



# CORPORATION OF THE CITY OF SUMMERSIDE

**BYLAW NAME:** Emergency Measures Bylaw

**BYLAW #:** # SS-12

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A By-Law to establish and maintain an Emergency Measures Organization in and for the City of Summerside, and to authorize the City of Summerside to participate to the full extent of its capabilities in the said Organization.

Whereas the Government of Canada has deemed it necessary to create a branch of Government, in the form of an Emergency Measures Organization, to coordinate the duties and functions of those Government Departments and Agencies which would have a responsibility in a civil disaster or war emergency;

And Whereas the Government of Prince Edward Island accordingly has deemed it desirable to cooperate with the Government of Canada in carrying out in respect of Prince Edward Island, its responsibility for the security, defence, peace, order, and welfare of Canada in the event of real or apprehended war, invasion, or insurrection, and as a consequence, has established a branch of Government known as the Emergency Measures Organization, and is making provision for the continued functioning of civil Government and Government services in Prince Edward Island in the event of an emergency caused by a real or apprehended war, invasion or insurrection, or by natural causes;

And Whereas Chapter 11 of the Emergency Measures Act 1990, provides that municipalities may establish a Municipal Emergency Measures Organization, and indicates the actions which may be taken by municipalities to further emergency planning;

And Whereas it is deemed expedient to establish an Emergency Measures Organization, as a branch of Municipal Government to serve the City of Summerside;

Therefore, it is hereby enacted by the City Council of the City of Summerside, pursuant to Section 65 of the City of Summerside Act, Stats, P.E.I. 1994. Cap.59, and amendments thereto:

**1. Name**

This bylaw may be referred to as the "Summerside Emergency Measures Bylaw".

**2. Definitions**

In this Bylaw:

"city" means the City of Summerside as established by the City of Summerside Act, Stats, P.E.I. 1994, Cap. 59;

"council" means the duly elected council of the city;

"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;

"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;

"minister" means the Minister responsible for the P.E.I. Emergencies Measures Act, R.S.P.E.I. 1990, Cap.11.

### **3. *Emergency Measures Organization***

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

### **4. *Purpose***

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***

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***

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**

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**

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 Role**

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 3 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**

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:

- Communications Manager
- Emergency Services Manager
- Infrastructure Manager
- Social Services Manager
- Health Services Manager
- Shelter Manager

**11. Planning Committee Role**

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**

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**

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**

The Mayor, or in his/her absence the Deputy Mayor, or in his/her absence any two members of Council may, when satisfied that an emergency exists or may exist in the city, declare a State of Local Emergency in respect to the city.

**15. Adoption of the Emergency Measures Plan**

Council shall, from time to time by simple resolution, enact the Summerside Emergency Measures Plan which shall form a regulation under this bylaw.

**16. Implementation of the Emergency Measures Plan**

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, R.S.P.E.I. 1990, Cap.11.

**17. *Repeal of Existing Bylaw***

Bylaw Number 98-03, the Summerside Emergency Measures Bylaw which was adopted on January 18, 1999 is hereby repealed.

**18. *Effective Date***

The effective date of this bylaw is March 15, 1999.

This bylaw was read a first time by a majority of the Councillors present at the Council Meeting held on the \_\_\_20\_\_\_ day of \_\_\_February , 1999

This bylaw was approved by a majority of the Councillors present at the Council Meeting held on the \_\_\_\_20\_\_\_\_ day of \_\_\_February , 1999

This bylaw was read a second time by a majority of the Councillors present at the Council Meeting held on the \_\_\_8\_\_\_ day of \_\_\_\_\_March , 1999

This bylaw was approved by a majority of the Councillors present at the Council Meeting held on the \_\_\_\_\_8\_\_\_ day of \_\_\_\_\_March , 1999

This bylaw was adopted by a majority of the Councillors present at the Council Meeting held on the \_\_\_\_\_8\_\_\_ day of \_\_\_\_\_March , 1999

This bylaw is declared to be passed on the \_\_\_\_\_9<sup>th</sup> \_\_\_ day of \_\_\_\_\_March , 1999

Basil L. Stewart, Mayor [SIGNED]

Terry Murphy, Chief Administrative Officer [SIGNED]



# CORPORATION OF THE CITY OF SUMMERSIDE

**REGULATIONS:** SS-12-01

**BYLAW NAME:** Emergency Measures Bylaw

**BYLAW #:** # SS-12

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**1. Authority**

1.1 These regulations are made pursuant to Section 15 of the City of Summerside Emergency Measures Bylaw (SS-12) dated March 9, 1999 and The Emergency Measures Act; R.S. PEI April 26, 1990;

**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 P.E.I. Emergency Measures Act.
- 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.
- 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 by the Mayor or in his absence the Deputy Mayor or in his absence any members of Council; 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.

**15. *Effective Date***

15.1 The effective date of these regulations is October 15, 2007