

The Corporation of the Town of Essex

By-Law Number 2315

Being a by-law 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 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 be it resolved that the Council of The Corporation of the Town of Essex 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 best practices, including the four 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 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 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 best practices, and which is attached hereto as Schedule A is hereby adopted (the “Plan”).
4. The Plan shall be reviewed annually by the Community Emergency Management Coordinator (“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 (“CEMC”)

6. The Fire Chief is hereby appointed as the primary Emergency Management Program Coordinator known also known as the Community Emergency Management Coordinator 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 Chief and Assistant Deputy Fire Chief 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 3 (three) meetings per calendar year.

Composition

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

Voting members

- Director, Community Services
- Fire Chief
- Deputy Fire Chief
- Assistant Deputy Fire Chief

Non-voting members

- OPP Inspector/Representative
 - Paramedic Services (EMS) Chief/Representative
 - County CEMC
 - Social Services Manager
 - Health Unit Emergency Representative
 - Red Cross Disaster Management Coordinator
 - ERCA Representative
 - EMO Field Officer
9. The Director, Community Services is hereby appointed as chair of the Emergency Management Program Committee.
10. 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. The persons shall be members of the Municipal Emergency Control Group (MECG):

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

The emergency response will be directed by members of the M.E.C.G. 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
- CEMC/Fire Chief
- Alternate CEMC/ Deputy Fire Chief
- Director, Corporate Services
- Director, Community Services
- Director, Development Services
- Director, Infrastructure Services
- Director, Legislative Services/Clerk
- Deputy Clerk
- Manager, Human Resources
- Manager, Strategic Communications
- Manager IT
- Executive Assistant to the CAO & Council

The M.E.C.G. will fill roles according to the functions of Incident Management System ("IMS"), 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
- Emergency Information Officer
- Safety Officer
- Operations
- Planning

- Logistics
- Finance

Community Partners to provide assistance/technical information to M.E.C.G., as required.

- OFMEM Sector Field Officer
- OPP Representative
- Paramedic /EMS Representative
- Social Services Representative
- Health Unit Representative
- ERCA Representative
- Others

Emergency Operations Centre

12. 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 an annex to the Plan.

Emergency Information Officer (“EIO”)

13. The Town’s Manager, Strategic 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

1. **That** The Plan shall be made available to the public for review and copying through requests made to the Community Emergency Management Coordinator during regular business hours.
2. **That** The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.
3. **That** By-law 2203 is hereby repealed in its entirety.
4. **That** this By-Law shall come into full force and effect upon the final passing thereof.

Read a first, a second and a third time and finally passed on April 2, 2024.

Mayor

Clerk