# Rural Municipality of Eastern Kings

Date: May 11, 2021

Moved by Councillor: David Stewart

Seconded by Councillor: Anne McPhee

Whereas Section 14.(c) of the *Municipal Government Act* (MGA) provides that a Municipality must provide emergency management planning for all areas of the municipality,

And whereas Section 145.(1) of the Act requires that a Council shall, by bylaw, establish an emergency management program for the municipality;

And whereas the Bylaw #2020-01 "Municipal Emergency Management Program Bylaw" was formally adopted February 25, 2020;

And whereas the PEI EMO, Department of Justice and Public Safety requires that the "Municipal Emergency Management Plan" be reviewed and approved through their office; prior to being presented to Council for final approval;

And whereas by a letter dated April 20, 2021 from the Provincial Emergency Management Coordinator for PEI EMO, Tanya Mullally has concluded that the "Eastern Kings Municipal Emergency Plan" meets the requirements outlined in the *Municipal Government Act* (MGA) and is hereby approved;

Be it resolved that the Council of the Rural Municipality of Eastern Kings approve and adopt the "Municipal Emergency Management Plan" as presented.

Signed:

G Cameron 11 May 2021

Grace Cameron, Mayor

Sonya Martin

Sonya Martin, Chief Administrative Officer

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EASTERN KINGS
WHERE THE SUN RISES AND THE TIDES MEET

# Rural Municipality of Eastern Kings

## Municipal Emergency Management Program

**Approved and adopted by Council on:**

Grace Cameron, Mayor — May 11, 2021 — Date

Sonya Martin, Chief Administrative Officer — May 11, 2021 — Date

# Municipal Emergency Management Plan

## 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; 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)© of the Municipal Government Act.

c. "Council" means the Mayor and other members of the Council of the municipality.

d. "Deputy Municipal Emergency Co-ordinator" 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 (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 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 2.

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.

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

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

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

***4.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.*

***Approved and adopted by Council on:***

G Cameron
Grace Cameron – Mayor

May 11, 2021
Date

Sonya Martin
Sonya Martin – Chief Administrative Officer

May 11, 2021
Date