

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 20-120

BEING a bylaw 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 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:
 - 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 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 applicable regulations and best practices;

AND WHEREAS the purpose of such a program is to assist with the protection of 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 Municipality of Mississippi Mills hereby enacts as follows:

1. THAT the details attached in Schedule A and B forming part of this by-law are hereby adopted.
2. THAT this by-law shall take effect on the date of it's passing.
3. THAT Bylaw 04-63 is hereby repealed.

BY-LAW READ, passed, signed and sealed in open Council this 15th day of December, 2020.

Christa Lowry, Mayor

Cynthia Moyle, Acting Clerk

Schedule A

Municipal Emergency Management Program and Emergency Response Plan By-law Details

DEFINITIONS

Municipal Emergency Management Program: A risk-based program consisting of prescribed elements that may include prevention, mitigation, preparedness, response and recovery activities.

Municipal Emergency Control Group (MECG): A group composed of senior staff and employees of an organization, and others, that may be involved in directing the organization's response to an emergency including, the implementation of its emergency response plans and procedures.

Municipal Emergency Management Program Committee: The Emergency Management Program Committee shall consist of the same members that are identified as the Municipal Emergency Control Group. Members will fulfil the Committee role under the legislation and develop, implement and oversee the continuous improvement of the Emergency Management (EM) Program.

Municipal Emergency Operations Centre (MEOC): A designated and appropriately equipped facility where Municipal Emergency Control Group assemble to manage the response to an emergency or disaster.

Emergency Response Plan (ERP): A plan developed and maintained to direct an organization's external response to an emergency.

Community Emergency Management Coordinator (CEMC): An administrative position designated to coordinate the development, implement and maintain an organization's emergency management program.

Emergency Information Officer (EIO): Responsible for the development and release of approved emergency information to the public.

MUNICIPAL EMERGENCY MANAGEMENT PROGRAM

1. A Municipal Emergency Management Program will be developed and maintained by the Municipal Emergency Control Group. The program will be consistent with the Emergency Management and Civil Protection Act (EMCPA) and Regulations. The program will be developed to include the four core components of an emergency management program: mitigation/prevention, preparedness, response, and recovery.
2. The 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 guidelines to be followed in emergency response and recovery activities;

- b. Public education for identified risks to public safety and information that ensures public preparedness for emergencies; and
 - c. Any other elements including standards for emergency management set under the Act, Regulations or by Emergency Management Ontario.
- 3. The Municipal 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

- 4. The Emergency Response Plan has been developed in accordance with the EMCPA, the Regulations and best practices. The Emergency Response Plan is attached hereto as Schedule B is hereby adopted as the "Plan".
- 5. The Plan shall be reviewed annually by the Municipal Emergency Control Group. The CEMC is authorized to collect and update such administrative changes to the Plan as appropriate. The purpose of the updates is to keep the Plan current and to ensure sections contain the correct personnel, organizational and contact information.
- 6. When an emergency exists or is perceived to exist, but has not yet been declared to exist, the Municipal Emergency Control Group is authorized to take action under the Plan to protect property and the health, safety and welfare of the inhabitants of the Municipality of Mississippi Mills. Decisions to support an emergency may not include all MCEG members due to committee assembly. Immediate and timely operational and financial decisions shall be made by available members to ensure municipal response objectives are achieved.

MUNICIPAL EMERGENCY MANAGEMENT PROGRAM COORDINATOR (known as CEMC)

- 7. The Fire Chief is hereby appointed as the primary Emergency Management Program Coordinator, also known as the Community Emergency Management Coordinator (the "CEMC"). CEMC responsibilities include;
 - a. Complete the training that is required by the Chief, Emergency Management Ontario;
 - b. The CEMC is responsible to coordinate the development and implementation of the municipality's Emergency Management Program within the municipality; and
 - c. Report to the municipality's emergency management program committee on his or her work.
- 8. The Deputy Fire Chief is hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

MUNICIPAL EMERGENCY CONTROL GROUP

- 9. Municipality of Mississippi Mills shall establish a Municipal Emergency Control Group (MECG).

10. The MCEG will fulfil the role of the Emergency Management Program Committee under the legislation and develop, implement and oversee the continuous improvement of the Emergency Management (EM) Program.
11. The MCEG is responsible for coordinating the material and resources necessary to minimize the effects of an emergency on the community, coordinating the collection and dissemination of emergency information and establishing priorities and strategic direction.
12. The CAO shall lead the MCEG and collect information from the emergency site and committee members as quickly as possible. Operational and financial decisions will include available information, feedback and input from committee members and the emergency site. The CAO, or alternate, shall make final decisions based on the available information and ensure emergency site support while supporting the rest of the municipality.
13. The MCEG will seek support from other Municipal and Support Committee Members when required and seek guidance depending on the nature of the emergency. Not all members or functions will be activated for all emergencies.

MEETINGS

14. The MCEG, or parts thereof, shall hold a minimum of 3 (three) meetings per calendar year.

COMPOSITION

15. The Municipal Emergency Control Group and Program Committee shall consist of the following members:

Municipal Members

- Head of Council (Mayor)
- Deputy Mayor
- Chief Administrative Officer (CAO)
- Clerk
- Director of Roads and Public Works
- Fire Chief
- Treasurer
- Emergency Information Officer
- CEMC

Support Members

- OPP
- Paramedic Services
- County CEMC

- Social Services
 - Health Unit
 - Director of Community Services
 - Ottawa River Power Corporation Almonte Office Manager
 - Almonte Hospital Emergency Coordinator
 - Mississippi Valley Conservation Authority
 - Red Cross Disaster Management Coordinator
 - ARES club member
 - OFMEM Field Officer
16. The CAO is hereby appointed as Chair of the Municipal Emergency Control Group. The Deputy Clerk shall be appointed as the alternate Chair of the MECG. The MECG Chair responsibilities include;
- d. The development and implementation of the municipality's Emergency Management Program.
 - e. Advise the Council on the development and implementation of the municipality's emergency management program.
 - f. Conduct an annual review of the municipality's emergency management program and shall make recommendations to Council for its revision, if necessary.
 - g. Develop any Council or Regulatory Compliance reporting.
17. The Municipal Emergency Control Group shall advise Council on the development and implementation of the Municipal Emergency Management Program. The Committee may make recommendations to Council for changes to the plan. All changes to the emergency plan shall be approved by Council.

MUNICIPAL EMERGENCY OPERATIONS CENTRE (MEOC)

18. A primary Municipal Emergency Operations Centre shall be established for use by the Emergency Control Group in the event of an emergency and for training and preparedness purposes. The MEOC shall be equipped with the appropriate technological and telecommunications systems that ensures effective communications and operational resources to support an emergency. MEOC details are identified in an annex to the Plan.

EMERGENCY INFORMATION OFFICER

19. The Community Economic & Cultural Coordinator 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 Deputy Clerk or Communications Officer are appointed as the alternate Emergency Information Officer.
20. The Emergency Information Officer shall provide Council with daily updates after each day the MECG has been activated. The information will highlight the emergency status and provide details regarding the actions taken to limit the effects of the emergency in a memo to all Council members.

ADMINISTRATION

21. The Plan shall be made available to the public for inspection and copying at the Administration Office, 3131 Old Perth Road, Almonte, during regular business hours.
22. The Plan, or any amendments to the Plan, shall be submitted to the Chief of Emergency Management Ontario identified in the Act.