

Rural Municipality of Belfast
Incorporated 1972

**The Rural Municipality of
Belfast
Municipal Emergency Management Plan**

For Approval and Adoption by Council on:

Date: **October 20, 2021**

Signature and Seal on File
Mayor – Garth Gillis

Signature and Seal on File
CAO – Bob Brooks

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Distribution List

Agency/Individual	Quantity
Mayor of Rural of Municipality of Belfast (RMB)	1
Deputy Mayor of RMB	1
Other RMB Council Members	5
Chief Administrator Officer (CAO)	1
Other Administrative Staff	2
Belfast Rural Fire Department	1
RCMP Detachment - Montague	1
Montague Hospital	1
PEI Emergency Measures Organization (EMO)	1
Emergency Management Committee Chairs/Coordinators	8
Island EMS	1
Belfast Consolidated School	1
John Gillis Lodge	1
Belfast Rec Centre	1
Wood Island Area Development Corporation (WIADC)	1

Introduction

1. Responsibility for the management of municipal emergency operations rests with the local authority (Mayor/Council).

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 municipal resources be insufficient to deal with the emergency, assistance may be requested from other 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 the local authority 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 Municipality of Belfast **Bylaw 2021-01 Municipal Emergency Management Program**.

Definitions

5. In this Municipal Emergency Management Plan (**MEMP**):
- a. **“Act”** means the *Municipal Government Act*.
 - b. **“Bylaw”** refers to the Rural Municipality of Belfast Bylaw 2021-01 Municipal Emergency Management Program.
 - c. **“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*.
 - d. **“Council”** means the Mayor and other members of the Council of the municipality.
 - e. **“Deputy Municipal Emergency Co-ordinator”** means the person appointed by Council as the Deputy Municipal Emergency Co-ordinator pursuant to the Bylaw.
 - f. **“Emergency”** means a present or imminent event in respect of which the Rural Municipality of Belfast 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 Belfast
 - g. **“Emergency Measures Organization (EMO)”** means the Prince Edward Island EMO established under section 3 of the *Emergency Measures Act*.
 - h. **“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.
 - i. **“Local Authority”** means a local authority as defined in the *Emergency Measures Act*.
 - j. **“Municipal Emergency Co-ordinator”** means the person appointed by Council as the Municipal Emergency Co-ordinator pursuant to the Bylaw.
 - k. **“Municipal Emergency Management Planning Committee”** means the committee established pursuant to the Bylaw.
 - l. **“Municipal Emergency Management Program”** means the program established pursuant to the Bylaw.
 - m. **“Municipal Emergency Management Standing Committee”** means the standing committee established pursuant to the Bylaw.
 - n. **“Minister”** refers to the member of Executive Council charged by the Lieutenant Governor in Council with the administration of the *Emergency Measures Act*.
 - o. **“State of Emergency”** means a state of emergency declared by the Minister pursuant to *Emergency Measures Act* subsection 9(1).
 - p. **“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).
 - q. **“Incident Commander”** RCMP, Fire Department

Implementation

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

This plan shall be implemented:

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

Direction and Control

7. Responsibility for the management of municipal emergency operations rests with the local authority. Council has the authority for decision making during an emergency, with operational decisions being delegated to the Municipal Emergency Coordinator. Council maintains responsibility for ensuring the continuity of municipal business operations outside of the emergency.
8. The Municipal Emergency Coordinator is responsible for coordinating the efficient emergency response in the municipality on behalf of the Mayor/Council. He/she may activate the Emergency Operations Centre 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 Municipal Emergency Operations Centre will be located in the RMB Municipal Office; or an alternate location, as designated by the Municipal Emergency Coordinator.
11. PEI Emergency Measures Organization - The local authority may be advised and assisted by PEI EMO staff and representatives of provincial departments and agencies to provide a coordinated municipal/provincial response.
12. Emergency roles and responsibilities of Municipal Council, the Municipal Emergency Coordinator and the Emergency Operations Centre Team are listed in the Appendices.

Requests for Assistance

13. Requests for provincial assistance, if required, will be made to the 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 Municipal Emergency Coordinator who will in turn alert Mayor/Council.

The Municipal Emergency Coordinator will maintain a current EOC contact list and will instruct the designated **Deputy Coordinator** to start notifying individuals on the list if the EOC is being activated.

Expenditures

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

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.

Emergency Operations Centre

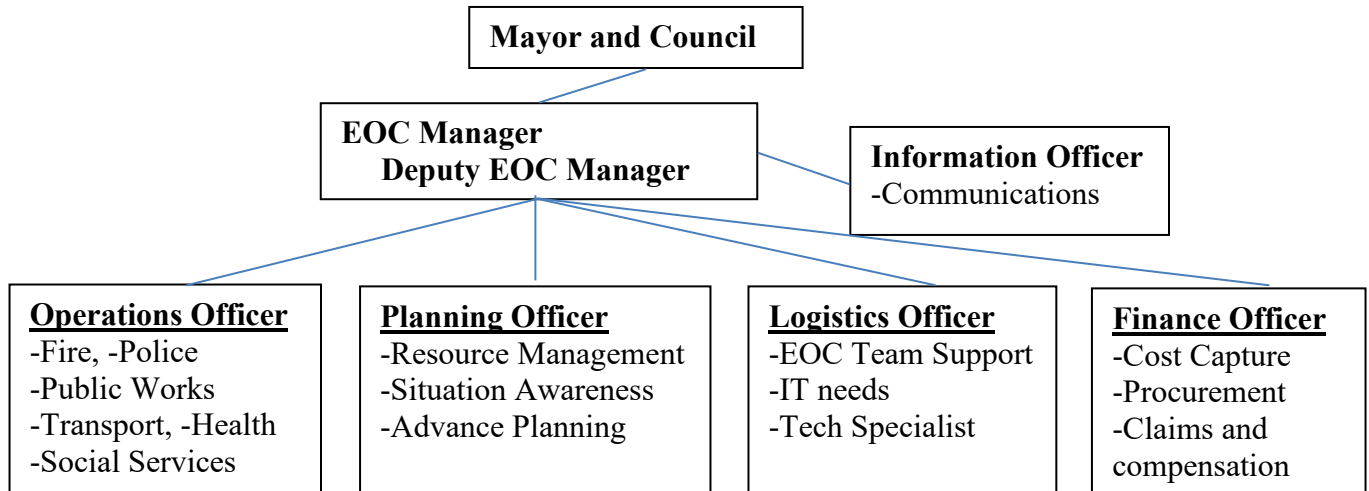
17. The Emergency Operations Centre (EOC) team is comprised of municipal representatives and external agencies, under the direction of the Municipal Emergency Coordinator (EOC Manager). The EOC team is responsible for making operational decisions to support and assist the Incident Commander, first responders and municipality emergency requirements. When the EOC 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.

The EOC team is led by the EOC Manager who is responsible for overall emergency program and coordination, public information and media relations, agency liaison, and proper risk management procedures, through the joint efforts of local government agencies and private organizations. Roles and responsibilities for the EOC positions can be found in the Appendices.

When using the recommended Incident Command System (ICS) in the EOC, there are four management functions required to manage an emergency. The EOC 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.

1. **Operations** – Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the EOC Action Plan.
2. **Planning** – Responsible for collecting, evaluating, and disseminating information, developing the EOC Action Plan and tracking all resources, and maintaining all EOC documentation.
3. **Logistics** – Responsible for providing facilities, services, personnel, equipment and materials.
4. **Finance / Administration** – Responsible for financial activities and other administrative aspects.

Rural Municipality of Belfast Emergency Operation Centre



Exercise Work Plan

18. Exercises are an essential component of any MEMP and have 3 main functions:
- **Validation** - To validate plans, protocols, and procedures and demonstrate resolve to prepare for emergencies
 - **Training** - To develop staff and participant competencies, to give staff and participants 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/executed exercise work plan can make the 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 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.

Rural Municipality of Belfast

Municipal Emergency Management Plan

APPENDICES* (A through L)

** All 12 Appendices in the MEMP document are updated on an Ongoing Basis with participants that can be long-term or short-term, and includes personal contact information. All Appendices are kept as part of MEMP in the Municipal Office and with the Various MEMP Leaders.*

MEMP Appendices Include:

- A. Emergency Agency Contacts*
- B. Municipal Council Contacts*
- C. Emergency Operations Centre Team Contacts*
- D. Emergency Operations Centre Team Member Responsibilities:*
 - a. EOC Manager*
 - b. Finance Section Chief*
 - c. Operations Section Chief*
 - d. Planning Section Chief*
 - e. Logistics Section Chief*
 - f. Information Officer*
- E. List of Resources*
 - a. Transportation Services*
 - b. Public Works*
 - c. Social Services Resources*
 - d. Communications*
- F. Declaration of a State of Local Emergency (Form)*
- G. Evacuation Procedures*
- H. Reception Centre Procedures*
- I. EOC Training Plan*
- J. Belfast Emergency Measures Bylaw*
- K. PEI Municipal Government Act: Municipal Emergency Management*
- L. PEI Emergency Measures Act*



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Public Safety

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October 18, 2021

Rural Municipality of Belfast
13056 Shore Road-Unit 103
Wood Islands, PEI
COA1R0

Dear Bob Brooks,

This letter provides confirmation that PEI EMO has concluded the review of the Rural Municipality of Belfast Municipal Emergency Plan. This plan meets the requirements outlined in the *Municipal Government Act*. With this final approval you should proceed to present this to Council for their final approval.

Sincerely,

Mitchell Myers
Acting Provincial Emergency Management Coordinator
PEI EMO, Department of Justice and Public Safety

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