

RURAL MUNICIPALITY OF BROWNING NO. 34

BYLAW NO. 1-89

1. PURPOSE

The purpose of this bylaw is to enable the council to enter an agreement with neighboring municipalities to work towards joint efforts in agriculture, development and diversification.

2. MUNICIPAL MEMBERSHIP ON DISTRICT BOARD

The Rural Municipality of Browning No. 34, by this bylaw, voluntarily makes application for membership on, and thereby enters into an inter-municipal agreement with the following neighboring municipalities, for operation of Agriculture, Development and Diversification District Board Number One;

Rural Municipality of Coalfields No. 4

Rural Municipality of Estevan No. 5

Rural Municipality of Cambria No. 6

Rural Municipality of Souris Valley No. 7

Rural Municipality of Benson No. 35

Rural Municipality of Cymri No. 36

Rural Municipality of Brock No. 64

Rural Municipality of Tecumseh No. 65

3. TERMS OF AGREEMENT:

The terms of the agreement are defined in the corporate bylaws of the Agriculture, Development and Diversification District Board No. One, which are attached as Exhibit A to this bylaw.



*David Schnell*  
REEVE

*[Signature]*  
ADMINISTRATOR

Certified a true copy of  
Bylaw No. 1-89 adopted by  
resolution of Council on  
the 12th day of  
April, 1989

*David Schnell*  
REEVE

*[Signature]*  
ADMINISTRATOR

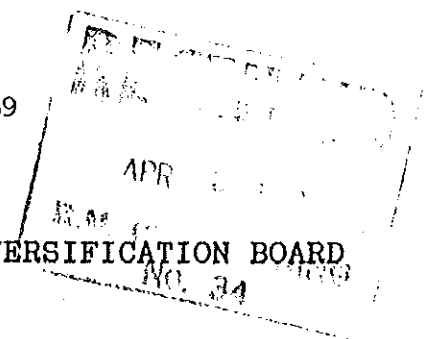
APPROVED  
JUL 5 1989  
*[Signature]*  
DEPUTY MINISTER OF  
RURAL DEVELOPMENT

This is Exhibit "A" referred to in Bylaw No. 1-89

  
\_\_\_\_\_  
Administrator

CORPORATE BYLAWS

DISTRICT ONE AGRICULTURE, DEVELOPMENT AND DIVERSIFICATION BOARD



1. DEFINITIONS

In these and all other bylaws of the District Board, unless the context otherwise requires or specifies:

- (i) "Act" means The Rural Municipality Act, as amended from time to time, and in the case of such amendment, any references in the bylaws of the District Board shall be read as referring to the amended provisions.
- (ii) "District Board" means the board which adopts these bylaws and has been declared a body corporate pursuant to Section 242 of The Act.
- (iii) "District" means a contiguous grouping of rural municipalities deemed to have common interest in agriculture, development and diversification and so designated as a district by Saskatchewan Rural Development.
- (iv) The "board" and "representatives" mean the appointed representatives of the district board for the time being.
- (v) "In writing" and "written" include words printed, painted, engraved, lithographed, photographed, represented or reproduced by any mode of representing or reproducing words in visible form.
- (vi) "Member" and "Member Municipality" means a rural municipality or urban municipality approved and accepted for membership on the district board.
- (vii) "Regulations" means the regulations, from time to time, passed by the Lieutenant Governor in Council pursuant to The Act.
- (viii) The headings used in the bylaws are inserted for reference only and are not to be considered constricting the terms thereof or to be deemed in any way to clarify, modify or explain the effect on any such terms.
- (ix) All terms contained in the bylaws and which are defined in The Act shall have the meanings given to such terms in the Act.
- (x) Words importing the masculine gender shall include feminine, and words importing the singular shall include the plural and vice versa.

## 2. BUSINESS OF THE DISTRICT BOARD

### (1) Registered Office

The registered office shall be located in the city of Estevan in the Province of Saskatchewan.

### (2) Fiscal Year

- (i) The fiscal year of the district board shall end on the 31st day of March in each year.
- (ii) The annual meeting of the district board shall be held not later than 90 days following the fiscal year end.

### (3) Signing Officers

- (i) Contract, documents or instruments in writing requiring execution by the district board shall be signed on behalf of the district board by two persons; one of which shall be either the chairman or the secretary.
- (ii) The district board is authorized, from time to time, to appoint by resolution, any officer, director or person who together with the chairman or secretary shall sign contracts, documents or instruments in writing on behalf of the district board.

### (4) Borrowing Powers

Any loans made to the district board must be approved by a majority of all representatives.

### (5) Surplus

Any surplus arising from the yearly operation of the district board shall be transferred to reserve.

### (6) Request For Funding From Member Municipalities

Any request for funding from member municipalities in the form of grants, special levies or per capita assessments must be approved by a 2/3 majority of member municipalities.

### 3. MEMBERSHIP

#### (1) Eligibility for Membership

- (i) The rural municipalities within the district shall be eligible for membership on the district board.
- (ii) Urban municipalities may, with the approval of the majority of the district board, become eligible for membership.
- (iii) Where an urban municipality is approved for membership pursuant to 3(1)ii, that urban municipality shall be deemed to have equal rights, powers and privileges as other members.

#### (2) Application for Membership

- (i) Municipalities who are eligible and can use the services of the district board may apply to become members.
- (ii) Application for membership shall constitute a written application accompanied by an approved bylaw under Section 242 of The Act.
- (iii) Withdrawal of membership must be in writing 90 days prior to the end of the fiscal year, membership will cease at the end of that fiscal year.

### 4. GENERAL MEETINGS

#### (1) Notice of Meeting

The district board shall give at least 15 days notice of the annual meeting of its membership, by sending the notice by mail to the members at the address given in the register of members.

#### (2) Quorum

The quorum at any annual or special meeting of members shall be a majority of members.

#### (3) Annual General Meeting Agenda

The agenda for the annual general meeting shall include the following items:

- (i) the meeting is to be called to order by the chairman;
- (ii) the reading and disposal of the minutes for the preceding annual general meeting;

- (iii) business arising out of the minutes;
- (iv) reports of the chairman, directors and other officers;
- (v) reports of auditors and the financial statement;
- (vi) discussion, consideration and disposing of reports set out in items (iv) and (v);
- (vii) resolutions, recommendations and bylaws (e.g., the proposed work program and budget);
- (viii) reports of special committees, and/or delegates;
- (ix) unfinished business;
- (x) the appointment of auditors;
- (xi) new business; and
- (xii) adjournment.

#### 5. AUDITORS

- (i) The representatives shall, by ordinary resolution at the first annual general meeting of members, and at each succeeding annual general meeting, appoint an auditor to hold office until the close of the next annual general meeting, pursuant to Section 79 (5.1) of The Act.
- (ii) Notwithstanding clause (i), where an auditor is not appointed at an annual or general meeting of members, the incumbent auditor shall continue in office, until a successor is chosen.
- (iii) When an auditor's position becomes vacant, prior to the next annual meeting, the directors shall appoint an auditor to fill the unexpired term, pursuant to Section 79 (5.1) of The Act.

#### 6. AUTHORIZED REPRESENTATIVE

##### (1) Appointment of Municipal Representative

- (i) (a) Each member municipality's council shall appoint annually:
  - one authorized representative to the district board, and;
  - one alternate representative, who shall serve in the authorized representative's absence.

- (b) These appointments shall be made annually prior to the district board's annual general meeting.
- (ii) Where a vacancy occurs during the term of a municipal representative, the affected municipality shall elect another authorized representative, or alternate representative, as the case may be, to fill the remainder of the term.
- (2) Representative at Large
  - (i) Municipal representative shall appoint a number of representatives at large to equal to the total number of municipal representatives to the district board.
  - (ii) Priority shall be given to appointing representatives at large on the basis of residency in each of the member municipalities.
  - (iii) Where a representative at large is not available, pursuant to 2(ii), or, where in the opinion of the majority of municipal representatives it is in the best interest of the district board, a representative at large may be appointed from within the district.
  - (iv) Representatives at large shall service a two year term of appointment.
  - (v) No representative at large shall serve more than four consecutive terms of appointment.
  - (vi) Representative at large shall be deemed to have all the rights, powers and privileges consistent with municipal representatives other than those indicated in 2(i) and 2(iii) foregoing and in Section 2 (6).

## 7. BOARD MEETINGS

### (1) Notice of Meeting

The district board may meet at any place and on any notice they consider appropriate.

### (2) Quorum

The quorum necessary for the transaction of business by the district board at any district board meeting shall be a majority.

(3) Transaction of Business at Directors Meetings

- (i) (a) At regularly and legally constituted meetings of the district board, or any committee of the district board, all questions may be decided upon by a simple majority vote, subject to any agreement with Saskatchewan Rural Development.
- (b) In the case of any equality of votes, the motion shall be lost.
- (ii) The chairman, or other presiding officer, may vote upon any resolution, but shall not have a second or casting vote in the event of a tie.
- (iii) A resolution of the district board may be passed without a meeting where:
  - (a) all representatives consent in writing to the resolution; and
  - (b) the consent is filed with the minutes of the proceedings of the district board, except that no resolution of the district board, involving the expenditure of money, may be passed without a meeting of the district board being held.

8. BOARD DUTIES AND POWERS

(1) Representatives Limitations

No representative shall hold more than one office.

(2) Board Appointments

Within 14 days following the conclusion of the annual meeting in each year, the district board shall appoint:

- (i) from among representatives, a chairman and vice-chairman; and
- (ii) a secretary who may, but need not be, a representative.

(3) Chairman Duties

The chairman shall:

- (i) preside as chairman at all general meetings of the district board and all meetings of the district board.
- (ii) be an ex officio member of all appointed committees; and

(iii) perform such other duties and exercise such other powers as are incidental to such office or as may be required, from time to time, by the district board.

(4) Vice Chairman Duties

the vice-chairman, in the absence of the chairman, shall discharge the duties of the chairman.

(5) Secretary Duties

The secretary shall:

- (i) attend all general meetings of the district board and all district board meetings and keep, or cause to be kept, correct minutes of same;
- (ii) have charge of the seal, if any, of the district board;
- (iii) conduct the correspondence of the district board and, subject to the order of the district board, have charge of all non-financial corporate records, books, papers and documents of the district board.
- (iv) perform such other duties and exercise such other powers as are incidental to the office or as may be required, from time to time, by the district board.

(6) Officer Appointments

The board may appoint and delegate powers and duties to such officers and employees, in addition to the chairman, vice-chairman and secretary, as it deems necessary, to properly conduct the affairs of the district board.

(7) Officer Removal

The district board, in its discretion, may remove any officer or employee of the district board and elect or appoint another individual to fill the unexpired portion of that individual's term.

(8) Officer Term

Subject to clause (7), each representative appointed by the district board as an officer shall hold office until the conclusion of the next following annual meeting, or until resigning, whichever first occurs.



(9) Bonding

The district board may provide for security or fidelity bonding and insurance coverage, as deemed necessary.

(10) Employee Management

The district board has the power:

- (i) to appoint, remove and define the duties and fix the remuneration of the employees, as they deem necessary, for carrying out the activities and services of the district board; or
- (ii) May delegate the hiring, removal and supervision of the other employees to a supervisor.

9. ENACTMENT, AMENDMENT AND REPEAL OF BYLAWS

The members may, at any annual or special meeting called for the purpose, enact, amend, repeal or replace any bylaws with consent of the majority of members, subject to the approval of the Minister of Rural Development.

10. DISSOLUTION

(i) Resolution to Dissolve


Upon the dissolution of the district board, the distribution of the property shall be in accordance with the resolution to dissolve.

11. EFFECTIVE DATE

This bylaw is passed by the board of directors of the AGRICULTURE, DEVELOPMENT AND DIVERSIFICATION DISTRICT BOARD, DISTRICT NO. 1, on March 29, 1989.

  
Chairman (Interim)



  
Secretary



# City of Estevan

TELEPHONE (306) 634-3676  
FAX (306) 634-9790

1102 FOURTH STREET  
ESTEVAN, SASKATCHEWAN  
S4A 0W7

**July 12, 1995.**

**RE: E.M.O. Mutual Aid Area Emergency Measures  
Organizational Plan Participants**

<b>MUNICIPALITY</b>	<b>POPULATION (1995 Municipal Directory)</b>
City of Estevan	10,240
R. M. of Estevan No. 5	1,139
R. M. of Coalfields No. 4	440
R. M. of Cambria No. 6	391
R. M. of Souris Valley No. 7	444
R. M. of Browning No. 34	550
R. M. of Benson No. 35	496
Town of Bienfait	799
Town of Lampman	647
Town of Torquay	285
Village of North Portal	164
Village of Benson	85
Village of Roche Percee	154
<b>TOTAL</b>	<b>15,834</b>

*City of Estevan*

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**The City of Estevan is considering updating our E.M.O. Plan and received a presentation from The Canadian Red Cross Society, a copy of which is attached.**

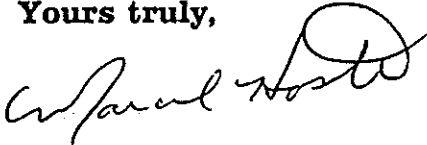
**All of those municipalities in the Mutual Aid Area would benefit from such an upgrade. The City's E.M.O. Co-ordinator has always been expected to respond to any emergency in the Aid Area.**

**We were also advised by Red Cross that after the initial eighteen month proposal it would cost approximately \$5,000.00 per annum to keep the program up-to-date.**

**We would enquire whether your municipality would be prepared to participate in the upgrade and update on a per capita basis?**

**We await your consideration of this matter.**

**Yours truly,**



**Marcel Hoste,  
City Manager.**

**MH/yw**

**encl.**

**THE CANADIAN RED CROSS SOCIETY  
SASKATCHEWAN DIVISION  
SOUTH REGION**

***Proposal to form a Partnership between The City of Estevan and The  
Canadian Red Cross Society for the Provision of Emergency Social Services  
in time of Disaster.***

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**TO: Estevan City Council  
June 26, 1995**

## INTRODUCTION

Municipalities are required to establish emergency plans by the Emergency Planning Act legislated in August 1989. The act authorizes the head of council to issue orders and take action to protect the property, health, safety and welfare of the public.

While first responders such as fire, police, ambulance and health services are well organized and large-scale disasters have been planned for, emergency social services is often neglected. How will the community provide the 5 basic **Emergency Social Services: food, clothing, shelter, registration & inquiry, and personal services**, to the victims of a large-scale disaster or evacuation? Planning is the answer. It allows municipal officials and social services agencies the time to prepare calmly and realistically for likely emergencies, to locate resources, people and equipment that will be needed, and to inform their citizens of the plan.

An emergency social services response is most effective with trained personnel. Pre-planning will save money by the use of volunteers, and by having pre-disaster agreements for food, clothing and shelter.

Red Cross proposes to lead the planning process, recruiting other agencies and volunteers, and training and coordinating all those involved.

## WORK STATEMENT

The Red Cross Emergency Services Coordinator, South Region, will act as Director of Emergency Social Services for the City of Estevan for a period of eighteen (18) months, from October 1, 1995 to March 31, 1997. After which time, The City of Estevan will have:

- a) a trained Emergency Social Services Team made up of local Red Cross volunteers, organizations and agencies who are prepared to deliver the five basic emergency social services for a predetermined number of people. See attached draft organizational chart.
- b) a trained Reception Centre manager, and alternate
- c) a written and exercised plan
- d) a reception centre kit(s)

## MANAGEMENT PLAN

It is further proposed, that Red Cross will not charge the City of Estevan for the services of their Emergency Services Coordinator, but will regard the Coordinator's and regional office support staff time (up to 28 hours per month and valued at \$8,558.00) as a service to the City of Estevan. This estimate does not include the senior management time that will be occasionally required.

(2)

**Red Cross does require compensation for travel expenses, meeting and training expenses and the necessary emergency supplies as may be determined, such as a reception centre kit. A preliminary budget is attached. It is preferred that payment for expenses be issued in a grant form to alleviate time consuming administration and accounting procedures to the Red Cross.**

**In addition to compensation for expenses, The City of Estevan will supply a site for meetings, training courses, and a reception centre site(s). The City of Estevan will also provide assistance in accessing the required emergency resources, including human resources, communications equipment and pre-disaster agreements.**

**The City of Estevan will provide advice regarding Estevan's emergency capability and will indicate to Red Cross a predetermined number of people for which the emergency social services team must be capable of providing services for, in order that adequate planning may take place.**

**Red Cross will report to and receive support from the City Emergency Planning Coordinator, Ron Hawes.**

**The City of Estevan will cover all costs to Red Cross, excluding Registration & Inquiry Services costs, if an emergency response is necessary during the period that Red Cross is directing Emergency Social Services.**

**It is understood, that if an emergency incident occurs between October 1, 1995 to March 31, 1997, Red Cross will strive to ensure delivery of those emergency social services the team is capable of at the time, but will not be held responsible for lack of adequate service during this 18 month planning period.**

**By mutual agreement, The Red Cross or the City of Estevan may request an extension of the planning period due to unforeseen circumstances.**

**Prior to the end of the planning period, March 31, 1997, The City of Estevan and The Red Cross will negotiate the continuation of Directorship of Emergency Social Services for the City of Estevan, possibly on a fee for service basis.**

**A letter of agreement must be signed between Red Cross and the City of Estevan prior to October 1, 1995. The letter of agreement will contain a termination clause requiring 3 months written notice, available to either party due to unforeseen adversity. The letter of agreement will be written by the City of Estevan.**

**Red Cross will continue to deliver Registration & Inquiry Services to the City of Estevan as per our previous Letter of Agreement, dated October 17, 1994 (copy attached).**

(3)

### CAPABILITIES

At this time, Red Cross is the only agency offering such comprehensive emergency social services planning. Our expertise and knowledge comes from:

- training at the Emergency Preparedness College in Arnprior
- on the job experience with the American Red Cross during such disasters as Hurricane Andrew, the Mississippi Floods, the L.A. Earthquake, etc.
- experience in Saskatchewan with both large and small scale disaster response.
- Red Cross developed and operates the Emergency Assistance Responder (E.A.R.) program in Saskatchewan for the delivery of emergency social services during small-scale disasters (i.e. house or apartment fires).
- preparation to meet our Registration & Inquiry responsibilities (14 municipal agreements and a provincial agreement) by designing and delivering the appropriate training.
- Red Cross has developed and delivers a course titled Supervision in Disaster with the financial assistance of Saskatchewan Emergency Planning.
- extensive work with the cities of Regina and Saskatoon in the development of their emergency social services plans.
- involvement with the forest fire evacuations since the end of May 1995 in an advisory capacity as well as Registration & Inquiry.
- Red Cross has access to hundreds of trained volunteers, provincially, nationally, and internationally if needed.
- extensive experience in volunteer management
- expertise in disaster fundraising for disaster victims (part of an emergency social services plan.)

Submitted by Lee Mayer, Emergency Services Coordinator, South Region

Attachments: 3

c.c. Julie Van Dusen, Commissioner  
Cindy Fuchs, Regional Director

THE CANADIAN RED CROSS SOCIETY, SASKATCHEWAN DIVISION  
 SOUTH REGION  
 PRELIMINARY BUDGET PROPOSAL  
 for  
 DIRECTORSHIP OF EMERGENCY SOCIAL SERVICES  
 for the CITY OF ESTEVAN

**Travel**

2 trips to Estevan from Regina per month

Mileage:	900 km x .26/km = \$234.00 x 18 months	\$ 4,536.00
Hotel:	36 nights x \$60.00/night	2,160.00
Meals:	36 days x \$30.00/day	1,080.00
On-job-training (if available) for 3 key volunteers		800.00
<b>Total</b>		<b>\$ 8,252.00</b>

**Planning**

Meetings	15 meetings x 10.00	150.00
	6 meetings x 45.00	270.00
	1 wind-up meeting x 150.00	150.00
<b>Total</b>		<b>\$ 570.00</b>

**Training**

4 small-scale simulation exercises x \$50.00		200.00
1 large-scale simulation exercise x \$300.00		300.00
training supplies		180.00
<b>Total</b>		<b>\$ 680.00</b>

**Emergency Supplies**

Reception Centre kit(s)		300.00
Other (unforeseen needs, equipment)		500.00
<b>Total</b>		<b>\$ 800.00</b>

**Telephone**

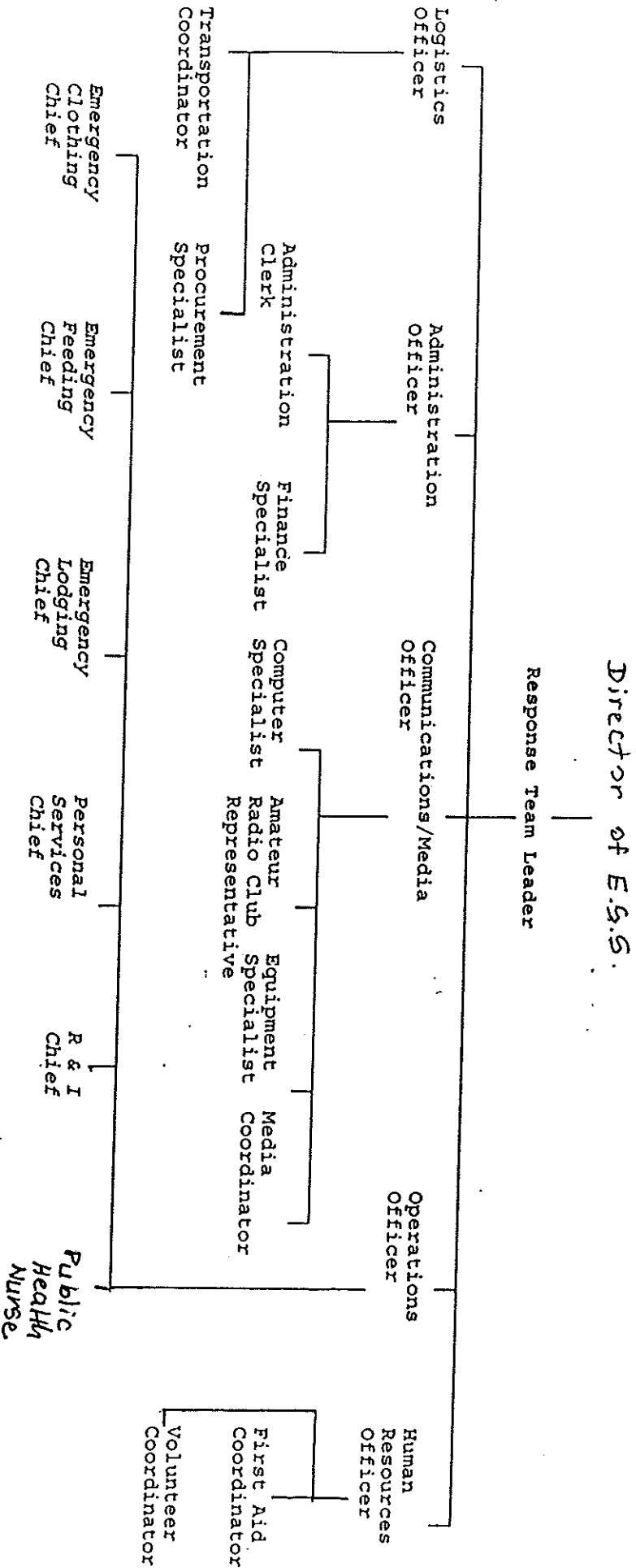
Monthly long distance costs @ \$50 month		\$ 900.00
Conference calls in lieu of travel		no additional cost
<b>Total</b>		<b>\$ 900.00</b>

<b>Total Budget Proposal for 18 month period</b>	<b>\$11,526.00</b>
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REGIONAL EMERGENCY RESPONSE TEAM

ORGANIZATIONAL DIAGRAM



Note: Some positions/functions may be filled by other social service agencies or organizations (i.e. St. John Ambulance, Salvation Army).

**DRAFT**

The Canadian Red Cross Society  
La Société canadienne de la Croix-Rouge  
2571 Broad Street, Box 1185  
Regina, Saskatchewan, S4P 3B4  
Phone: (306) 352-4601 Fax: (306) 757-2407  
Saskatchewan Division



## LETTER OF AGREEMENT

### BETWEEN THE CITY OF ESTEVAN AND RED CROSS

=====  
The Canadian Red Cross Society, Saskatchewan Division, will, upon the request of the Emergency Planning Coordinator or his designate, provide a Registration & Inquiry Service in the City of Estevan. Red Cross Community Services Coordinator for your district, Kim Becker, will act as Chief of R&I and will support and supervise the R&I Supervisors during a Red Cross R&I response. She can be contacted at 465-2484. If unavailable, there is 24 hour-a-day emergency response personnel able to assist you at 352-4601 in Regina.

The City of Estevan will provide Red Cross with the earliest possible alert or potential of an R&I response, a location to work from, appropriate tables and chairs and the necessary telephone lines as requested and as available.

  
signature

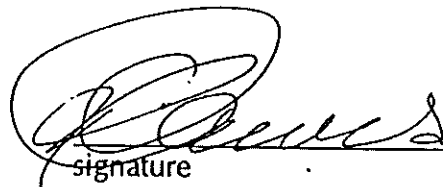
The Canadian Red Cross Society

Lee Putz

Consultant, Emergency Services

May 30, 1994

cc Kim Becker

  
signature

City of Estevan

Name: Ron Hawes

Title: E.M.O. Co-ordinator  
(please print)

Date: October 17 1994