

WHITE CITY COUNCIL MEETING

MONDAY APRIL 12, 2010
7:00 p.m. Council Chambers
White City Municipal Office

AGENDA

1. Call to Order
2. Agenda Approval
3. Approval of Minutes: March 15, 2010 and March 29, 2010 Meeting Minutes.
4. Accounts: Attached
5. Financial Reconciliation: For month ending March 31, 2010
6. Delegations
7. New Business:
 - 7.1 Zoning By law Amendment – Bower West Phase III
 - 7.2 Fire Protection Agreement – White City and the RM of Edenwold
 - 7.3 Water Meter Reporting – Revised Process
 - 7.4 New Deal for cities and communities program - Agreement Amendment
8. Committee Reports
9. Other Business
 - Bylaw No. 439-05 – Running at Large Dogs
10. Adjourn

Town of White City
White City Council Meeting
March 15, 2010

A Regular Meeting of the Council for the Town of White City, in the Province of Saskatchewan, was held on March 15, 2010 at the White City Municipal Office.

Attend Mayor Bruce Evans, Councillors: Howard Slack, Cecil Snyder, Fran Passmore, Carrie Bjola, Mark Schwartz, Assistant Administrator Debi Breuer, and Town Manager Bryan Dimen

Absent Councillor Tim Kalynchuk

Call to Order A quorum being present, the meeting was called to order by Mayor Bruce Evans at 7:00 pm.

Approval of Agenda

58/10 Schwartz/Slack: that the Agenda as prepared be adopted.

CARRIED

Approval of Minutes

59/10 Slack/Bjola: that the minutes of March 1, 2010 Regular Meeting of Council be approved.

CARRIED

Accounts

60/10 Snyder/Passmore: that the list of accounts including cheque No. 12325 to cheque No. 12348 inclusive including Royal Bank Visa direct payment in the amount of \$2, 499.68 totaling \$69, 334.66 be approved.

CARRIED

Old Business

Policy for Donations

61/10

That Council continues to send cards and the Town Website is accessible for information regarding Town donations as well as providing information for the Haiti fundraising efforts being pursued.

New Business

Dangerous Dogs

62/10

As a result of a dangerous dog complaint, witness forms have been created by the Town and will be filled out and pursued by the Courts as a result of this issue. We will post information regarding our new "Dangerous Dog" guidelines and what to do if this situation arises. Bryan will discuss this further with Legal Counsel.

Golf Course Update

63/10

Ben has been providing storage for the Golf Course and has not yet received his payment for rent. Other expenses that incur are siding and the lease payment.

Appointment of Library

Board Members

64/10

Snyder/Bjola: that Joyce Bruce, Pat Ciarciagli, Coleena Jeffery, Shirley Pfeifer, Lana Gazeley-Herr, Carrie Hordos, Melanie Hladun (Board Chairperson) Fran Passmore (Trustee) be appointed to the White City Library Board for 2010.

CARRIED

Correspondence

65/10

Kevin Siebert University Paper on Strategic Management Plan for White City was presented to Council for general interest.

Committee Reports

1. Councillor Bjola reported on the Emergency Management Operations Committee.
2. Councillor Passmore reported on the Library Fundraiser. All tickets were sold.
3. Councillor Snyder reported on the Watershed Authority meeting.

Adjournment

66/10 **Schwartz/Bjola:** that the meeting be adjourned. Time 9.15pm.

Mayor

Town Manager

Town of White City
White City Council Meeting

March 29, 2010

A Regular Meeting of the Council for the Town of White City, in the Province of Saskatchewan, was held on March 29, 2010 at the White City Municipal Office.

Attend Mayor Bruce Evans, Councillors: Howard Slack, Cecil Snyder, Fran Passmore, Tim Kalynchuk, Carrie Bjola, Mark Schwartz, Town Manager Bryan Dimen.

Call to Order A quorum being present, the meeting was called to order by Mayor Bruce Evans at 7:03 pm.

Amendment of Agenda

58/10 **Passmore/Slack:** that the Agenda be amended by adding the following items to Other Business:

1. Golf Course Update
2. Wastewater Authority – Assignment of the Infrastructure Stimulus Fund Project

CARRIED

Approval of Agenda

59/10 **Schwartz/Slack:** that the Agenda as amended be adopted.

CARRIED

Approval of Minutes

60/10 The minutes from the March 15, 2010 Regular Meeting of Council were not available. Deferred to next Council meeting.

CARRIED

Accounts

61/10 **Slack/Bjola:** that the list of accounts including cheque no. 12349 to cheque no. 12375 totaling \$490, 757.81 be approved.

CARRIED

Delegations: none

New Business

**Fire Services Agreement –
Town of White City &
Regina Auto Racing Club**

62/10 **Passmore/Snyder:** that Council executes the Fire Protection Agreement for the 2010 race season with the Regina Auto Racing Club.

CARRIED

**RInC Ball Upgrade Project –
Bronco-Storm Ball Assoc.
Sponsorship**

- 63/10 Kalynchuk/Schwartz:** that
1. Council authorizes that the Bronco/Storm Ball Association to solicit sponsorship and advertising for the:
 - Wall block canteen recognition & website advertising;
 - Outfield fence signs; and
 - Dugout recognition
 2. Council authorizes the Bronco/Storm Ball Association to solicit sponsorship for the naming rights to the Ball Park and Ball Field(s) subject to Council's final approval; and
 3. The Bronco/Storm Ball Association adhere to the White City Advertising Policy when soliciting, preparing, and displaying advertisement signage associated with the project.

CARRIED

**Interim Loan – Wastewater
Management Authority INC.**

- 64/10 Passmore/Schwartz:** that Council:
1. approves an interim loan in the amount of \$250,000 to the Wastewater Management Authority INC. on the condition that the Authority repay the loan to the Town of White City immediately upon securing financing for the Wastewater Project; and
 2. approves the transfer of \$148,431.35 to the Authority concurrent with an invoice for an equivalent amount in order to align the ISF Wastewater Project finances with the Authority.

CARRIED

**Bower Estates West Phase II
Park Concept Plan**

- 65/10 Bjola/Snyder:** that the Planning and Development Committee discuss the concept plan with the developer and report back to Council the outcome of the discussions.

CARRIED

**Annexation of Lands
Town of White City**

- 66/10 Schwartz/Slack:** that:
1. Council requests the annexation of RM of Edenwold(158) land described as N ½ of 11-17-18 W2 into the municipal boundaries of the Town of White City; and

2. Council engages in discussions with the RM of Edenwold (158) to determine tax loss compensation as may be appropriate.

CARRIED

Committee Reports

1. Councillor Kalynchuk reported that there have been no development appeals of late for the Development and Appeals Board to consider.
2. Councillor Passmore reported that the Library fund raising event was hugely successful. The amount of funds raised from the event are still being tabulated.
3. Councillor Schwartz reported that he has been in contact with representatives in Pilot Butte and Balgonie with respect to the considering options for solid waste recycling and collection. Discussions with Loraas Disposal, current service providers are still pending.
4. Councillor Bjola reported on the Emergency Management Organization(EMO), March 23, 2010 meeting. Councillor Bjola provided a copy of the minutes of the meeting, a Table of Contents that represents a "draft outline" of what an emergency plan would include and a "draft bylaw" that would serve to formally establish the Emergency Coordinator and the EMO. Copies of all documents are attached hereto.

Council members were requested to review the information, in particular the Table of Contents and the bylaw and provide comment to Councillor Bjola directly.

Other Business

1. Golf Course Update

It was reported that Aspen Village Properties is current on the monthly insurance and loan interest payments but have not paid a portion of their 2009 golf equipment lease payment. The lease payment is being held back as part of a dispute over a loss of revenue claim made by Aspen Village Properties as a result of a lack of air conditioning in the Clubhouse last season. The Town Manager indicated that he was waiting for a proposal from Aspen Village Properties which has been promised, as a start towards the resolve of this matter.

2. Wastewater Authority – Assignment of the Infrastructure Stimulus Fund Project

- 67/10 **Bjola/Kalynchuk:** that Council enter into an Agreement with the Minister of Municipal Affairs and the White City RM of Edenwold (158) Wastewater Management Authority INC. to assign the Infrastructure Agreement to the WCRM (158) Wastewater Management Authority INC. This would assign the Infrastructure Stimulus Fund (ISF) Program

CARRIED

Adjournment

68/10 **Slack/Passmore:** that the meeting be adjourned; 9.04pm.

Mayor

Town Manager

EMO Committee Minutes
March 23, 2010
7:00-9:00 PM
Town Office

Attendees:

Dave Morrow	WCFDI
Foster Martin	EMO
Stan Ewert	EMO
Bill McIntosh	EMO
Richard Thiele	EMO/Chair
Carrie Bjola	EMO/Council

Richard provided a brief history to date

- EMO has been working towards a management team structure
- Details of an emergency plan are important and we need a team to make things happen
- ICS structure was decided upon, including a list of responsibilities
- A list has been started of scenarios of emergencies
- Procedures: how to evacuate, responses to scenarios
- Basic Emergency Management training occurred at the beginning of March
- A Table of Contents for an emergency plan has been drafted to guide plan development

Carrie presented Table of Contents

Items to respond to before next EMO Meeting	Person
Assigned	
Check into what types of insurance cover us during an emergency	Carrie
Develop a list of contractors (town should have this already)	
Debi	
Develop a call tree/list – framework only	
Richard	
Organizational chart – who is involved during emergency, reporting structure	
Richard	
Equipment list	Foster
Contact list – fire/emergency responders	Foster
Contact list – town employees	Debi
Human resource list – how do we find skilled residents (survey in newsletter?)	
Carrie	
Shared computer files/shared drive	
Carrie/Debi	
Bylaw development – Council appointment of Emergency Coordinator	
Carrie	
Development of a table that will keep track of emergency plan items	
Carrie	

WHITE CITY MUNICIPAL EMERGENCY PLAN

TABLE OF CONTENTS

1. Introduction – Summary and Purpose of Municipal Emergency Plan
2. Scope of areas this Emergency Plan Covers
3. Authority – Legislation and By-Laws
 - a) Emergency Planning Act
 - b) By-Laws:
 - i. Appointment of an Emergency Coordinator
 - ii. Establishment of an Emergency Measures Organization (EMO)
 - iii. Establishment of Municipal Planning Committee
 - iv. Declaration and Termination of an Emergency
 - v. Operations of Emergency Operations Centre
 - vi. Development and maintenance of a Municipal Emergency Plan
 - vii. Mutual Aid Agreements
 - viii. Post Incident Debriefing
 - ix. Exercising the Plan
 - x. Training
 - xi. Plan Maintenance
4. Executive component – Organizational Chart
 - a) Mayor/Chief and Council
 - b) Emergency Operations Control Team – the Emergency Coordinator and various agencies
 - c) Coordinating the emergency response from the Emergency Operations Centre
5. Delegation of responsibility – Roles and Responsibilities
6. Management of an Emergency and Incident Control Structure
 - a) Emergency Site Team – those emergency responders combating the emergency at the site.
7. List of Potential Hazards and Level of Risk/Severity/Impact
8. Outline of Community Resources
 - a) Fire and Emergency Response
 - b) Asset and Corporate Management
 - c) Public Works Management
 - d) Land and Buildings
 - e) Transportation and Streets
 - f) Public Health
9. List of Directories
 - a) Federal and Provincial Assistance
 - b) List of local businesses
 - c) List of outside businesses that affect the community i.e. pipeline, SaskEnergy, etc
 - d) Community and local resources
10. List of Equipment Resources – Inventory
11. Emergency Notification process – Emergency call list
12. Communication during an emergency
 - a) Warning systems

- b) Processing of 911 calls
- c) Communication from EOC
- d) Communication from front line
- e) Communication with residents
- f) Communication with media

Glossary of Terms

List of Acronyms

Distribution List

Maps & Drawings

List of Contingency Plans

- * Overall emergency plan

- * Detailed response plans...

TOWN OF WHITE CITY
BYLAW NO. _____

A BYLAW OF THE TOWN OF WHITE CITY, SASKATCHEWAN TO ESTABLISH
AN EMERGENCY COORDINATOR AND AN EMERGENCY MANAGEMENT
ORGANIZATION

THE COUNCIL OF THE TOWN OF WHITE CITY IN THE PROVINCE OF
SASKATCHEWAN, ENACTS AS FOLLOWS:

Pursuant to Section 9 of *The Emergency Planning Act, 1989*, Council shall:

- (a) establish a local emergency measures organization;
- (b) appoint a person as a local emergency measures co-ordinator; and
- (c) establish a local emergency planning committee composed of:
 - (i) the emergency measures co-ordinator appointed pursuant to clause (b); and
 - (ii) any other persons the local authority considers necessary.

Council shall appoint an Emergency Coordinator (and Alternate Coordinator) and members to the Emergency Management Operations Committee by resolution.

Appointment will be reviewed on an annual basis.

Definitions

In this bylaw the following definitions apply:

Emergency

A calamity caused by accident, by an act of war or insurrection or by forces of nature; or a present or imminent occurrence that has resulted or may result in serious harm to the safety or welfare of people or in widespread damage to property.

Emergency Coordinator

The person appointed by the Council of the Municipality of White City to organize the development and implementation of an emergency plan in the Municipality of White City.

Emergency Management Operations (EMO) Committee

Every local emergency planning committee shall establish a municipal emergency plan governing:

- a) the provision of necessary services during an emergency; and
- b) the procedures under and the manner in which persons will respond to an emergency.

Emergency Plan

Specifies procedures for handling sudden emergencies. The objective of a plan is to reduce the possible consequences of the emergency by:

- preventing fatalities and injuries;

- reducing damage to buildings, stock, and equipment; and
- accelerating the resumption of normal operations.

Responsibilities of the Emergency Coordinator

- a) Act as Chairman of the EMO Committee established under this bylaw;
- b) Coordinate the development the White City Emergency Plan in co-operation with the departments and agencies of the municipality;
- c) Bring forward emergency plan components as agreed upon by the EMO Committee;
- d) Submit regular reports to all parties involved in emergency plan development to keep them fully informed of progress and engaged in plan development;
- e) Coordinate all emergency plan activities;
- f) Ensure that required training for local EMO Committee personnel is identified and carried out;
- g) Cooperate in the development of Mutual Aid Agreements;
- h) Submit a projected budget to cover costs of emergency management operations within the municipality as required; and,
- i) Acts as advisor to the Municipality of White City during emergencies or disasters.

Emergency Management Operations (EMO) Committee

Every local emergency planning committee shall establish a municipal emergency plan governing:

- a) the provision of necessary services during an emergency; and
- b) the procedures under and the manner in which persons will respond to an emergency.

The EMO Committee will be comprised of the Emergency Coordinator, the Municipal Administrator, a Municipal Councillor, the Fire Chief, an operator of public works, and such other persons or organizations deemed necessary to formulate the White City emergency plan (or their delegates who are hereby empowered to act on their behalf).

The EMO Committee as a whole, under the coordination of the Chairman will integrate all emergency services plans into one comprehensive emergency plan.

Each municipal department or organizations with services in the Municipality of White City is responsible to develop and execute the emergency plan of the service he or she represents.

The White City Council may expend monies as required to meet the ordinary operating expenses of the EMO Committee.

Mutual Aid

The purpose of establishing mutual aid is to pool the resources of local authorities, neighbouring authorities, and the Crown in right of Saskatchewan in order to improve emergency response capabilities.

The Council may cooperate with Councils of other municipalities for the purpose of jointly establishing and operating an emergency plan upon appropriate agreement with the Province of Saskatchewan.

The EMO Committee will assist the Municipality of White City enter into required Mutual Aid Agreements.

This bylaw shall come into force and take effect on the day of the final passing thereof.

Bylaw No. ____ is hereby repealed.

Mayor

Town Administrator

Who should be EMO Coordinator for White City?

Suggest:

Interested volunteers or municipal employees

Not recommended to rely on fire chief, police officers, emergency medical services personnel, elected officials or administrators. These persons are generally knowledgeable, capable and interested but when an emergency happens, they would likely be required at the emergency site or have other key roles in the EOC.

Who should be on EMO Committee?

The emergency planning committee member and consultation membership:

- Administration (the municipal or band administrator)
- Police (RCMP, municipal service)
- Fire
- Regional Health Authority (emergency medical service, public health)
- Public works (maintenance personnel)
- Emergency social services (the coordinator of local volunteers to provide food, shelter, etc. to evacuees and emergency workers)
- Public information/media relations
- Animal management (veterinarian)
- Representation from schools or local school boards
- Transportation
- Telecommunications
- Other groups or agencies as required (key businesses, volunteer groups, etc.)