

## THE CORPORATION OF HALDIMAND COUNTY

By-law Number /24

### Being a by-law to adopt an Emergency Management Program and a corresponding Emergency Response Plan and to repeal By-law 2320/21

**WHEREAS** under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and (the “Act”) Ontario Regulation 380/04 (the “Reg”) provides that every municipality in the Province of Ontario 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 an 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;

**WHEREAS** it is prudent that the emergency management program developed under the Act be in accordance with 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 Haldimand County enacts as follows:

#### Emergency Management Program

1. THAT 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, the Reg, and international best practices, including the five components of emergency management, namely: prevention, mitigation, preparedness, response and recovery, and such programs 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 of by Emergency Management Ontario.
2. THAT 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.

### **Emergency Response Plan**

3. THAT the Emergency Response Plan, which has been developed in accordance with the requirements of the Act and Reg and international best practices, and which is attached hereto as Schedule A is hereby adopted (the "Plan").
4. THAT the Plan shall be reviewed annually by the CEMC and the 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.
5. THAT when an emergency exists but has not yet been declared to exist, employees and the 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 Haldimand County.

### **Community Emergency Management Coordinator**

6. THAT the Manager of Emergency Services is hereby appointed as the primary community emergency management coordinator (the "CEMC") responsible for the emergency management program for the County including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.

7. THAT the Deputy Fire Chief, Deputy Paramedic Chief, and Emergency Management Coordinator are hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

### **Emergency Management Program Committee**

8. THAT the persons holding the following positions in the municipality shall be members of the Emergency Management Program Committee:
  - a. Mayor
  - b. Chief Administrative Officer (CAO)
  - c. CEMC
  - d. Fire Representative
  - e. EMS Representative
  - f. Coordinator of Emergency Management
  - g. Control Group Member
  - h. Support Group Member
  - i. Ontario Provincial Police Representative
  - j. Health Unit Representative
  - k. Scribe
9. THAT the CEMC is hereby appointed as chair of the Emergency Management Program Committee.
10. THAT the Emergency Management Program Committee shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

### **Municipal Emergency Control Group**

11. THAT the persons holding the following positions in the municipality shall be members of the Municipal Emergency Control Group (MECG):
  - a. Mayor
  - b. Chief Administrative Officer
  - c. Community Emergency Management Coordinator
  - d. Coordinator of Emergency Management
  - e. Supervisor, Customer Experience and Communications
  - f. Manager of Human Resources
  - g. General Manager of Corporate & Social Services
  - h. General Manager, Financial & Data Services
  - i. General Manager of Community & Development Services
  - j. General Manager of Public Works Operations
  - k. General Manager of Engineering & Capital Works
  - l. OPP Detachment Commander, Haldimand County

### **Municipal Emergency Support Group**

12. THAT the persons holding the following positions in the municipality shall be members of the Municipal Emergency Support Group (MESG):
  - a. Manager of Planning and Development

- b. GIS Staff
- c. Manager of Community Development and Partnership
- d. Municipal Clerk
- e. Manager of Building & Municipal Enforcement
- f. Haldimand Norfolk Health & Social Services
- g. Deputy Fire Chief
- h. Deputy Paramedic Chief(s)
- i. Supervisor of Facility Operations Grandview Lodge
- j. Chief Information Officer (CIO)
- k. Manager of Roads Operations
- l. Manager of Engineering Services
- m. Manager of Facilities, Parks and Cemeteries, & Forestry Operations
- n. Manager of Fleet Operations
- o. Emergency Services Division Administration Staff
- p. Manager of Environmental Operations
- q. Manager of Legal & Support Services
- r. Manager of Economic Development and Tourism
- s. Treasurer
- t. Supervisor, Employee Wellness and Development
- u. Project Manager Continuous Improvement/Executive Assistant to CAO
- v. Administrative Assistant to Emergency Services

### **Emergency Operations Centre**

13. THAT a primary and an alternate Emergency Operations Centre have been established for use by the MCEG in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency.

### **Emergency Information Officer**

14. THAT the Supervisor, Customer Experience and Communications 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.

### **Administration**

15. THAT the Plan shall be made available to the public for inspection and copying at the Administration Building, 53 Thorburn St S, Cayuga during regular business hours.
16. THAT the Plan, or any amendments to the Plan, shall be submitted to the Office of the Fire Marshal and Emergency Management as identified in the Act.
17. AND THAT by-law 2320/21 is hereby repealed.

ENACTED this \_\_\_\_ day of Month, Year.

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MAYOR

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CLERK