

**THE CORPORATION OF THE MUNICIPALITY OF HURON SHORES**

**BY-LAW # 18-74**

BEING A BY-LAW TO ADOPT AN  
EMERGENCY MANAGEMENT PROGRAM & EMERGENCY RESPONSE PLAN &  
RESCIND BY-LAWS #06-57 & #16-66

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 as its community emergency management coordinator (CEMC);
- 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;

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 Municipality of Huron Shores 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 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 international best practices, and which is attached hereto as **Schedule 'A'** is hereby adopted (the "Plan").
4. The Plan shall be reviewed annually by the CEMC and the Municipality'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, Municipal 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.

### **Community Emergency Management Coordinator (CEMC)**

6. The Clerk/Administrator, is hereby appointed as the primary community emergency management coordinator (the "CEMC") responsible for the emergency management program for the Municipality including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.
7. The Deputy Clerk is hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

### **Emergency Management Program Committee**

8. The persons from time to time holding the following positions in the municipality, or their designates, shall be members of the Emergency Management Program Committee:
  - a. Head of Council (Mayor)
  - b. Clerk/Administrator / CEMC
  - c. Public Works Superintendent
  - d. Fire Chief
  - e. Fire Prevention Officer.
9. The Clerk/Administrator 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.

### **Emergency Control Group**

11. The persons from time to time holding the following positions in the municipality, or their designates, shall be members of the Emergency Control Group (ECG):
  - a. Head of Council (Mayor)
  - b. Clerk/Administrator / CEMC
  - c. Public Works Superintendent
  - d. Fire Chief
  - e. Fire Prevention Officer
  - f. Emergency Information/Telecommunications Coordinator.

Additional personnel called or added to the Community Control Group may include:

- Hazard Plan Liaison(s)
- Emergency Management Ontario Representative
- Ontario Provincial Police Representative
- Medical Officer of Health, or alternate
- Social Services Director, or alternate
- Emergency Medical Services (EMS) Director, or alternate
- Office of the Fire Marshal
- Algoma District School Board representative
- Local electrical utility representative, or alternate, if required or available
- Representatives of local industrial and retail businesses
- Volunteer organizations
- Liaison staff from provincial ministries
- Any other officials, experts or representatives from the public or private sector as deemed necessary by the Community Control Group.

### **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, or access to, 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**

13. The Municipality's Clerk/Administrator is hereby appointed as the Emergency Information Officer (EIO) for the Municipality to act as the primary media and public contact for the municipality in an emergency. The Alternate CEMC will act as EIO in the absence of the Clerk/Administrator. The Head of Council (Mayor), or alternate, may also act as spokesperson.

### **Administration**

14. The Plan shall be made available to the public for inspection and copying at the Municipal Office, 7 Bridge Street, Iron Bridge, during regular business hours.
15. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.
16. By-laws #06-57 and #16-66 are hereby rescinded.

READ a first, second and third time and passed in open Council this 12<sup>th</sup> day of December, 2018.

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MAYOR – Georges Bilodeau

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CLERK - Deborah Tonelli