



CORPORATION OF THE CITY OF SUMMERSIDE

BYLAW NAME: EMERGENCY MEASURES BYLAW

BYLAW #: # CS-20

BE IT ENACTED by the Council of the City of Summerside as follows:

1. Title

1.1. This Bylaw shall be known and cited as the “Emergency Measures Bylaw”.

2. Definitions

2.1. In this Bylaw:

- (a) “City” means the City of Summerside;
- (b) “Council” means the Mayor and other members of the Council of the municipality.
- (c) “Disaster” means any real or anticipated occurrence such as disease, pestilence, fire, flood, tempest, explosion, enemy attack or sabotage, which endangers property, the environment or the health, safety or welfare of the civil population;
- (d) “Emergency” means a present or imminent event in respect of which the Minister or city believes prompt coordination 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;
- (e) “Minister” means the Minister responsible for the *Emergencies Measures Act*, RSPEI 1988, c E-6.1.

3. Emergency Measures Organization

3.1. An Emergency Measures Organization is hereby established, hereinafter referred to as the Summerside Emergency Measures Organization.

4. Purpose

4.1. The purposes and objectives of the Summerside Emergency Measures Organization, with the cooperation of the Provincial Emergency Measures Organization are as follows:

- (a) to plan for the continuity of the physical operation of Government of the city, and to establish plans for the cooperation and mutual assistance between the city and other municipal governments in the event of a disaster or emergency;
- (b) to coordinate the emergency plan of the city for departments and services having immediate responsibilities in the event of a disaster or emergency, and to prepare plans for public survival;
- (c) to work closely with other authorities of the city, neighbouring municipalities and Provincial authorities who have been assigned to comparable duties;
- (d) to conduct emergency measures familiarization courses for the training of personnel who have an emergency role;
- (e) to conduct a public self-help education program related to disasters and emergencies; and
- (f) to carry out other similar work within the city.

5. EMO Branches

5.1. The Summerside Emergency Measures Organization shall consist of two branches as follows:

- (a) the Executive Committee; and
- (b) the Planning Committee.

6. Executive Committee Composition

6.1. The Executive Committee shall consist of the Mayor, the Deputy Mayor, the Chairman of Police Services Committee, the Chairman of the Fire Services Committee and the Municipal Emergency Measures Coordinator (ex-officio).

7. Executive Committee Role

7.1. The Executive Committee shall have the following duties, powers and responsibilities:

- (a) to establish policy for the Summerside Emergency Measures Organization;
- (b) to recommend to council, from time to time, by resolution of the committee, the appointment of employees as required to assist the Municipal Emergency Measures Coordinator, wherever possible, from within the municipal administration; and

- (c) subject to the approval of council, to name or assign such persons as it may deem advisable, to perform duties related to continuity of Municipal Government and public survival in the case of an emergency or disaster.

8. Municipal Emergency Measures Coordinator Appointment

- 8.1. The Chief Administrative Officer shall be the Municipal Emergency Measures Coordinator and shall be the Chairman of the Planning Committee.

9. Municipal Emergency Measures Coordinator Appointment

- 9.1. The Municipal Emergency Measures Coordinator shall have the following duties, powers and responsibilities:

- (a) to implement the policy formulated by the Executive Committee;
- (b) to fulfil of the "Purposes and Objectives" as per Section 4 of this By-Law;
- (c) to perform other related duties as directed by the Executive Committee;
- (d) to stimulate and coordinate the development of an Emergency Plan for the city and cooperation with the departments and agencies of the municipality;
- (e) to disseminate the Emergency Plan to all Executive Committee Members, Planning Committee Members and Councillors and ensures those persons are familiar with the Emergency Plan;
- (f) to correlate all activities of those persons and/or organizations involved with the city and designated for Emergency Measures Operations;
- (g) to ensure that a continuous program of training for the Summerside Emergency Measures Organization personnel is carried out, either by local training classes or attendance at provincial or federal training schools;
- (h) to submit a report to the Executive Committee following any actual or simulated emergency measures operation; and
- (i) to act as advisor to the council and the city during emergencies.

10. Planning Committee Composition

- 10.1. The Planning Committee shall consist of the Municipal Emergency Measures Coordinator, the Director of Police Services, the Director of Fire Services and the following Emergency Measures Officers who shall be appointed by the Municipal Emergency Measures Coordinator:

- (a) Communications Manager;

- (b) Emergency Services Manager;
- (c) Infrastructure Manager;
- (d) Social Services Manager;
- (e) Health Services Manager; and
- (f) Shelter Manager.

11. Planning Committee Role

11.1. The Planning Committee shall have the following duties, powers and responsibilities:

- (a) to coordinate and integrate plans for the continued functioning of municipal services which would be required in the event of an emergency;
- (b) to make recommendations to the Executive Committee when policy decisions are required; and
- (c) to integrate departmental emergency services plans into one comprehensive plan under the coordination of the Chairman.

12. Service Emergency Plans

12.1. Each Planning Committee Member shall be responsible to develop and execute the emergency plan of the service he or she represents, train city employees and volunteers, and make a comprehensive study of existing resources.

13. Appropriation of Funds

13.1. The Council may, from time to time, appropriate and expend funds required to meet the ordinary operating expenses of the Summerside Emergency Measures Organization.

14. Declaration of a State of Local Emergency

14.1. Council shall, when satisfied that an emergency exists or may exist in the City, declare a State of Local Emergency in respect to the City.

14.2. Where Council is unable to act promptly in declaring a State of Local Emergency, the Mayor, or in his/her absence the Deputy Mayor, or in his/her absence any two members of Council may, after consulting a majority of members of council where practicable, declare a State of Local Emergency in respect to the city.

15. Adoption of the Emergency Measures Plan

15.1. Council shall, from time to time by simple resolution, adopt or amend a Summerside Emergency Measures Plan which shall be attached as Schedule "A" of this bylaw.

16. Implementation of Emergency Measures Plan

16.1. Upon the declaration of a State of Local Emergency, the Summerside Emergency Measures Organization shall implement the Summerside Emergency Measures Plan in accordance to all those powers conferred upon it by the *Emergencies Measures Act*, RSPEI 1988, c E-6.1.

17. Repeal of Existing Bylaw

17.1. Bylaw Number SS-12, the Summerside Emergency Measures Bylaw which was adopted on March 15, 1999 is hereby repealed.

18. Effective Date

18.1. The effective date of this Bylaw is November 18th, 2019.

First Reading:

This Bylaw, Bylaw# CS-20, was read a first time at the Council meeting held on the 22nd day of October, 2019.

This Bylaw, Bylaw# CS-20, was approved by a majority of Council members present at the Council meeting held on the 22nd day of October, 2019.

Second Reading:

This Bylaw, Bylaw# CS-20, was read a second time at the Council meeting held on the 18th day of November, 2019.


This Bylaw, Bylaw# CS-20, was approved by a majority of Council members present at the Council meeting held on the 18th day of November, 2019.

Approval and Adoption by Council:

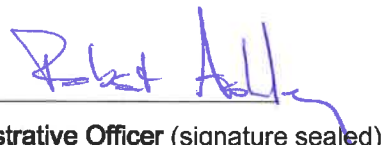
This Bylaw, Bylaw# CS-20, was adopted by a majority of Council members present at the Council meeting held on the 18th day of November, 2019.

This Bylaw is declared to be passed on the 18th day of November, 2019.

Signatures



Mayor (signature sealed)



Chief Administrative Officer (signature sealed)

This Bylaw adopted by the Council of the City of Summerside on the 18th day of November, 2019 is certified to be a true copy.



Chief Administrative Officer Signature



Date



CORPORATION OF THE CITY OF SUMMERSIDE

SCHEDULE: SCHEDULE "A"
BYLAW NAME: Emergency Measures
BYLAW #: # CS-20

1. Authority

- 1.1. This Emergency Measures Plan is enacted pursuant to the requirements of s. 145 of the *Municipal Government Act*, RSPEI 1988, c M-12.1 and section 15.1 of Bylaw# CS-20.

2. Introduction

- 2.1. Responsibility for the management of municipal emergency operations rests with the local authority. The local authority may be advised and assisted by representatives of provincial departments and agencies in order to provide a coordinated municipal/provincial response.

Should municipal resources be insufficient to deal with the emergency, assistance may be requested from other Mutual Aid areas or the Provincial Government through the PEI Emergency Measures Organization.

- 2.2. There are certain fundamental principles concerning emergency planning 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.

- 2.3. 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.

3. Purpose

- 3.1. The purpose of this plan is to outline the procedures to be followed by local government in order to provide a prompt and coordinated response to emergencies or disasters.
- 3.2. This plan sets out the basic arrangements applicable to any emergency.
- 3.3. This plan is designed to provide direction and guidelines, ranging from a single agency response to a fully coordinated, collective response by many agencies and local government, to an emergency or disaster. It may be implemented in part or in whole, depending on the magnitude of the situation. This plan also provides guidance to municipalities for emergency planning and action.

4. Definitions

- 4.1. In this plan:
 - (a) "Disaster" means any real or anticipated occurrence such as disease, pestilence, fire, flood, tempest, explosion, enemy attack or sabotage, which endangers property, the environment or the health, safety or welfare of the civil population;
 - (b) "Emergency" means a present or imminent event in respect of which the Minister or municipality believes prompt coordination 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;
 - (c) "Minister" means the Minister responsible for administering the *Emergency Measures Act*, RSPEI 1988, c E-6.1;
 - (d) "Standing Committee" is the members of Council appointed by Council to oversee the formation of the Planning Committee, who initiate the planning process;
 - (e) "The Planning Committee" is a group of representatives from the various municipal departments that have the task of producing a realistic assessment of the risks your community faces, and developing a program and plan for emergency response;

- (f) "Municipal Emergency Measures Coordinator" is the individual designated by Council to develop an emergency management program for the municipality of Summerside. This position receives direction from and reports to the Chairperson and Council. This individual leads the Planning Committee in developing the program and producing the plan. He/she is usually the person responsible for directing the Control Group in an emergency;
- (g) "Control Group" directs and coordinates the overall response in an emergency;
- (h) "Municipal Emergency Operations Centre" is the operations centre where the Control Group will assemble, and from which it will direct the response to an emergency; and
- (i) "PEI Emergency Measures Organization (EMO)" means the PEI Emergency Measures Organization established under the section 3 of the Emergency Measures Act which has been mandated to provide the Province with an emergency management system for the protection of persons, property and the environment in response to all emergencies and disasters.

5. Implementation

5.1. This plan shall be implemented:

- (a) on a declaration of state of local emergency in accordance with section 14 of the bylaw; or
- (b) on a declaration, by the Lieutenant Governor in Council, of a Provincial State of Emergency.

5.2. 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 Council; or
- (c) by the Coordinator (subject to immediate report to a member of Council, and prompt ratification by Council).

6. Direction and Control

6.1. The Mayor and Council - Responsibility for the management of municipal emergency operations rests with the local authority. They are responsible to exercise control over emergency operations. They have the decision making authority in the event of an emergency involving their municipality.

- 6.2. The Municipal Emergency Measures Coordinator (MEMC) is responsible for coordinating the efficient emergency response operations in the community on behalf of the Chair and Council.
- 6.3. The Emergency Site Manager (ESM) - the emergency site will be under the direct control of the senior police officer present, senior fire chief or an ESM appointed by the Mayor and Council.
- 6.4. The Municipal Emergency Operations Centre - This centre will be located at City Hall, 275 Fitzroy Street, Summerside, PEI.
- 6.5. Emergency Measures Organization - The local authority may be advised and assisted by representatives of provincial departments and agencies in order to provide a coordinated municipal/provincial response. Should municipal resources be insufficient to deal with the emergency, assistance may be requested from the Provincial Government through the PEI Emergency Measures Organization. The Emergency Measures Organization is responsible for coordinating the interface with the municipalities. The provincial government provides assistance when requested. When the emergency clearly impacts on areas of provincial jurisdiction (e.g. any emergency not in a municipality, emergencies on provincial lands) or in a provincially declared emergency the province may assume responsibility for direction and coordination of the emergency.
- 6.6. The functions of the various elements of the Emergency Operations Centre and the responsibilities of key appointments are shown at Annex C of the City of Summerside EMO Handbook.
- 6.7. Personnel and material resources are contained at Annex K of the City of Summerside EMO Handbook.

7. Requests for Assistance

- 7.1. Requests for provincial assistance will be made to the PEI Emergency Measures Organization, and should be approved by an elected representative of the municipal authority. Requests may be verbal initially but must be confirmed in writing.

8. Fan-Out

- 8.1. In the event of an impending or actual emergency the arrangements for the dissemination of the fan-out are outlined in Annex D of the City of Summerside EMO Handbook.

9. Public Information

- 9.1. The Public Information Officer will be responsible for the preparation and release of factual news reports to the media.

10. Identification

- 10.1. The Municipal Emergency Measures Coordinator will issue suitable identification to all personnel and for all vehicles engaged in emergency operations.

11. Communications

- 11.1. Communications will be by telephone and the Municipal Radio System, or other means. Additional equipment, if required, may be obtained from a local telephone authority.

12. Accounting

- 12.1. The Administrative Services Manager will be responsible for the accounting of all funds expended or committed in controlling the emergency and for keeping records of the equipment used in operation.

13. Reception Centre Procedures

- 13.1. Reception Procedures are shown at Annex G of the City of Summerside EMO Handbook.

14. Review and Amendment

- 14.1. This plan will be reviewed annually, by the Municipal Emergency Measures Coordinator, who will be responsible for the preparation of amendments, as required, and their submission to Council for approval, and forwarded to EMO for review.