

# THE MUNICIPALITY OF THE DISTRICT OF GUYSBOROUGH

## EMERGENCY MANAGEMENT BY-LAW

The Council of the Municipality of the District of Guysborough under the authority vested in it by the Municipal Act, R.S.N.S. 1989, c.295 and the Emergency Management Act, S.N.S. 1990, s.10, enacts as follows:

### **PART 1 - SHORT TITLE**

1. This by-law may be cited as the “Emergency Management By-law”.

### **PART 2 - INTERPRETATION**

1. In this by-law;
  - a. ACT means the Emergency Management Act, R.S.N.S. 1990, c8;
  - b. COUNCIL means the Council of the Municipality of the District of Guysborough;
  - c. COUNCILLOR means a member of Council;
  - d. DIRECTOR means the Director of the Emergency Management Organization;
  - e. EMERGENCY means a present or imminent event in respect of which the Municipality believes prompt coordination of action or regulation of persons or property must be undertaken to protect property or health, safety or welfare of people in Nova Scotia;
  - f. MINISTER means the member of the Executive Council to whom is assigned the administration of the Act and regulations;
  - g. MUNICIPAL EMERGENCY MANAGEMENT PLANS means plans, programs or procedures prepared by the Municipality that are 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 in the event of such an occurrence;
  - h. MUNICIPAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE means the advisory committee established pursuant to this by-law;
  - i. MUNICIPAL EMERGENCY MANAGEMENT COORDINATOR means the person appointed by Council pursuant to this by-law;

- j. MUNICIPAL EMERGENCY MANAGEMENT ORGANIZATION means the organization established pursuant to this by-law;
- k. MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE means the committee established pursuant to this by-law;
- l. MUNICIPALITY or MUNICIPAL means an incorporated municipality of a county or district and in this by-law specifically means the Municipality of the District of Guysborough;
- m. STATE OF EMERGENCY REGULATIONS means regulations approved by the Governor in Council by Order in Council 92-61, Regulation 17/92, as amended from time to time;
- n. STATE OF LOCAL EMERGENCY means a state of local emergency declared by a municipality of a county or district pursuant to the Act or renewed by the Municipality pursuant to the Act and regulations made pursuant thereto and this by-law;
- o. WARDEN means the Warden of the Municipality or Councillor acting in the stead of the Warden.

### **PART 3 - MUNICIPAL EMERGENCY MANAGEMENT ORGANIZATION**

- 1. The Council hereby establishes a Municipal Emergency Management Organization.
- 2. The Municipal Emergency Management Organization shall consist of the following persons and committees:
  - i. a Municipal Emergency Management Advisory Committee;
  - ii. a Municipal Emergency Management Coordinator; and,
  - iii. a Municipal Emergency Management Planning Committee.

### **PART 4 - MUNICIPAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE**

- A. The Municipal Emergency Management Advisory Committee shall be appointed by Council from its members for such term as the Council deems necessary.
- B. The Municipal Emergency Management Advisory Committee shall at all times consist of no fewer than two councillors.
- C. The Municipal Emergency Management Advisory Committee shall

- i. advise Council on the development of municipal emergency management plans;
- ii. present municipal emergency management plans to Council;
- iii. brief Council on developments during a local state of emergency; and,
- iv. perform such other duties as may be required by the Council.

#### **PART 5 - MUNICIPAL EMERGENCY MANAGEMENT COORDINATOR**

- A. The Municipal Emergency Management Coordinator shall be appointed for such term as the Council deems necessary.
- B. The Municipal Emergency Management Coordinator may be paid reasonable expenses for work incurred under this by-law.
- C. The Municipal Emergency Management Coordinator shall
  - i. chair the Municipal Emergency Management Planning Committee;
  - ii. coordinate and prepare municipal emergency management plans;
  - iii. following a declaration of state of local emergency, prescribe, as necessary, duties to be fulfilled by employees, servants and agents of the municipality; and,
  - iv. perform such other duties as may be required by the Council.

#### **PART 6 - MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE**

- A. The Municipal Emergency Management Planning Committee shall be appointed by Council for such term as the Council may prescribe.
- B. The Municipal Emergency Planning Committee shall consist of the chief or head of every municipal department or agency which is assigned emergency related functions under municipal emergency management plans and, where no department or agency exists, a qualified person to represent that group.
- C. The Municipal Emergency Management Planning Committee shall include, but not be limited to, persons responsible during an emergency to provide:
  - i. Income Assistance
  - ii. Law Enforcement
  - iii. Fire Control Services
  - iv. Engineering Services

- v. Health Services
- vi. Community Services
- vii. Transportation
- viii. Communications
- ix. Public Information
- x. Utilities
- xi. Financial Services
- xii. Legal Services

D. The Municipal Emergency Management Planning Committee shall

- i. assist the Municipal Emergency Management Coordinator in the preparation and coordination of municipal emergency management plans;
- ii. advise the Municipal Emergency Management Advisory Committee on the development of municipal emergency management plans;
- iii. upon request, assist the Municipal Emergency Management Advisory Committee in the presentation of municipal emergency management plans to Council; and
- iv. perform such other duties as may be required by the Municipal Emergency Management Advisory Committee or the Council.

#### **PART 7 - AGREEMENTS**

- A. Subject to preliminary approval of Council, the Municipal Emergency Management Planning Committee may, as part of municipal emergency management plans, negotiate an agreement to be approved by the Council or person designated by the Council with the Government of Canada, the Province of Nova Scotia, a municipality, city or town, or any other agency or any person.
- B. Any agreement negotiated under subsection (1) is not binding until it is approved by Council.

#### **PART 8 - DUTY OF COUNCIL**

- A. The Council shall review and evaluate municipal emergency plans presented to it by the Municipal Emergency Management Advisory Committee.
- B. The Council may specify additional duties to be fulfilled by the Municipal Emergency Management Advisory Committee, the Municipal Emergency Management Coordinator and the Municipal Emergency Management Planning Committee.
- C. The Council may appropriate and expend monies

- i. to pay reasonable expenses of members of the Municipal Emergency Management Advisory Committee, the Municipal Emergency Management Coordinator and the Municipal Emergency Management Planning Committee; and
- ii. to fulfill the terms and conditions of an agreement approved by the Council pursuant to Section 7.

## **PART 9 - DECLARATION OF STATE OF LOCAL EMERGENCY**

- A. The Council shall declare a state of local emergency by completing Form 4 attached to the State of Emergency Regulations.
- B. The Warden acting under Section 12(3) of the Act shall complete Form 5 attached to the State of Emergency Regulations.
- C. With the approval of the Minister, the Council may renew a state of local emergency by completing Form 6 attached to the State of Emergency Regulations.
- D. The Council may terminate a state of local emergency by completing Form 7 attached to the State of Emergency Regulations.
- E. A copy of a declaration signed under this Section shall immediately be delivered or faxed to the Minister and the Director.

## **PART 10 - NOTICE PROVISION**

Following the signature of a declaration under Section 9, the Council shall immediately cause the details of the declaration or termination to be communicated or published by such means as the Council considers the most likely to make the contents of the declaration or termination know to the people of the area affected.

## **PART 11 - DUTIES DURING A STATE OF LOCAL EMERGENCY**

1. Following the issuance of a declaration under Section 9 and for the duration of the state of local emergency
  - a. Every Councillor shall keep the Council posted respecting their whereabouts; and
  - b. Every employee, servant and agent of the municipality who has a key role to play in such emergencies as identified in the municipal emergency management plans shall
    - i. advise the Municipal Emergency Management Coordinator of their whereabouts; and

- ii. fulfill such duties as may be prescribed by the Municipal Emergency Management Coordinator.

## **PART 12 - REPEAL**

All other by-laws heretofore passed by the Municipality of the District of Guysborough pertaining to Emergency Management organizations are hereby REPEALED as of the effective date of this by-law.