

**THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF
McMURRICH/MONTEITH**

BY-LAW #42-2024

**Being a By-Law to Establish an Emergency Management Program and
Emergency Response Plan and to meet other requirements under the
*Emergency Management and Civil Protection Act***

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

- Develop and implement an emergency management program, which shall consist of;
 - An Emergency Response 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 Coordinator;
- Establish an Emergency Management 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, being prevention, mitigation, preparedness, response and recovery;

AND WHEREAS the purpose of such 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;

AND WHEREAS, the Council of the Municipal Corporation of the Township of McMurrich/Monteith has previously adopted the Emergency Management Plan and Municipal Emergency Control group composition required under the Emergency Management and Civil Protection Act under By-law #22-2023 and By-law #32-2023 and wishes to consolidate the required By-laws under the Emergency Management and Civil Protection Act into a single By-law for ease of reference and reporting;

NOW THEREFORE the Council for The Municipal Corporation of the Township of McMurrich/Monteith hereby enacts as follows:

Emergency Management Program

1. An Emergency Management Program for the municipality shall be developed and reviewed annually by the Emergency Management Program Committee in accordance with the requirements of the Act and international best practices, including the five core components of emergency management being 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;

- public education on risks to public safety and on public preparedness for emergencies; and
 - b. 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 shall promote economic stability and a disaster-resilient community.

Emergency Response Plan

3. The Emergency Response Plan shall be maintained in accordance with the requirements of the Act and international best practices.
4. The Plan shall be prepared and reviewed annually by the Community Emergency Management Coordinator (CEMC) and the Emergency Management Program Committee, and the CEMC or their designate shall be authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational, and contact information updates.
5. When an emergency exists but has not yet been declared, Township employees and the Municipal 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 ("CEMC")

6. The Waste Management Administrator, employed by the Township of Armour (shared service agreement) is hereby appointed as the Community Emergency Management Coordinator ("CEMC") responsible for the Emergency Management Program for the Township, including maintenance of the Plan, training exercises, public education, and other duties and responsibilities as outlined in the Act.
7. The Clerk/Treasurer is hereby appointed as the alternate CEMC to act in place of the primary CEMC in his or her absence.

Emergency Management Program Committee

8. The persons from time to time holding the following positions in the Township shall be members of the Emergency Management Program Committee:
- a. Mayor/Alternate or Designate
 - b. Clerk-Treasurer/Administrator or Designate
 - c. Community Emergency Management Coordinator/Alternate or Designate
 - d. Roads Superintendent/Alternate or Designate
 - e. Other Support Agencies as may be required.
9. The CEMC/Alternate or Designate shall be appointed as the chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall review the program annually and report to Council on the development and implementation of the Township's Emergency Management Program.

Municipal Emergency Control Group ("MECG")

11. The persons from time to time holding the following positions in the Township, or designates, shall be members of the Municipal Emergency Control Group:
- a. Clerk-Treasurer/Administrator or Designate
 - b. Mayor/Alternate or Designate
 - c. Community Emergency Management Coordinator/Alternate or Designate

- d. Roads Superintendent/Alternate or Designate
- e. Fire Chief/Alternate or Designate
- f. Emergency Information Officer or Designate
- g. Administration Staff as required

Emergency Operations Centre

- 12. A primary and an alternate Emergency Operations Centre shall be established for use by the Municipal Emergency Control Group in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency.

Emergency Information Officer

- 13. The Administrative Assistant is hereby appointed as the Emergency Information Officer for the Township to act as the primary media and public contact in an emergency, and an alternate may be appointed by the Clerk/Treasurer if required.

Administration

- 14. That the Plan shall be made available to the public for inspection and copying at the Municipal Office during regular business hours.
- 15. That the Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.
- 16. That any municipal organization position title changes that may occur from time to time shall not affect the appointments associated with those positions in the current By-law.
- 17. That By-law #22-2023 and By-law #32-2023 are hereby rescinded;
- 18. That this By-law shall come into effect upon its passing.

Read in its entirety, approved, signed and the seal of the Corporation affixed thereto and finally passed in open Council this 19th day of November, 2024.


Glynn Robinson, Mayor


Cheryl Marshall, Clerk