



Rural Municipality of Eastern Kings

Municipal Emergency Management Program

Amendment #2024-01

Approved by the Provincial EMO:

Bruce Desautels

February 20th, 2025

Date

[Signature]

Larry Fitzpatrick, Mayor

20 FEB 2025

Date

Sonya Martin

Sonya Martin, Chief Administrative Officer

February 20, 2025

Date

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Introduction

1. In the Rural Municipality of Eastern Kings, responsibility for the management of municipal emergency operations rests with the Mayor and Council.

This plan guides Mayor and Council by providing an outline on the effective management of any emergency.

2. There are certain fundamental principles concerning emergency management in Canada which are nationally recognized; some of these principles are as follows:
 - a. that responsibilities for meeting most emergencies normally rests with those directly affected, but where the capacity to do so is inadequate and government action is required, the sequence of responsibility would normally start with the local government, move to the provincial government and finally to the federal government, if necessary;
 - b. that operational responsibility for managing emergencies should remain at the lowest level at which it is possible to effectively manage the emergency situation; and
 - c. that responsibility to respond to emergencies carries a parallel responsibility to plan and prepare for them.

By extension of these principles, it is logical that municipal governments should cooperate and provide emergency assistance to one another in emergency situations, before calling on the province for assistance.

Purpose

3. The purpose of this plan is to outline the procedures to be followed by Mayor, Council, and the Emergency Management team to provide for a prompt, efficient and coordinated response to emergencies.

Authority

4. This plan is issued by Council, under the authority of:
 - a. The *Emergency Measures Act*.
 - b. The *Municipal Government Act*.
 - c. Rural Municipality of Eastern Kings Municipal Emergency Management Program Bylaw.

Definitions

5. In this plan:

- a. **“Act”** means the *Municipal Government Act*.
- b. **“Chief Administrative Officer” or “CAO”** means the administrative head of a municipality as appointed by Council under clause 86(2)(c) of the *Municipal Government Act*.
- c. **“Council”** means the Mayor and other members of the Council of the municipality.
- d. **“Deputy Municipal Emergency Coordinator”** means the person appointed by Council as the Deputy Municipal Emergency Co-ordinator pursuant to this bylaw.
- e. **“Emergency”** means a present or imminent event, in respect of which the Rural Municipality of Eastern Kings, believes that prompt coordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of residents of the Rural Municipality of Eastern Kings.
- f. **“Emergency Measures Organization (EMO)”** means the Prince Edward Island EMO established under section 3 of the *Emergency Measures Act*.
- g. **“Emergency Operations Centre (EOC)”** means the location where designated members of the EOC Team (Appendix 3) (municipal and external agencies) will work on coordinated decision making and emergency management for the response or recovery from an event.
- h. **“Local Authority”** means a local authority as defined in the *Emergency Measures Act*.
- i. **“Municipal Emergency Coordinator”** means the person appointed by Council as the Municipal Emergency Coordinator pursuant to this bylaw.
- j. **“Municipal Emergency Management Planning Committee”** means the committee established pursuant to this bylaw.
- k. **“Municipal Emergency Management Program”** means the program established pursuant to the bylaw.
- l. **“Municipal Emergency Management Standing Committee”** means the standing committee established pursuant to this bylaw.
- m. **“Minister”** refers to the member of Executive Council charged by the Lieutenant Governor in Council with the administration of the *Emergency Measures Act*.
- n. **“State of Emergency”** means a state of emergency declared by the Minister pursuant to Emergency Measures Act subsection 9(1).
- o. **“State of Local Emergency”** means a state of local emergency declared by a local authority pursuant to Emergency Measures Act subsection 9(2) or by the Mayor of a municipality pursuant to subsection 9(2.1).

Implementation

6. This plan may be implemented in part or in full when no state of emergency exists:
 - a. by the Council;
 - b. by the Mayor; or
 - c. by the Municipal emergency coordinator (subject to immediate report to a member of Council).

This plan shall be implemented:

- a. on a declaration of a state of local emergency by Council; or
- b. on a declaration of a state of provincial emergency by the Minister responsible for the PEI Emergency Measures Organization, in respect to all, or any part of, the municipality.

Direction and Control

7. Responsibility for the management of municipal emergency operations rests with the Mayor and Council who have the authority for decision making during an emergency. The operational decisions are delegated to the Municipal emergency coordinator. Council maintains responsibility for ensuring the continuity of municipal business operations outside of the emergency.
8. The Municipal emergency coordinator is responsible for coordinating the emergency response in the municipality on behalf of the Mayor and Council. The Coordinator may activate the Emergency Operations Center staff partially or fully, depending on the nature and magnitude of the emergency.
9. If there is a designated emergency site it will be under the direction of the Incident Commander. If there is no Incident Commander in place, and the situation warrants it, one shall be designated by Mayor and Council.
10. The Municipal Emergency Operations Centre (EOC) will be located at Eastern Kings Community Centre, 85 Munns Road, Kingsboro, PEI.

The alternate EOC is located at the Eastern Kings Fire Department, 12 Elmira Road, South Lake, PEI.

11. PEI Emergency Measures Organization – Mayor and Council may seek assistance and advice from PEI EMO staff and relevant representatives of provincial agencies to provide a coordinated response.

12. Emergency roles and responsibilities of Municipal Council, the Municipal emergency coordinator and the Emergency Operations Centre Team are listed in the Appendices.

Requests for Assistance

13. Should municipal resources be insufficient to manage the emergency, assistance may be requested through the PEI Emergency Measures Organization.

If Provincial assistance is required, a request may be made to the PEI Emergency Measures Organization (PEI EMO) by Mayor, Council, or the emergency management coordinator. Requests may be verbal initially but must be confirmed in writing.

PEI EMO holds the responsibility for coordination between the municipalities.

When the emergency clearly impacts on areas of Provincial jurisdiction (e.g. any emergency in an area that is unincorporated, emergencies on provincial lands) or in a provincially declared emergency, the Province may assume responsibility for direction and coordination of the emergency. Municipal operations will remain under the authority of the municipal jurisdiction but may be coordinated provincially by PEI EMO.

Notification

14. When an emergency occurs, or is imminent, the Municipal emergency coordinator shall be notified and in turn will, provide notification to Mayor and Council.

The Municipal Emergency Coordinator will maintain a current EOC contact list and will instruct the Deputy Municipal emergency coordinator to begin notification of persons on the list if the EOC is being activated.

Expenditures

15. The Council may authorize the Chief Administrative Officer (CAO) to incur any liabilities that the CAO considers necessary to assist in the emergency response or recovery which is beyond current budget allowances. The CAO is responsible for keeping records of the expenditures made and the equipment used in implementing the Municipal Emergency Management Program or responding to a declared emergency. The CAO is also responsible for any financial recoveries deemed appropriate.

Review and Amendment

16. This plan will be reviewed annually in June, by the Municipal emergency coordinator. The coordinator will be responsible for the preparation of any required amendments, for submission to PEI EMO for review and for submission for council for approval as required.

Emergency Operations Center Team

17. The Emergency Operations Centre team (Appendix 4) is comprised of municipal representatives and external agencies. This team is led by the Municipal emergency coordinator.

This team is responsible for making operational decisions to support and assist the Incident Commander.

This team is led by the EOC manager (Municipal emergency coordinator) who is responsible for overall emergency policy and coordination, public information and media relations, agency liaison, and proper risk management procedures, through the joint efforts of local government agencies and private organizations. Roles and responsibilities for the EOC positions can be found in Appendix 4.

The EOC shall be staffed to a level that matches the needs of the incident.

The EOC Manager is responsible for these four management functions unless the nature and size of the emergency warrants one or more of these functions being filled.

Operations – Responsible for coordinating all operations in support of the emergency response through implementation of the EOC Action Plan.

Planning – Responsible for collecting, evaluating, and disseminating information, developing the EOC Action Plan and tracking all resources, and maintaining all EOC documentation.

Logistics – Responsible for providing facilities, services, personnel, equipment, and materials.

Finance / Administration – Responsible for financial activities and other administrative aspects.

Exercise Work Plan

18. In accordance with subsection 145(3) of the Emergency Management Act, the Municipal Emergency Management Program for the municipality shall include an exercise work plan.

The work plan for the Rural Municipality of Eastern Kings, is that we will host and participate in:

An annual discussion-based exercise to be commenced by not later than one year after the approval of the program by the PEI Emergency Measures Organization; and

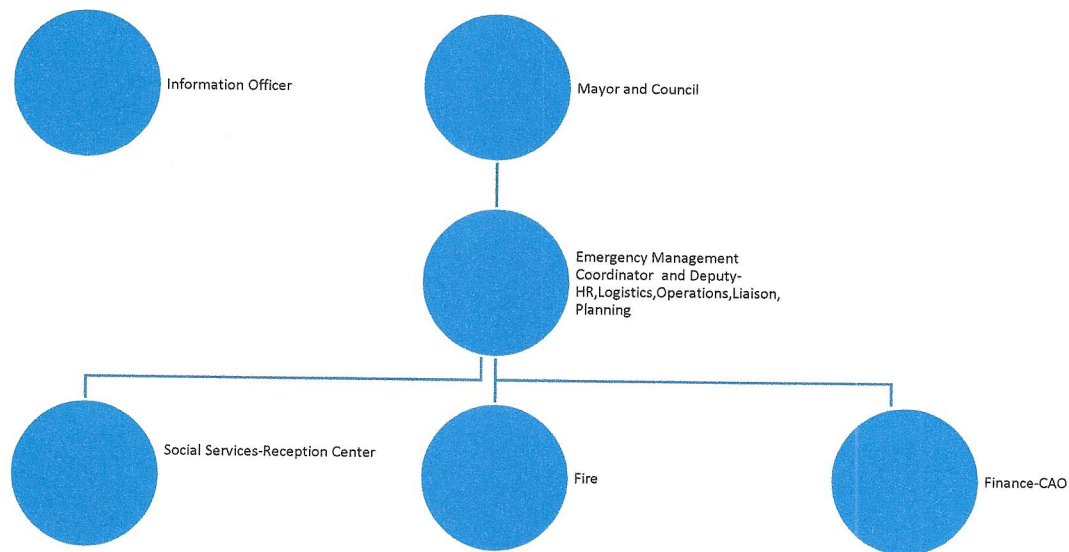
An operational-based exercise, which includes participants by the appropriate response agencies referred to in the Municipal Emergency Management Program, to be undertaken by the municipality once every five years, commencing not later than five years after the approval of the Municipal Emergency Management Program by the PEI Emergency Measures Organization.

Approval

19. The approval of this plan by Municipal Council relates to sections 1- 19.

Amendments may be made to the appendices at the discretion of the Emergency Management Coordinator or Deputy, without approval of Municipal Council.

Eastern Kings Municipal Emergency Operations Centre



As we are a small rural community, with no municipal infrastructure, we have adopted a model of emergency management which is reflective of our community and achievable with our anticipated staffing levels.

The only designated roles in our plan, are that of emergency management coordinators, information officer, social services, fire and finance. All other traditional roles/ responsibilities under Incident Command Structure will be managed by the emergency management coordinators.

Initial Action Plan – Reception Center

Should a major event occur, notification will be made to Mayor, Social Services/Reception Centre manager and Emergency management coordinators.

This team will make an initial assessment in terms of resources, logistics and staffing for the event which will form the Immediate Action Plan (IAP). Should circumstances change, the plan will be modified and become the Modified Action Plan (MAP)

Should a reception centre be of assistance during an event, availability of reception center will be confirmed and selected.

Eastern Kings Community Centre will be the primary Reception Centre for the Eastern Kings Community. Our alternate Reception Center is the Eastern Kings Fire Department.

Our Center will open to support our community when it is safe to do so.

Reception Center Procedures

The Reception Center manager or designate will open the facility and ready it for operation. This includes:

- Setting up of seating and tables to accommodate anticipated numbers, including a plan to clean regularly
- Evaluation shall be made in terms of volunteer support, and centre shall be staffed accordingly.
- Identification lanyards will be distributed to all who are working to support our Emergency response in order to identify those who are staffing the center (lanyards shall be left at the Center when the event is resolved.)
- Monitoring the Center for overcrowding and formulate a plan to address the issue which could include imposing a time limit for those using center, or opening a second location.
- Check propane level upon opening and monitor
- Create signage on big board near store to identify center, and put signs out to direct people to center
- Social media notification
- Assisting with clothing responsibilities during evacuation: determine requirements of persons displaced by emergency, designate person to manage this role (acquiring, distributing appropriate clothing)

The Reception Centre Manager will alert the public that the Centre is open and will work in coordination with the Information officer, who will be the single point of information for the media during an event. If this is a major event, media will be managed by Police or Fire, not by the municipality.

EMO Notification:

The Emergency management coordinator or designate shall notify PEI EMO by email (emo@gov.pe.ca) that the centre has opened. Notification shall confirm contact person and email contact for EMO to send daily updates.

Greeting Team (Simple Event / Complex Event)

- **Simple Event:** ie power outage: A volunteer will be designated to greet those entering the facility and will be staged at a small table near the entrance way direct to visitors to the appropriate area.
- All visitors will be asked to sign in using the green binder, as a registration process for those using the center.
- Greeters shall be alert to note any specific personal needs of those entering/using the reception center and if necessary, advise RC manager ie medical assistance, clothing. Hand sanitizer and masks shall be available where appropriate.
- **Complex / Major Event:** ie plane crash: An event of this nature will require more staffing and it may become important to track those leaving our centre as well so that we can assist police with this information ie casualties triaged at our centre, moving to a medical facility.

Telephone Team

- Where appropriate, a volunteer may be designated to answer any incoming queries. Message forms may be used if appropriate.

Food Service

- If food services are to be utilized, a Food Service Manager will be designated to determine feeding requirements and prepare meals. A plan for single serving method shall be developed in conjunction with an accredited food service handling volunteer.

Cleaners

- Particular attention shall be paid to regular disinfection of public areas. Shower area disinfection and safety are paramount.

Supplies:

- Green Binder- sign in sheets to support registration
- Pens
- Whiteboard/flipchart paper/ markers to support messaging where needed
- Lanyards/ nametags

Public Health:

Should an event occur within a public health mandate, our center is required to follow the public health directions.

Public Health outbreaks/illnesses: We have a responsibility to protect all those who shelter here. We can support those with symptoms/ isolation: call them and ask what they need for support, and evaluate how that could be accomplished in a non contact manner i.e.: charge their phone for them, take tea out to them in their car.

Supplies:

- Hand sanitizer and masks
- Signage to encourage social distancing and any other pertinent messages relating to safety
- Green binder registration to manage numbers

Pets:

With the exception of registered service animals, at this time, we are unable to support pets inside the reception centre. It is preferable that visitors leave their pets at home where they are comfortable, and in familiar surroundings. If they are brought to the shelter, they shall remain in the car.

Staffing:

Should this be a prolonged incident; planning must include a designate for each position to support those supporting others.

Municipal Exercise Work Plan

The Municipal Emergency Management Program for the municipality shall include an exercise work plan that meets the standards set out in subsection 145(3) of the Municipal Government Act;

The exercise plan for the Rural Municipality of Eastern Kings, provides for:

An annual discussion-based exercise to be commenced by not later than one year after the approval of the program by the PEI Emergency Measures Organization; and every year after that;

In addition, once every five years, commencing not later than five years after the approval of the Municipal Emergency Management Program by the PEI Emergency Measures Organization, Eastern Kings Emergency Management Program will host and participate in an operational-based exercise, which shall include participants of the appropriate response agencies referred to in the Municipal Emergency Management Program, to be undertaken by the municipality.

Evacuation Procedures

1. If immediate evacuation is necessary, the Incident Commander, Police or Fire Department will initiate it.

When the Incident Commander determined that evacuation is necessary, this information will be relayed to the Municipal Emergency Coordinator (MEC).

2. The information relayed shall state:
 - a. the location;
 - b. nature of emergency - fire, gas leak, explosion, etc.; and
 - c. the extent of area to be evacuated.
3. The MEC receiving the warning shall:
 - a. Notify the Mayor to begin the process to declare a state of local emergency under Section 9 (2.1) of the *Emergency Measures Act* (as defined in clause 1(c) of Chapter E 6.(1) also of the Act. The state of emergency is required to issue the evacuation order.
 - b. order evacuation as required;
 - c. arranges for public notification to alert the residents;
 - d. determines number of evacuees and arrange for accommodations; and
 - e. advises PEI Emergency Measures Organization of actions taken.

Transportation

4. It is anticipated that many will provide their own transportation. Public notification shall be made to make residents aware of the location of the evacuation center. Particular attention shall be given to indicate preferred routes to evacuation center. Consideration must be made for those who may not have timely transportation to the evacuation center or who may need assistance.

Security

5. Emergency response personnel will check the area involved to ensure that all persons are evacuated. Security of the evacuated area shall be evaluated and a plan shall be in place.

Evacuation Checklist

Before Evacuees Arrive:

The Reception Centre Supervisor is responsible for opening, managing, coordinating, the delivery of services to evacuees and for closing the Reception Centre.

When the RC Supervisor receives a request to open a reception centre, his/her first operational priorities are as follows:

First Priorities:

- Clarify authority and restrictions on expending money with the EOC. Ensure all expenditures are documented.
- Contact building owner/custodian to secure access.
- Initiate Reception Centre Services (RCS) staff call-out.
- Report to the reception centre.

Priorities - As Reception Centre is Opened:

1. Establish RC Supervisor's office and administrative services.
2. Start RC operations log to record decisions, status, activities, and problems. Record date and time of RCS staff arrival.
3. Brief RCS staff, and Support Agencies on:
 - a. Type of disaster or emergency
 - b. Number of people expected and time of arrival
 - c. Special requirements or problem areas, if any and
 - d. Unusual resource requirements.
4. Check operational status (personnel, supplies, equipment available or required, space allocation, operational procedures, etc.) of the following services:
 - a. First aid for evacuees that may have injuries.
 - b. Emergency clothing:
 - i) To prevent loss of life due to exposure.

- ii) To meet clothing needs until normal sources are available.
- c. Safe, immediate, temporary lodging for evacuees such as:
 - i) Private accommodations. Lodging with persons volunteering their own homes or cottages.
 - ii) Commercial accommodations. Motels, Hotels, Hostels, etc.
- d. Group lodging facilities. Buildings not normally used for living purposes such as schools, community halls, arenas, etc.
- e. Provision of food or meals:
 - i) For those without food or food preparation facilities, including special food requirements for infants, elderly, and for women who are pregnant or nursing.
 - ii) Possibly for recovery workers and volunteers.
- f. Registration and inquiry:
 - i) To collect information and answer inquiries on the condition and whereabouts of survivors.
 - ii) To assist in reuniting families.
 - iii) To determine general and special requirements such as medical, feeding, clothing, and lodging.
- g. Personal services to provide survivors/evacuees with:
 - i) Temporary care for unaccompanied children, dependent elderly persons, residents from special care facilities.
 - ii) Information on financial and material aid available.
 - iii) Emotional support to people with personal problems aggravated by a disaster.
- h. Public Health Services including health inspections of reception centres/shelters and public health nurse services.
- i. Health care services to meet medical needs beyond first aid. Primarily for evacuees who were previously hospitalized or experiencing medical conditions.
- j. Telecommunication services may include additional telephones. Amateur radio operators will be useful in maintaining contact with the EOC during power outages as cellular telephone systems are easily overwhelmed.
- k. Maintenance of the facility.
- l. Sanitation of the facility.
- m. Security of the facility and people.
- n. Administration of the facility to include documentation of financial expenditures, borrowed or loaned items, posting of notices, and safekeeping of evacuees/survivors' valuables.

5. Ensure all staff members wear some identification.

6. Have RCS personnel immediately check readiness of and address any shortcomings of:

- a. Sanitation facilities – garbage disposal, showers, sinks, toilets, toilet paper, paper towel, soap, etc.
- b. Fire exits – unlocked, easy to access, and well marked.
- c. Emergency generator- ready for operation
- d. Emergency lighting
- e. Heating equipment
- f. Ventilation or air conditioning operation
- g. Internal communications such as walkie-talkies, public address system
- h. Source of drinking water

7. Designate a first aid room or area as soon as possible. Room should have running water.

8. Post appropriate signs on main road leading to the RC indicating the location of the RC.

9. Arrange parking control if not provided by police.
10. Post appropriate signs in the RC indicating where and what services are offered, and any rules such as pet restrictions, lights out, quiet hours, and curfews.
11. Establish telecommunication centre close to RCS Supervisor's office.
12. Maintain communication with the municipal emergency operations centre and other key contacts.
13. Restrict use of telephone to authorized personnel.
14. Consider measures that may be required to protect evacuees from media intrusion. Liaise with the EOC Public Information Officer for direction on staff giving media interviews.
15. Take an inventory of equipment and materials that belong to the facility and assess and record general condition of the facility. Where appropriate, create visual record of the state of the facility prior to the evacuees' arrival.
16. Establish a fire plan and post it. If the facility is to be used as a shelter, a fire watch/security shift should be conducted overnight.
17. Establish a rest area for workers.

Declaration of a State of Local Emergency
(Subsection 9(2.)(1) of the *Emergency Measures Act*)

The following area is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein:

Emergency area:

The area of Prince Edward Island generally affected described as:

Nature of the emergency:

I am satisfied that an emergency, as defined in clause 1(c) of Chapter E-6.1 of the *Emergency Measures Act*, exists or may exist in the emergency area.

I hereby declare a state of local emergency in the emergency area stated in this declaration effective as of _____ (time – specify a.m./p.m.) on _____, 20 ____.

If this declaration is not renewed or terminated, the state of emergency remains in effect until 7 days after the date and time it is declared, or the earlier date and time set out below:

Date of termination: _____ (time – specify a.m./p.m.) on _____, 20 ____.

Dated at _____, Prince Edward Island, _____, 20 ____.

Name: _____, Position: Mayor

Signature: _____

Scan and send to EMO

Emergency Operation Team Members Responsibilities

Mayor, Council Members, Chief Administrative Officer

In this revised plan, should an emergency event occur, the mayor will fill the role of information officer.

The mayor will contact council members and determine availability to assist staffing the various roles at the reception center. In this revised plan, there are no defined roles for Council members.

The CAO will assume the role of finance manager. As much of this work occurs before the event, and after the event, it is not necessary for her to attend during the event.

EOC Manager

Reports to: Mayor and Council

The EOC Manager's primary responsibility is to coordinate the efficient response in an emergency situation.

When required, responsibilities include:

- Activating the EOC
- Providing notification to EOC members
- Ensuring appropriate staffing for EOC
- Ensuring pertinent information for the event is shared with EOC members and council
- Ensuring notification to PEI Emergency Measures Organization.
- Ensuring that the EOC Team take prompt and effective action in response to problems.
- Ensuring personal logs are maintained by all of the EOC Team.
- Requesting expert assistance as required.
- Consultation with the Social Services representative re: reception center opening.
- Monitoring the capacity of the area resources and if overextended, requesting assistance through mutual aid and PEI EMO, upon approval from council
- Informing the EOC Team of issues as they arise.
- Ensuring that a thorough situation briefing is conducted during shift changes.
- Ensuring that a main event log is maintained.
- Ensuring that an up-to-date list is kept of all resources (media, fire, emergency social services)
- Maintaining a personal log of all actions taken.

Other management responsibilities for the Emergency Management Coordinator to delegate or assume:

Liaison – acting as a point of contact/coordination for agency representatives and volunteer organizations. Responsibilities may include:

- Contacting EOC Team members who have not acknowledged requests to report to the EOC.
- Briefing external agency representatives on their role and position within the EOC.
- Acting as a point of contact for volunteers and/or volunteer organizations.
- Assisting with coordinating how volunteers and/or volunteer organizations can assist with the response.

Operations - responsibilities may include:

- Gaining and maintaining situational awareness.
- Establishing communications with the Incident Commander at the site (if applicable).

Human Resources - responsibilities may include:

- Arranging for personnel and volunteers to support the response to the incident.
- Identify, recruit, and register volunteers as required to assist with the incident, i.e. assist at Reception Centers.
- Arrange for counseling for employees if required.

Logistics - Provides EOC support such as security, feeding, amenities, telecommunications, and information technology.

Responsibilities may include:

- Maintaining a list of all telecommunications resources in the area.
- Ensuring EOC has sufficient forms, markers, status boards, paper, etc.
- Coordinating meals and sleeping arrangements for EOC Team.
- Maintaining office machinery and equipment.
- Maintaining a sign in sheet.
- Ensuring sufficient telephone resources for EOC Team.

Emergency Management Team members

Information Officer

The duties of the Information Officer are as follows:

- Implementing a crisis communication plan in order to support the incident.
- Establishing a media-briefing centre
- Keeping the public informed of significant developments occurring during the emergency.
- Briefing the media periodically.
- Maintaining a personal log of all actions taken.
- Briefing the EOC Team during Information Sharing Meetings.
- Ensuring the replacement is thoroughly briefed during shift changes.

Finance Manager

The Finance and Administration Section concerns itself with the financial aspects of an emergency including capturing the costs of dealing with an incident, procuring items, dealing with claims and compensation. Our CAO holds this position. Responsibilities include:

- Developing a plan for capturing costs dealing with the incident.
- Working to support the EOC Action Plan and/or fulfill direction given by the EOC Manager.
- Assisting with Disaster Financial Assistance Arrangements (DFAA) claims, as required, during the recovery phase.

Fire Service Manager

The Fire representative coordinates all area emergency fire and rescue services.

Responsibilities of the Fire representative include the following:

- Maintaining an up-to-date list of all fire and rescue resources in the area.
- Determining where specialized equipment and operators may be obtained depending on the nature of the emergency.
- Providing specialized equipment and operators when requested by the site.
- Coordinating requests for mutual aid.
- Briefing EOC Team during Information Sharing Meetings.
- Providing advice to the EOC Manager when evacuation appears likely.
- Ensuring that dangerous goods support agencies are contacted if necessary.
- Updating maps and notice boards as necessary.
- Ensuring that replacements are thoroughly briefed during shift changes.
- Maintaining a personal log of all actions taken.

The Fire Representative may not be available to report to the EOC, depending on the nature of the emergency, they may be at the incident site.

Social Services Manager / Reception Centre Manager

The Social Services representative is responsible for coordinating all aspects of Emergency Social Services including lodging, feeding, clothing, personal services, and registration and Inquiry.

- Ensuring that an up-to-date list of all emergency social services resources are maintained.
- Providing overall supervision of all social services activities.
- Registering all evacuees as they arrive at the reception centre.
- Predetermining resources that may be required depending on the situation.
- Informing the EOC manager of major incidents as they occur.
- Brief EOC Team during information sharing meetings.
- Maintaining a list of all staff assisting with emergency social services and ensuring that replacements are thoroughly briefed during shift changes.
- Monitoring the capacity of area resources, and if overextended, requesting assistance
- Maintaining a personal log of all actions taken.

The Municipal Government Act (MGA)



MUNICIPAL GOVERNMENT ACT

*Division 4 – Municipal Emergency Management Program***144. Actions by council in emergencies**

Despite any other section in this Act, a council may take any temporary measures necessary in the municipality to respond to and deal with an emergency as defined in the *Emergency Measures Act, 2016, c.44, s.144*.

145. Emergency measures plan and program

- (1) Despite that section 8 of the *Emergency Measures Act* does not require it, a council shall, by bylaw, establish an emergency management program for the municipality that, in the opinion of the provincial Emergency Measures Organization, is adequate and properly integrated with the provincial emergency measures plan.

Required contents

- (2) The municipal emergency management program shall contain, at a minimum, a copy of the bylaw referred to in subsection (1), the municipal emergency measures plan, any required delegation of authority, plans for training and exercises and any other component required by the provincial Emergency Measures Organization.

Exercises to be conducted

- (3) The municipal emergency management program shall include an exercise work plan that, at a minimum, provides for
- (a) an annual discussion-based exercise to be commenced by the municipality not later than one year after approval of the program by the provincial Emergency Measures Organization; and
 - (b) an operational-based exercise, which includes participation by the appropriate response agencies referred to in the emergency management program, to be undertaken by the municipality once every five years, commencing not later than five



years after the approval of the emergency management program by the provincial Emergency Measures Organization.

Appointment

- (4) A council shall appoint an emergency co-ordinator and a deputy emergency co-ordinator, who shall be responsible for the implementation, maintenance and execution of the municipal emergency management program established pursuant to subsection (1).

Submission

- (5) A council shall submit its municipal emergency management program to the provincial Emergency Measures Organization for review and approval
- (a) in the case of a municipality continued under this Act, within three years after the coming into force of this Act; and
- (b) in the case of a municipality restructured or established under this Act, within the shorter of
- (i) a period specified in an order of the Lieutenant Governor in Council under clause 21(2)(d), or
- (ii) three years after the restructuring or establishment, as the case may be.

Review and revision

- (6) After the approval of its municipal emergency management program by the provincial Emergency Measures Organization, a council shall
- (a) annually review the program and, where necessary, make revisions; and
- (b) within 60 days of making the revisions, provide the revised program to the provincial Emergency Measures Organization for review.

Required revision

- (7) The provincial Emergency Measures Organization may at any time require that a municipal emergency management program submitted to it pursuant to subsections (5) and (6) be revised, and the required revisions shall be carried out by the council to the satisfaction of the provincial Emergency Measures Organization.

Authorization

- (8) In response to a state of local emergency declared under subsection 146(1), or in order to implement its municipal emergency management program in whole or in part, council may authorize the chief administrative officer to incur any liabilities that the chief administrative officer considers necessary.

Accounting

- (9) The chief administrative officer is responsible for keeping records of the expenditures made and the equipment used in implementing the municipal emergency management program or responding to a declared emergency. *2016, c.44, s.145; 2017, c.9, s.16.*

146. Declaration of a state of local emergency

- (1) The council of a municipality shall, when satisfied that an emergency exists or may exist in the municipality, declare a state of local emergency.

Declaration by mayor

- (2) Where a council is unable to act promptly in declaring a state of local emergency in a municipality pursuant to subsection (1), the mayor may, after consulting a majority of the members of the council where practicable, declare a state of local emergency in the municipality. *2016, c.44, s.146.*

**EMERGENCY MEASURES ACT****CHAPTER E-6.1****INTERPRETATION****1. Definitions**

In this Act

- (a) **“Director”** means the Director of the Emergency Measures Organization;
- (b) **“disaster”** means any real or anticipated occurrence such as disease, pestilence, fire, flood, tempest, explosions, enemy attack or sabotage, which endangers property, the environment or the health, safety or welfare of the civil population;
- (c) **“emergency”** means a present or imminent event in respect of which the Minister or municipality believes prompt co-ordination of action or special regulation of persons or property must be undertaken to protect the health, safety or welfare of people or to limit damage to property;
- (d) **“Emergency Measures Organization”** means the Prince Edward Island Emergency Measures Organization established under section 3;
- (e) **“emergency measures plan”** means any plan, program or procedure prepared by the province or a municipality that is intended to mitigate the effects of an emergency or disaster and to provide for the safety, health or welfare of the civil population and the protection of property and the environment in the event of such an occurrence;
- (f) **“Fire Marshal”** means the fire marshal appointed pursuant to the *Fire Prevention Act* R.S.P.E.I. 1988, Cap. F-11;
- (g) **“local authority”** means
 - (i) the council of a municipality,
 - (ii) the Park Superintendent of a National Park or his delegate where an agreement is entered into with the Government of Canada in which it is agreed that the Park Superintendent is a local authority for the purposes of this Act,
 - (iii) the Band Council of an Indian Band where an agreement is entered into with the Government of Canada in which it is agreed that the Band Council is a local authority for the purposes of this Act,
 - (iv) in the case of special areas or districts, the Minister responsible for emergency measures;
- (h) **“Minister”** means the member of the Executive Council charged by the Lieutenant Governor in Council with the administration of this Act;
- (i) **“municipality”** means a municipality as defined in the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1;



- (j) “state of emergency” means a state of emergency declared by the Minister pursuant to subsection 9(1);
- (k) “state of local emergency” means a state of local emergency declared by a local authority pursuant to subsection 9(2) or by the mayor of a municipality pursuant to subsection 9(2.1);
- (l) “Workers’ Compensation Board” means the Workers’ Compensation Board of Prince Edward Island established pursuant to the *Workers’ Compensation Act* R.S.P.E.I. 1988, Cap. W-7. 1990,c.11,s.1; 1999,c.2,s.1; 2016,c.44,s.269; 2020,c.76,s.29.

ADMINISTRATION

2. Administration

- (1) The Minister is responsible for the administration of this Act.

Responsibilities of Minister

- (2) The Minister shall co-ordinate emergency measures plans within the province and may delegate powers vested in the Minister by or under this Act. 1990,c.11,s.2; 2015,c.36,s.23.

3. Establishment

- (1) The Prince Edward Island Emergency Measures Organization is hereby established.

Director

- (2) The Lieutenant Governor in Council may appoint a person to be known as the Director of the Emergency Measures Organization who shall, under the direction of the Minister, be responsible for the administration of the Emergency Measures Organization.

Emergency Measures Organization, powers

- (3) The Emergency Measures Organization has and shall exercise and perform such powers and duties as are vested in it by or under this Act and those assigned to it by the Minister. 1990,c.11,s.3.

4. Committees

The Minister may appoint such committees as he considers necessary or desirable to advise and assist him in the administration of this Act. 1990,c.11,s.4.

EMERGENCY PLAN

5. Agreements

Subject to the approval of the Lieutenant Governor in Council, the Minister may

- (a) enter into agreements with the Government of Canada or with a province or an agent of either of them in respect of emergency measures plans;
- (b) enter into agreements with the Government of Canada and the Workers’ Compensation Board for the administration and payment of compensation benefits to persons engaged in training or carrying out duties related to a state of emergency or a state of local emergency. 1990,c.11,s.5.

6. Emergency Measures Organization, powers

The Emergency Measures Organization may, subject to the approval of the Minister,

- (a) produce a provincial emergency measures plan;
- (b) review and approve, or require modification to provincial and municipal emergency measures plans;
- (c) make surveys and studies to identify and record actual and potential hazards which may cause an emergency or disaster;
- (d) make surveys and studies of resources and facilities to provide information for the effective preparation of emergency measures plans;
- (e) conduct public information programs related to the prevention and mitigation of damage by disaster;
- (f) conduct training and training exercises for the effective implementation of emergency measures plans;
- (g) procure food, clothing, medicine, equipment and goods of any nature or kind for the purposes of mitigating emergencies and disasters; and
- (h) authorize or require the implementation of any emergency measures plan. 1990, c.11, s.6.

7. Minister, powers

The Minister may

- (a) divide the province into areas for the purpose of this Act;
- (b) request municipalities to prepare emergency measures plans including mutual assistance programs, and to submit them to the Emergency Measures Organization for review for adequacy and integration with the provincial emergency plan;
- (c) establish procedures for the prompt and effective implementation of emergency measures plans;
- (d) request any person to develop emergency measures plans in conjunction with the Emergency Measure Organization or the municipalities to remedy or alleviate any hazard to persons, property or the environment that is or might be created
 - (i) by a condition that exists or may exist on that person's property,
 - (ii) by that person's use of property,
 - (iii) by an operation in which that person is or may be engaged,
 - (iv) by a process that that person is or may be utilizing; and
- (e) issue directions with respect to any other matter or thing that the Minister considers necessary for the administration of this Act. 1990, c.11, s.7.

8. Municipality, powers

Each municipality

- (a) may establish and maintain a municipal emergency measures organization by passage of a bylaw;
- (b) may appoint a co-ordinator of the municipal emergency organization, and prescribe duties that contain the preparation and co-ordination of emergency measures plans for the municipality;
- (c) may appoint a committee to advise it on the development of emergency measures plans;
- (d) pursuant to clause 7(b), may prepare and approve emergency measures plans;

- (e) may enter into agreements with and make payments to persons and organizations for the provisions of services in the development and implementation of emergency measures plans;
- (f) may use employees, property or equipment of the municipality within or outside the municipality. *1990, c.11, s.8.*

STATES OF EMERGENCY

9. Declaration, state of emergency

- (1) The Minister may at any time, when he is satisfied that an emergency exists or may exist, declare a state of emergency in respect to all or any area of the province.

Idem, local authority

- (2) A local authority may, when satisfied that an emergency exists, declare a state of local emergency.

Council unable to act promptly

- (2.1) Where the council of a municipality is unable to act promptly in declaring a state of local emergency in a municipality pursuant to subsection (2), the mayor of the municipality may, after consulting a majority of the members of the council of the municipality where practicable, declare a state of local emergency in the municipality.

Idem, nature of

- (3) A declaration under this section shall identify the nature of the emergency and the area in which it exists.

Effective date of declaration

- (4) A declaration of a state of emergency is effective on the date on which it is issued. *1990, c.11, s.9; 1999, c.2, s.2; 2020, c.76, s.29.*

10. Publication

When a state of emergency or a state of local emergency has been declared pursuant to this Act, the Minister or the local authority, as the case may be, shall immediately cause the details of the declaration to be communicated or published by such means as it is considered the most likely to make the contents of the declaration known to the population of the area affected. *1990, c.11, s.10.*

11. Powers exercisable when state of emergency declared

Upon a state of emergency being declared in respect to the province or an area thereof, or upon a state of local emergency being declared in respect to a municipality or an area thereof, the Minister may, during the state of emergency, in respect of the province or an area thereof, or the municipality may during the state of local emergency, in respect of such municipality or an area thereof, as the case may be, do everything necessary for the protection of property, the environment and the health or safety of persons therein, including

- (a) cause an emergency measures plan to be implemented;
- (b) acquire or utilize or cause the acquisition or utilization of any personal property by confiscation or any means considered necessary;

- (c) authorize or require any qualified person to render assistance of such type as that person may be willing and qualified to perform;
- (d) control or prohibit travel to or from any area or on any road, street or highway;
- (e) provide for the maintenance and restoration of essential facilities, the distribution of essential supplies and the maintenance and co-ordination of emergency medical, social and other essential services;
- (f) cause the evacuation of persons and the removal of livestock and personal property threatened by a disaster or emergency, and make arrangements for the adequate care and protection thereof;
- (g) authorize any person properly identified as authorized by the Minister, by the Emergency Measures Organization, or by the municipal emergency measures organization, to enter into any building or upon any land without warrant;
- (h) prohibit persons from entering into or upon any building, structure, premises, land, place or area;
- (i) cause the demolition or removal of any building, structure, tree or crop where the demolition or removal is necessary or advisable for the purposes of reaching the scene of a disaster, in attempting to forestall its occurrence or combating its progress;
- (j) procure food, clothing, fuel, equipment, medical or other essential supplies and the use of property, services, resources or equipment; and
- (k) order the assistance, with or without remuneration of persons needed to carry out the provisions mentioned in this section,

and in addition, the Minister may authorize or require a municipality to cause an emergency measures plan for the municipality or any part thereof to be implemented. *1990, c.11, s.11.*

12. State of local emergency

Upon declaring a state of local emergency, the local authority

- (a) shall immediately forward a copy of the declaration to the Minister; and
- (b) may authorize any person or committee to exercise any power vested in it under section 11. *1990, c.11, s.12.*

13. Co-ordinators

During a state of emergency

- (a) the Fire Marshal is the co-ordinator of all efforts in relation to the suppression and prevention of fires;
- (b) the officer commanding "L" Division of the Royal Canadian Mounted Police is the co-ordinator of all efforts in relation to law enforcement. *1990, c.11, s.13.*

14. Termination by Minister

(1) The Minister may

- (a) terminate a state of emergency with respect to an area identified by him in his declaration of a state of emergency when he believes on reasonable grounds an emergency no longer exists in such area; and
- (b) terminate a state of local emergency with respect to an area identified by a local authority in its declaration of a state of local emergency when he believes on reasonable grounds an emergency no longer exists in such area.

Termination by local authority

- (2) The local authority may terminate a state of local emergency with respect to an area identified by it in its declaration of a state of local emergency when it believes on reasonable grounds, an emergency no longer exists in such area. *1990, c.11, s.14.*

15. Termination conditions

- (1) A state of emergency ends
- (a) when it is terminated by the Minister pursuant to clause 14(1)(a); or
 - (b) subject to subsection (2), fourteen days after the day on which it was declared.

Renewal

- (2) A state of emergency may be renewed by the Minister with the approval of the Lieutenant Governor in Council if it has not been terminated pursuant to clause 14(1)(a). *1990, c.11, s.15.*

16. Termination

- (1) A state of local emergency ends
- (a) when the area identified by the local authority in its declaration of a state of local emergency is included in an area identified by the Minister in his declaration of a state of emergency;
 - (b) when it is terminated by the Minister pursuant to clause 14(1)(b) or by the local authority pursuant to subsection 14(2);
 - (c) subject to subsection (2), seven days after the day on which it was declared.

Renewal

- (2) A state of local emergency may be renewed by the local authority with approval of the Minister if it has not ended pursuant to subsection (1).

Idem

- (3) The provisions of this Act, respecting a state of local emergency, or the declaration thereof, apply to a renewal of a state of local emergency. *1990, c.11, s.16.*

LIABILITY FOR DAMAGE

17. Liability

- (1) The Minister, the local authority, a committee established under this Act or a member thereof, any duly organized Emergency Measures Organization, or any other person
- (a) are not liable for any damage arising out of any action taken pursuant to this Act or the regulations;
 - (b) are not subject to any proceedings by prohibition, or injunction with respect to any action taken pursuant to this Act or the regulations.

Absenteeism

- (2) Every person who with proper authority is absent from his accustomed employment or duty authorized by the Minister or by the local authority for the purpose of this Act shall, while so absent, for all purposes relative to retention of employment, of seniority rights, of pension

benefits, be deemed to have been in his accustomed employment during the period of absence.

Compensation

- (3) The Lieutenant Governor in Council may order compensation for damage arising out of any action taken pursuant to this Act where he has reason to believe a person, local authority or committee may have been, except for operation of subsection (1), liable therefor. *1990, c.11, s.17; 2020, c.60, s.21.*

ENFORCEMENT**18. Right of entry**

When implementing an emergency measures plan pursuant to this Act or the regulations, any person properly identified as authorized by the Minister, the Emergency Measures Organization or the municipal emergency measures organization has the right at any time to enter upon any property. *1990, c.11, s.18.*

19. Offence and penalty

Every person who obstructs the Minister, the local authority, the Emergency Measures Organization, a committee established pursuant to this Act or any person in the performance of any action, matter or thing authorized by this Act or who contravenes or fails to comply

- (a) with any provision of this Act or any regulations under this Act; or
- (b) with any direction, order or requirement made pursuant to this Act or the regulations

commits an offence and is liable on summary conviction, in the case of an individual, to a fine of not less than \$100 and not more than \$2,000 or in the case of a corporation, of not less than \$100 and not more than \$10,000, or to imprisonment for a term not more than six months, or to both. *1990, c.11, s.19.*

REGULATIONS**20. Regulations**

The Lieutenant Governor in Council may, on the recommendation of the Minister, make regulations respecting

- (a) emergency planning for the continuity of functions of departments, boards, commissions, corporations and other agencies of the government of Prince Edward Island;
- (b) the vesting of special powers and duties in various departments and agencies of the government for the purposes of emergency planning and the implementation of emergency measures plans;
- (c) the organization, responsibilities, powers, duties and operation of fire auxiliary forces throughout the province or any part thereof;
- (d) authority to be delegated under this Act;
- (e) cost incurred in emergency and disaster operations;
- (f) the sharing of costs incurred by the province or by a municipality in implementing emergency measures plans;

- (g) the administration of an disbursement from a disaster relief fund;
- (h) any matter or thing that the Lieutenant Governor in Council considers necessary for the administration of this Act. *1990,c.11,s.20; 2006,c.16,s.63(3).*

21. Repeal

Act repealed. *1990,c.11,s.21.*

Memorandum of Understanding

Concerning the Use of Buildings as Reception Centre / Shelter Facilities

The purpose of the Memorandum of Understanding is to confirm the willingness of the Eastern Kings Community Centre to permit the use of its facilities as a Reception Centre or Shelter when required by the Rural Municipality of Eastern Kings during emergency situations.

It is therefore understood between the two parties as follows:

1. The Eastern Kings Community Centre agrees to make its facility available for use as a Reception Centre or Shelter site to the Rural Municipality of Eastern Kings during an emergency situation.
2. The Rural Municipality of Eastern Kings agrees that it shall exercise reasonable care in the conduct of its activities in this facility and further agrees to replace or reimburse the Eastern Kings Community Centre for supplies used and unusual damage incurred in the operation of the facility as a Reception Centre or Shelter site.
3. In the event that either party no longer wishes to subscribe to the roles and principles espoused by the Memorandum of Understanding, that party shall accordingly advise the other party in writing.


Larry Fitzpatrick, Mayor
Rural Municipality of Eastern Kings


Eastern Kings Community Centre


Sonya Martin, Chief Administrative Officer
Rural Municipality of Eastern Kings


Eastern Kings Community Centre

MOU (Memorandum of Understanding) with Eastern Kings Fire Department

Memorandum of Understanding

Concerning the Use of Buildings as Reception Centre / Shelter Facilities

The purpose of the Memorandum of Understanding is to confirm the willingness of the Eastern Kings Fire Department to permit the use of its facilities as a Reception Centre or Shelter when required by the Rural Municipality of Eastern Kings during emergency situations.

It is therefore understood between the two parties as follows:

1. The Eastern Kings Fire Department agrees to make its facility available for use as a Reception Centre or Shelter site to the Rural Municipality of Eastern Kings during an emergency situation.
2. The Rural Municipality of Eastern Kings agrees that it shall exercise reasonable care in the conduct of its activities in this facility and further agrees to replace or reimburse the Eastern Kings Fire Department for supplies used and unusual damage incurred in the operation of the facility as a Reception Centre or Shelter site.
3. In the event that either party no longer wishes to subscribe to the roles and principles espoused by the Memorandum of Understanding, that party shall accordingly advise the other party in writing.


Larry Fitzpatrick, Mayor
Rural Municipality of Eastern Kings


Michael V. Rook
Eastern Kings Fire Department


Sonya Martin, Chief Administrative Officer
Rural Municipality of Eastern Kings


Lindsey Rose
Eastern Kings Fire Department

RMEK Municipal Emergency Management Program Bylaw # 2020-01

**Rural Municipality of Eastern Kings, PEI
Municipal Emergency Management Program Bylaw
Bylaw # 2020-01**

BE IT ENACTED by the Council of the Rural Municipality of Eastern Kings as follows:

1. Title

- 1.1. This bylaw shall be known as, and may be cited as, the "Municipal Emergency Management Program Bylaw."

2. Purpose

- 2.1. The purpose of this bylaw is to establish a Municipal Emergency Management Program for the Rural Municipality of Eastern Kings.

3. Authority

- 3.1. Section 14.(c) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M12.1., provides that a municipality must provide emergency management planning for all areas of the municipality.

4. Application

- 4.1. This bylaw applies to all members of Council, the Chief Administrative Officer, members of Council Committees, Rural Municipality of Eastern Kings employees, those who appear before Council and members of the general public.
- 4.2. In the event of any conflict between the provisions of the Act and this bylaw, the Act will prevail.

5. Definitions

- 5.1. "Act" means the *Municipal Government Act*.
- 5.2. "Chief Administrative Officer" or "CAO" means the administrative head of a municipality as appointed by Council under clause 86.(2)(c) of the *Municipal Government Act*.
- 5.3. "Council" means the Mayor and other members of the Council of the municipality.
- 5.4. "Deputy Municipal Emergency Co-ordinator" means the person appointed by Council as the Deputy Municipal Emergency Co-ordinator pursuant to this bylaw.
- 5.5. "Emergency" means a present or imminent event in respect of which the Rural Municipality of Eastern Kings believes prompt coordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of residents of the Rural Municipality of Eastern Kings.

- 5.6. "Emergency Measures Organization (EMO)" means the Prince Edward Island EMO established under section 3 of the *Emergency Measures Act*.
- 5.7. "Emergency Operations Centre (EOC)" means the location where designated members of the EOC team (municipal and external agencies) will work on coordinated decision making and emergency management for the response or recovery from an event.
- 5.8. "Local Authority" means a local authority as defined in the *Emergency Measures Act*.
- 5.9. "Municipal Emergency Co-ordinator" means the person appointed by Council as the Municipal Emergency Co-ordinator pursuant to this bylaw.
- 5.10. "Municipal Emergency Management Planning Committee" means the committee established pursuant to this bylaw.
- 5.11. "Municipal Emergency Management Program" means the program established pursuant to the bylaw.
- 5.12. "Municipal Emergency Management Standing Committee" means the standing committee established pursuant to this bylaw.
- 5.13. "Minister" refers to the member of Executive Council charged by the Lieutenant Governor in Council with the administration of the *Emergency Measures Act*.
- 5.14. "State of Emergency" means a state of emergency declared by the Minister pursuant to *Emergency Measures Act* subsection 9(1).
- 5.15. "State of Local Emergency" means a state of local emergency declared by the Council or Mayor pursuant to subsection 146.(1) or 146.(2) of the *Municipal Government Act* when satisfied that an emergency exists or may exist in the municipality.

6. Municipal Emergency Management Program

- 6.1. Pursuant to section 144 of the *Municipal Government Act*, despite any other section in the Act, Council may take any temporary measures necessary in the municipality to respond to and deal with an emergency as defined in the *Emergency Measures Act*.
- 6.2. Pursuant to subsection 145.(1) of the Act, Council hereby establishes a Municipal Emergency Management Program, hereinafter referred to as the Rural Municipality of Eastern Kings Emergency Management Program.
- 6.3. In accordance with subsection 145.(2) of the Act, the Municipal Emergency Management Program shall contain, at a minimum:
- (a) the Municipal Emergency Management Plan;
 - (b) any required delegation of authority;
 - (c) plans for training and exercise; and
 - (d) any other component required by the PEI Emergency Measures Organization (EMO).

- 6.4. Council shall, in accordance with subsection 145.(4) of the Act, appoint a Municipal Emergency Co-ordinator and a Deputy Municipal Emergency Co-ordinator who shall be responsible for the implementation, maintenance and execution of the Municipal Emergency Management Program.

7. Municipal Emergency Coordinator and Deputy Municipal Emergency Coordinator

- 7.1. The Municipal Emergency Coordinator and a Deputy Municipal Emergency Coordinator report to, and receive direction from, the Council.
- 7.2. In accordance with subsection 145.(4) of the Act, the Municipal Emergency Co-ordinator and a Deputy Municipal Emergency Co-ordinator are responsible for the implementation, maintenance and execution of the Municipal Emergency Management Program.
- 7.3. The Municipal Emergency Coordinator and Deputy Municipal Emergency Coordinator shall:
- (a) develop and coordinate the Municipal Emergency Management Program;
 - (b) coordinate plans for the continued functioning of municipal services which would be required in the event of an emergency;
 - (c) coordinate and conduct, on an annual basis, training and exercises to test the Municipal Emergency Management Program for the training of personnel who have an emergency role;
 - (d) coordinate public education programs related to emergency management; and
 - (e) coordinate and manage the municipal operational response for an emergency upon activation of all or part of the Municipal Emergency Management Program or a declaration of a state of local emergency.

8. Committees

- 8.1. Council shall establish a Municipal Emergency Management Planning Committee.

9. Municipal Emergency Management Planning Committee

- 9.1. The Municipal Emergency Management Planning Committee will consist of:
- (a) two members of Council and the Mayor who are appointed in accordance with the municipality's Procedural Bylaw;
 - (b) the Municipal Emergency Coordinator and Deputy Municipal Emergency Coordinator; and
 - (c) the manager(s) responsible for each municipal department which is assigned emergency functions under the Municipal Emergency Management Plan and, where no department exists, a person to represent the functions of:

- 1) Law enforcement
- 2) Fire protection
- 3) Transportation
- 4) Water/wastewater service
- 5) Communications
- 6) Human resource management
- 7) Public information
- 8) Finance and administration
- 9) Social services including, emergency feeding, shelter, clothing and personal services

9.2. The Municipal Emergency Management Planning Committee will:

- (a) advise Council on the development of a Municipal Emergency Management Plan;
- (b) submit emergency management policy recommendations to Council;
- (c) name or assign such persons under the Municipal Emergency Management Plan to perform duties related to the continuity of municipal government in the case of an emergency or disaster;
- (d) present the Municipal Emergency Management Plan to Council for approval;
- (e) inform and update Council on developments during an activation of all or part of the Municipal Emergency Management Plan;
- (f) assist the Municipal Emergency Co-ordinator and Deputy Municipal Emergency Co-ordinator in the preparation and coordination of Municipal Emergency Management Plans;
- (g) prepare a Municipal Emergency Management Plan for their municipality;
- (h) respond and participate as members of the Municipal Emergency Operations Centre staff upon full or partial activation of the Municipal Emergency Management Program;
- (i) prepare plans, including the development of memorandums of understanding or mutual aid agreements, for cooperation and mutual assistance between municipal governments and other organizations in the event of a disaster or emergency; and
- (j) collaborate with authorities of the municipality, neighbouring municipalities, provincial authorities, and other organizations who have been assigned comparable duties.

9.3. Any memorandum of understanding or agreement negotiated under clause 10.2(e) of this bylaw shall take effect upon approval of the memorandum of understanding of agreement by a resolution of Council.

10. Municipal Emergency Management Plan

10.1. In accordance with subsection 145.(2) of the Act, the Municipal Emergency Management Program shall contain an Emergency Management Plan.

- 10.2. Council shall, by resolution, approve a Municipal Emergency Management Plan under the authority of this bylaw.
- 10.3. The Municipal Emergency Management Plan will be activated by Council when required to ensure effective coordination exists in response to an emergency.
- 10.4. The Municipal Emergency Management Plan can be activated in whole or in part and does not require the declaration of a state of emergency to be activated.
- 10.5. A Municipal Emergency Management Plan will be activated if a state of local emergency is declared or upon declaration of a provincial State of Emergency for all, or part of, the municipality.

11. Exercise Work Plan for the Municipal Emergency Management Program

- 11.1. In accordance to subsection 145.(3) of the Act, the Municipal Emergency Management Program for the municipality shall include an exercise work plan that, at a minimum, provides for:
 - (a) an annual discussion-based exercise to be commenced by not later than one year after the approval of the program by the PEI Emergency Measures Organization; and
 - (b) an operational-based exercise, which includes participants by the appropriate response agencies referred to in the Municipal Emergency Management Program, to be undertaken by the municipality once every five years, commencing not later than five years after the approval of the Municipal Emergency Management Program by the PEI Emergency Measures Organization.

12. Declaring a State of Local Emergency

- 12.1. Pursuant to subsection 146.(1) of the Act, Council shall, when satisfied that an emergency exists or may exist in the municipality, declare a state of local emergency.
- 12.2. Where the Council is unable to act promptly in declaring a state of local emergency in the municipality the Mayor of the municipality may, in accordance with subsection 146(2) of the Act, after consulting a majority of the members of Council where practicable, declare a state of local emergency in the municipality.
- 12.3. Pursuant to section 10 of the *Emergency Measures Act*, Council shall immediately cause the details of the declaration of a state of local emergency to be communicated or published by such means as considered the most likely to make the contents of the declaration known to the people within the municipality.
- 12.4. Pursuant to subsection 14(2) of the *Emergency Measures Act*, Council may terminate a state of local emergency when it believes on reasonable grounds the emergency no longer exists in the municipality.

13. Expenditures Related to the Municipal Emergency Management Program

- 13.1. In response to the declaration of a state of local emergency as described in 13.1 and 13.2 of this bylaw or in order to implement the Municipal Emergency Management Program in whole or in part, Council in accordance with subsection 145 (8) of the Act may authorize the chief administrative officer to incur any liabilities that the chief administrative officer considers necessary.
- 13.2. In accordance with subsection 145.(9) of the Act, the chief administrative officer is responsible for keeping records of the expenditures made and the equipment used in implementing the Municipal Emergency Management Program or responding to a declared emergency.

14. Review of the Municipal Emergency Management Program

- 14.1. In accordance with subsection 145.(5) of the Act, Council shall submit its municipal Emergency Management Program to the PEI Emergency Measures Organization for review and approval.
- 14.2. After the Municipal Emergency Management Program has been approved the PEI Emergency Measures Organization and in accordance with clause 145.(6)(a) of the Act, the Municipal Emergency Management Program will be reviewed annually by Council and, where necessary, revisions will be made.
- 14.3. In accordance with clause 145.(6)(b) of the Act, within 60 days of making any revisions of the Municipal Emergency Management Program, the revised program will be provided to the PEI Emergency Measures Organization.
- 14.4. In accordance with subsection 145.(7) of the Act, any revisions required by the PEI Emergency Measures Organization shall be carried out by count to the satisfaction of the PEI Emergency Measures Organization.

15. Repeal of Existing Bylaw

- 15.1. On adoption, this bylaw replaces the Emergency Plan for the Community of Eastern Kings dated 12/93.

16. Effective Date

16.1. This Municipal Emergency Management Program Bylaw, Bylaw# 2020-01, shall be effective on the date of approval and adoption below.

First Reading:

This Municipal Emergency Management Program Bylaw, Bylaw# 2020-01, was read a first time at the Council meeting held on the 11th day of February, 2020.

This Municipal Emergency Management Program Bylaw, Bylaw# 2020-01, was approved by a majority of Council members present at the Council meeting held on the 11th day of February, 2020.

Second Reading:

This Municipal Emergency Management Program Bylaw, Bylaw# 2020-01, was read a second time at the Council meeting held on the 25th day of February, 2020.

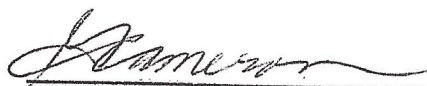
This Municipal Emergency Management Program Bylaw, Bylaw# 2020-01, was approved by a majority of Council members present at the Council meeting held on the 25th day of February, 2020.

Approval and Adoption by Council:

This Municipal Emergency Management Program Bylaw, Bylaw# 2020-01, was adopted by a majority of Council members present at the Council meeting held on the 25th day of February, 2020.

17. Signatures

Filed on behalf of the Minister of Fisheries and Communities in accordance with s.129 of the *Municipal Government Act*.



Mayor

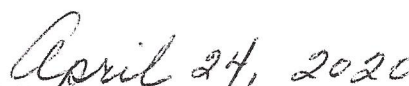


Chief Administrative Officer

This Municipal Emergency Management Program Bylaw adopted by the Council of the Rural Municipality of Eastern Kings on 25th of February, 2020 is certified to be a true copy.



Chief Administrative Officer Signature



Date

Rural Municipality of Eastern Kings

Municipal Emergency Management Program Plan

June 14, 2024