

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

**BY-LAW NUMBER 2023-129-FR
Emergency Management**

BEING A BY-LAW to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the *Emergency Management and Civil Protection Act* and to repeal By-law 2021-017-FR.

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

- Develop and implement an Emergency Management Program (EMP), which shall consist of:
 - an Emergency Response Plan (ERP)
 - Training Programs and Exercises for employees 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 related to risks to public safety and public preparedness for emergencies; and
 - any other elements required by the standards for Emergency Management set under the Act and Regulation or by Emergency Management Ontario (EMO)
- Designate an employee of the municipality or a member of the Council as its Community Emergency Management Coordinator (CEMC)
- Establish an Emergency Management Program Committee (EMPC)
- Establish a Municipal Emergency Control Group (MECG)
- Establish an Emergency Operations Centre (EOC) to be used by the Municipal Emergency Control Group in an emergency; and
- Designate an employee of the municipality as its Public Information Officer (PIO); 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 TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:

Emergency Management Program (EMP)

1. That an EMP for the municipality will be developed and reviewed annually by the EMPC consistent with and in accordance with the Act and Regulation; including the five components of emergency management, namely: prevention, mitigation, preparedness, response and recovery, the program shall include:
 - a. training programs and exercises for employees of the Town 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 and Regulation or by EMO; and
2. That the EMP 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 (ERP)

3. That the ERP, which has been developed in accordance with the requirements of the Act and Regulation and international best practices, and which is attached hereto as Schedule "A" is hereby adopted; and
4. That the ERP shall be reviewed annually by the CEMC and the Town's EMPC. The CEMC is authorized to make such administrative changes to the ERP as appropriate to keep the ERP current, such as personnel, organizational and contact information updates. Any significant revision to the body of the ERP shall be presented to Council for approval; and
5. That when an emergency exists but has not yet been declared Town employees and the MECG 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 Town.

Community Emergency Management Coordinator (CEMC)

6. That the Town's Fire Chief or designate is hereby designated as the primary CEMC responsible for the EMP for the Town including maintenance of the ERP, training, exercises, public education and such other duties and responsibilities as outlined in the Act and Regulation.

Emergency Management Program Committee (EMPC)

7. That the persons from time to time holding the following positions in the municipality, or their designates, shall be members of the EMPC:

Chair of Emergency Planning Committee

CEMC - Town of Whitchurch-Stouffville

Members (or Designates):

- a. Chief Administrative Officer
 - b. Fire Chief
 - c. Deputy Fire Chief(s)
 - d. Director of Corporate Services/Town Clerk
 - e. Director of Public Works
 - f. Director of Leisure & Community Services
 - g. Director of Finance
 - h. Director of Development Services
 - i. EIO
8. That the EMPC shall meet a minimum of twice annually and shall advise Council on the development and implementation of the municipality's EMP and shall review the program annually.

Municipal Emergency Control Group (MECG)

9. That the persons from time to time holding the following positions in the municipality, or their designates, shall be members of the (MECG):

Members (or Designates):

- a. Chief Administrative Officer,
- b. Fire Chief/ CEMC
- c. Clerk
- d. Director of Corporate Services/Town Clerk
- e. Director of Public Works
- f. Director of Leisure & Community Services
- g. EIO

Emergency Operations Centre (EOC)

10. That a primary and an alternate EOC have been designated for use by the MECG in an emergency; and with the appropriate technological and telecommunication systems to ensure effective communication in an emergency. The locations of the EOC's are identified in an Annex to the EMP.

Emergency Information Officer (EIO)

11. That the Town's Corporate Communications Specialist or designate is hereby appointed as the EIO for the Town to act as the primary media and public contact for the municipality in an emergency.

Administration


12. That the ERP shall be made available to the public for inspection on the Town's web site www.townofws.ca and at the Municipal Office, 111 Sandiford Drive during regular business hours; and

13. That the ERP, or any amendments to the ERP, shall be submitted to the Chief, Emergency Management Ontario as identified in the Act; and

14. That By-law 2021-017-FR is hereby repealed.

READ a first and second time this 1st. day of November 2023.

READ a third time and passed this 1st. day of November 2023.



Iain Lovatt, Mayor



Becky Jamieson, Clerk