

NORTH SHORE JOINT EMO EMERGENCY MEASURES PLAN

Approved and adopted by Council on:

Date: _____

Mayor - Rural Municipality of North Shore

Chief Administrative Officer - Rural Municipality of North Shore

Date: _____

Mayor - Rural Municipality of Union Road

Chief Administrative Officer - Rural Municipality of Union Road

Date:

Mayor - Rural Municipality of York

Chief Administrative Officer - Rural Municipality of York

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Record of Amendments

Amendment No.	Date	Inserted By	Remarks

Distribution List

Agency/Individual	Quantity
PEI Emergency Measures Organization	1
PEI Municipal Affairs	1
Mayor Rural Municipality of North Shore	1
Mayor Rural Municipality of Union Road	1
Mayor Rural Municipality of York	1
Joint Municipal Emergency Coordinator	1
North Shore Fire Department	1
RCMP	1

Introduction

1. Responsibility for the management of municipal emergency operations rests within the local authorities included in this Joint Emergency Management Plan (Mayor/Councils). Municipalities including Rural Municipality of North Shore, Union Road and formed the Joint Emergency Management Organization (JEMO) to enable more orderly emergency communications, create centralized support for emergency responders, and benefit from sharing resources within their district.

This all-hazards emergency plan guides the emergency management actions of the municipality and describes activities and arrangements to deal with any emergency situation.

Should the JEMO resources be insufficient to deal with the emergency, assistance may be requested from municipal governments and other organizations through mutual aid agreements or memorandums of understanding and from the Provincial Government through the PEI Emergency Measures Organization.

2. There are certain fundamental principles concerning emergency management in Canada which are 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 local authority in order to provide a prompt 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 Municipalities of North Shore, Union Road and York Municipal Joint 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. **“Joint Deputy Municipal Emergency Co-ordinator”** means the person appointed by Council as the Joint Deputy Municipal Emergency Co-ordinator pursuant to this bylaw.
 - e. **“Emergency”** means a present or imminent event in respect of which the NSJEMO 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 North Shore, Rural Municipality of Union Road and Rural Municipality of York.
 - f. **“Emergency Measures Organization (EMO)”** means the Prince Edward Island EMO established under section 3 of the *Emergency Measures Act*.
 - g. **“Joint Emergency Operations Centre (JEOC)”** means the location where designated members of the JEOC 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. **“Joint Municipal Emergency Co-ordinator”** means the person appointed by Council as the Joint Municipal Emergency Co-ordinator pursuant to this bylaw.
 - j. **“Joint Municipal Emergency Management Planning Committee”** means the committee established pursuant to this bylaw.
 - k. **“Joint Municipal Emergency Management Program”** means the program established pursuant to the bylaw.
 - l. **“Joint 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 Joint 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 local authority. Council have the authority for decision making during an emergency, with operational decisions being delegated to the Municipal Emergency Coordinator. Council maintain responsibility for ensuring the continuity of municipal business operations outside of the emergency.
8. The Joint Municipal Emergency Coordinator is responsible for coordinating the efficient emergency response in the municipality on behalf of the Mayor/Council. He/she may activate the Joint 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, he/she will be designated by the local authority.
10. The **Joint Municipal Emergency Operations** Centre will be located at North Shore Community Centre, 2120 Route 25, West Covehead, C0A 1P0. The alternate JEOC is located at York Community Center 689 PE-25, York, PE C0A 1P0 .
11. PEI Emergency Measures Organization - The local authority may be advised and assisted by PEI EMO staff and representatives of provincial departments and agencies in order to provide a coordinated municipal/provincial response.
12. Emergency roles and responsibilities of Municipal Council, the Municipal Emergency Coordinator and the Joint Emergency Operations Centre Team are listed in the Appendices.

Requests for Assistance

13. Requests for provincial assistance, if required, will be made to the PEI Emergency Measures Organization (PEI EMO) by the person with authority to make such requests on behalf of the municipality. Requests may be verbal initially but must be confirmed in writing.

PEI EMO is responsible for coordinating the interface with 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.

Notification

14. When an emergency occurs, or is imminent, the person or agency becoming aware of the situation will be responsible for alerting the Joint Municipal Emergency Coordinator who will in turn alert the Mayor/Council.

The Joint Municipal Emergency Manager will maintain a current EOC contact list and will instruct the **Dep JEOC Manager** to start notifying individuals on the list if the JEOC is being activated.

Expenditures

15. Management Program or responding to a declared emergency. Municipal Administrator(s) will be responsible for the accounting of all funds expended or committed in controlling an emergency within their jurisdiction and for keeping records of the equipment and materials used in operations. The Joint Emergency Operations Team member designated as Team Administrator will ensure all invoices for expenses incurred during activation of the JEOC will clearly show the name and address of the contractor, what the service was for (i.e. Back Hoe), area it was used in (i.e. this municipality for this many hours, then this municipality for this many hours), hourly rate if applicable and the date when the services were provided. Will make every reasonable effort to collect, and report to the Joint Emergency Management Coordinator, all financial obligations accrued during an actual emergency. The joint Emergency Management Coordinator will tender the records to the Joint Emergency Management Standing Committee. The Joint Emergency Management Standing Committee will present those records to participating municipal councils and make the available to Provincial or Federal authorities. The Joint Emergency Management Standing Committee may create a reserve fund and they may create a petty cash account for use by the Joint Emergency Management Planning Committee.

Review and Amendment

16. This plan will be reviewed **annually** in **September** by the Municipal Emergency Coordinator, who will be responsible for the preparation of amendments, as required, and for submission to PEI EMO for review

Joint Emergency Operations Center

17. The Joint Emergency Operations Centre (EOC) team is comprised of municipal representatives and external agencies, under the direction of the Municipal Emergency Coordinator (JEOC Manager). The EOC team is responsible for making operational decisions to support and assist the Incident Commander. When the JEOC is activated it should be staffed to a level that matches the needs of the incident. The size and composition of the EOC may vary according to the requirements of the particular circumstances. It should be noted that while it may seem appropriate to have the CAO or Mayor run the JEOC, ideally they should be focused on maintaining and managing regular business of the Municipality along with being the lead spokesperson for the municipality. During an emergency, it will be difficult for a CAO or Mayor to do all these tasks.

The JEOC team is led by the JEOC Manager (Joint 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 JEOC positions can be found in the Appendices.

When using the recommended Incident Command System (ICS) in the JEOC, there are four management functions required to manage an emergency. The JEOC Manager is always responsible for these four functions unless the nature and size of the emergency warrants one or more of these functions being filled.

Operations – Responsible for coordinating all jurisdictional 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.

North Shore, York and Union Road Joint Emergency Operation Center

Mayors and Councils

JEOC Manager

JEOC Deputy Manager

Information
Officer(s)

Operation Officer
-Fire/Police
-Public Works
-Health
-Transport
-Social Services

Planning Officer
-Resource
Management
-Situation
Awareness
-Advance Planning
-Tech Specialist

Logistics Officer
-EOC Team
Support
-Communication
-IT needs

Finance Officer
-Cost Capture
-Procurement
-Claims and
compensation

Exercise Work Plan

18. Exercises are an essential component of an emergency management program and have 3 main functions:

- **Validation** - To validate plans, protocols, and procedures and demonstrate resolve to prepare for emergencies
- **Training** - To develop staff competencies, to give staff practice in carrying out their roles in the plans, and to assess and improve performance.
- **Testing** - To test well-established procedures and reveal gaps that may exist.

Exercises enhance teamwork and encourage the interaction and cooperation that is needed when a real emergency occurs. But it's not enough to just "have an exercise". You need to determine what needs to be tested, in what way, and how often – always keeping in mind that there are time, budget, and other resource constraints. That's why you need an exercise work plan.

A well designed and executed exercise work plan can make you and your emergency management team "ready to go". At the same time, your emergency plan is tested to see if it works in a full-scale disaster.

In accordance to subsection 145(3) of the Act, the Municipal Emergency Management Program for the municipality shall include an exercise work plan (**See Appendix I**) that, at a minimum, 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
- 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.

APPENDIX A - Emergency Contacts

AGENCY	BUSINESS	EMERGENCY
Fire – North Shore Fire Dept.	902-672-2358	911
Police May Point det	902 368 9300	911
Ambulance	902 892 9995	911
Fire Marshall	902 368 4869	
Hospital Queen Elizabeth	902-894-2111	
Medical Guidance		811
Life Challenges Helpline		211
Medical Clinic Polyclinic Charlottetown Walk In Downtown Walk In Sherwood Walk in	902-629-8810 902-892-2111 902-367-4444 902-628-8678	
Charlottetown FD Randy MacDonald	902-629-4083	
North River FD: Anson Grant	902-629-4032	
East River FD: Stephen Pigott	902-676-3166	
Wildfire/Forest Fire response	902-892-2323	
Joint Rescue Coordination Center	1 800 565 9597 902 427 8200	
Poison Control	1-800-565-8161	1-800-565-8161
CANUTEC - Emergency		613-996-6666 Cell: *666 (Canada)
PEI EMO	902-894-0385 1-877-894-0385	1-902-892-9365
Canadian Red Cross	1-800-222-9597 902 628 6262	
Fish and Wildlife Emergency	902 368 4683	
Environmental Emergency	1-800-565-1633	1-800-565-1633

APPENDIX D - JEOC Team Member Responsibilities

EOC Manager

Reports to: Mayor and Council (Executive)

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

1. Activating the EOC if required.
2. Initiating the EOC fan-out/notification list.
3. Ensuring EOC positions are staffed as required.
4. Ensuring an up-to-date contact list is maintained for fan out purposes.
5. Ensuring information sharing meetings take place.
6. Reporting major incidents to PEI Emergency Measures Organization (PEI EMO).
7. Ensuring the development of an EOC Action Plan.
8. Ensuring the EOC Team take prompt and effective action in response to problems.
9. Ensuring personal logs are maintained by all the EOC Team.
10. Requesting expert assistance as required.
11. Advising council if there is a need to evacuate a specific area.
12. Coordinating evacuation with the EOC Team.
13. Consulting with the Social Services representative on the selection and opening of Reception Centre(s).
14. Monitoring the capacity of the area resources and if overextended, requesting assistance through mutual aid and PEI EMO, upon approval from council.
15. Informing the EOC Team of issues as they arise.
16. Ensuring communications are established with the Incident Commander at the site
17. Ensuring a thorough situation briefing is conducted during shift changes.
18. Ensuring replacement is thoroughly briefed during shift changes.
19. Ensuring that a main event log is maintained.
20. Maintaining a personal log of all actions taken.
21. Other duties as required.

Finance Section Chief (CAO)

Reports to: EOC Manager

The Finance 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, and recording the work hours of EOC Team. It is recommended that the CAO holds this position. Responsibilities of the Finance Section Chief include:

1. Ensuring EOC participants sign in and out of the EOC.
2. Developing a plan for capturing costs dealing with the incident.
3. Briefing EOC Team during Information Sharing Meetings on matters of importance.
4. Working to support the EOC Action Plan and/or fulfill direction given by the EOC Manager.
5. Obtaining EOC Team sign in/sign out times during deactivation
6. Assisting with Disaster Financial Assistance Arrangements (DFAA) claims, as required, during the recovery phase.
7. Maintaining a Personal Log of all actions taken.
8. Ensuring the replacement is thoroughly briefed during shift changes.
9. Other duties as assigned by the EOC Manager.

Operations Section Chief

Reports to: EOC Manager

The Operations Section focuses on the current operational period by liaising with and supporting the Incident Management Team (if applicable) and achieving the objectives in accordance with the EOC Action Plan. Responsibilities of the Operations Section Chief include:

1. Gaining and maintaining situational awareness.
2. Establishing communications with the Incident Commander at the site (if applicable).
3. Consulting with the EOC Manager to determine who will be in the operations section.
4. Briefing the EOC Team during Information Sharing Meetings on the current situation.
5. Consulting with EOC Manager, after Information Sharing Meetings, on the development of the EOC Action plan.
6. Leading the operations section to achieve the objectives established in the EOC Action plan.
7. Maintaining a personal log of all actions taken.
8. Ensuring the replacement is thoroughly briefed during shift changes.
9. Keeping the EOC Manager and the Information Officer updated.
10. Other duties as assigned by the EOC Manager.

Planning Section Chief

Reports to: EOC Manager

The Planning Section Chief oversees the conduct of Information Sharing Meetings, the development of the EOC Action Plan and for managing and disseminating information. Responsibilities include:

1. Chairing Information Sharing Meetings.
2. Providing leadership to additional planning staff.
3. Gathering situational awareness.
4. Drafting EOC Action Plan for the EOC Managers approval.
5. Disseminating EOC Action Plan to the EOC Team (appendix 3).
6. Planning for the next operational period.
7. Developing the Situation Report.
8. Briefing the EOC Team during Information Sharing Meetings.
9. Maintaining a personal log of all actions taken.
10. Ensuring the replacement is thoroughly briefed during shift changes.
11. Performing other duties as assigned by the EOC Manager.

Logistics Section Chief

Reports to: EOC Manager

The Logistics Section provides EOC support such as security, feeding, amenities, telecommunications, and information technology. Responsibilities of the Logistics Section Chief include:

1. Maintaining a list of all telecommunications resources in the area.
2. Providing telecommunications in support of emergency operations.
3. Ensuring EOC security arrangements are made.
4. Ensuring EOC has sufficient forms, markers, status boards, paper, etc.
5. Coordinating meals and sleeping arrangements for EOC Team
6. Briefing EOC Team during Information Sharing Meetings.
7. Working to support the EOC action plan and/or fulfill direction given by the EOC Manager.
8. Maintaining office machinery and equipment.
9. Maintaining a sign in sheet.
10. Ensuring sufficient telephone resources for EOC Team (appendix 3).
11. Maintaining a personal log of all actions taken.
12. Ensuring the replacement is thoroughly briefed during shift changes.
13. Other duties as assigned by the EOC Manager.

Information Officer (IO)

Report to: EOC Manager

The responsibilities of the Information Officer are as follows:

1. Maintaining an up-to-date list of all media services in the area.
2. Implementing a crisis communication plan to support the incident.
3. Leading an Information Team (if required).
4. Establishing a media-briefing centre.
5. Keeping the public informed of significant developments occurring during the Emergency by notifying radio stations and or print media
6. Briefing the media periodically.
7. Maintaining a personal log of all actions taken.
8. Briefing the EOC Team during Information Sharing Meetings.
9. Ensuring the replacement is thoroughly briefed during shift changes.
10. Other duties as assigned by the EOC Manager.

APPENDIX F - EOC Team Position Checklists

EOC Team Checklist - EOC Manager

The purpose of this checklist is to provide guidance on managing a Municipal EOC within the Incident Command System framework.

The EOC Manager is responsible to the Executive for the leadership and direction of the EOC team to ensure that assigned roles are fulfilled.

The EOC Manager is responsible to supervise and coordinate the activities in the EOC, in order to return the municipality to normal as quickly as possible.

Activation

- Consult with executive on the decision to activate the EOC
- Start a Personal Log
- Determine appropriate staffing for the EOC and ensure notifications are made to report to the EOC.
- Ensure EOC security arrangements are implemented
- Arrange for the distribution of situation reports to include other supporting organizations and stakeholders
- Establish communications with the Incident Commander at the incident site; if an Incident Commander is not identified, appoint one if required
- Setup the EOC to include a practical seating plan, Personal Logs, sign in sheet, other forms, writing materials, telephones, and maps

Response

- Ensure all EOC team members are introduced including their ICS position and who they report to. For example, most agency reps normally report to the Operations Section Chief.
- Ensure all team members have a checklist for their assigned role.
- Inform participants:
 - On EOC layout, security measures, and actions on a fire alarm and availability of telephones
 - Maintenance of logs and status boards.
 - On the distribution of situation reports
 - On cost recording procedures
- Direct the Planning Section Chief to start the information sharing meeting.
- During the Information Sharing Meetings, receive all briefings from participants and ask questions if required
- At the conclusion of all Information Sharing Meetings, provide leadership by:
- Determining the objectives of the EOC. Objectives should be specific, realistic, and achievable. Prioritization of objectives must consider the protection of people, property, the environment, and the reduction on the economy.
- Announcing when the next Information Sharing Meeting will be held. Providing any further comments
- Coordinate with/provide direction to the Information Officer
- In conjunction with the Information Officer and Section Chiefs, approve the Planning Chief's written EOC Action Plan
- Provide regular briefings to the Executive
- Ensure PEI Emergency Measures Organization is informed as necessary. Arrange requests for assistance as required.

- Supervise Section Chiefs, and Command Staff in the implementation of the EOC Action Plan
- Make operational decisions
- Re-commence the Information Sharing Meeting, as necessary.
- Provide regular briefings to the Executive
- Ensure PEI Emergency Measures Organization is informed as necessary. Arrange requests for assistance as required.
- Supervise Section Chiefs, and Command Staff in the implementation of the EOC Action Plan
- Make operational decisions
- Re-commence the Information Sharing Meeting, as necessary

Deactivation

As the situation stabilizes, planning can begin to focus towards the demobilization of resources and the EOC team. The EOC Manager will:

- Brief the Executive on the intent to deactivate the EOC.
- Ensure the Incident Management Team, supporting organizations, stakeholders and PEI EMO are notified.
- Ensure that original Personal Logs, EOC Action Plans, the Main Event Log, sign in sheets and other forms are collected by the Planning Section and retained on file.
- Begin to determine the costs associated with response, recovery and restoration of the community to normal.
- Conduct a detailed damage assessment
- Sign out

Post Event Activities

After the incident is over the EOC Manager will:

- Ensure the EOC is re-stocked with forms
- Finalize the costs associated with response, recovery and restoration of the community to normal in order to access DFAA funding if applicable or substantiate potential new mitigation measures
- Conduct an after action review
- Prepare and distribute an After Action Report.
- Implement recommendations from the After Action Report.
- Make any applicable changes to this checklist

APPENDIX G- 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: _____

Fax to: PEI Emergency Measures Organization (PEI EMO) at 902-368-6362

APPENDIX H - Reception Center Procedures

Reception Centre Requirement

Local emergency conditions or conditions in neighbouring communities may necessitate full or partial evacuation and the establishment of a reception centre(s). Mutual aid agreements between municipalities should be in place to ensure the availability of an appropriate facility.

Most emergencies are usually short term in length, evacuees would require assistance for a period of one or two days, however, the possibility of a longer term requirements may be required.

To receive and accommodate evacuees these procedures will be enacted in whole or in part as required.

A Reception Centre will be selected and set up under the direction of Health and Social Services.

Functions of a Reception Center

The functions of the Reception Centre may include:

- Lodging
- Feeding
- Clothing
- Personal Services
- Registration & Inquiry

Lodging

Initially accommodations may be arranged on a congregate lodging basis, i.e. large community hall for shelter. The buildings listed can provide temporary accommodations for the numbers shown under Lodging Resources.

If a prolonged stay is anticipated, long term housing arrangements will need to be considered.

Health is responsible for health and sanitation; a list of resources should be included under the appropriate resource list.

Feeding

Feeding of evacuees will be arranged under the direction of Health and Social Services using feeding resources.

Cooking facilities in buildings selected to accommodate the evacuees may be activated to provide coffee and a light snack for the evacuees upon their arrival and to serve hot meals. These facilities must be under the direction of a person with the required Safe Food Handling Certificate.

If the selected building(s), do not have feeding capabilities, alternate arrangements will have to be made with local hotels, restaurants, and catering groups.

Clothing

Clothing of evacuees will be arranged by Social Services as required.

Personal Services

Counselling services may be provided by local clergy and community faith groups. If required, referral can be made to Social Services agencies.

Depending on requirements volunteers may be used to provide additional personal services, such first aid, child care etc. All volunteers must have appropriate training for the roles they are filling..

Registration & Inquiry

If a Reception Center is established all individuals using the facility or staying elsewhere must register with the center.

Contact the Canadian Red Cross to get information on the registration process.

APPENDIX I - EOC Training Plan

	Mayor	Council	EOC Coordinator	EOC Members	ICS Section Chief	
ICS 100	X	X	X	X	X	
ICS 200			X		X	
ICS 300						
Exercise Design 100			X		X	
Basic Emergency Management	X	X	X	X	X	
Emergency Public Information	X			X Select Members		
Emergency Operations Center	X		X	X	X	
Exercise Design 200			X			

Exercise Schedule

- 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.

5 Year Training and Exercise Program (SAMPLE)

5 Year Training and Exercise Program	
Year 1	Plan Review and select EMO Training.
	Discussion based exercise, EOC team and council members
Year 2	Plan review and maintenance
	Discussion based exercise, new scenario with additional stakeholders
Year 3	Plan Review and maintenance. Review and update training guidelines
	Discussion based exercise, practice set up of reception center, test all equipment
Year 4	Plan Review and Maintenance
	Large-scale emergency for discussion based exercise, full EOC activation.
Year 5	Plan Review and maintenance. Update training & exercise program for next 5 year cycle
	Operational based exercise, full scale with as many roles filled as possible

APPENDIX J - Rural Municipalities of North Shore, York and Union Road Emergency Measures Bylaws

RURAL MUNICIPALITY OF UNION ROAD, PEI MUNICIPAL EMERGENCY MANAGEMENT PROGRAM BYLAW BYLAW # 2020-03

BE IT ENACTED by the Council of the Rural Municipality of Union Road 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 Union Road.

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 Union Road 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 Union Road 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 Union Road.
- 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 Standing Committee" means the committee established pursuant to this bylaw.
- 5.11. "Municipal Emergency Management Program" means the program established pursuant to this bylaw.
- 5.12. "Minister" refers to the member of Executive Council charged by the Lieutenant Governor in Council with the administration of the *Emergency Measures Act*.
- 5.13. "State of Emergency" means a state of emergency declared by the Minister pursuant to *Emergency Measures Act* subsection 9(1).
- 5.14. "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 Union Road 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 Co-ordinator &
Deputy Municipal Emergency Co-ordinator**

- 7.1. The Municipal Emergency Co-ordinator and a Deputy Municipal Emergency Co-ordinator 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 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 Co-ordinator shall:
 - (a) develop and co-ordinate the Municipal Emergency Management Program;
 - (b) co-ordinate plans for the continued functioning of municipal services which would be required in the event of an emergency;
 - (c) co-ordinate 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) co-ordinate public education programs related to emergency management; and

- (e) co-ordinate 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 Standing Committee.

9. Municipal Emergency Management Standing Committee

- 9.0 The Emergency Management Standing Committee will be appointed in accordance with the municipality's Procedural Bylaw.
- 9.1 The Municipal Emergency Management Standing Committee shall:
 - (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) 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
 - (g) collaborate with authorities of the municipality, neighbouring municipalities, provincial authorities, and other organizations who have been assigned comparable duties.
- 9.2 Any memorandum of understanding or agreement negotiated under clause 9.1(f) of this bylaw is not binding until it is approved by 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:
 - 11.2 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
 - 11.3 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 12.1 and 12.2 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 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.
- 14.2 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.
- 14.3 In accordance with subsection 145(7) of the Act, any revisions required by the PEI Emergency Measures Organization shall be carried out by Council to the satisfaction of the PEI Emergency Measures Organization.

15.0 Repeal of Existing Bylaw

- 15.1 On adoption, this bylaw repeals and replaces Emergency Measures Bylaw #2014-01.

16.0 Effective Date

- 16.1 This Municipal Emergency Management Program Bylaw, Bylaw# 2020-03, shall be effective on the date of approval and adoption below.

First Reading:
 This Municipal Emergency Management Program Bylaw, Bylaw# 2020-03, was read a first time at the Council meeting held on the 11th day of March, 2020.

This Municipal Emergency Management Program Bylaw, Bylaw# 2020-03, was approved by a majority of Council members present at the Council meeting held on the 11th day of March, 2020.

Second Reading:
 This Municipal Emergency Management Program Bylaw, Bylaw# 2020-03 read a second time at the Council meeting held on the 9th day of June, 2021.

This Municipal Emergency Management Program Bylaw, Bylaw# 2020-03, was approved by a majority of Council members present at the Council meeting held on the 9th day of June, 2021.

Approval and Adoption by Council:
 This Municipal Emergency Management Program Bylaw, Bylaw# 2020-03, was adopted by a majority of Council members present at the Council meeting held on the 9th day of June, 2021.

17.0 Signatures



Ben Yeo

 Mayor (signature sealed)



Ruth E. Copeland

 Chief Administrative Officer
 (signature sealed)

This Municipal Emergency Management Program Bylaw #2020-03 adopted by the Council of the Rural Municipality of Union Road on June 9, 2021 is certified to be a true copy.

Ruth E. Copeland

 Chief Administrative Officer Signature

June 9, 2021

 Date



Communities
Land and
Environment

Communautés
Terres et
Environnement



PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8

C.P. 2000, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7N8

Tracey Allen
Community of North Shore
2120 Covehead Road
York, PE
C0A 1P0

June 30, 2015

Dear Ms. Allen,

Re: Community of North Shore – Emergency Measures Bylaw #3
(adopted June 10, 2015)

I wish to acknowledge receipt of the following bylaw:

- Community of North Shore, Emergency Measures Bylaw #3, adopted June 10, 2015.

A copy of the above noted bylaw has been filed in accordance with the *Municipalities Act*. Enclosed is a dated and signed copy of the resolution sheet for your files.

Please be advised that it is the responsibility of the municipality passing a bylaw to both ensure that the subject area covered by the bylaw is within the jurisdiction of the municipality and that the procedures for the passage of a bylaw are in compliance with the *Municipalities Act*.

Please feel free to contact the undersigned should you have any questions regarding this matter.

Regards,

Wendy McIsaac
Senior Policy Analyst

Community of North Shore

BY-LAW # 3 *Community of North Shore Emergency Measures Bylaw*

This is a bylaw to establish and maintain an Emergency Measures Organization and Plan for the Community of North Shore. This bylaw may be referred to as the Community of North Shore *Emergency Measures Bylaw*.

WHEREAS it is deemed expedient to establish an emergency measures organization and plan to serve the Community of North Shore;

AND WHEREAS Section 8(a) of the *Emergency Measures Act* (the "Act") states that each municipality may establish and maintain a municipal emergency measures organization by passage of a bylaw;

AND WHEREAS Section 8(b) of the *Emergency Measures Act* states that each municipality may prescribe duties that contain the preparation and co-ordination of emergency measures plans for further emergency planning;

THEREFORE be it resolved, and it is, enacted by the Council of the Community of North Shore, under authority vested in the (*Municipalities Act* R.S. P.E.I. 1988 Cap. M-13; and section 8 of the *Emergency Measures Act* R.S.P.E.I. 1988, Cap. E-6.1, a bylaw of the municipality as follows:

For the purpose of this by-law,

- a. "chairperson" means the chairperson of the Community of North Shore Council or designate
- b. "council" means the Council of Community of North Shore
- c. "councillor" means a member of Council;
- d. "emergency" means a present or imminent event in respect of which the Community of North Shore 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 Community of North Shore.
- e. "emergency measures plan" means any plan, program or procedure prepared by the municipality that is intended to mitigate the effects of an emergency and to provide for the safety, health and welfare of the civil population and the protection of property and the environment in the event of such occurrence.
- f. "Minister" refers to the member of Executive Council charged by the Lieutenant Governor in Council with the administration of the *Emergency Measures Act* (the Act) R.S.P.E.I. 1988, Cap. E-6.1
- h. "Municipal Emergency Measures Standing Committee" means the standing committee established pursuant to this by-law;
- i. "Municipal Emergency Measures Coordinator" means the person appointed by Council pursuant to this by-law;

- j. "Municipal Emergency Measures Organization" means the organization established pursuant to this by-law;
- k. "Municipal Emergency Measures Planning Committee" means the committee established pursuant to this by-law;
- l. "state of emergency" means a state of emergency declared by the Minister pursuant to *Emergency Measures Act* subsection 9(1);
- m. "state of local emergency" means a state of emergency declared by a local authority pursuant to *Emergency Measures Act* subsection 9(2) or by the mayor or chair of a municipality pursuant to subsection 9 (2.1);

A Municipal Emergency Measures Organization is hereby established, hereinafter referred to as the Community of North Shore Emergency Measures Organization and shall consist of the following persons and/or committees:

- Municipal Emergency Measures Coordinator;
- Municipal Emergency Measures Standing Committee; and
- Municipal Emergency Measures Planning Committee.

Municipal Emergency Measures Standing Committee

The chairperson shall appoint the members of the Community of North Shore Emergency Measures Standing Committee, which members may include:

- the Mayor/Chairperson or Deputy Mayor/Vice Chairperson; and no fewer than one council member.

The Municipal Emergency Measures Standing Committee should:

- advise Council on the development of a Municipal Emergency Measures Program;
- submit emergency measures policy recommendations to Council;
- name or assign such persons, as it may deem advisable, to perform duties related to the continuity of Municipal government in the case of an emergency or disaster;
- present the Municipal Emergency Measures Plan to Council for approval; and
- inform and update Council on developments during an activation of all or part of the Municipal Emergency Measures Plan.

Municipal Emergency Measures Coordinator

The Council will appoint a Municipal Emergency Measures Coordinator (MEMC) who reports to, and receives direction from, the Council.

The Municipal Emergency Measures Coordinator shall:

- develop and coordinate the Municipal Emergency Measures Program;
- coordinate plans for the continued functioning of municipal services which would be required in the event of an emergency;
- coordinate and conduct, on an annual basis, training and exercises to test the Municipal Emergency Measures Plan for the training of personnel who have an emergency role;
- coordinate public education programs related to emergency management; and
- coordinate and manage the municipal operational response for an emergency upon activation of all or part of the Municipal Emergency Measures Plan or a declaration of a state of local emergency.

The Municipal Emergency Measures Planning Committee shall consist of

- the Municipal Emergency Measures Coordinator
- the manager(s) or person(s) responsible for each municipal department which is assigned emergency functions under the municipal emergency measures plan and, where no department exists, a person to represent the functions of:
 - law enforcement; fire protection;
 - water/wastewater service;
 - communications;
 - human resource management;
 - public information;
 - finance and administration; and
 - social services including, emergency feeding, shelter, clothing and personal services.

The Municipal Emergency Measures Planning Committee shall:

- prepare recommendations for the Municipal Emergency Measures Standing Committee;
- assist the Municipal Emergency Measures Coordinator (the coordinator is already a part of the committee) in the preparation and coordination of municipal emergency measures plans;
- prepare an emergency measures plan for their municipality;
- respond and participate as members of the Emergency Operations Centre staff upon full or partial activation of the Municipal Emergency Measures Plan;
- establish plans, including the development of memorandums of understanding or mutual aid agreements for cooperation and mutual assistance between municipal governments in the event of a disaster or emergency;
- cooperate with authorities of the municipality, neighbouring municipalities and provincial authorities who have been assigned comparable duties.

Council shall approve a Municipal Emergency Measures Plan and may do so under the authority of this bylaw.

Council may approve agreements with and payments to persons and organizations for the provision of services in the development and implementation of the Municipal Emergency Measures Plan.

Council may, when satisfied that an emergency exists or may exist in the municipality, declare a state of local emergency. Where the council is unable to act promptly in declaring a state of local emergency in the municipality the mayor or chair of the municipality may, pursuant to Section 9(2) of the *Emergency Measures Act*, , after consulting a majority of the members of Council where practicable, declare a state of local emergency in the municipality.

This Bylaw comes into effect _____

Any Emergency Measures bylaws passed previous to this Bylaw, by a Council of the Community of North Shore, are hereby repealed.

MUNICIPAL RESOLUTION – EMO BYLAW

READ A FIRST TIME by a majority Council on May 13th, 2015.

Moved by Councillor Pretty

(2015-05-46)

Seconded by Councillor Ellsworth

- Carried (11-0) -

At the regular June council meeting the resolution was passed for second reading:

READ A SECOND TIME by a majority Council on June 10th, 2015.

Moved by Councillor Pretty

(2015-06-54)

Seconded by Councillor Rae

- Carried (9-0) -


Chairperson


Chief Administrative Officer

Minister Robert J. Mitchell

Date

Filed on behalf of the Minister Communities, Land and
Environment in accordance with s. 60(c) of the
Municipalities Act.

 June 30, 2015
Signed Dated

14. Expenditures Related to the Municipal Emergency Management Program

- 14.1. 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.
- 14.2. 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.

15. Review of the Municipal Emergency Management Program

- 15.1. 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.
- 15.2. 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.
- 15.3. 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.
- 15.4. In accordance with subsection 145. (7) of the Act, any revisions required by the PEI Emergency Measures Organization shall be carried out by council to the satisfaction of the PEI Emergency Measures Organization.

16. Effective Date

- 16.1. This Municipal Emergency Management Program Bylaw, Bylaw# 2021-01, shall be effective on the date of approval and adoption below.

First Reading:

This Municipal Emergency Management Program Bylaw, Bylaw# 2021-01, was read a first time at the Council meeting held on the 26th day of October 2021.

This Municipal Emergency Management Program Bylaw, Bylaw# 2021-01, was approved by a majority of Council members present at the Council meeting held on the 26th day of October 2021.

Second Reading:

This Municipal Emergency Management Program Bylaw, Bylaw# 2021-01, was read a second time at the Council meeting held on the 16th day of November 2021.

This Municipal Emergency Management Program Bylaw, Bylaw# 2021-01, was approved by a majority of Council members present at the Council meeting held on the 10TH day of NOVEMBER 2021.

Approval and Adoption by Council:

This Municipal Emergency Management Program Bylaw, Bylaw# 2021-01, was adopted by a majority of Council members present at the Council meeting held on the 16TH day of NOVEMBER, 2021.

17. Signatures

Bart Vessey
Mayor (signature sealed)

[Signature]
Chief Administrative Officer (signature sealed)



This Municipal Emergency Management Program Bylaw adopted by the Council of the Rural Municipality of York on 16TH day of NOVEMBER 2021, is certified to be a true copy.

[Signature]
Chief Administrative Officer Signature

November 16, 2021
Date

APPENDIX K - PEI Municipal Government Act: Municipal Emergency Management

specified in a resolution that, in the opinion of council, are no longer collectable from the person, institution, association, group or body that is liable to pay them. *2016,c.44,s.142.*

143. Transfer of land below market value

- (1) Where a council proposes to sell, grant, transfer or otherwise dispose of municipal land, or any interest in municipal land, for less than fair market value, the council shall prepare a written proposal that includes the information specified in subsection (2) and shall give notice to the public of its proposed action in the manner prescribed in the regulations.

Contents of proposal

- (2) The proposal referred to in subsection (1) shall include the following information in respect of the proposed disposition:
 - (a) a description of the municipal land or interest in it;
 - (b) the person or entity who is proposed to acquire the land or interest;
 - (c) the nature and, if applicable, the term of the proposed disposition;
 - (d) the fair market value of the land or interest in it;
 - (e) the consideration to be received by the municipality. *2016,c.44,s.143.*

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.*

Division 5 - Access to Information and Protection of Privacy

147. Access to information

- (1) A council shall, within 12 months after the coming into force of this section, enact and maintain a bylaw that provides for access in accordance with the regulations to information that was created or collected on and after the coming into force of this section by or otherwise under the control of the municipality, including but not limited to information in relation to the following matters:
- (a) assessment information;
 - (b) approved financial plans;
 - (c) approved annual financial statements;
 - (d) the auditor's report on the audit of the annual financial statements;
 - (e) minutes of all meetings of the council and council committees;
 - (f) bylaws or proposed bylaws which have received first reading;
 - (g) resolutions of the council and council committees passed at open meetings of the council or council committee together with any relevant information that was taken into consideration in the decision to pass the resolution;
 - (h) permits which have been issued;
 - (i) approvals which have been granted;
 - (j) all grants, contributions and donations, with the name of each recipient;
 - (k) all contracts, except a contract
 - (i) in respect of which the release of information could jeopardize an individual's safety or security, or
 - (ii) the disclosure of which could reasonably be expected to harm significantly the competitive position or interfere significantly with the negotiating position of a municipality;
 - (l) all compensation, expenses and other payments made annually to each council member pursuant to section 82;
 - (l.1) all compensation, expenses and other payments made annually to each council committee member pursuant to section 82 and to all members of boards or other bodies established by council;
 - (m) strategic plans;
 - (n) all policies;
 - (o) all documents that have been tabled or adopted at open meetings of the council or council committees that
 - (i) are not included in clauses (a) to (n),
 - (ii) do not fall within the scope of subsection 119(1), and
 - (iii) are not subject to solicitor-client privilege.

APPENDIX L - PEI Emergency Measures Act



EMERGENCY MEASURES ACT

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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;

- (c) 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.*