
REQUEST FOR PROPOSAL

NUMBER 2019-012

Town of Nipawin

Contractor Services – Emergency Measures Officer Services

210 – 2nd Avenue East

Nipawin, SK. S0E 1E0





Town of Nipawin
Contracting Services –
Emergency Measures Officer

REQUEST FOR PROPOSAL
NUMBER 2019-012

210 – 2nd Avenue East
Nipawin, SK. S0E 1E0

Issue Date: June 13, 2019

Closing Time: 4:00pm

Closing Date: June 28, 2019

RFP Award Date: July 8, 2019

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Introduction

The Town of Nipawin is seeking proposals for professional services to carry out Emergency Measures Officer duties within the Town of Nipawin municipal boundaries. The incumbent will also provide public education and awareness programs and services in order to ensure the protection of residents, property and employees.

Questions/inquiries regarding the Request for Proposal may be submitted via email or phone to:

Barry Elliott

CAO

Phone: 1-306-862-9866

Email: b.elliott@nipawin.com

1.0 Community Information

The Town of Nipawin is located in Northeast Saskatchewan, approximately 160 km east of Prince Albert and 270 km northeast of Saskatoon. According to the 2016 Federal Census, Nipawin has a population of 4,401, however Saskatchewan Health numbers indicate the population is approximately 5,600.

The Town is governed by a Mayor and six Councillors, all of whom are elected to serve a four-year term. The organization is led by the Chief Administrative Officer (CAO) who oversees the overall administration of the corporate body (business units/operations) of the Town, its officers and employees. The organization is comprised of five departments and each department is headed by a Director.

2.0 Project Scope

2.1 Purpose

The purpose of this Request for Proposals is to solicit proposals from interested individuals or firms who are able to effectively carry out required emergency measures coordination and oversight services.

2.2 Scope of the Work

The Emergency Measures Officer is responsible for developing and directing the Town of Nipawin Emergency Management Plan and conducting public education/awareness to inform the public of this Emergency Management Plan.

3.0 Deliverables

The successful Contractor shall be required to carry out the roles and responsibilities as identified within the attached Independent Contractor Services Agreement (Schedule "A").

4.0 Submission Requirements

4.1 Proposals submitted shall include:

- General qualifications and experience of the applicant

- Detailed qualifications and relevant experience of the applicant and assigned tasks of the team members who will carry out the work
- Proposed methodology and schedule
- Fixed monthly fee
- Any other information that would help the Town better understand your proposal

5.0 Terms and Conditions

5.1 The Town:

- Shall not pay for proposals submitted;
- Reserves the right to reject any or all proposals;
- Shall require a contract prior to awarding the RFP;
- Shall require the successful proponent to obtain a Business License for the Town of Nipawin.

5.2 The Town shall provide:

- An office location for the incumbent to work from.

6.0 Submissions

6.1 Selection Process

- The Town of Nipawin shall evaluate all proposals to ensure they meet the requirements of this Request for Proposals.
- Personal interviews may be conducted by the Town of Nipawin with the potential contractor.
- All unsuccessful respondents shall be notified by mail.
- Proposals are **NOT** to include GST in their bid pricing.

6.2 Submission and Closing Date

Proposals, with attached Signing Page, must be received no later than 4:00 pm local time on June 14, 2019. Two (2) hard copies of RFP submittals must be submitted if proposals are sent via mail or delivered in person. Electronic copies will also be accepted, if you choose to submit electronic copies they must be signed. The submission of hard copies will not be required in addition to electronic copies. Any submissions received after the aforementioned date and time will not be accepted. Proposals may be emailed or mailed to the undersigned.

Barry Elliott

CAO

Phone: 1-306-862-9866

Email: b.elliott@nipawin.com

6.3 Submission of Proposals

Submitted Proposals are to be clearly marked as follows. Please include the following information:

Town of Nipawin

Contractor Services – Emergency Measures Officer Services RFP # 2019-012

210 2nd Avenue East
P.O. Box 2134
Nipawin, Saskatchewan SOE 1E0

COMPANY NAME:		
STREET ADDRESS:		
CITY:	PROVINCE:	
REPRESENTATIVE:	PHONE NUMBER:	
E-MAIL:	FAX NUMBER:	
GST REGISTRATION NUMBER:		
AUTHORIZED SIGNATURE:		DATE:
PRINT SIGNATURE AND TITLE:		

7.0 Working Agreement

The successful proponent shall be required to enter into a contract for services with the Town in substantially the form of the attached Independent Contractor Services Agreement (Schedule "A").

8.0 Evaluation of Proposals

Evaluation Criteria

Submitted proposals will be evaluated against the following criteria:

- Understanding of the project objectives/outcomes and vision (5%)
- Team Composition (25%)
- Work Plan, Methodology and Schedule (40%)
- Project Deliverables (10%)
- The proposed fee schedule (20%)

Evaluation Team

An evaluation Team, comprised of representatives from the Town will assess the Proposals. The Evaluation Team may, in addition to Town representatives, include external consultants and technical advisors.

Clarification

The Town reserves the right to contact any Proponent to seek clarification of the contents of the Proposal submission. The Town may investigate, as it deems necessary, the ability of the Proponent to perform the Work and the Proponent shall furnish the Town all such information and data for this purpose as the Town may request.

References

Some scores assigned to various categories may be determined through reference checks.

Interviews

The Evaluation Team may elect to interview some or all of the Proponents and their key staff at its sole discretion.

Proposal Evaluation Process

The evaluation stage will consist of a scoring by the Evaluation Team of each qualified Proposal on the basis of the identified criteria of the written Proposals. The highest scored Proposal, representing best overall value to the Town, will be recommended for selection by the Evaluation Team.

Recommendation / Award

Recommendation for award of this Proposal will be based on the Proponent's overall total score. **By responding to this RFP, the Proponent agrees to accept the recommendation of the Evaluation Team as final and binding.** Award of the Proposal will require the approval of Town Council.

9.0 Terms and Conditions of the RFP Process

Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of the RFP where that request is made.

Proponents to Review RFP

Proponents shall promptly examine all of the documents comprising this RFP and:

1. Shall report any errors, omissions or ambiguities; and
2. May direct questions or seek additional information by fax or email, on or before the Proponent's deadline for questions to the Town Contact. No such communications are to be directed to anyone other than the Town Contact. The Town is under no obligation to provide additional information but may do so at its sole discretion.

The Town Contact for this RFP is:

Barry Elliott, RMA, CLGM, CMMA
Chief Administrative Officer, Town of Nipawin
210 Second Avenue East
Box 2134
Nipawin, SK S0E 1E0
Phone: (306) 862-9866
Email: b.elliott@nipawin.com

The Town and its agents do not make any representations, warranty or guarantee as to the accuracy of the information contained in the RFP or issued by way of addenda. It is the Proponent's responsibility to avail itself of all the necessary information to prepare a proposal in response to this RFP.

Town May Seek Clarification and Incorporate Response into Proposal

The Town reserves the right to seek clarification and supplementary information from Proponents after the Proposal Submission Deadline. Any response received by the Town from a Proponent shall, if accepted by the Town, form an integral part of that Proponent's proposal.

RFP Incorporated into Proposal

All of the provisions of this RFP are deemed to be accepted by each Proponent and incorporated into each Proponent's proposal.

Proposal Property of the Town

Except where expressly set out to the contrary in this RFP, the proposal and any accompanying documentation submitted by a Proponent shall become the property of the Town and shall not be returned.

10.0 General Clauses

Confidential Information of the Town

All information provided by or obtained from the Town in any form in connection with this RFP either before or after the issuance of this RFP:

- a) Is the sole property of the Town and must be treated as confidential;
- b) Is not to be used for any purpose other than replying to this RFP;
- c) Must not be disclosed without prior written authorization from the Town; and
- d) Shall be returned by the Proponents to the Town immediately upon the request of the Town.

Subject to *Local Authority Freedom of Information and Protection of Privacy Act*

Information provided by a Proponent may be released in accordance with the *Local Authority Freedom of Information and Protection of Privacy Act*. A Proponent shall identify any information in its proposal or any accompanying documentation for which confidentiality is to be maintained by the Town. The confidentiality of such information will be maintained by the Town, except where an order by the Information and Privacy Commissioner or a court requires the Town to do otherwise.

Rights of the Town

In addition to any other expressed rights or any other rights which may be implied in the circumstances, the Town reserves the rights to:

- a) Make public the names of any or all Proponents;
- b) Request written clarification or the submission of supplementary written information from any Proponent;
- c) Waive formalities and accept proposals which substantially comply with the requirements of the RFP;
- d) Verify with any Proponent or with a third party any information set out in a proposal;
- e) Check references other than those provided by any Proponent;
- f) Disqualify any Proponent whose proposal contains misrepresentations or any other inaccurate or misleading information;
- g) Disqualify any Proponent or the proposal of any Proponent who has engaged in conduct prohibited by this RFP;
- h) Accept or reject a proposal if only one proposal is submitted;

- i) Select any Proponent other than the Proponent whose proposal reflects the lowest cost to the Town;
- j) Cancel this RFP process at any stage;
- k) Cancel this RFP process at any stage and issue a new RFP for the same or similar services;
- l) Accept any proposal in whole or in part, provided that doing so complies with the Town Procurement Policy and other applicable laws;
- m) Discuss with any Proponent different or additional terms to those contemplated in this RFP or in any Proponent's proposal;
- n) Reject any or all proposals in its absolute discretion;

and the Town shall not be liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any Proponent or any third party resulting from the Town exercising any of its express rights under this RFP or exercising any rights which may be implied in the circumstances. By submitting a proposal, the Proponent authorizes the collection by the Town of the information set out above in the manner contemplated in those subparagraphs.

Privilege

The Town of Nipawin reserves the right to reject any and all RFP submissions, not necessarily accept the lowest cost submission, or to accept any submission that it deems, at its sole discretion, to be in the best interest of the Town.

Agreement Refusal

“The Town reserves the right to refuse to contract with a vendor, supplier, contractor, person, or entity which has threatened or commenced litigation against the Town, breached any material terms of prior contracts, failed to perform as required pursuant to prior contracts, or has performed a wrong-doing against the Town which could be punishable in the courts.”

Governing Law of RFP Process

This RFP process shall be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

Signing Page

All responses must be signed:

Contractor Services – Emergency Measures Officer Services RFP

I/We certify that the information provided in this RFP Response Document is true and complete.

I/We declare that no employee of the Town of Nipawin is or will become interested, directly or indirectly, as a contracting party or otherwise in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be therein or in any of the monies derived there from.

I/We further declare that the undersigned is empowered by the Proponent to negotiate all matters with the partnering municipality's representatives, relative to this proposal.

I/We further declare that the agent listed below is hereby authorized by the Proponent to submit this proposal and is authorized to negotiate on behalf of the Proponent.

Company Name: _____

Respondent's Signature: _____

Respondent's Printed Name: _____

Respondent's Title: _____

Email: _____

Business Phone: _____

Business Fax: _____

INDEPENDENT CONTRACTOR SERVICES AGREEMENT
Emergency Measures Officer
(Schedule "A")

THIS AGREEMENT dated for reference _____ is BETWEEN:

TOWN OF NIPAWIN, having an address at 210 Second Avenue East,
Nipawin, SK
("Town")

AND:

_____, having an address at _____
("Contractor")

GIVEN THAT the Town wishes to engage the Contractor to provide Emergency Measures Officer services to the Town of Nipawin and the Contractor wishes to provide such services to the Town in accordance with the terms and conditions of this Agreement;

This Agreement is evidence that in consideration of the mutual promises set out herein (the receipt and sufficiency the parties acknowledge), the Town and the Contractor agree with each other as follows:

Definitions

1. In this agreement, in addition to the words defined above,
 - (a) "Contractor's Proposal" means the Contractor's written proposal to the Town for performance of the Services, dated _____, a copy of which is attached as Schedule "A";
 - (b) "Town's Representative" means the Town's Chief Administrative Officer or such other person as the Chief Administrative Officer may appoint in writing;
 - (c) "Professionals" means, subject to section 3, any individual identified by name in the Contractor's Proposal and any individuals employed or otherwise engaged by the Contractor to perform the Services with the prior consent of the Town;
 - (d) "Services" means the acts, services and work described in the Contractor's Proposal and all acts, services and work necessary to achieve the objectives set out in the Contractor's Proposal.

Services to Be Performed by the Contractor

2. The Contractor agrees to perform the Services, in accordance with Schedule "B", which is attached to this Agreement.

Employment of Professionals

3. Without affecting the Contractor's obligations under this Agreement, the Contractor must only engage the services of individuals who have the education, training, skill and experience necessary to perform the Services in accordance with section 4 and must cause them to perform the Services on behalf of the Contractor.

Warranty as to Quality of Services

4. The Contractor represents and warrants to the Town that:
 - (a) the Contractor and the Professionals have the education, training, skill, experience and resources necessary to perform the Services;
 - (b) the Services will be performed in accordance with the standards of care, skill and diligence normally provided by professionals providing services similar to the Services, all applicable enactments and laws, and in accordance with all relevant codes, rules, regulations and standards of any professional or industry organization or association, and the Contractor acknowledges and agrees that the Town has entered into this Agreement relying on the representations and warranties in this section.

Remuneration and Reimbursement

5. The Town must pay the Contractor \$_____ per hour (the "Contract Price") plus applicable taxes for the Services in accordance with this Agreement. The Contract Price shall be the entire compensation to the Contractor for the Services and shall cover and include all fees, expenses, disbursements, profit, overhead and any other costs incurred by the Contractor in performing the Services. In no event shall the Contract Price be exceeded without the prior written agreement of the Town. The maximum annual hour allocation is 416 hours.

Invoices

6. Not more than once each month, the Contractor shall deliver an invoice to the Town, in respect of the immediately preceding month, setting out the aggregate amount of fees and disbursements claimed for Services performed in that preceding month.

Payment by the Town

7. 1st invoice is to be received by the Town no later than _____ and payment is due within 14 days after this date. The final invoice is to be received by the Town no later than _____ and payment is due within 14 days after this date. The Town may withhold some or all of any payment due to:
 - (a) the Contractor's failure to provide a reasonably detailed invoice under section 6;
 - (b) the Contractor's failure to perform the Services in a satisfactory manner, as determined by the Town in its sole discretion; or

(c) the Contractor's breach of this Agreement.

Town's Representative

8. The Town appoints the Town's Representative as the only person authorized by the Town to communicate with the Contractor or to make determinations, decisions and directions in respect of this Agreement. The Contractor agrees that the Town is not bound by any act, omission, communication, determination, decision or direction of any person other than the Town's Representative.

Term

9. The Contractor shall commence the Services on _____ and complete the Services on _____, subject to any extension agreed upon by the parties.

Termination or Suspension at Town's Discretion

10. Despite the rest of this Agreement, the Town may, in its sole discretion, by giving notice to the Contractor, terminate or suspend all, or any part, of the Services. If the Town terminates or suspends all or part of the Services under this section, the Contractor may deliver an invoice to the Town for the period between the end of the month for which the last invoice was delivered by the Contractor and the date of termination or suspension, and sections 6 and 7 apply. The Contractor is not entitled to, and irrevocably waives and releases, damages or compensation for costs incurred, loss of profit, or loss of opportunity, directly or indirectly arising out of termination or suspension of all, or any part, of the Services.

Termination for Default

11. Despite the rest of this Agreement, the Town may terminate all, or any part of, the Services, by giving notice of termination to the Contractor, which is effective upon delivery of the notice, if:
- (a) the Contractor breaches this Agreement and the Contractor is not diligently pursuing a cure for the breach to the satisfaction of the Town, in the Town's sole discretion, within five days after notice of the breach is given to the Contractor by the Town;
 - (b) the Contractor breaches the Agreement and has diligently pursued a cure for the breach in accordance with subsection (a), but has not cured the breach within thirty days after notice of the breach is given to the Contractor by the Town; or
 - (c) the Contractor becomes bankrupt or insolvent, a receiving order is made against the Contractor, an assignment is made for the benefit of its creditors, an order is made, or resolution passed for the winding up or dissolution of the Contractor, or the Contractor takes the benefit of any enactment relating to bankrupt or insolvent debtors.

Without limiting any other right or remedy available to the Town, if the Town terminates part or all of the Services under this section, the Town may arrange, upon such terms and conditions and in such manner as the Town considers appropriate, for performance of any part of the Services remaining to be completed, and the Contractor is liable to the Town for any expenses

reasonably and necessarily incurred by the Town in engaging the services of another person to perform those Services. The Town may set off against and withhold from amounts due to the Contractor such amounts as the Town determines, acting reasonably, are necessary to compensate and reimburse the Town for the expenses described in this section.

Records

12. The Contractor:

(a) must keep proper accounts and records of its performance of the Services, including invoices, receipts and vouchers, which must at all reasonable times be open to audit and inspection by the Town, which may make copies and take extracts from the accounts and records;

(b) must keep reasonably detailed records of performance of the Services by the Contractor, which must at all reasonable times be open to inspection by the Town, which may make copies and take extracts from the records;

(c) must afford facilities and access to accounts and records for audit and inspection by the Town and must furnish the Town with such information as the Town may from time to time require regarding those documents; and

(d) must preserve, and keep available for audit and inspection, all records described in section 12(a) through (c) for at least two years after completion of the Services or termination of this Agreement, whichever applies.

Delivery of Records

13. If the Town terminates all or part of the Services under this Agreement, the Contractor must immediately deliver to the Town, without request, all task-related documents in the Contractor's possession or under its control.

Ownership of Intellectual Property

14. By this section, the Contractor irrevocably grants to the Town the unrestricted licence for the Town to use, for the Town's activities, all technical information and intellectual property, including inventions, conceived or developed, or first actually reduced to practice, in performing the Services. The Contractor agrees that the licence granted by this section includes the right for the Town, at any time, to adapt, use and modify all such technical information and intellectual property for the Town's uses set out above.

Confidential Information

15. The Contractor shall not disclose any information provided by the Town under this Agreement except to the extent necessary to perform the Services, where permitted in writing by the Town or where required by law.

Agreement for Services

16. This is an Agreement for the performance of services and the Contractor is engaged under the Agreement as an Independent Contractor for the sole purpose of providing the Services. Except as is otherwise expressly prescribed in this Agreement, neither the Contractor nor any of its employees or contractors is engaged by the Town as an agent of the Town. The Contractor is solely responsible for any and all remuneration and benefits payable to its employees and contractors, and all payments or deductions required to be made by any enactment, including those required for Canada Pension Plan, unemployment insurance, workers' compensation and income tax. This Agreement does not create a joint venture or partnership.

Insurance

17. The Contractor shall maintain a policy of comprehensive general liability insurance, including errors and omissions coverage, during the term of the Agreement in the amount of \$5,000,000 (Five million dollars).
The Contractor shall include the Town as an additional insured in the Contractor's insurance and provide a copy of said insurance to the Town prior to commencement of the services.

Conflict of Interest

18. The Contractor must not perform, for gain, any services for any person other than the Town, or have an interest in any contract other than this Agreement, if the Town determines, acting reasonably, that performance of the Services, or the Contractor's interest in the contract, creates a conflict of interest between the obligations of the Contractor to the Town under this Agreement and the obligations of the Contractor to the other person or between the obligations of the Contractor to the Town under this Agreement and the Contractor's pecuniary interest.

Assignment

19. No part of this Agreement may be assigned or subcontracted by the Contractor without the prior written consent of the Town, and any assignment or subcontract made without that consent constitutes a breach by the Contractor of this Agreement. The Contractor agrees that, among other things, the Town may refuse its consent if the Town, in its sole discretion, determines that the proposed assignee or subcontractor has not got the skill, experience or corporate resources necessary to perform the Services. A permitted subcontract does not relieve the Contractor from any obligation already incurred or accrued under this Agreement or impose any liability upon the Town.

Time of the Essence

20. Time is of the essence of this Agreement.

Alternative Rights and Remedies

21. Exercise by a party of any right or remedy of that party, whether granted in or under this Agreement or at law or equity, does not limit or affect any other right or remedy of any kind, whatever its source, that the party may have against the other party and does not affect the

right of the party exercising the right or remedy to exercise other rights or remedies against the other party.

Notice

22. Any notice, direction, demand, approval, certificate or waiver which may be or is required to be given under this Agreement must be in writing and delivered personally or by courier or sent by fax or e-mail, addressed as follows:

(a) To the Town:

Town of Nipawin

Fax Number: (306) 862-3076

E-mail Address: b.elliott@nipawin.com

Attention: Barry Elliott

Chief Administrative Officer

(b) To the Contractor:

or to such other address, e-mail address or fax number of which notice has been given as provided in this section.

Any notice, direction, demand, approval or waiver delivered is to be considered given on the next business day after it is dispatched for delivery. Any notice, direction, demand, approval or waiver sent by fax or e-mail is to be considered given on the day it is sent, if that day is a business day and if that day is not a business day, it is to be considered given on the next business day after the date it is sent.

Interpretation and Governing Law

23. In this Agreement

(a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;

(b) reference to a particular numbered section or Schedule is a reference to the correspondingly numbered section or Schedule of this Agreement;

(c) the word "enactment" has the meaning given to it in the *Interpretation Act* (Saskatchewan) on the reference date of this Agreement;

(d) reference to any enactment is a reference to that enactment as amended, unless otherwise expressly provided;

(e) reference to a month is a reference to a calendar month; and

(f) section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement.

24. This agreement is governed by, and is to be interpreted according to, the laws of Saskatchewan.

Binding on Successors

25. This Agreement enures to the benefit of and is binding upon the parties and their respective successors, trustees, administrators and receivers, despite any rule of law or equity to the contrary.

Entire Agreement

26. This Agreement is the entire agreement between the parties and it terminates and supersedes all previous communications, representations, warranties, covenants and agreements, whether verbal or written, between the parties with respect to the subject matter of this Agreement.

Waiver

27. Waiver of any default by either party must be express and in writing to be effective, and a waiver of a particular default does not waive any other default.

Signature Page

As evidence of the Agreement of the parties to be bound by the above terms and conditions of this Agreement, the parties have executed this Agreement below, on the respective dates written below.

TOWN OF NIPAWIN by its authorized signatories:

Mayor

Chief Administrative Officer:

Date executed: _____, 20__ .

[If Contractor is an Individual]

Signed, Sealed and Delivered in the presence of:)

_____))

Witness Name: _____))

_____))

Witness Address: _____))

_____))

Witness Occupation: _____))

_____))

Date executed: _____

Contractor's Name:

[If Contractor is a Company]

● by its authorized signatory:

Name:

Date executed: _____

INDEPENDENT CONTRACTOR SERVICES AGREEMENT

Emergency Measures Officer Services

(Schedule “B”)

The Contractor is expected to provide all necessary equipment for the carrying out of the below services including:

- A vehicle with appropriate decaling that identifies it as being operated by the Town of Nipawin Emergency Measures Officer.

Reporting to the Fire Chief, the Emergency Measures Officer will develop and direct the Town of Nipawin’s emergency operation program and provide the framework for organizational activities during emergency operations. The incumbent is also responsible for conducting public outreach activities to educate and ensure everyone is prepared for emergency situations.

This position is a contracted position. The Emergency Measures Officer’s work schedule must remain flexible to facilitate response to evening and weekend incidents.

Qualifications:

- ICS I-100: Incident Command System Course
- ICS I-200: Basic ICS for Single Resources and Initial Action Incidents Course
- ICS I-300: Intermediate ICS for Expanding Incidents Course
- ICS I-400: Advanced ICS Course
- Emergency Plan Development Workshop

Knowledge & Skills:

- Knowledge of municipal bylaws and relevant legislation;
- Works effectively with minimal supervision and as part of a team;
- Analytical, problem solving and decision-making skills;
- Excellent interpersonal skills including communications skills;
- Must be able to communicate clearly and effectively, both orally and in written format, with sound knowledge and ability in the preparation of technical and non-technical reports; and
- Computer literacy, including MS Word and Excel, with knowledge of other related hardware and software programs.

Abilities:

- Ability to ensure confidentiality in relation to information received or collected during work;
- Ability to deal effectively with the public, demonstrating exemplary customer service and interpersonal skills with the ability to handle potential conflict situations in a tactful and professional manner;
- Must possess the ability to maintain harmonious working relationships with the general public and other staff members;
- Ability to adapt effectively to changing operational priorities and tasks and must be able to work effectively on multiple tasks at the same time;
- Ability to complete all tasks in a timely manner, following established safety rules and regulations;
- Ability to react quickly and with good judgement; and

- Ability to provide clear, concise reports, studies and documents and possess the ability to present them to diverse audiences.

Roles & Responsibilities of the Position:

Principle responsibilities of the position shall be to ensure that all legislative requirements are met. Duties shall include:

- (a) Prepares and maintains a municipal emergency plan that will contain sections that individually address the emergency response needs and issues of the Town of Nipawin;
- (b) Submit regular reports to the Town to keep them fully informed of progress;
- (c) Coordinate with other local emergency services such as the local fire departments, RCMP, local police/enforcement officers, ambulance and health services;
- (d) Liaise with local industries, businesses and organizations regarding their emergency management plans and preparedness;
- (e) Provide a strategy and means for public education of emergency preparedness;
- (f) Ensure that a continuous program of training is made available for local Emergency Management personnel;
- (g) Submit a projected budget to cover costs of emergency management operations of Town;
- (h) Work with the Emergency Operations Centre (EOC) Team and Local Authority when an emergency has been declared and the activation of an EOC is required. More specifically, these duties would include, but are not limited to:
 - (1) Engage and trail individuals to fill the necessary positions on the EOC
 - (2) Activate call out of the EOC team members;
 - (3) Assist with the set-up of EOC location;
 - (4) Assist EOC Director as required;
 - (5) Provide technical assistance about the Emergency Plan, its procedures and resources;
 - (6) Coordinate post-emergency debriefings and preparation of reports;
 - (7) Ensure amendments to the emergency plan are made;
 - (8) Retain documentation of actions and decisions.
- (i) Establish and coordinate emergency management committees and volunteer networks;
- (j) Develop relationships and networks with municipal and provincial agencies;
- (k) Create and maintain updated contact lists for local authorities;
- (l) Develop, maintain, and execute emergency management plans;
- (m) Design and deliver public education programs and materials;
- (n) Establish and equip a primary and alternate Emergency Operations Centre;
- (o) Prepare budgets and funding requirements for emergency management initiatives and equipment;
- (p) Conduct hazard identifications and risk assessments for communities
- (q) Evaluate emergency plans and prepare recommendations for officials;
- (r) Prepare a debriefing report following major incidents and emergencies.

Working Conditions:

- The Emergency Measures Officer may work in a number of facilities and outdoor locations.
- This position may be subject to a variety of stressful and noisy conditions.
- This is a contractual position, based on 8 hours per week. The contractor must be willing to work a flexible schedule, including some work in evenings and on weekends in order to facilitate actions required outside of normal business hours.