

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL**

BY-LAW NO. 2020- 20

**“A BY-LAW TO PROVIDE FOR THE ESTABLISHMENT AND ADOPTION OF AN
EMERGENCY MANAGEMENT PROGRAM FOR THE TOWNSHIP OF
EDWARDSBURGH CARDINAL”**

WHEREAS Section 2.1 (1) of the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, as amended (“the Act”) states:

Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program.

The emergency management program shall consist of:

- a) An 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;
- d) Any other element required by the standards for emergency management programs set under section 14 of the Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9.

Hazard and risk assessment and infrastructure identification shall also occur to assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies.

WHEREAS the Act requires the emergency management program to conform to standards recognized by the Office of the Fire Marshal and Emergency Management (OFMEM), including the core components of Emergency Management, namely; Mitigation / Prevention, Preparedness, Response and Recovery; and

WHEREAS the Act authorizes the Mayor to declare that an emergency exists in the municipality or in any part thereof, and allows the Mayor to take such action or make such orders as he or she considers necessary and that are not contrary to law, to implement the emergency plan to protect the property, health and safety and welfare of the residents of the Township of Edwardsburgh Cardinal; and

WHEREAS the Act authorizes one or more of the members of Council to perform the duties of the Mayor during his/her absence or his/her inability to act; and

WHEREAS the Act authorizes employees of the Township to respond to an emergency in accordance with the Emergency Plan where an emergency exists but has yet to be declared to exist;

NOW THEREFORE the Council of the Corporation of the Township of Edwardsburgh/Cardinal enacts as follows:

1. Definitions

1.1. In this by-law:

“Emergency Plan” means a plan created and updated pursuant to the Emergency Management and Civil Protection Act.

“Emergency Management Program Committee” is the group of people brought together to ensure the risks and hazards of a community are identified and plans are put in place to either mitigate or eliminate said hazards.

The “Municipal Emergency Control Group” directs either a declared or possible declared Emergency in the Municipality. These tasks are completed in the Emergency Operations Centre.

The “Emergency Response Program” describes the Township’s overall authority, principles, policies, emergency levels, operational concepts and organizational arrangements of the Edwardsburgh Cardinal Emergency Management Structure.

2. Emergency Management Structure

2.1 There shall be established within the Township, a formal emergency management structure, consisting of:

The Community Emergency Management Coordinator (CEMC)

- a) The Emergency Information Officer (EIO)
- b) The Emergency Management Program Committee (EMPC)
- c) The Municipal Emergency Control Group (MECG)

2.2 The designated CEMC for the Township of Edwardsburgh Cardinal shall be the CAO. The CEMC shall be responsible for the development, implementation and maintenance of the emergency management program.

2.3 The responsibilities of the CEMC shall include:

- a) Develop and conduct Emergency Management (EM) training programs;
- b) Develop and conduct EM training exercises;
- c) Develop and implement EM Public Education programs; and
- d) During a real or perceived emergency, provide advice to the MECG

2.4 The Emergency Information Officer for the Township of Edwardsburgh Cardinal shall be the Community Development Coordinator. The EIO shall be responsible for the development, implementation and maintenance of emergency communication, public education and public awareness.

2.5 The responsibilities of the EIO shall include:

- a) Develop and conduct emergency management messaging;
- b) Develop and conduct public education and awareness messaging;
- c) During a real or perceived emergency, provide messaging to be delivered by the Mayor

2.6 The EMPC shall be established to provide the Township with a higher-level co-ordinating body that will facilitate inter-departmental and municipal level cooperation regarding policy for emergency management and its four components; mitigation/ prevention, preparedness, response and recovery.

2.7 The EMPC shall be chaired by the CEMC of the Township of Edwardsburgh Cardinal and its membership shall include the following individuals or their designated alternates:

- a) Fire Chief
- b) Emergency Information Officer
- c) Director of Operations
- d) Mayor

- e) Treasurer
- f) Chief Building Official

- 2.8 The EMPC shall review the state of emergency management in the Township and provide policy advice regarding emergency management to facilitate co-ordination between the various jurisdictions related to the Township.
- 2.9 The MCEG shall control Township operations during an emergency. The following positions of the MCEG will be typically filled by Township employees holding these titles or their designated alternates:
- a) CEMC (CAO) or Alternate CEMC
 - b) Mayor or Deputy Mayor
 - c) Fire Chief or Deputy Fire Chief
 - d) Director of Operations or Roads Superintendent or Chief Water/Sewer Operator
 - e) Treasurer or Finance Assistant
 - f) Emergency Information Officer or Clerk
- 2.10 The CAO may authorize other resources (departments or external organizations) to be involved during the MCEG meetings, trainings or exercises to serve as subject matter experts, as the situation requires.
- 2.11 The MCEG shall assemble as soon as is reasonably possible when directed to do so by any member of the MCEG. The CEMC or alternate CEMC shall be responsible for notifying the members of the MCEG of the direction to assemble.

3. Emergency Management Program

- 3.1 The emergency management program for the Township of Edwardsburgh Cardinal shall be developed and implemented in accordance with the Act and Regulations published by the Office of the Fire Marshal and Emergency Management (OFMEM). The program shall include hazard identification and risk assessment, a critical infrastructure list, an emergency plan, training and exercise programs and public education on risks and personal preparedness.
- 3.2 The Emergency Response Plan (ERP) shall govern the provision of necessary services during an emergency and the procedures and the manner in which members of the MCEG will respond.
- 3.3 The Township of Edwardsburgh Cardinal shall submit a copy of the ERP and any revisions to the Chief, OFMEM.
- 3.4 The CEMC may add any risk-specific support plans to the ERP, as deemed to be required. These support plans will be co-ordinated with the appropriate stakeholders and issued under the authority of the CEMC.
- 3.5 These support plans shall be reviewed annually and updated as required, as determined by the CEMC.
- 3.6 The Emergency Management Plan shall be made available to the public. The information shared shall not include any personal, proprietary or private information unless specifically approved by the owner of said information.

4. Emergency Operations Centre

- 4.1 Primary and alternate Emergency Operations Centres will be maintained as the location where the Municipal Emergency Control Group will establish oversight of Emergencies.

- 4.2 These locations will be established with adequate communication and technology to effectively support the Emergencies.
- 4.3 The location for the Emergency Operations Centres will be identified in the Emergency Response Plan appendices.

5. Declaration of an Emergency

- 5.1 In accordance with the provisions of the Act, the Mayor may declare that an emergency exists in the Township of Edwardsburgh Cardinal or any part thereof and may take such action and make such orders as is reasonable and necessary to protect the health, safety and property of the residents of the Township of Edwardsburgh Cardinal. In the absence of the Mayor, the Deputy Mayor may make the declaration and take the necessary actions.
- 5.2 The by-law hereby authorizes employees of the Township of Edwardsburgh Cardinal to take such action as is necessary in accordance with the Emergency Plan where an emergency exists but has yet to be declared to exist.
- 5.3 This by-law hereby designates all Township of Edwardsburgh Cardinal employees as emergency workers in the event of an emergency and therefore all Township of Edwardsburgh Cardinal employees may be called upon and assigned responsibilities to assist in the implementation of the Emergency Plan.

6. Naming

- 6.1 This by-law may be referred to as the "Emergency Management By-Law".

7. Other

- 7.1 That all other by-laws previously passed that are inconsistent with the provisions of this by-law are hereby repealed.
- 7.2 That this by-law shall come into force and take effect on the date of passing.

Read a first and second time in open Council this 23 day of March, 2020.

Read a third and final time, passed, signed and sealed in open Council this 23 day of March, 2020.

Mayor

D / Clerk