

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 94-2024

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 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 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 KINGSVILLE ENACTS AS FOLLOWS:

Emergency Management Program

1. An Emergency Management Program (“EMP”) for the Town 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 town 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 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 (the "CEMC") and the Town's Emergency Management Program Committee (the "EMPC"). The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel changes, and 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 (the "MECG") may take such action under the Plan as may be required to protect property and the health, safety and welfare of the residents of the Town.

Emergency Management Program Coordinator (known as CEMC)

6. The Assistant Deputy Chief, is hereby appointed as the primary Emergency Management Program Coordinator 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 Manager of Municipal Governance/Town Clerk and 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 EMP

Meetings

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

Composition

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

Voting Members

- The Chief Administrative Officer;
- The Fire Chief;
- The Assistant Deputy Chief (also the CEMC);
- The Manager of Municipal Governance/Town Clerk or their designate;
- The Director of Public Operations or their designate;
- The Director of Planning and Development or their designate;
- The Director of Finance and Corporate Services/Treasurer or their designate;
- The Manager of Human Resources or their designate;

- The Chief Building Official or their designate; and;
 - The Communications and Public Relations Coordinator.
9. The Assistant Deputy Chief 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 Town's Emergency Management Program and shall review the program annually.

Municipal Emergency Control Group (MECG)

11. The persons shall be members of the Municipal Emergency Control Group (MECG):

The emergency response will be directed by members of the Municipal Emergency Control Group (MECG). The MECG is responsible for coordinating the provision of management, and 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 MECG are:

- The Mayor;
- The Chief Administrative Officer;
- The Fire Chief;
- The Assistant Deputy Chief (also the CEMC);
- The Manager of Municipal Governance/Town Clerk;
- The Director of Public Operations;
- The Director of Planning and Development;
- The Director of Finance and Corporate Services/Treasurer;
- The Manager of Legal Services;
- The Manager of Human Resources;
- The Chief Building Official;
- The Communications and Public Relations Coordinator; and,
- The Executive Assistant to the Mayor & CAO.

The MECG will fill roles according to the functions of 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

Emergency Operations Centre

12. A primary and an alternate Emergency Operations Centre ("EOC") have been established for use by the MECG in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the EOCs are identified in an annex to the Plan.

Emergency Information Officer (EIO)

13. The Town's Communications and Public Relations Coordinator is hereby appointed as the Emergency Information Officer for the town to act as the primary media and public contact for the municipality in an emergency.

Administration

14. The Plan shall be made available to the public for inspection and copying through requests made to the CEMC 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-law 74-2023, is hereby repealed in its entirety.
17. This By-law comes into force and takes effect on the day of the final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
25th DAY OF NOVEMBER, 2024.**

MAYOR, Dennis Rogers

ACTING CLERK, Angela Toole