martensville. One of things CTV likes to do while reporting from the community is acknowledge someone in the community who is considered a Hometown Hero. Mayor Muench presented Scott and Lesley Landru with the CTV Hometown Hero Award. He thanked them for all the countless hours and hard work they do by planting and maintaining flower beds on Centennial Drive. He noted their efforts to keep the City of Martensville beautiful are appreciated by the entire community.

RES: #309/10212014(Kostyna/MacDonald)

COMMITTEE OF THE WHOLE – OCTOBER 14, 2014

“That we accept the Committee of the Whole minutes dated October 14, 2014”

CARRIED

CITY OF MARTENSVILLE
COUNCIL MEETING 19-2014
TUESDAY – OCTOBER 21, 2014
MINUTES

RES: #310/10212014(MacDonald/Wiebe)

CITY MANAGERS REPORT – OCTOBER 21, 2014

“That we accept the City Managers Report dated October 21, 2014”

CARRIED

RES: #311/10212014(MacDonald/Wiebe)

EXPENDITURE APPROPRIATION

“That we authorize Expenditure Appropriation No. 19-2014, \$2,314,750.65 as attached hereto and forming part of the minutes.”

CARRIED

RES: #312/10212014(MacDonald/Chillog)

BANK RECONCILIATION

“That we accept the Bank Reconciliation for the month of September 2014.”

CARRIED

RES: #313/10212014(MacDonald/Chillog)

EMERGENCY MANAGEMENT PLAN

“That we adopt the City of Martensville Emergency Management Plan dated September 12, 2014, as attached to and forming parts of these minutes.”

CARRIED

RES: #314/10212014(Wiebe/MacDonald)

NRCCC RENTAL

“That we authorize waiving the rental fee for a fundraiser scheduled on November 1, 2014 on behalf of Martensville Community Recreation Project.”

CARRIED

RES: #315/10212014(MacDonald/Wiebe)

POLICIES AND PROCEDURES

“That we authorize the amendments to Protective Clothing Policy #80/11 and that we adopt the Employee Dress Code Policy #85/14.”

CARRIED

RES: #316/10212014(Wiebe/Chillog)

PARK SIGNAGE COMMITTEE

“That we appoint Mayor Kent Muench, Councillors Bob Blackwell, Darren MacDonald and Jamie Martens to the Park Signage Committee.”

CARRIED

CITY OF MARTENSVILLE
COUNCIL MEETING 19-2014
TUESDAY – OCTOBER 21, 2014
MINUTES

RES: #317/10212014(MacDonald/Kostyna)

DISCRETIONARY USE

“That we grant a Discretionary Use Permit to the property owner of Lot 1, Block 2, Plan 61S08650, civically known as 702 2nd Street South to Falling For Fitness, subject to an annual review of the business and the business owner containing all business related noise to within the garage.”

CARRIED

RES: #318/10212014(MacDonald/Wiebe)

EAST GROWTH AREA. ROAD NETWORK REVIEW

“That we adopt Option 6 of the Martensville Northeast Road Network Review as prepared by Stantec Consulting Ltd., as attached to and forming parts of these minutes.”

CARRIED

RES: #319/10212014(Wiebe/MacDonald)

BYLAW NO. 28-2014 (FIRST READING):

“That Bylaw 28-2014, being a Cemetery Operations Bylaw Amendment, be read for the first time”

CARRIED

RES: #320/10212014(MacDonald/Chillog)

BYLAW NO. 28-2014 (SECOND READING):

“That Bylaw 28-2014, be read for the second time”

CARRIED

RES: #321/10212014(MacDonald/Chillog)

BYLAW NO. 28-2014 (THREE READINGS):

“That we give Bylaw 28-2014, three readings at this meeting.”

CARRIED UNANIMOUSLY

RES: #322/10212014(MacDonald/Wiebe)

BYLAW NO. 28-2014 (THIRD AND FINAL READING):

“That Bylaw 28-2014, being a Cemetery Operations Bylaw Amendment, be read for a third and final time”

CARRIED

CITY OF MARTENSVILLE
COUNCIL MEETING 19-2014
TUESDAY – OCTOBER 21, 2014
MINUTES

RES: #323/10212014(MacDonald/Wiebe)

BYLAW NO. 29-2014 (FIRST READING):

“That Bylaw 29-2014, being a Water & Sewer Utility Administration Bylaw Amendment, be read for the first time”

CARRIED

RES: #324/10212014(MacDonald/Chillog)

IN-CAMERA

“That Council go in-camera at 5:27 P.M.”

CARRIED

A) Potential Development to increase residential density bylaw

B) Strategic Plan

RES: #325/10212014(Wiebe/Chillog)

RESUME REGULAR COUNCIL MEETING

“That we resume the October 21, 2014 Regular Council Meeting at 7:44 P.M.”

CARRIED

RES: #326/10212014(Kostyna/Chillog)

ADJOURN

“That we adjourn this meeting at 7:45P.M.”

CARRIED

MAYOR

CITY CLERK

EXPENDITURE APPROPRIATION NO. 19-2014

October 21, 2014

CHQ	SUPPLIER	AMOUNT	CHQ	SUPPLIER	AMOUNT
26912	ACCU-SHARP INC	\$ 119.90	26975	NEOPOST CANADA LTD - RENTAL CO	\$ 192.50
26913	ACRES INDUSTRIES INC	\$ 1,813.56	26976	NORTH RIDGE DEVELOPMENTS	\$ 66.00
26914	ALLEN, JORDAN	\$ 6.70	26977	OFFICE32 BUSINESS MACHINES	\$ 1,127.36
26915	BALAZSI, JOHN	\$ 135.01	26978	OLMSTEAD, CHARISA	\$ 105.00
26916	BISHOP, WARREN	\$ 43.38	26979	OSAM, PATRICK	\$ 41.25
26917	BOSS LUBRICANTS	\$ 2,037.25	26980	PARAMOUNT PARTS (SASKATCHEWAN)	\$ 130.04
26918	BRAD'S TOWING LTD.	\$ 134.48	26981	PARK N PLAY DESIGN CO	\$ 19,999.98
26919	BRIDGETTE, SARAH	\$ 120.00	26982	PEARSON, JESSICA	\$ 188.54
26920	BROOMAN, DEAN	\$ 19.17	26983	PELICAN SIGNS & DECALS INC	\$ 205.95
26921	BUILDTECH	\$ 10,181.85	26984	PICTOMETRY CANADA CORP	\$ 1,100.00
26922	CANWEST PROPANE PARTNERSHIP	\$ 576.75	26985	PLANETCLEAN	\$ 937.15
26923	CATTERALL & WRIGHT LTD	\$ 15,130.97	26986	PRAIRIE MOBILE COMMUNICATIONS	\$ 1,738.00
26924	CENTRAL ASPHALT & PAVING	\$ 609,240.32	26987	PRAIRIE SPIRIT SCHOOL DIVISION	\$ 153,965.87
26925	CHILLIAK, BYRON	\$ 47.73	26988	PUROLATOR COURIER LTD	\$ 54.84
26926	COONEY, IRIS	\$ 140.23	26989	REMPEL, CURT AND SANTO, SAMANT	\$ 34.96
26927	CROSBY HANNA & ASSOCIATES	\$ 4,101.56	26990	SASK WATER CORPORATION	\$ 148,723.82
26928	CUPE LOCAL #2582	\$ 2,277.75	26991	SASKATCHEWAN RESEARCH COUNCIL	\$ 72.81
26929	DIRECTOR FAMILY RESPONSIBILITY	\$ 550.00	26992	SASKATOON MEDIA GROUP	\$ 399.60
26930	DORNER, DANIEL	\$ 103.89	26993	SHEWCHUK, JANET	\$ 41.25
26931	DUTCH GROWERS GARDEN CENTER	\$ 250.23	26994	STONE TEMPLE DECORATIVE CONCRETE	\$ 10,237.50
26932	DYCK, KURTIS	\$ 145.72	26995	SUMA	\$ 1,768.91
26933	DYCK, VAL	\$ 250.00	26996	SUTHERLAND AUTOMOTIVE	\$ 235.22
26934	FASTPRINT	\$ 602.38	26997	THE BOLT SUPPLY HOUSE LTD	\$ 111.77
26935	FER-MARC EQUIPMENT LTD	\$ 132.00	26998	THE PEPSI BOTTLING GROUP	\$ 801.26
26936	FIRE MARSHAL'S PUBLIC FIRE	\$ 3,374.43	26999	THEODORE'S BAKERY	\$ 255.10
26937	FIRSTONSITE	\$ 52.50	27000	THOMAS, BERNIE	\$ 73.78
26938	GABRIEL CONSTRUCTION LTD	\$ 601,460.90	27001	TR PETROLEUM MARTENSVILLE INC.	\$ 4,861.13
26939	GEISLER, MYRA	\$ 51.57	27002	TUCHSCHERER, MARCEL	\$ 31.70
26940	GILLELECTRIC CONTRACTING LTD	\$ 3,266.04	27003	WAGNER, TRISHA	\$ 32.50
26941	GILL, SAMRINDER	\$ 22.37	27004	WILCO CONTRACTORS SOUTHWEST INC	\$ 6,615.00
26942	GRAVESIDE MEMORIAL CO. LTD.	\$ 220.00	27005	YOUNG, DIANE	\$ 50.00
26943	GRAYCON GROUP LTD	\$ 4,825.06	27006	ZERRCOMM COMMUNICATIONS	\$ 48.96
26944	GREATER SASKATOON CATHOLIC SD#	\$ 3,995.75	27007	PETTY CASH	\$ 300.00
26945	GREEN, TREVOR	\$ 189.60	27008	SASKTEL	\$ 1,483.76
26946	GREGG DISTRIBUTORS CO	\$ 1,295.60	00000-0479	SASK POWER	\$ 33,744.31
26947	GUARDIAN TRAFFIC SERVICES	\$ 4,883.79	00000-0479	SASKTEL	\$ 3,388.17
26948	HAINES, ROBERT	\$ 83.57	00017-0001	PAC WEST PROPERTIES INC	\$ 431,204.31
26949	HAINSTOCK, ROBERT	\$ 54.49	00000-0479	RECEIVER GENERAL	\$ 59,138.71
26950	HBI OFFICE PLUS INC.	\$ 586.07	00000-0480	AMEX BANK OF CANADA	\$ 21.99
26951	HOFFMAN, STEVEN	\$ 130.58	00000-0481	CUETS FINANCIAL PAYMENT	\$ 491.15
26952	HOME DEPOT CREDIT SERVICE	\$ 104.50	00000-0482	CUETS FINANCIAL PAYMENT	\$ 655.96
26953	HUSKY OIL MARKETING COMPANY	\$ 30.80	00000-0482	CUETS FINANCIAL PAYMENT	\$ 63.00
26954	HUSKY, KAREN	\$ 288.00	TOTAL \$ 2,247,920.64		
26955	INTERSTATE BATTERY SYSTEM	\$ 668.66			
26956	JANZEN, BOBBI	\$ 87.50			
26957	JATANA, HARDEEP	\$ 175.64			
26958	JENSON PUBLISHING	\$ 225.75			
26959	JOHNSTON, JOANNE	\$ 87.50			
26960	JUNGMAN, ALLAN	\$ 35.04			
26961	JUNGMAN, ALLAN	\$ 27.51			
26962	K & M CLASSICS AUTOBODY	\$ 928.69			
26963	KECSETI, IBOLYA	\$ 50.50			
26964	LERAT, BRADEN	\$ 98.81			
26965	LORAAS DISPOSAL SERVICES	\$ 51,203.32			
26966	MARTENSVILLE HARDWARE	\$ 3,914.20			
26967	MARTENSVILLE SUPER VALU	\$ 39.06			
26968	MCCANN, KRISTA	\$ 210.00			
26969	MEPP	\$ 26,827.24			
26970	MINISTER OF FINANCE SASKATCHEWAN	\$ 1,228.70			
26971	MODERN WATER SOLUTIONS	\$ 186.77			
26972	MOODY'S EQUIPMENT LTD	\$ 194.23			
26973	MURRAY, SHAUNA	\$ 4.56			
26974	NELSON ENVIRONMENTAL INC.	\$ 3,911.40			

PAYROLL
PP#21

DEPARTMENT	AMOUNT
General Government	\$ 11,759.51
Protective Services	\$ 1,521.74
Planning Development	\$ 6,461.90
Recreation & Community Services	\$ 24,720.96
Transportation Services	\$ 11,438.77
Water & Sewer	\$ 10,927.13
TOTAL \$ 66,830.01	
EXPENDITURE GRAND TOTAL \$ 2,314,750.65	

CITY OF MARTENSVILLE

EMERGENCY MANAGEMENT PLAN

September 12, 2014

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Notices

Subject: REDISTRIBUTION OF EMERGENCY MANAGEMENT PLANS

Emergency Management Plans are numbered to coincide with specific positions, departments or agencies and not individuals.

In light of the above, when an individual relinquishes his position, the Emergency Management Plan must be passed on to his replacement.

Subject: GENERAL INTERPRETATION IN THE EMERGENCY MANAGEMENT PLAN

Wherever the masculine gender is used, it is to be interpreted as female as well.

Abbreviations

DOC	Department Operations Center
EMFS	Emergency Management and Fire Safety
EMO	Emergency Measures Organization
EOC	Emergency Operations Center
ESO	Emergency Services Officer
ESS	Emergency Social Services
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
LED	Local Emergency Declaration
PIO	Public Information Officer
RCMP	Royal Canadian Mounted Police

1. Purpose

The purpose of the City of Martensville's Emergency Management Plan is to provide a guide to prepare for, and to respond to, major emergencies and disasters affecting the City.

This Emergency Plan does not apply to those day-to-day situations that are dealt with by Emergency First Responders.

2. Scope

The Emergency Management Plan is an overall strategy for the management of major emergencies or disasters affecting the City of Martensville. The Emergency Management Plan is intended to:

- a) Document the roles and responsibilities of City departments during and after a major emergency or disaster.
- b) Document the roles and responsibilities of other responders to a major emergency or disaster in the City.
- c) Provide a basis for training in emergency response and recovery in the City.
- d) Detail how the Emergency Management Plan will be activated and maintained.
- e) Provide a framework within which the principal written plan elements will fit together into a single, cohesive, organized strategy for major emergency and disaster response and recovery in the community.

3. Goal

The goal of the Emergency Management Plan is to provide the earliest possible coordinated response in order that the following objectives are assured:

- a) Protect the safety and health of responders.
- b) Prevent or limit the loss of life.
- c) Reduce suffering.
- d) Protect public health.
- e) Protect critical infrastructure.
- f) Prevent or limit the loss of property.
- g) Prevent or limit damage to the environment.

- h) Reduce economic and social losses.

4. Authority

The City of Martinsville's Emergency Management Plan is approved by City council under the authority of *The Emergency Planning Act, 1989, Section 9* and pursuant to the provisions of Bylaw No. 14-2014.

5. Hazard Analysis Summary

A Hazard analysis provides a mechanism for identification of situations that have the potential for disrupting the community, causing casualties or destroying public and private property.

The following analysis is based on the probability of occurrence (on a scale of 1 to 5) and the level of impact (on a scale of 1 to 5).

Risk

- An event with a very low probability of occurrence is designated at a 1.
- An event with a very high probability of occurrence is designated as a 5.

Impact

- An event with little or no disruption to the community, little or no damage to public/private property and/or little or no casualties is designated as a 1.
- An event where widespread disruption to the community, widespread damage to public/private property and/or significant casualties is designated as a 5.

HAZARD GROUP	HAZARD	RISK	IMPACT
Accidents (Transportation)	<ul style="list-style-type: none"> • Airplane Crash • Roadway Collision • Train Collision/Derailment 	<ul style="list-style-type: none"> • 3 • 5 • 2 	<ul style="list-style-type: none"> • 5 • 4 • 3
Atmosphere	<ul style="list-style-type: none"> • Blizzards/Snow/Ice Storms • Hail • High Wind/Plow Winds • Lightening • Thunderstorm • Tornado 	<ul style="list-style-type: none"> • 4 • 4 • 5 • 4 • 4 • 4 	<ul style="list-style-type: none"> • 5 • 4 • 5 • 4 • 4 • 5
Dangerous Goods/Haz Mat	<ul style="list-style-type: none"> • Biohazard Material • Dangerous Goods Spill • Dangerous Goods Storage 	<ul style="list-style-type: none"> • 1 • 4 • 3 	<ul style="list-style-type: none"> • 4 • 5 • 3
Diseases and Epidemics	<ul style="list-style-type: none"> • Human Diseases • Pest Infestation • Plant Diseases 	<ul style="list-style-type: none"> • 4 • 3 • 1 	<ul style="list-style-type: none"> • 4 • 3 • 3
Explosions and Emissions	<ul style="list-style-type: none"> • Industrial Facility • Pipeline Break/Release 	<ul style="list-style-type: none"> • 1 • 2 	<ul style="list-style-type: none"> • 3 • 5
Fire	<ul style="list-style-type: none"> • Grassland/Brush Fire • Industrial Fire • Landfill • Urban 	<ul style="list-style-type: none"> • 4 • 3 • 4 • 5 	<ul style="list-style-type: none"> • 4 • 3 • 2 • 5
Hydrological	<ul style="list-style-type: none"> • Flood (surface) 	<ul style="list-style-type: none"> • 5 	<ul style="list-style-type: none"> • 4
Public Disorder	<ul style="list-style-type: none"> • Civil Disorder • Labour Disputes 	<ul style="list-style-type: none"> • 2 • 2 	<ul style="list-style-type: none"> • 4 • 3
Structural	<ul style="list-style-type: none"> • Structural Collapse 	<ul style="list-style-type: none"> • 2 	<ul style="list-style-type: none"> • 5
Terrorism	<ul style="list-style-type: none"> • Hostile Acts • Mass Casualty 	<ul style="list-style-type: none"> • 3 • 3 	<ul style="list-style-type: none"> • 4 • 5
Utility Disruption	<ul style="list-style-type: none"> • Communication/Telephone • Heating/Natural Gas • Power • Water Contamination • Water Shortage 	<ul style="list-style-type: none"> • 4 • 4 • 5 • 4 • 4 	<ul style="list-style-type: none"> • 3 • 4 • 4 • 5 • 4

6. Emergency Notification System

Upon receipt of a warning of a real or potential emergency or disaster that could disrupt normal City operations, that person or responding agency will immediately contact the City Manager [who will contact the Emergency Measures Organization (EMO) Coordinator] via phone, text, email, radio or runner.

A Situation Assessment will be submitted to the EMO Coordinator by each department involved in the response. The initial Situation Assessment will be delivered using the Situation Assessment Form 401 (Appendix D). The 401 Forms will detail:

- a) The current situation
- b) Outstanding issues/challenges/problems
- c) Anticipated priorities/activities

The EMO Coordinator will summarize the information provided on the 401 forms into an Emergency Operations Center (EOC) Summary 550 Form (Appendix D) to brief the City Manager, Mayor or designate (Level 2 or 3 Alert only), the Fire Chief and the RCMP via phone or email. If lines of communication are not operational, members will be gathered for a face to face briefing.

When there is the threat of an impending emergency that would disrupt normal City operations, the key members of the EOC Team will be notified and placed on alert. These members include the City Manager, the EMO Coordinator, the Fire Chief, the RCMP Officer in Charge, the Infrastructure Branch Director and the Recreation and Community Services Branch Director.

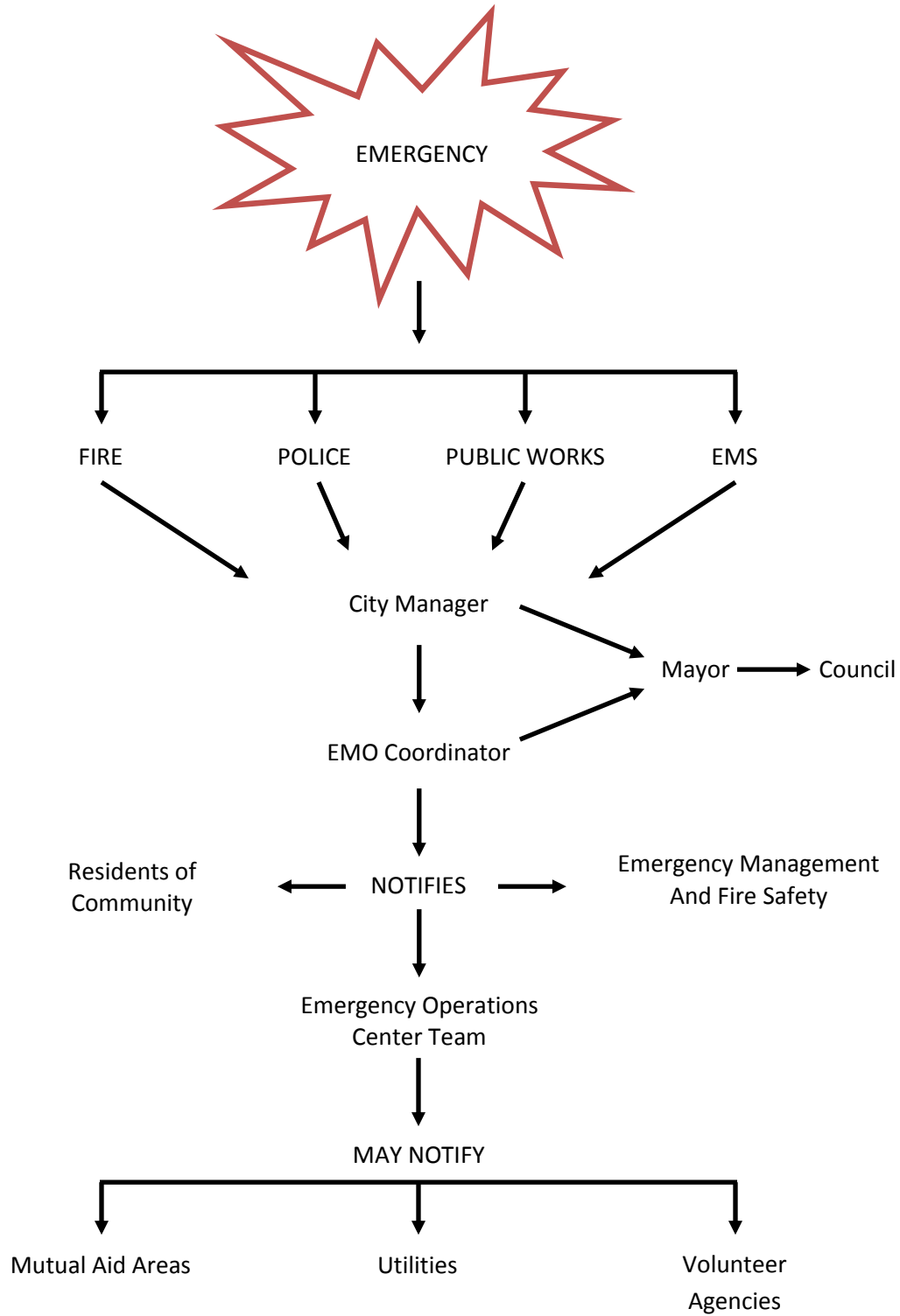
It is the responsibility of the members of the Emergency Operations Center Management Team to notify their staff and volunteer organizations. This may be done via phone, text, or email.

When site coordination and support are required in response to an emergency, the EMO Coordinator may open the EOC.

Site coordination will be needed when:

- a) There are multiple sites and/or
- b) There is a large community impact

The EMO Coordinator may also open the EOC to coordinate public information.



7. Emergency Operations Center (EOC) Alert Levels

There are three different EOC Alert Levels:

- **Level 1 EOC Alert:** EMO Coordinator is gathering information from the First Responders (Fire, EMS and/or RCMP) in order to provide a complete Situation Report to all stakeholders.
- **Level 2 EOC Alert:** EOC is now in “Virtual Mode”. All activities are conducted via teleconference/email/radio. EOC staffing is minimal.
- **Level 3 EOC Alert:** EOC is now fully staffed and activated.

Level 1, 2 and 3 EOC Alerts are summarized in Appendix E.

Level 1, 2 and 3 EOC Alert Standard Operating Guidelines are found in Appendix E.

8. Implementation of the Emergency Plan

This emergency plan may be implemented in whole or in part by the Mayor (or designate), the EMO Coordinator, the City Manager, or emergency services personnel.

Emergency response personnel may take such action(s) as may be required to protect lives and property in the City of Martensville.

In the event of an Emergency, this Emergency Management Plan can be implemented without declaring a local emergency.

In any Emergency, call Saskatchewan Public Safety & Sask911 at (306) 787-9563, who will in turn, notify provincial departments and agencies.

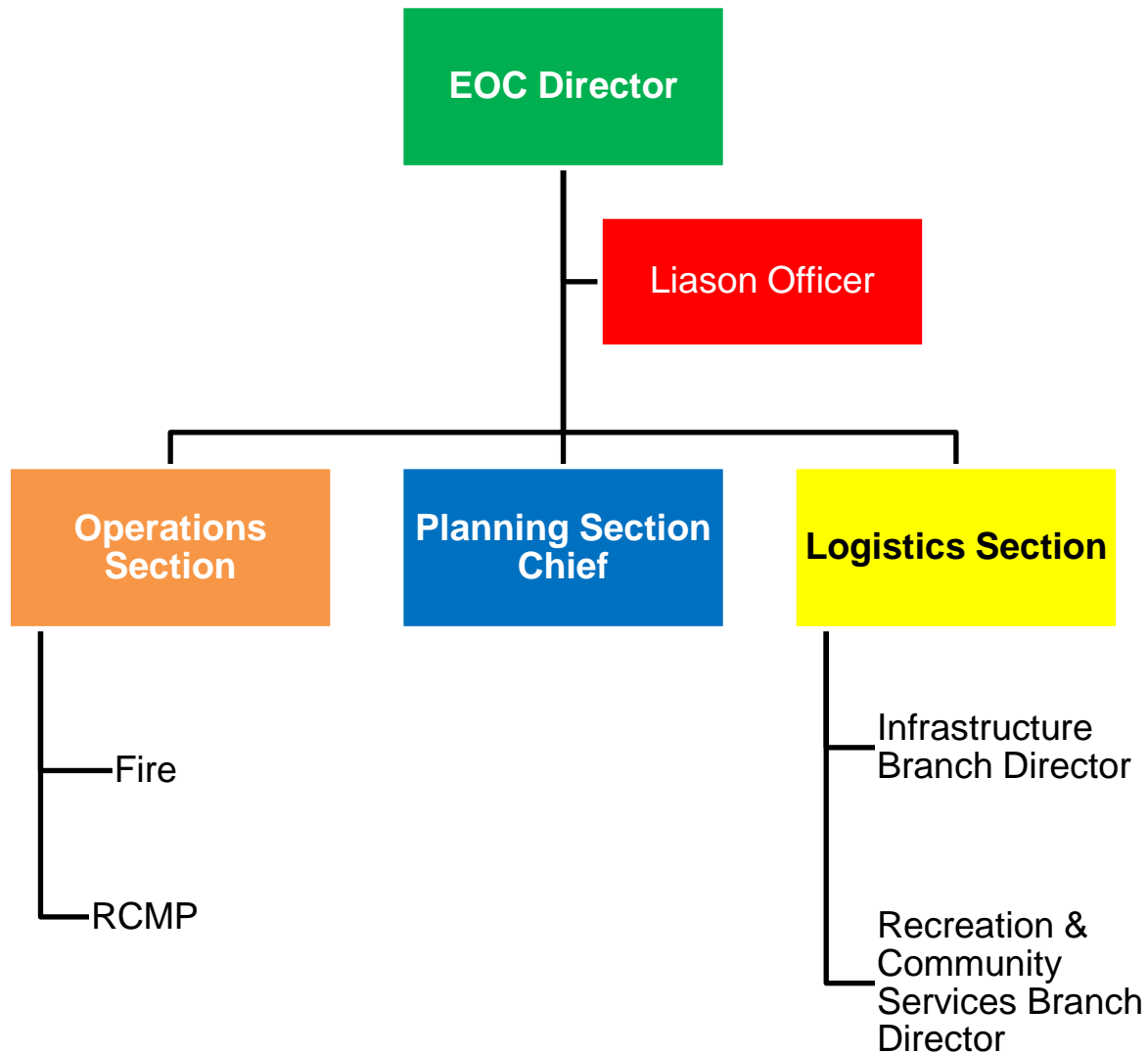
9. The Emergency Operations Center (EOC) Team

The EOC Team will direct and control the response to the emergency and will be responsible for providing essential services and resources to the community and to the Emergency Site Team.

The EOC Management Team will consist of the following:

- a) The Executive Component - Mayor

- b) The Management Staff - EOC Director (City Manager or designate) and Liaison Officer (EMO Coordinator or designate)
- c) The General Staff - Operations Section (the Fire Chief, the RCMP Officer in Charge), Planning Section Chief (EMO Coordinator or designate), and Logistics Section (Infrastructure Branch Director and the Recreation and Community Services Branch Director).



10. Emergency Operations Center (EOC) Location

The EOC will be located at Martensville City Hall, 37 Centennial Drive South. In the event that this operation center cannot be used, the secondary location will be the Martensville Fire Hall, 427 Centennial Drive South.

11. Emergency Operations Center (EOC) Responsibilities

The over-all responsibilities of the EOC are:

- Policy and strategic direction.
- Site-support/consequence management.
- Information collection, evaluation and display.
- Coordination of agencies and operations.
- Resource management.
- Internal and external communications.

The EMO Coordinator will ensure the following responsibilities are considered and/or completed:

- Contacting municipal emergency services in response to the emergency.
- Confirming the identity of the Incident Commander or the members of a Unified Command. All responding emergency services must be informed who the Incident Commander is.
- Determine if the location of the Emergency Operations Center is appropriate.
- Establish an Operational Period and Briefing Cycle.
- Consult with the Incident Commander, the City Manager and the Mayor (or designate) to determine if a Declaration of Local Emergency is required (Appendix F). The Declaration of Local Emergency, when properly completed, must be submitted to Saskatchewan Public Safety & Sask911.
- Providing adequate communications from the EOC to the Emergency Site (radio/telephone/message runners).
- Establish/confirm public inquiry phone numbers.
- Determine whether an evacuation of residents is required. Overseeing that the needs of the evacuated residents are being met. **The receiving community must be notified that an evacuation is underway and whether or not the evacuees require accommodation, food and other services.**

- Ensure that the residents of the community are updated on the response to the emergency. (Information may be circulated, by informing television, radio and newspapers).
- Determine if volunteers are required.
- Notify the response personnel and residents of the termination of local emergency.
- **THE FOLLOWING ACTIONS SHOULD BE APPROVED BY THE EXECUTIVE COMPONENT**
 - **Discontinuing of utilities or services provided by public or private concerns (i.e. power, water, gas, closing down stores, schools etc.).**
 - **Implement mutual aid arrangements with neighboring communities.**
 - **Determine if transportation is required for evacuation of persons or the moving of supplies.**
 - **Expend monies as authorized to deal with the emergency.**
 - **Submit Termination of Local Emergency for to Saskatchewan Public Safety & Sask911.**
- Maintain a log of all activities and decisions made (ICS Form 214) and submitting all records to the EMO Coordinator.
- After the emergency, conduct a review of emergency response procedures and make amendments to the emergency plan where required.

12. Declaration of Local Emergency

Council, or in the absence of a quorum of council, the Mayor may declare a Local Emergency. This decision is usually made after consulting with members of the Emergency Operations Center Management Team and especially with the EMO Coordinator and Incident Commander. The Council or the Mayor must fill out the Declaration of Local Emergency contained in Appendix F.

Upon the declaration of the Local Emergency, the Mayor shall notify:

- The residents of the community (see News Release in Appendix F)
- Minister of Corrections and Public Safety through Public Safety & Sask911; and
- Neighboring municipalities and communities as may be required.

The extraordinary powers listed in Section 13 of this plan can only be utilized after the council, or in the absence of a quorum of council, the Mayor have declared a Local Emergency.

A Local Emergency is not required to be considered for compensation for Provincial Disaster Assistance Program.

13. Emergency Powers

Emergency powers may only be used after a Local Emergency has been declared. The Council may do all acts and take all proceedings that are reasonably necessary to meet the emergency (see *Section 21 of The Emergency Planning Act, 1989* below).

The *Act*, in Section 21, describes the extraordinary powers that the local authority is granted during a Local Emergency Declaration (LED).

They are:

- (1) Put into operation any emergency plan or program that the local authority considers appropriate.
- (2) Acquire or utilize any real or personal property that the local authority considers necessary to prevent, combat or alleviate the effects of an emergency.
- (3) Authorize any qualified person to render aid of a type that the person is qualified to provide.
- (4) Control or prohibit travel to or from any area of the municipality.
- (5) Provide for the restoration of essential facilities and the distribution of essential supplies.
- (6) Provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the municipality.
- (7) 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.
- (8) Authorize the entry into any building or on any land, without warrant, by any person when necessary for the implementation of an emergency plan.
- (9) 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.
- (10) Conscript persons needed to meet an emergency; and
- (11) Do all acts and take all proceedings that are reasonably necessary to meet the local emergency.

14. Organization and Control

14.1 Mayor

The responsibilities of Mayor include, but are not limited to:

- Implementing the emergency plan in whole or in part.
- Participate in briefings with the City Manager and EMO Coordinator.
- Contact and brief/update council.
- Declaration of a Local Emergency in consultation with council.
 - Where the local authority is unable to assemble a quorum on a timely basis, the Mayor is responsible for the Declaration of a Local Emergency.
- Termination of a Declaration of a Local Emergency in consultation with council.
- Notifying the Minister responsible for *The Emergency Planning Act, 1989* (through Emergency Management and Fire Safety) that a Declaration of a Local Emergency has been declared, or terminated.
- The authorization of media releases.
- Ultimate decision maker.
- Log all actions and decisions (ICS Form 214).

14.2 EOC Director (City Manager or designate)

The responsibilities of the EOC Director include, but are not limited to:

- Participate in initial briefing, planning meetings and ongoing situation reports.
- Advise Council and Mayor on legislation and procedures.
- Take direction from the Council and Mayor.
- Provide leadership to Management Team.
- Ensure/approve EOC objectives.
- Finalize/approve action plan.
- Maintain financial and other records pertaining to the emergency operations. This duty will be delegated to the Finance/Administration Section Chief in a Level 3 EOC Alert.
- Log all actions and decisions (ICS Form 214).

14.3 Planning Section Chief or Liaison Officer (EMO Coordinator or designate)

The Planning Section is directed and managed by the Planning Section Chief who is responsible for collecting and managing all incident-related data and intelligence.

The Liaison Officer serves as the primary contact for representatives on incident-support agencies to provide input on incident-related matters.

The general responsibilities of the Planning Section Chief or Liaison Officer include, but are not limited to:

- Ensure that the Emergency Operations Center is set up.
- Make Notifications to activate the Emergency Operations Center in whole or in part.
- Report to the Emergency Operations Center.
- Activate the Emergency Management Plan in whole or in part.
- Facilitate all Briefings and Planning Meetings according to the Teleconference Agenda and/or Briefing Meeting Agenda (Appendix D).
- Assist Mayor and City Manager in all duties.
- Coordinate the emergency response.
- Provide or request mutual aid if required.
- Determine if municipal resources are adequate or if additional resources are needed.
- Cooperate and assist the Mayor in the preparation and authorization of press releases and interviews and provide them to the Communications Director.
- Coordinate the establishment of a communications network between the Emergency Operations Center and the emergency site(s).
- Provide and maintain communications to other departments and response agencies as required.
- Coordinate the response of volunteer organizations.
- Provide resource lists and information to all responding agencies and departments of the Emergency Operations Center.
- Coordinate post-emergency reporting and preparation of reports.
- Ensure amendments to the emergency plan are made.

The specific responsibilities of the Planning Section Chief include, but are not limited to:

- Collect and manage all incident-relevant operational data.
- Supervise the preparation of the site Incident Action Plan (IAP; ICS Form 201).
- Supervise the preparation of the EOC Action Plan (EOC Planning Meeting Action Plan 502; Appendix D).
- Provide input to the IC and Operations Section in preparing the IAP.
- Incorporate traffic, medical and communications plans into the IAP.
- Conduct and facilitate Planning Meetings.
- Reassign personnel within the ICS organization.
- Compile and display incident status information.

- Establish information requirements and reporting schedules for units (eg., Resources, Situation Units).
- Determine the need for specialized resources.
- Assemble and disassemble Task Forces and Strike Teams unassigned to Operations.
- Establish specialized data-collection systems as necessary (eg. Weather).
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Report significant changes in incident status.
- Oversee the preparation of the Demobilization Plan.
- Log all actions and decisions (ICS Form 214).

Planning Section Chief Duties Checklist can be found in Appendix H

The specific responsibilities of the Liaison Officer include, but are not limited to:

- Act as a point of contact for Agency Representatives.
- Maintain a list of assisting and cooperating agencies and Agency Representatives.
- Assist in setting up and coordinating interagency contacts.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Participate in planning meetings, providing current resource status, including limitations and capabilities of agency resources.
- Provide agency specific demobilization information and requirements.
- Log all actions and decisions (ICS Form 214).

Liaison Officer Duties Checklist can be found in Appendix H

14.4 Infrastructure Branch Director (Director of Infrastructure and Planning or designate)

The responsibilities of the Infrastructure Branch Director include, but are not limited to:

- Participate in initial briefing, planning meetings and ongoing situation reports.
- Ensure resources are available when requested. (i.e. equipment, barricades, supplies, construction companies, and contractors).
- Coordinate purchases, rentals, leases of equipment and maintain records of same.
- Assists in the disconnecting of utilities – water, sewer, hydro, gas, telephones etc.
- Restore essential services.

- Log all actions and decisions (ICS Form 214).

In a Level 1 or 2 EOC Alert, the Infrastructure Branch Director will undertake the duties of the Logistics Section as required. In the event of a Level 3 EOC Alert, the Infrastructure Branch Director will assume one of the ICS roles in the Logistics Section.

14.5 Fire Chief

The responsibilities of the Fire Chief include, but are not limited to:

- Establish Incident Command or consider Unified Command in Response Phase.
- Participate in initial briefing, planning meetings and ongoing situation reports.
- Coordinate fire fighting/hazardous material operations.
- Activate the fire mutual aid system if necessary.
- Assist with the evacuation of people.
- Assist with the implementation of the Evacuation and Re-Entry Contingency Plan (Appendix C) as required.
- Log all actions and decisions (ICS Form 214).

14.6 RCMP Officer in Charge

The responsibilities of the RCMP Officer in Charge include, but are not limited to:

- Participate in initial briefing, planning meetings and ongoing situation reports.
- Provide emergency site security (establish inner and outer perimeter of emergency site).
- Manage traffic and crowd control.
- Coordinate evacuation.
- Set up of a temporary morgue, if necessary.
- Advise medical examiner in the event of a fatality.
- Establish Incident Command or consider Unified Command in Response Phase.
- Assist with the implementation of the Evacuation and Re-Entry Contingency Plan (Appendix C) as required.
- Log all actions and decisions (ICS Form 214).

14.7 Recreation and Community Services Branch Director (Director of Recreation and Community Services)

The responsibilities of the Recreation and Community Services Branch Director include, but are not limited to:

- Participate in initial briefing, planning meetings and ongoing situation reports.
- Designate facilities and sets up facilities for food, accommodation, registration and inquiry, personal services and clothing.
- Set up and designates space for reception center.
- Identify facility scheduling issues.
- Assist reception communities in whatever way possible.
- Log all actions and decisions (ICS Form 214).

In a Level 1 or 2 EOC Alert, the Recreation and Community Services Branch Director will undertake the duties of the Logistics Section as required. In the event of a Level 3 EOC Alert, the Recreation and Community Services Branch Director will assume one of the ICS roles in the Logistics Section.

14.8 Public Information Officer (PIO)

The PIO is responsible for disseminating information to internal and external stakeholders, including the media or other organizations seeking information directly about the incident or event.

The responsibilities of the PIO include, but are not limited to:

- Participate in planning meetings and ongoing situation reports.
- Develop timely media releases concerning the emergency for release to radio stations, television and newspapers, pending approval from the EOC Director and/or the Elected Officials.
- Deliver media briefings or brief the community's official spokesperson.
- Establish media facilities.
- Monitor the media for possible errors being reported about the emergency.
- Monitor and forward media information that may be useful to incident planning.
- Establish a means of informing evacuees of the activities undertaken in their community.
- Maintain current information, summaries and/or displays on the incident.
- Maintain a media resources list.
- Ensure coordination of media relations between Site and EOC.

- Implement the City of Martensville's Public Information and Communications Plan (Appendix A).
- Log all actions and decisions (ICS Form 214).

Public Information Officer Duties Checklist can be found in Appendix H

The positions from this point on are recommended to be filled. However, if adequate numbers of persons are not available, the tasks for the following persons should be assigned to others.

14.9 Communications Branch Director

The responsibilities of the Communications Branch Director include, but are not limited to:

- Participate in planning meetings and ongoing situation reports.
- Establish necessary communications from the Emergency Operations Centre and the emergency site.
- Coordinate communications procedures.
- If necessary, request additional telephones for Emergency Operations Centre and emergency site.
- Arrange for additional radio equipment and operators for volunteer organizations.
- Log all actions and decisions (ICS Form 214).

In a Level 1 or 2 EOC Alert, the Communications Branch Director will undertake the duties of the Communications Unit Leader and various duties of the Logistics Section as required. In the event of a Level 3 EOC Alert, the Communications Branch Director will assume the ICS role of Communications Unit Leader.

14.10 Transportation Branch Director

The responsibilities of the Transportation Branch Director include, but are not limited to:

- Participate in planning meetings and ongoing situation reports.
- Develop and maintain a transportation resource list of various vehicles.

- Coordinate the transportation of personnel and materials.
- Determine gasoline and diesel requirements for the emergency.
- Log all actions and decisions (ICS Form 214).

In a Level 1 or 2 EOC Alert, the Transportation Branch Director will undertake the duties of the Ground Support Unit Leader and various duties of the Logistics Section as required. In the event of a Level 3 EOC Alert, the Transportation Branch Director will assume the ICS role of Ground Support Unit Leader.

14.11 Emergency Social Services Branch Director

The responsibilities of the Emergency Social Services Branch Director include, but are not limited to:

- Participate in planning meetings and ongoing situation reports.
- Develop and maintain evacuation and reception resource lists.
- Coordinate and develop evacuation and reception arrangements with neighboring municipalities.
- Manage food, lodging, personal services, clothing, registration, inquiry and medical services.
- Assist reception communities in whatever way possible.
- Provide information to evacuees concerning state of affairs of the evacuated community and expected re-entry if known.
- Implementation of the City of Martensville's Emergency Social Services Plan (Appendix B).
- Log all actions and decisions (ICS Form 214).

The Duties of the Emergency Social Services Branch Director are defined in the Emergency Social Services Plan found in Appendix B

In the event of a Level 3 EOC Alert, the following ICS positions and duties will need to be filled. However, if adequate numbers of persons are not available, the tasks for the following persons should be assigned to others.

14.12 Finance/Administration Section Chief

The Finance/Administration Section is directed and managed by the Finance/Administration Section Chief who is responsible for managing all financial aspects of an incident.

The responsibilities of the Finance/Administration Section Chief include, but are not limited to:

- Participate in planning meetings and ongoing situation reports.
- Manage all the financial aspects of an incident.
- Provide financial and cost-analysis information, as requested.
- Ensure compensation and claims functions are addressed, depending on the incident.
- Gather pertinent information from briefings with other support agencies.
- Develop an operating plan for the Finance/Administration Section and filling Section supply and support needs.
- Determine the need to set up and operate an incident commissary.
- Meet with other support Agency Representatives as needed.
- Maintain daily contact with agency(s) headquarters on finance matters.
- Ensure that personnel time records are completed accurately and transmitted to home agencies.
- Ensure all incident-related documents are properly prepared and completed.
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.
- Provide input to the Incident Action Plan (IAP).
- Log all actions and decisions (ICS Form 214).

[Finance/Administration Section Chief Duties Checklist can be found in Appendix H](#)

14.13 Logistics Section Chief

The Logistics Section is directed and managed by the Logistics Section Chief who is responsible for providing support services and supplies – with the exception of support to air operations – in managing incidents.

The responsibilities of the Logistics Section Chief include, but are not limited to:

- Participate in planning meetings and ongoing situation reports.
- Provide all facilities, transportation, communications, supplies, equipment maintenance and fueling, food and medical services for incident personnel, and all off-incident resources.
- Manage all incident logistics.

- Provide logistical input to the Incident Action Plan (IAP).
- Brief Logistics personnel as needed.
- Identify anticipated and known incident service and support requirements.
- Request additional resources as needed.
- Ensure and supervising the development of the Communications, Medical and Traffic Plans, as required.
- Oversee the demobilization of the Logistics Section and associated resources.
- Log all actions and decisions (ICS Form 214).

Logistics Section Chief Duties Checklist can be found in Appendix H

14.14 Service Branch Director

Service Branch Directors report to the Logistics Section Chief and are responsible for managing all service activities at the incident, including the supervision of communications, medical support and the provision of food.

The responsibilities of the Service Branch Director include, but are not limited to:

- Obtain working materials.
- Determine the level of service required to support operations.
- Confirm dispatch of Branch personnel.
- Participate in Planning Meetings for Logistics Section personnel.
- Review the IAP.
- Organize and prepare assignments for Service Branch personnel.
- Coordinate the activities of Branch Units and advising the Logistics Section Chief of them.
- Resolve Service Branch problems.
- Log all actions and decisions (ICS Form 214).

Service Branch Director Duties Checklist can be found in Appendix H

14.15 Support Branch Director

Support Branch Directors report to the Logistics Section Chief and are responsible for managing all support activities at the incident, including facilities, resource ordering and ground support.

The responsibilities of the Support Branch Director include, but are not limited to:

- Obtain working materials.
- Identify Support Branch personnel dispatched to the incident.
- Determine initial support operations in coordination with the Logistics Section Chief and Service Branch Director.
- Prepare initial organization and assignments for support operations.
- Assemble and brief Support Branch personnel.
- Determine if assigned Branch resources are sufficient.
- Monitor the work progress of Units and advising the Logistics Section Chief of activities.
- Resolve problems with requests from the Operations Section.
- Log all actions and decisions (ICS Form 214).

Support Branch Director Duties Checklist can be found in Appendix H

14.16 Communications Unit Leader

Communications Unit Leaders report to the Logistics Section Chief or Service Branch Director and are responsible for developing plans for the use of incident communications equipment and facilities, installing and maintaining communication equipment and supervising the Communications Center to ensure adequate communication throughout the incident.

The responsibilities of the Communications Unit Leader include, but are not limited to:

- Determine Unit personnel needs.
- Prepare and implement the Incident Radio Communications Plan (ICS Form 205).
- Establish the Incident Communications Center and the Message Center.
- Establish appropriate communications distribution/maintenance locations.
- Ensure communications systems and equipment are installed, tested and repaired when needed.
- Distribute portable radio equipment from cache per Incident Radio Communications Plan.
- Provide technical information on communication equipment and systems.
- Supervise Communications Unit activities.
- Maintain records on all communications equipment.
- Recover equipment from Units being demobilized.
- Log all actions and decisions (ICS Form 214).

Communications Unit Leader Duties Checklist can be found in Appendix H

14.17 Facilities Unit Leader

Facilities Unit Leaders report to the Logistics Section Chief or Support Branch Director and are responsible for the layout and management of incident facilities, including sleeping and sanitation facilities for all personnel.

The responsibilities of the Facilities Unit Leader include, but are not limited to:

- Receive and review a copy of the IAP.
- Participate in Logistics Section/Support Branch planning activities.
- Determine the requirements for each facility, including the Incident Command Post.
- Prepare layouts of incident facilities and notify all Unit Leaders of them.
- Activate incident facilities.
- Provide Base and Camp Managers and personnel to operate facilities.
- Provide sleeping facilities and security services.
- Provide facility maintenance services (eg, sanitation, lighting, cleanup).
- Demobilize Base and Camp facilities.
- Log all actions and decisions (ICS Form 214).

Facilities Unit Leader Duties Checklist can be found in Appendix H

14.18 Food Unit Leader

Food Unit Leaders report to the Logistics Section Chief or Service Branch Director and are responsible for providing meals and water for all incident personnel and maintaining food service areas.

The responsibilities of the Food Unit Leader include, but are not limited to:

- Determine food and water requirements and maintaining an inventory.
- Determine the method of feeding to best fit each facility or situation.
- Obtain necessary equipment and supplies and establishing cooking facilities.
- Order sufficient food and potable water from the Supply Unit.
- Maintain food service areas.
- Supervise caterers, cooks and other Food Unit personnel.
- Log all actions and decisions (ICS Form 214).

Food Unit Leader Duties Checklist can be found in Appendix H

14.19 Ground Support Unit Leader

Ground Support Unit Leaders report to the Logistics Section Chief or Support Branch Director and are responsible for developing and implementing the Transportation Plan, including activating, managing and documenting the fueling and maintenance of assigned ground transportation, and organizing the transportation of personnel, supplies, food and equipment.

The responsibilities of the Ground Support Unit Leader include, but are not limited to:

- Develop and implement the Traffic Plan.
- Support out-of-service resources.
- Notify the Resources Unit of all changes in availability of support and transportation vehicles.
- Arrange for and activate fueling, maintenance and repair of ground resources.
- Maintain support vehicle inventory and transportation vehicles (ICS Form 218).
- Provide transportation services.
- Collect information on rented equipment.
- Requisition maintenance and repair supplies (eg fuel, spare parts).
- Maintain incident roads.
- Submit reports to the Support Branch Director.
- Log all actions and decisions (ICS Form 214).

Ground Support Unit Leader Checklist can be found in Appendix H

14.20 Medical Unit Leader

Medical Unit Leaders report to the Logistics Section Chief or Service Branch Director and are responsible for developing the Medical Plan, providing medical aid to injured or ill incident personnel and preparing medical reports and records.

The responsibilities of the Medical Unit Leader include, but are not limited to:

- Participate in Logistics Section/Service Branch planning activities.
- Establish the Medical Unit.
- Prepare the Medical Plan (ICS Form 206).
- Prepare procedures for major medical emergencies.
- Declare major medical emergencies.
- Respond to requests for medical aid, medical transportation and medical supplies.
- Prepare and submit necessary documentation.
- Log all actions and decisions (ICS Form 214).

Medical Unit Leader Duties Checklist can be found in Appendix H

14.21 Supply Unit Leader

Supply Unit Leaders report to the Logistics Section Chief or Support Branch Director and are responsible for ordering and receiving personnel, equipment and supplies, storing and maintaining an inventory of all incident-related supplies and servicing reusable supplies and equipment.

The responsibilities of the Supply Unit Leader include, but are not limited to:

- Participate in Logistics Section/Support Branch planning activities.
- Determine the type and amount of supplies en route.
- Review the IAP.
- Develop and implement safety and security requirements.
- Order, distribute and store supplies and equipment.
- Service reusable equipment.
- Submit reports to the Support Branch Director.
- Log all actions and decisions (ICS Form 214).

Supply Unit Leader Duties Checklist can be found in Appendix H

14.22 Resource Unit Leader

Resource Unit Leaders report to the Planning Section Chief and are responsible for all check-in activities, maintaining a status-keeping system showing the location and status of all resources and maintaining a master check-in list of all resources.

The responsibilities of the Resource Unit Leader include, but are not limited to:

- Establish the check-in function at incident locations.
- Prepare the Organization Assignment List (ICS Form 203).
- Prepare appropriate parts of the Division Assignment Lists (ICS Form 204).
- Prepare and maintain the ICP display.
- Maintain and post the current status and location of all resources.
- Maintain roster of personnel.
- A check-in/Status Recorder reports to the Resource Unit Leader and assists with the accounting of all resources assigned to the incident.

- Log all actions and decisions (ICS Form 214).

Resource Unit Leader Duties Checklist can be found in Appendix H

14.23 Documentation Unit Leader

Documentation Unit Leaders report to the Planning Section Chief and are responsible for providing duplication services to incident personnel and maintaining and archiving incident-related files.

The responsibilities of the Documentation Unit Leader include, but are not limited to:

- Set up the work area; begin to organize incident files.
- Establish duplication service; respond to requests.
- File all official forms and reports.
- Review records for accuracy and completeness.
- Provide incident documentation as requested.
- Archive files for post-incident use.
- Log all actions and decisions (ICS Form 214).

Documentation Unit Leader Checklist can be found in Appendix H

14.24 Situation Unit Leaders

Situation Unit Leaders report to the Planning Section Chief and are responsible for collecting, processing and organizing incident status and situation information.

The responsibilities of the Documentation Unit Leader include, but are not limited to:

- Collect and analyze incident data as soon as possible.
- Prepare, post or disseminate resource and situation status information as required.
- Prepare periodic predictions or as requested by the Planning Section Chief.
- Prepare the Incident Status Summary Form (ICS Form 209).
- Provide photographic services and maps, if required.
- Log all actions and decisions (ICS Form 214).

Documentation Unit Leader Duties Checklist can be found in Appendix H

14.25 Demobilization Unit Leader

Demobilization Unit Leaders report to the Planning Section Chief and are responsible for developing the Incident Demobilization Plan and ensuring the safe and orderly movement of personnel and equipment.

The responsibilities of the Demobilization Unit Leader include, but are not limited to:

- Participate in Planning Meetings as required.
- Determine the likely size and extent of demobilization efforts.
- Coordinate demobilization with Agency Representatives.
- Monitor the ongoing Operations Section resource needs.
- Identify surplus resources and probable release time.
- Develop incident check-out function for all units (ICS Form 221).
- Evaluate logistics and transportation capabilities for demobilization.
- Establish communications with off-incident facilities as necessary.
- Develop, distribute and supervise the implementation of the Incident Demobilization Plan.
- Prepare directories (eg. Maps, instructions, etc) for inclusion in the demobilization plan.
- Ensure that all Sections/Units understand their specific demobilization responsibilities.
- Brief the Planning Section Chief on demobilization progress.
- Log all actions and decisions (ICS Form 214).

Demobilization Unit Leader Duties Checklist can be found in Appendix H

14.26 Technical Specialists

Technical Specialists, depending on their area of specialty and where they are assigned, may report to the Planning Section Chief, a Situation Unit Leader or Technical Specialist Supervisor (or they may be reassigned elsewhere in the organization)

They are advisors with special skills needed to support incident operations and so their responsibilities will vary according to where they are assigned.

The responsibilities of the Technical Specialists include, but are not limited to:

- Identify work location, available resources, expectations concerning time lines, report format, participation in Planning Meetings, etc.
- Obtain copies of IAP and the Unit Log (ICS Form 214).
- Participate in the Planning Meetings, as requested.

- Provide technical expertise to the Supervisor of the assigned Division/Group.
- Log all actions and decisions (ICS Form 214).

Technical Specialist Duties Checklist can be found in Appendix H

14.27 Cost Unit Leader

Cost Unit Leaders report to the Finance/Administration Section Chief and are responsible for collecting all cost data, performing cost-effectiveness analyses and providing cost estimates and cost-savings recommendations for the incident.

The responsibilities of the Cost Unit Leader include, but are not limited to:

- Coordinate with agency headquarters on cost-reporting procedures.
- Collect and record all cost data.
- Develop incident cost summaries.
- Prepare resource-use cost estimates for the Planning Section.
- Make cost-saving recommendations to the Finance/Administration Section Chief.
- Ensure all cost documents are accurately prepared.
- Maintain cumulative incident cost records.
- Complete all records prior to demobilization.
- Provide reports to the Finance/Administration Section Chief.
- Log all actions and decisions (ICS Form 214).

Cost Unit Leader Duties Checklist can be found in Appendix H

14.28 Procurement Unit Leader

Procurement Unit Leaders report to the Finance/Administration Section Chief and are responsible for developing the Procurement Plan and administering all financial matters that relate to vendor contracts, leases and fiscal agreements.

The Procurement Unit works closely with the Supply Unit, which will implement the Procurement Plan and perform all incident ordering.

The responsibilities of the Procurement Unit Leader include, but are not limited to:

- Review incident needs and any special procedures.
- Coordinate with local jurisdictions on plans and supply resources.

- Obtain the Incident Procurement Plan.
- Prepare and authorize contracts and land-use agreements.
- Establish and process contracts and agreements with supply vendors.
- Ensure coordination between Ordering Manager, agency dispatch and other procurement organizations.
- Ensure there is a system to meet agency property management requirements.
- Ensure proper accounting for all new property.
- Interpret contracts and agreements; resolving disputes.
- Coordinate with the Compensation/Claims Unity to process claims.
- Coordinate the use of imprest funds.
- Coordinate cost data in contracts with the Cost Unit Leader.
- Brief the Finance/Administration Section Chief on current problems and recommendations.
- Log all actions and decisions (ICS Form 214).

Procurement Unit Leader Duties Checklist can be found in Appendix H

14.29 Time Unit Leader

Time Unit Leaders report to the Finance/Administration Section Chief and are responsible for equipment and personnel time recording and for managing the commissary operations

The responsibilities of the Time Unit Leader include, but are not limited to:

- Determine incident requirements for time-recording functions.
- Determine resource needs.
- Contact appropriate agency personnel/representatives.
- Ensure that daily personnel time-recording documents are prepared and in compliance with agency(ies) policies.
- Establish Time Unit objectives.
- Maintain separate logs for overtime hours.
- Establish commissary operations.
- Submit cost estimates to the Cost Unit.
- Maintain records security.
- Ensure that all records are current and complete prior to demobilization.
- Release time reports from assisting agency personnel to the respective Agency Representatives.
- Brief the Finance/Administration Section Chief on current problems and recommendations.

- Log all actions and decisions (ICS Form 214).

Time Unit Leader Duties Checklist can be found in Appendix H

14.30 Compensation/Claims Unit Leader

Compensation/Claims Unit Leaders report to the Finance/Administration Section Chief and are responsible for administering financial matters arising from injuries, property damage or deaths occurring at an incident.

The responsibilities of the Compensation/Claims Unit Leader include, but are not limited to:

- Liaise with the incident Safety Officer and Liaison Officer.
- Determine the need for Compensation for Injury and Claims Specialists and ordering personnel.
- Establish a Compensation for Injury work area at or near the Medical Unit.
- Review the Incident Medical Plan (ICS Form 206).
- Provide Compensation/Claims Specialists with workspace and supplies.
- Review and coordinating procedures for handling claims with the Procurement Unit.
- Brief the Compensation/Claims Specialists on incident activity.
- Review logs and forms produced by the Compensation/Claims Specialists.
- Keep the Finance/Administration Section Chief briefed on Unit status and activities.
- Log all actions and decisions (ICS Form 214).

Compensation/Claims Unit Leader Duties Checklist can be found in Appendix H

15. Incident Command Post Team (Site Management)

In general, the Incident Commander will be the first trained responder to arrive at the scene. Command may transfer, based on who has primary authority for overall control of the incident or a Unified Command may be established if multiple agencies and/or jurisdictions are involved.

15.1 Incident Commander (IC)

The IC is responsible for all ICS management functions until he/she delegates the function.

The responsibilities of the IC include, but are not limited to:

- Quickly establish appropriate command – Incident Commander or Unified Command.
- Quickly notify EMO Coordinator when the incident poses a threat to the normal functioning of the City of Martensville.
- Quickly establish an Operational Period and submit initial assessment (Form 401 or ICS 201) to EMO Coordinator.
- Responsible for managing all tactical resources and operations by:
 - Ensuring clear authority and knowledge of agency policy.
 - Ensuring incident safety.
 - Establishing an Incident Command Post (ICP).
 - Obtaining a briefing from the prior IC and/or assessing the situation.
 - Establishing immediate priorities.
 - Determining incident objectives and strategy(ies) to be followed.
 - Establishing the level of organization needed and monitoring operations and the effectiveness of that organization.
 - Approving and implementing the Incident Action Plan (IAP).
 - Approving requests for additional resources or for the release of resources.
 - Approving the use of participants, volunteers and auxiliary personnel.
 - Authorizing the release of information to the media.
 - Ordering the demobilization of the incident when appropriate.
 - Ensuring incident after-action reports are complete.

Incident Commander Duties Checklist can be found in Appendix H

15.2 Fire Services

In addition to their normal day-to-day duties, the fire service will provide:

- Quickly establish appropriate command – Incident Commander or Unified Command.
- Quickly notify EMO Coordinator when the incident poses a threat to the normal functioning of the City of Martensville.
- Quickly establish an Operational Period and submit initial assessment (Form 401 or ICS 201) to EMO Coordinator.
- Assistance in the evacuation of people.
- Initiation of Mutual Fire Aid if required.

15.3 RCMP

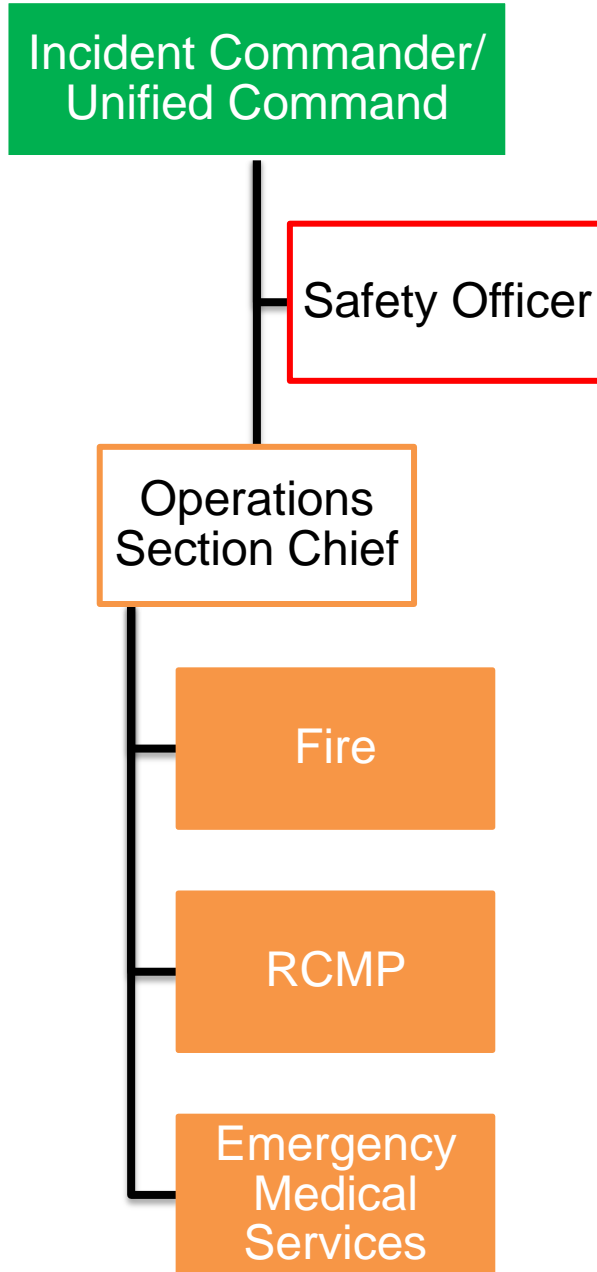
In addition to their normal day-to-day duties, the RCMP will provide:

- Quickly establish appropriate command – Incident Commander or Unified Command.
- Quickly notify EMO Coordinator when the incident poses a threat to the normal functioning of the City of Martinsville.
- Quickly establish and Operational Period and submit initial assessment (Form 401 or ICS 201) to EMO Coordinator.
- Security at the emergency site.
- A temporary morgue if required.
- Assist in the evacuation of people.

15.4 Emergency Medical Services

In addition to their normal day-to-day duties, Emergency Medical Services will provide:

- Quickly establish appropriate command – Incident Commander or Unified Command.
- Quickly notify EMO Coordinator when the incident poses a threat to the normal functioning of the City of Martinsville.
- Quickly establish and Operational Period and submit initial assessment (Form 401 or ICS 201) to EMO Coordinator.
- Casualty evaluation.
- First aid on-site.
- Casualty sorting and transportation.



In the event of a Level 3 EOC Alert, it is recommended that the following ICS positions and duties will be filled. However; this will be at the discretion of the Incident Commander.

15.5 Safety Officer

The Safety Officer monitors safety conditions and develops measures for assuring the safety of all assigned emergency response personnel.

The responsibilities of the Safety Officer include, but are not limited to:

- Identify and mitigate hazardous situations.
- Ensure safety messages and briefings are made.
- Exercise emergency authority to stop and prevent unsafe acts.
- Review the IAP for safety implications.
- Assign assistants qualified to evaluate special hazards.
- Initiate preliminary investigation of accidents within the incident area.
- Review and approve the Medical Plan.
- Participate in planning meetings and ongoing situation reports.
- Log all actions and decisions (ICS Form 214).

Safety Officer Duties Checklist can be found in Appendix H

15.6 Operations Section Chief

The Operations Section is directed and managed by the Operations Section Chief who is responsible for managing all tactical operations at an incident as per the Incident Action Plan (IAP).

The responsibilities of the Operations Section Chief include, but are not limited to:

- Assure the safety of tactical operations.
- Manage tactical operations.
- Develop the operations portion of the IAP.
- Supervise the execution of the operations portions of the IAP.
- Request additional resources to support tactical operations.
- Approve the release of resources from active operational assignments.
- Make or approve changes to the IAP.
- Maintain close contact with the IC, subordinate Operations personnel and other agencies involved in the incident.
- Log all actions and decisions (ICS Form 214).

Operations Section Chief Duties Checklist can be found in Appendix H

15.7 Branch Directors

Branch Directors work under the direction of the Operations Section Chief and are responsible for implementing the portion of the Incident Action Plan (IAP) appropriate to the Branches.

The responsibilities of the Branch Directors include, but are not limited to:

- Develop alternatives for Branch control operations.
- Attend Planning Meetings when requested by the Operation Section Chief.
- Review Division/Group Assignment Lists (ICS Form 204) for Divisions/Groups within the Branch.
- Assign specific work tasks to Division/Group Supervisors.
- Supervise Branch operations.
- Resolve logistic problems reported by subordinates.
- Report to the Operations Section chief when:
 - The IAP needs modifying.
 - Additional resources are needed.
 - Surplus resources are available.
 - Hazardous situations or significant events occur.
- Approve accident and medical reports (home agency forms) originating within the Branch.
- Log all actions and decisions (ICS Form 214).

Branch Directors Duties Checklist can be found in Appendix H

15.8 Division/Group Supervisors

Division/Group Supervisors work under the direction of the Operations Section Chief (or Branch Director, if activated) and are responsible for implementing the Division/Group portion of the Incident Action Plan (IAP), assigning resources within the Division/Group and reporting on the Division's/Group's progress and status of resources.

Divisions and Groups can be used together on an incident. Divisions and Groups are at an equal level in the organization. One does not supervise the other.

The responsibilities of the Division/Group Supervisors include, but are not limited to:

- Implement the IAP for Divisions/Groups.
- Provide the IAP to Strike Tram Leaders.

- Review Division/Group assignments and incident activities with subordinates and assigning tasks.
- Advise the IC and/or Resources Unit of all changes in the status of Division/Group resources.
- Coordinate activities with adjacent Divisions/Groups.
- Determine the need for assistance.
- Submit situation and resources status information to the Branch Director or the Operations Section Chief.
- Report hazardous situations, special occurrences or significant events.
- Ensure incident personnel and equipment reach assignments.
- Resolve logistics problems within the Division/Group.
- Provide input for the Branch plans for the next operational period.
- Log all actions and decisions (ICS Form 214).

Division/Group Supervisors Duties Checklist can be found in Appendix H

15.9 Strike Team/Task Force Leaders

Strike Team/Task Force Leaders report to a Division/Group Supervisor and are responsible for reporting work progress, resources status and other important information, and for maintaining work records on assigned personnel.

The responsibilities of the Strike Team/Task Force Leaders include, but are not limited to:

- Review assignments with subordinates and assigning tasks.
- Monitor work progress and making changes when necessary.
- Coordinate activities with adjacent Strike Teams, Task Forces and single resources.
- Travel to and from active assignment area with assigned resources.
- Retain control of assigned resources while in available or out-of-service status.
- Submit situation and resource status information to a Division/Group Supervisor.
- Log all actions and decisions (ICS Form 214).

Strike Team/Task Force Leaders Duties Checklist can be found in Appendix H

16. Termination of Local Emergency

The local emergency may be terminated at any time by:

- The Mayor (in concert with Council); or
- The Minister responsible for *The Emergency Planning Act, 1989*.

The “Termination of Local Emergency”, found in Appendix F, shall be completed as appropriate.

Upon termination of an emergency, the Mayor will notify:

- The residents of the municipality;
- Saskatchewan Public Safety & Sask911; and
- Neighboring municipalities and communities, as required.

17. Review of Plan

Following the Termination of Local Emergency, an After Action Debrief and review will be conducted with the EOC team to discuss strengths and weaknesses of the Emergency Plan and response. This plan will be amended and distributed as necessary.

This plan shall be reviewed and exercised annually (at a minimum), amended and distributed as necessary.

18. Appendices

- Appendix A: Public Information and Communications Plan
- Appendix B: Emergency Social Services Plan
- Appendix C: Evacuation and Re-Entry Contingency Plan
- Appendix D: Agendas and Situation Assessment Forms
- Appendix E: EOC Alert Level Summaries and Standard Operating Guidelines
- Appendix F: Declaration/Termination of Local Emergency; News Release
- Appendix G: ICS Forms
- Appendix H: Duties Checklists
- Appendix I: Emergency Contact List
- Appendix J: City of Martensville Contact Directory

- Appendix K: RCMP Contact Directory
- Appendix L: Vital Services Directory
- Appendix M: City of Martensville Emergency Measures Organization ByLaw
- Appendix N: Emergency Planning Act

CITY OF MARTENSVILLE
CEMETERY OPERATIONS AMENDMENT
BYLAW NO. 28-2014

A BYLAW OF THE CITY OF MARTENSVILLE TO AMEND THE CEMETERY OPERATIONS BYLAW.

The Council of the City of Martensville in the Province of Saskatchewan, enacts as follows:

1. The Cemetery Operations Bylaw No. 21-2011 is amended by:
 - a) Amend Section 2.1 (d) Definitions by adding

“Parcel A SW 23-38-5-W3.”
 - b) Section 2.1 Definitions is amended by removing the following and re-numbering the remainder of the list alphabetically:

“(p) “Plot” means a parcel of land in the Cemetery, which is comprised of two or more lots and is to be utilized solely for the interment of human remains or cremated human remains.”
 - c) Section 4 Interments and Disinterments is amended by replacing sub-section (b) with the following:

“(b) Lots for ground burial shall comply with the following regulations;

 - i. No interment of more than four (4) cremated bodies shall be made in one (1) grave lot or no more than four (4) cremated bodies with one (1) human remains being in one (1) grave lot with the human remains being the first burial in the grave lot. In all cases, the interments of cremated remains shall be made in the center of the grave lot with the first cremation to be placed sixty-one (61) centimeters from the space required for a marker or monument. The remaining cremations shall be spaced sixty-one (61) centimeters apart.
 - ii. Standard cremation lots shall be 1.0 meter by 1.0 meter and may accept up to one(1) cremated remains; and
 - iii. Premium cremation lots shall be 1.0 meter by 1.6 meter and may accept up to two (2) cremated remains.”
 - d) Section 4 (d) is amended by replacing “Concrete” with the following:

“Fiberglass”.

CITY OF MARTENSVILLE
CEMETERY OPERATIONS AMENDMENT
BYLAW NO. 28-2014

- e) Deleting Appendix “A” and substituting Appendix “A” as attached to and forming part of this bylaw.
2. Bylaw No. 19-2014 is hereby repealed.
3. This Bylaw shall come into effect upon the final passage of Council

Read for the first time this 21st day of October, 2014
Read for the second time this 21st day of October, 2014
Read for the third time this 21st day of October, 2014

Mayor

City Clerk

CITY OF MARTENSVILLE
CEMETERY OPERATIONS AMENDMENT
BYLAW NO. 28-2014

SCHEDULE "A"

**LICENSE AND FEES
(Does Not Include Tax)**

1. CEMETERY LOTS	Resident	Non-Resident	Destitute
Adult	\$1,200	\$1,600	n/c
Child (1-18 years of age)	\$ 500	\$ 900	n/c
Infant (under the age of 1)	\$ 250	\$ 650	n/c
 CREMATION LOTS			
Standard Lot	\$ 800	\$1,200	n/c
Premium Lot	\$1,000	\$1,400	n/c
 COLUMBARIUM NICHE	 \$2,000	 \$2,400	 n/c

NOTE: 30% of rate/fee charge will be put into perpetual care fund

2. INTERMENT SERVICES (Services for preparing the grave/columbarium for interment includes excavation, installing burial vaults, closing of grave or columbarium after the service and seeding the interment site).

CASKET (price does not include vault, headstone or markers)	Summer (Mar-Oct)	Winter (Nov-Feb)
Adult	\$ 1,800	\$2,100
Child (up to 4 foot casket)	\$ 1,200	\$1,500
Infant (up to 30 days)	\$ 700	\$1,000

NOTE: Additional fee of \$600.00 will be charged for evening, week-end and holidays.

CITY OF MARTENSVILLE
CEMETERY OPERATIONS AMENDMENT
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CREMATED REMAINS

First Interment	\$ 600	\$ 800
Second, Third & Fourth Interment-	\$ 500	\$ 700

-NOTE: Additional fee of \$300.00 will be charged for evening, week-end and holidays.

3. DISINTERMENT (not allowable during winter months – Nov-Feb)

Casket		
Adult	\$1,500	
Child	\$ 800	
Infant	\$ 400	
Cremated Remains	\$ 500	

4. MONUMENT, MARKER & PLAQUE APPLICATION FEE: \$75.00

NOTE: GST NOT INCLUDED

INSCRIPTION ON HEADSTONES/MARKERS/COLUMBARIUM NOT INCLUDED