

THE CORPORATION OF THE TOWNSHIP OF WOLLASTON

BY-LAW NO. 54 – 2022

Being a By-law to Adopt an Emergency Management Program, Emergency Response Plan and All 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 as amended and **Ontario Regulation 380/04** (the “Act”) every municipality in the province is required to:

- Develop and implement an emergency management program, which shall consist of:
 - a. Emergency Plan;
 - b. 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;
 - c. public education on risks to public safety and on public preparedness for emergencies; and
 - d. 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 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 (5) core components of emergency management; prevention, mitigation, preparedness, response, and recovery;

AND WHEREAS the purpose of such a program is to help protection 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 Wollaston hereby enacts as follows:

1. EMERGENCY MANAGEMENT PROGRAM:

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, Regulations, and international best practices, including the five (5) core 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.

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.

2. EMERGENCY RESPONSE PLAN:

The Emergency Response Plan, which has been developed in accordance with the requirements of the Act, Regulations, and international best practices, and which is attached hereto as Schedule "A" is hereby adopted (the "Plan"). The appendices to Schedule "A" are confidential and are subject to an ongoing annual revision.

The Plan shall be reviewed annually by the CEMC and the Municipality's Emergency Management Program Committee. 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.

When an emergency exists but has not yet been declared to exist, Municipal 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 of Wollaston.

3. COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC):

The Township of Wollaston shall designate a specific employee, to both the Community Emergency Management Coordinator (CEMC) position on a permanent basis, with such duties and responsibilities as outlined in the Act.

4. EMERGENCY MANAGEMENT (EM) PROGRAM COMMITTEE

The mission of the Emergency Management Program Committee is to oversee the development, implementation, and continuous improvement of the Municipality's Emergency Management (EM) Program.

5. MEETINGS

The Committee shall hold a minimum of two (2) meetings per calendar year.

6. MUNICIPAL EMERGENCY CONTROL GROUP (MECG)

The emergency response will be directed by members of the Municipal Emergency Control Group (MECG). The MECG is responsible for coordinating the provision of management, any resources necessary to minimize the effects of an emergency on the community, and the monitoring and control of the emergency response and/or possibilities.

The MECG will assign roles according to the functions of I.M.S. (Incident Management System) as noted below. The IMS functions will be assigned based on the needs of the emergency. Not all functions will be activated for all emergencies.

- Municipal Emergency Operations Commander (MEOC)
- Risk Management Officer

- Emergency Information Officer
- Liaison Officer
- Operations
- Planning
- Logistics
- Finance

Community Partners to aid to the MECG, as required:

- Emergency Planning Coordinator – County of Hastings
- OFMEM Sector Field Officer
- OPP Representative
- Hastings-Quinte Paramedic Services
- Education Services
- Social Services Representative
- Health Unit Representative
- MNRF Representative
- Provincial Emergency Operations Centre (PEOC)
- OPG Public Affairs Officer
- MMAH Advisor
- Others

7. Emergency Operations Centre (EOC)

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

8. Emergency Information Officer (EIO)

The Emergency Information Officer (EIO) is responsible for development and release of emergency information regarding an incident to the public. All emergency information that is released shall be approved by the MECG. The role of the EIO will be determined by members of the MECG. The person filling the role of the EIO may vary from time to time depending on the emergency incident.

9. ADMINISTRATION

The Plan shall be made available to the public for inspection and copying at the Municipal Office at 90 Wollaston Lake Road, Coe Hill, Ontario during regular business hours.

The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management of Ontario as identified in the Act.

That any previous Bylaws adopting the Emergency Plan for the Township of Wollaston are hereby repealed.

10. SHORT TITLE

This bylaw may be cited as the “Emergency Management Program Bylaw”.

11. EFFECTIVE DATE

That this Bylaw shall come into effect on the day it was passed.

PASSED this 20th day of December, 2022.

MAYOR: MICHAEL FUERTH

SEAL

CLERK: BERNICE CROCKER