

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 21-101

WHEREAS Section 2.1(1) of the *Emergency Management & Civil Protection Act*, R.S.O. 1990, Chapter E.9, (the “Act”) provides that every municipality shall develop and implement an Emergency Management Program;

AND WHEREAS Section 2.1(2) provides that the Emergency Management Program shall consist of:

- (a) an Emergency Response Plan as required under Section 3.;
- (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) and other element required by the standards for Emergency Management Programs;

AND WHEREAS Section 3.(1) of the Act provides that every municipality shall formulate an Emergency Response Plan governing the provision of necessary services during an emergency and procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the Council of the municipality shall by Bylaw adopt the Emergency Plan;

AND WHEREAS Section 14.(3) of the Act provides that every municipality shall ensure that their Emergency Management Programs and Emergency Response Plans conform to the regulatory standards;

AND WHEREAS Section 4.(1) of the Act provides that Head of Council of a municipality may declare an emergency exists in the municipality or any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law to implement the Emergency Response Plan of the municipality and to protect property and health, safety and welfare of the inhabitants of the emergency area;

AND WHEREAS Section 9.(c) of the Act provides for the designation of one or more members of Council who may exercise the powers and perform the duties of the Head of Council during the absence of the Head of Council or during his/her inability to act;

AND WHEREAS Section 9.(d) of the Act provides for the establishment of Committees and designation of employees to be responsible for reviewing the Emergency Response Plan, training employees in their functions and implementing the Emergency Response Plan during an emergency;

NOW THEREFORE the Council of the Corporation of the Municipality of Mississippi Mills hereby enacts as follows:

1. THAT an Emergency Management Program and Emergency Response Plan attached hereto as Schedules "A" and "B" hereby adopted for the Municipality of Mississippi Mills consistent with and in accordance with international best practices as considered by Regulatory Standards established under the *Emergency Management & Civil Protection Act*, including five core components of emergency management as follows:
 - a) prevention;
 - b) mitigation;
 - c) preparedness;
 - d) response; and
 - e) recovery.
2. THAT the Emergency Management Program and Emergency Response Plan 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.
3. THAT the Community Emergency Management Coordinator be authorized to amend the Emergency Management Program and Emergency Response Plan as required from time-to-time to ensure the information is current and accurate.
4. THAT the Council of the Municipality of Mississippi Mills reviews the Emergency Management Program and Emergency Response Plan during the first term in office and when recommended by the Emergency Management Program Committee.
5. THAT this Bylaw shall come into force and effect on the date of passing thereof.
6. THAT Bylaw No. 20-120 is hereby repealed.

BY-LAW READ, passed, signed and sealed in open Council, this 21st day of December, 2021. THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

Christa Lowry, Mayor

Jeanne Harfield, Clerk

SCHEDULE "A" TO BYLAW NO. 21-101

EMERGENCY MANAGEMENT PROGRAM

The Municipality of Mississippi Mills Emergency Management Program shall consist of:

1. An Emergency Plan (attached as Schedule "B" hereto);
2. 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;
3. Public Education on risks to public safety and on public preparedness for emergencies; and
4. Any other element required by the standards for Emergency Management Programs.

Municipal Emergency Control Group

The emergency response will be conducted and controlled by the Municipal Emergency Control Group (MECG) – a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The Municipal Emergency Control Group will consist of the following officials:

- ✓ Head of Council (Mayor)
- ✓ Deputy Mayor
- ✓ Chief Administrative Officer
- ✓ Community Emergency Management Coordinator
- ✓ Director of Protective Services
- ✓ Director of Roads & Public Works
- ✓ Director of Corporate Services / Treasurer
- ✓ Clerk & Deputy CAO
- ✓ Facilities/Project Manager
- ✓ Communications Coordinator
- ✓ Administrative Assistant to the Fire Chief

The individuals that hold these positions are appointed under this by-law.

Emergency Management Program Committee

The Municipality of Mississippi Mills Emergency Management Program Committee shall be composed of eight (8) members to include the following:

- 1 – Community Emergency Management Coordinator
- 1 – Director of Protective Services
- 1 – Deputy Fire Chief

- 1 – Chief Administrative Officer (Chair)
- 1 – Director of Roads & Public Works
- 1 – Head of Council
- 1 – Administrative Assistant to the Fire Chief

The individuals that hold these positions are appointed under this by-law.

Training Programs & Exercises

Control Group Training

The Municipality of Mississippi Mills will ensure that a minimum of four (4) hours of training will be provided to the Municipal Emergency Control Group as required by the Chief of Emergency Management Ontario. This training shall be provided to members of the Municipal Emergency Control group and Emergency Operations Centre staff. The training shall relate to these individuals' emergency responsibilities, but no specific curriculum is required under legislation. The municipality may request the Field Officer to attend or assist in the required training sessions, or alternatively, may provide a record of the type of training, when the training was conducted and a record of attendance.

Annual Exercise

The municipality shall conduct an annual exercise for its Municipal Emergency Control Group and support staff to test its' response plans and emergency procedures. The municipality may request the Field Officer to attend its exercise as an evaluator or participant, or alternatively, may provide a record of the date and type of exercise, the aim, the names of participant, the findings of the evaluator and the proposed action(s) to be taken pursuant to the evaluation. Field Officers may also be available to assist communities in developing their annual exercises.

Public Education

Intent

The intent of the Mississippi Mills Emergency Management Public Awareness Program (Program) is to raise the level of public confidence in the municipal emergency management process in a proactive and community response fashion.

The Program is also intended to foster awareness about individual/family emergency preparedness in particular and community emergency management in general.

Definitions

"CEMC" shall mean a Community Emergency Management Coordinator.

"Emergency" shall mean a situation or pending situation caused by the forces of nature,

an accident, an intentional act or otherwise that constitutes a danger of major proportions to life and property.

“Public Awareness Program” shall provide generic information to the broader public about emergency management, Mississippi Mills Emergency Response Plan and general ways in which inhabitants of Mississippi Mills can reduce their risk in the event of an emergency.

“Public Education Program” is risk based and provides focused information to specific individuals, groups or organizations within Mississippi Mills in order to teach them how to reduce their risk of injury, death, property damage or environmental damage, in the event of a specific emergency situation within Mississippi Mills. The information at this stage of the program, Essentials Level, is general in nature and is aimed at the community as a whole.

Target Audience

1. Entire Community
2. Targeted messaging for identified elevated risk areas.

Objectives

1. Explain how residents can access information about individual and family emergency planning (3-day survival kits).
2. Explain community and municipal emergency preparedness, such as where to get more information.
3. Explain how residents and businesses can access information about emergencies:
 - (a) Public alerts, new updates, and general information on radio stations, social media and print media, as appropriate.
 - (b) What protective actions to take, where to take shelter or evacuation details, as appropriate.
 - (c) Where and how to get information about location of evacuees, as appropriate.
4. Provide local media with a schedule of frequencies for emergency information update and the Municipality’s media contact (Emergency Information Officer).
5. Provide a list of other organizations that partner with Mississippi Mills to eliminate or reduce risks during emergencies.

Delivery Mechanisms – (Examples)

1. Mayor’s Letter – print media/municipal building bulletin boards.

2. Promote – “Emergency Preparedness Week” (EPW) in spring of each year and “Fire Prevention Week” (FPW) in fall of each year.
3. Public Service Announcements – radio, social media and television.
4. Targeted mailouts or delivery of notices.
5. Stakeholders or community meetings.
6. Static displays – various Municipal and community events.
7. Community interest articles/columns through the Municipal website and social media.
8. Municipal website and social media (Facebook, Instagram, Twitter).
9. School visits – combined with FPW or EPW.

Resources

Mississippi Mills Council is committed to ensuring that the financial and human resources are available to deliver the Program to the residents of Mississippi Mills.

The CEMC is responsible for facilitating and coordinating the dissemination of information as outlined in this Program.

Annual Review & Updates

This program is to be reviewed annually by the Emergency Management Program Committee for effectiveness and efficiency and updated/revised as needed.