

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2021-73**

A BY-LAW TO ESTABLISH AN EMERGENCY MANAGEMENT PROGRAM AND EMERGENCY RESPONSE PLAN AND TO ADOPT AN EMERGENCY MANAGEMENT PROGRAM AND EMERGENCY RESPONSE PLAN AND TO MEET OTHER REQUIREMENTS UNDER THE *EMERGENCY MANAGEMENT AND CIVIL PROTECTION ACT*

WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and (the "Act") Ontario Regulation 380/04 (the "Reg") every municipality in the Province of Ontario is required to:

- Develop and implement an emergency management program, which shall consist of:
 - an emergency plan;
 - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - public education on risks to public safety and on public preparedness for emergencies; and
 - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the council as its emergency management program coordinator;
- Establish a municipal emergency program committee;
- Establish a municipal emergency control group;
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer;

AND WHEREAS it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

AND WHEREAS the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

NOW THEREFORE the Council of the Corporation of The Township of South Frontenac hereby enacts as follows:

Emergency Management Program

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and Reg and international best practices, including the five components of emergency management, namely: prevention, mitigation, preparedness, response and recovery, and such program shall include:
 - a. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - b. public education on risks to public safety and on public preparedness for emergencies; and
 - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.

2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

Emergency Response Plan

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and Reg and international best practices, and which is attached hereto as Schedule A is hereby adopted (the "Plan").
4. The Plan shall be reviewed annually by the CEMC and the Townships Municipal Emergency Control Group. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, Township employees and the Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the Township.

Community Emergency Management Coordinator

6. The Director of Fire and Emergency Services, is hereby appointed as the primary community emergency management coordinator (the "CEMC") responsible for the emergency management program for the Township including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act and Reg.
7. The Director of Public Works is hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

Municipal Emergency Control Group (MECG)

8. The persons from time to time holding the following positions in the municipality, shall be Primary members of the Emergency Control Group:
 - a. Chief Administrative Officer (CAO) (Chair) – Incident Commander
 - b. CEMC and Alternates CEMCs
 - c. Director of Development Services
 - d. Director of Corporate Services;
 - e. Director of Fire and Emergency Services;
 - f. Director of Public Services;
 - g. Executive Assistant/Communications Officer – Emergency Information Officer
 - h. Clerk
 - i. Head of Council (Mayor)
9. The CAO is hereby appointed as chair of the Municipal Emergency Control Group.
10. The Emergency Control Group shall meet a minimum of twice annually and shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

Municipal Emergency Program Committee (MEPC)

11. The persons from time to time holding the following positions in the municipality, or their designate, shall be the members of the Municipal Emergency Management Program Committee:
- a. Head of Council – Mayor
 - b. Chief Administrative Officer
 - c. Clerk
 - d. Director of Development Services
 - e. Chief Building Official
 - f. Deputy Chief Building Official
 - g. Deputy Fire Chief
 - h. Manager of Technical Services and Infrastructure
 - i. Director of Public Services
 - j. Director of Corporate Services
 - k. Director of Fire and Emergency Services
 - l. Deputy Treasurer
 - m. Human Resources and Legislative Compliance Officer
 - n. Executive Assistant/Communications Officer
 - o. Manager of Facilities and Solid Waste
 - p. Manager of Recreation
 - q. Manager of Operations and Fleet
 - r. Deputy Mayor
 - s. OPP Staff Sergeant
 - t. Medical Director of Public Health
 - u. Frontenac Paramedic Chief

Emergency Operations Centre

12. A primary and an alternate Emergency Operations Centre have been established for use by the MCEG in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in an annex to the Plan.

Emergency Information Officer

13. The Executive Assistant/Communications Officer is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency. The Clerk will act as the alternate Emergency Information Officer.

Administration

14. The Plan shall be made available to the public for inspection and copying at the Township Administration Office, 4432 George Street, Sydenham, Ontario, during regular business hours.
15. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.
16. By-laws 2019-68, 2018-64, 2010-03, 2006-11, and 2004-56 are hereby repealed.

Enacted this 14th day of December, 2021.


Ron Vandewal, Mayor


Angela Maddocks, Clerk