The Corporation of the Township of Selwyn

By-law Number 2019 - 103

Being a By-law to Adopt an Emergency Management Program and Plan and a Business Continuity Program and Plan

Whereas the Emergency Management and Civil Protection Act (EMPCA) R.S.O. 1990, Chapter E.9, as amended (the “Act”), and Ontario Regulation 380/04 (the “Reg”) requires all Municipalities in the Province of Ontario 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 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 the Ontario Municipal Act, 2001, S.O. 2001, c. 25, Section 2, as amended, states that municipalities are created by the Province of Ontario to be responsible and accountable governments with respect to matters within their jurisdiction, and as such, municipalities are given powers and duties under this Act, and many other Acts, for the purpose of providing good government with respect to those matters; and

Whereas the Ontario Municipal Act, 2001, S.O. 2001, c. 25, Section 5.3, as amended, states that a municipal power shall be exercised by By-law unless the municipality is specifically authorized to do otherwise; and

Now Therefore, the Council of the Corporation of the Township of Selwyn 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, the Regulation, and international best practices, including the five components of emergency management, namely: prevention, mitigation, 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 (the “Plan”), which has been developed in accordance with the requirements of the Act and Regulation and international best practices, and which is attached hereto as Schedule A.

4. The Plan shall be reviewed annually by the CEMC and the 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, employees and the 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 Selwyn Township.

Community Emergency Management Coordinator

6. The Manager of Community & Corporate Services/Clerk, is hereby appointed as the primary community emergency management coordinator (the “CEMC”) responsible for the emergency management program for the Township including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.

7. The Revenue Coordinator/Accounting Assistant, Facilities Maintenance & Project Coordinator and the Fire Prevention Officer are hereby appointed as 1st, 2nd and 3rd alternate CEMCs accordingly, to act in place of the primary CEMC in her absence.

Emergency Management Program Committee

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

   a. Chief Administrative Officer;
   b. Manager of Financial Services/Treasurer;
   c. Manager of Building and Planning;
   d. Fire Chief;
   e. Manager of Community & Corporate Services/Clerk (CEMC);
   f. Manager of Public Works;
   g. Revenue Coordinator/Accounting Assistant (1st Alternate CEMC)
   h. Facilities Maintenance & Project Coordinator (2nd Alternate CEMC)
   i. Fire Prevention Officer (3rd Alternate CEMC);

9. The CEMC 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 Control Group

11. The persons holding the following positions in the municipality shall be members of the Municipal Control Group (MCG):

   a. Mayor (Head of Council)
   b. Deputy Mayor
   c. CAO
   d. Manager of Financial Services/Treasurer
   e. Manager of Community & Corporate Services / Clerk - CEMC
   f. Revenue Coordinator/Accounting Assistant - 1st Alt. CEMC
   g. Corporate Services Assistant - PIC
   h. Manager of Building and Planning
   i. Manager of Public Works
   j. Facilities Maintenance Coordinator - 2nd Alt. CEMC
   k. Manager of Recreation Services
   l. Communications & Marketing Coordinator - EIO
   m. Fire Prevention Officer – 3rd Alt. CEMC

Emergency Operations Centre

12. A primary and an alternate Emergency Operations Centre have been established for use by the MCG 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 appendix to the Plan.

Emergency Information Officer

13. The Township’s Communications and Marketing Coordinator 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. The Deputy Clerk and Corporate Services Assistant will act as the alternate Emergency Information Officers.

Business Continuity Program and Plan

14. The Township’s Business Continuity Program and Plan has been developed using industry best practices. Components of the Business Continuity Plan may not be public information, as per Section 10 of the Act.

Administration

15. The Emergency Plan shall be made available to the public on the Township website


17. That the Emergency Plan attached hereto as Schedule “A” to this By-law is hereby adopted.

18. That the Business Continuity Plan attached hereto as Schedule “B” to this By-law is hereby adopted.

Read a First, Second and Third time and finally passed this 10th day of December, A.D., 2019.

Mayor Andy Mitchell

Angela Chittick, Clerk

Corporate Seal