

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2024-072

By-law to adopt an Emergency Management Program and Emergency Response Plan and to meet 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 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 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 Amherstburg hereby enacts as follows:

Emergency Management Program

1. 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 and international best practices, including the five core components of emergency management, namely; mitigation, prevention, preparedness, response and recovery, and such 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 procedures to be followed in emergency response and recovery activities;
 - b. Public awareness: including common knowledge about disaster risks, the factors that lead to disasters and the actions that can be taken, individually and collectively, to reduce exposure and vulnerability to hazards.

- c. public education on risks to public safety and on public preparedness activities for emergencies; and
 - d. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
2. 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. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and international best practices, and which is attached hereto as Schedule A is hereby adopted (the Town of Amherstburg Emergency Response Plan").
4. The Plan shall be reviewed annually by the CEMC and the Town's 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. When an emergency exists but has not yet been declared to exist, Town employees and the Municipal 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 the Town.

Emergency Management Program Coordinator (known as CEMC)

6. The Fire Chief, is hereby appointed as the primary Emergency Management Program Coordinator known also known as the community emergency management coordinator (the "CEMC") responsible for the emergency management program for the Town including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.
7. The Deputy Fire Chiefs are hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

Emergency Management Program Committee

8. The mission of the Emergency Management Program Committee is to oversee the development, implementation and continuous improvement of the Town's Emergency Management (EM) Program.

Meetings

The Committee shall hold a minimum of 1 (one) meeting per calendar year.

Composition

The persons holding the following positions in the municipality shall be members of the Emergency Management Program Committee:

- ** Chairperson** - Municipal Clerk & Risk Manager
- Community Emergency Management Coordinator
- Medical Officer of Health

- Chief of Police
- Fire Chief
- Treasurer
- Manager of Facilities
- Essex-Windsor EMS Chief
- Chief Building Official
- Manager of Tourism and Culture
- Manager of Human Resources
- Manager of Recreation
- Manager of Licensing and Enforcement
- Information Technology Manager
- Manager of Parks
- Manager of Roads and Fleet
- Manager of Environmental Services
- Manager of Planning
- Manager of Engineering
- Social Services- Manager of Housing Support Services
- Manager/Supervisor- 211 Centre
- Economic Development/Communications Officer

Members in support:

- Ontario Provincial Police Representative
- County CEMC
- Electricalwater Utility Representatives (OCWA/Essex Power/Hydro One) or Alternates
- Red Cross Disaster Management Coordinator
- Conservation Authority representative

9. 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

10. The positions below shall be members of the Municipal Emergency Control Group (MECG):

Municipal Emergency Control Group (M.E.C.G)

Members of the Municipal Emergency Control Group (M.E.C.G.) will direct the emergency response. The M.E.C.G. is responsible for coordinating the provision of management, resources necessary to minimize the effects of an emergency on the

community, and monitoring and control of the emergency response/and or possibilities. The members of the M.E.C.G. are:

- Mayor
- CAO
- Clerk
- Fire Chief
- Director of Engineering & Infrastructure Services
- Director of Planning and Development Services
- Director of Parks, facilities: Recreation and Culture
- Director of Corporate Services
- CEMC
- Chief Building Official
- Treasurer
- EMS Chi
- Police Chief
- Medical Officer of Health

The M.E.C.G. will fill roles according to the functions of I.M.S, as noted below. The IMS functions will be filled based on the needs of the emergency. The Section Chiefs may activate various functions under their Section as deemed necessary by the emergency. Not all functions will be activated for all emergencies.

- Emergency Operations Centre Commander
- Liaison Officer
- Operations
- Planning
- Logistics
- Finance
- Emergency Information Officer
- Safety Officer

Community Partners to provide assistance/technical information to MECG, as required:

- OFMEM Sector Field Officer
- OPP Representative
- Social Services Representative
 - Conservation Representative
- Others

Emergency Operations Centre

1 1. A primary and an alternate Emergency Operations Centre have been established for use by the Emergency Control Group in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in the Emergency Response Plan.

Emergency Information Officer

12. The Town's Economic Development/Communications Officer 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

13. The Plan shall be made available to the public for inspection and copying at the Municipal Administration Office, during regular business hours and on the Municipality's Website.
14. Annexes attached to the plan to address identified vulnerabilities include Capabilities, Capacity and information protected under the Municipal Freedom of Information and Protection of Personal Privacy act. (MFIPPA). Much of the information is of a sensitive or security concern nature and may not be released.
15. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.
16. By-law 2022-029, is hereby repealed.

Read a first, second and third time and finally passed this 15 th day of October, 2024.

MAYOR – MICHAEL PRUE

CLERK – KEVIN FOX