

THE CORPORATION OF THE TOWN OF MIDLAND

BY-LAW 2024-63

A By-law to adopt an Emergency Management Program, the Emergency Response Plan for the Town of Midland and to repeal By-Law 2013-17.

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

- (a) Develop and implement an emergency management program, which 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; and
 - (d) any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- (b) Designate an employee of the municipality or a member of the council as its Emergency Management Program Coordinator;
- (c) Establish an emergency management program committee;
- (d) Establish an emergency control group;
- (e) Establish an emergency operations centre to be used by the Municipal Emergency Control Group in an emergency; and
- (f) 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;

AND WHEREAS a Terms of Reference (TOR) shall be established to support the requirements of the Emergency Management Program Committee under the *Act* and Regulations.

1. **Emergency Management Program Committee**

- i. That 'Schedule A', Terms of Reference (TOR) attached hereto forms part of this by-law for the Midland Emergency Management Program Committee;
- ii. The TOR shall be reviewed annually from the Emergency Management Program Committee. The Community Emergency Management Coordinator (CEMC) is authorized to make such administrative changes to as appropriate to keep the TOR current;
- iii. Any significant revisions to the TOR shall be presented to Council for approval.

2. **Midland Emergency Management Response Plan**

- i. That 'Schedule B', Emergency Response Plan, attached hereto forms part of this by-law which has been developed in accordance with the requirements of the *Act* and Regulations;
- ii. The Plan shall be reviewed annually by the CEMC and the Emergency Management Program Committee. The CEMC is authorized to make such administrative changes 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;
- iii. When an emergency exists but has not yet been declared to exist, employees and the Municipal Emergency Control Group (MECG) 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 of Midland.

3. **The Appointment of:**

- i. **Community Emergency Management Coordinator (CEMC):** An employee of the Town of Midland shall be appointed and shall act as the primary 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*.

An employee(s) of the Town of Midland shall be appointed and shall act as alternate CEMCs to act in place of the primary CEMC in their absence.

- ii. **Emergency Information Officer (EIO):** An employee of the Town of Midland shall be appointed and shall act as the Emergency Information

Officer for the municipality to act as the primary media and public contact for the municipality in an emergency.

An employee(s) of the Town of Midland shall be appointed and shall act as the alternate Emergency Information Officer.

The above shall be appointed at a minimum, at the first Emergency Management Program Committee meeting of each year.

4. **Establishment of:**

- i. **Emergency Operations Centre (EOC):** A primary and an alternate EOC have been established for use by the Municipal 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 EOC's are identified in an appendix to the Emergency Response Plan.

The above shall be acknowledged at a minimum, at the first Emergency Management Program Committee meeting of each year.

5. **Administration**

- i. The Plan shall be made available to the public for inspection and copying at the Administration Office, 575 Dominion Ave, Midland during regular business hours.
- ii. The Plan, or any amendments to the Plan, shall be submitted to Emergency Management Ontario as identified in the *Act*.

6. That this By-law shall come into force and effect on the final passage

PASSED AND ENACTED THIS 4TH DAY OF DECEMBER, 2024.

THE CORPORATION OF THE TOWN OF MIDLAND

BILL GORDON - MAYOR

SHERRI EDGAR - CLERK

Emergency Management - Terms of Reference

Schedule “A” to By-Law 2024-63

Committee Name: Emergency Management Program Committee	Committee Type: Statutory
Staff Support/Departmental Support: Richard Renaud, Fire Chief	Created by: Charmen LeBlanc, Health and Safety/HR Advisor/Primary CEMC
Date Approved:	Amendments: See below ‘Amendments’ Section

Mandate/General Statement

As mandated by the *Emergency Management and Civil Protection Act (EMCPA)*, 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.

Emergency Management Program

The Emergency Management Program shall be reviewed and maintained annually by the Emergency Management Program Committee consistent with and in accordance with the *EMCPA*, the Regulations as amended, and international best practices including the five components of emergency management; prevention, mitigation, preparedness, response and recovery, and such program shall include as amended:

- a) An emergency response 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) Hazardous Information Risk Assessment (HIRA);
- e) Critical Infrastructure (CI); and
- f) Any other element required by the standards for emergency management programs set under the Act or by Emergency Management Ontario (EMO).

The Emergency Management Program Committee (EMPC) is the organizational team that is tasked with the development, implementation and maintenance of the community's emergency management program.

The EMPC also makes recommendations to Council respecting the Emergency Management Program to strengthen the plan 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.

Strategic Plan Priorities/ Legislative Requirements

Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9

Emergency Management Program Committee Composition

1. The Emergency Management Program Committee shall consist of the following officials from the Town of Midland:
 - Head of Council
 - EOC Commander
 - Community Emergency Management Coordinator (CEMC)
 - Safety Officer
 - Liaison Officer
 - Emergency Information Officer
 - Operations Section Chief
 - Logistics Section Chief
 - Finance Section Chief
2. Each position shall appoint a competent alternate that will attend meetings in the event that the primary member is unable to attend.
3. Other key employees may be invited to regular meetings which shall not affect quorum noted in 'Meetings' below.

Committee Criteria

1. The Chairperson for the Committee shall be the CEMC. Where the Chairperson is not present at a meeting, a Chair shall be selected from among the members present for that meeting.
2. The Committee may call upon other person(s) for expertise from time to time.

3. The Committee may, from time to time, establish working groups to assist in a specific aspect of the program. A Committee member shall be appointed by the Committee to Chair a working group.
4. Primary members shall keep alternates informed of Committee activities and debrief alternate members following meetings.
5. The appointed Committee will continue with the same membership until such time as the Committee determines a review is appropriate. Alternate membership shall be reviewed at least every two years for the purpose of ensuring and building corporate knowledge and capacity.

Committee Duties

The Emergency Management Program Committee (EMPC) is established to achieve the following objectives:

- a) Maintain an Emergency Management Program consistent with *EMCPA* as amended, noted in 'Emergency Management Program' above;
- b) Develop and maintain plans to:
 - Prepare prior to an emergency or disaster to ensure an effective response in the event of an emergency or disaster. This shall include but is not limited to: an emergency response plan, business continuity plans, training, exercises, public awareness and education, critical infrastructure, hazard identification risk assessment;
 - Reduce or eliminate the effects of an emergency or disaster through prevention/mitigation actions, and
 - Assist in the recovery from an emergency or disaster.
- c) Shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

Role of the Chair/CEMC

The Emergency Management Program Committee Chairperson shall be responsible for:

- a) Facilitating and calling the meetings;
- b) Work with the Program Committee to establish the agenda;
- c) Prepare the meeting agendas, circulate the agenda and materials in advance of the meetings and record the minutes;
- d) Establishing a regular meeting schedule;
- e) Conduct/Chair the meetings;
- f) Ensure that the tasks assigned at the meeting are completed on a timely basis and reported back to the Committee;
- g) Report to Council as required with recommendations from the Committee;
- h) Ensure the Committee reviews the Terms of Reference at least once annually. The CEMC shall provide a report to Council for any significant revisions to this Terms of Reference.

Role of the Members

1. Members must be able to commit the necessary time to Committee meetings and events and any special or additional meetings as may be called from time to time.
2. Primary members shall provide adequate notice to alternate members if unavailable to attend meetings and shall inform the CEMC of same.
3. Members should demonstrate a strong interest in the committee's mandate, etc.
4. Members should participate in discussion/planning and share in the workload of the Committee.
5. Members should provide expertise in their professional area of responsibility.
6. Acting on behalf of the Town Code of Conduct, members shall conduct themselves as a representative of the Town.
7. Declare any Conflict of Interest and exclude themselves from any discussion and/or voting where such a conflict exists or may exist.

Staff Support and Duties

1. A designated employee of the Town shall provide administrative support to the Committee and be the Recording Secretary. An alternate shall also be named in the event the designated employee is unable to attend a scheduled meeting.

Meetings

1. The Emergency Management Program Committee shall meet regularly, at a minimum of every quarter or at the call of the Chair.
2. The determination of the regular meeting schedule shall be as agreed upon by the Committee members.
3. Meetings shall be held at the Emergency Operations Center (EOC) or in such other place as appointed.
4. Agendas shall be circulated to all Committee members a minimum of 5 days prior to the regular scheduled meetings. Minutes of meetings shall be circulated within 5 days of the conclusion of a meeting.
5. A quorum for meetings shall be 50% + 1 of the Committee members.
6. Although the purpose of the Committee is to oversee the emergency management program for the community and recommend to Council, approval of program components, the Committee, from time to time, may find it necessary to make decisions for the operation of the Committee. Decisions shall be made by consensus. Where the committee ventures into an area(s) that have operational consequences, decisions impacting same would be deferred to the respective Management.

Reporting Structure

1. Minutes of the Committee meetings shall be approved by the Committee at its next meeting.
2. The CEMC shall, on behalf of the Committee, submit an annual Compliance Report to Emergency Management Ontario (EMO) by December 31st each year.
3. The Ministry of Solicitor General will notify the Mayor on behalf of EMO, confirming Corporate compliance.

Budget

1. The Committee shall discuss annual budget needs, and the CEMC shall submit requested budget to Fire Services.
2. The adopted budget shall be included in the Fire Services annual budget plan for the purpose of training and development related to the town's emergency preparedness.

Remuneration

Not applicable.

Review of Terms of Reference / Sunset Clause

1. The Committee shall review the Terms of Reference once annually and recommend amendments by way of a Committee report to Council.

Amendments

Date	Section	Action
Jan 2024	Annual Review by MEEG	No changes required
March 2024	<ol style="list-style-type: none"> 1. Committee Composition 2. Committee Duties 3. Role of the CEMC 4. Amendments 	<ol style="list-style-type: none"> 1. Changed to IMS Position title, added #3. 2. Formatting/editing and added #7 3. Added Reporting to Council for any significant changes to the TOR 4. Added 'Amendments'