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## The Corporation of the Municipality of Clarington

### Proposed By-Law

Being a by-law to provide for the establishment and adoption of an Emergency Management Program for the Municipality of Clarington.

Whereas, under section 2.1(1) of the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, as amended (the "Act"), Council shall pass a by-law adopting an emergency management program consisting 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 efforts, and public education on risks to public safety and on public preparedness;

And Whereas the municipality adopted an emergency plan pursuant to Clarington By-law 2018-010 as amended;

And Whereas, the Act requires the emergency management program to conform to standards promulgated by Emergency Management Ontario ("EMO"), including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery; and also requires every municipality to identify and assess the various hazards and risks to public safety and identify elements of the infrastructure that are at risk of being affected by emergencies;

And Whereas, the Act authorizes employees of the Municipality to respond to an emergency in accordance with the emergency plan where an emergency exists, whether or not the emergency has been declared to exist;

Now therefore, the Council of the Municipality of Clarington enacts as follows:

1. Definitions

1.1. In this by-law:

“emergency” has the same meaning as provided for in the Act;

“emergency area” has the same meaning as provided for in the Act;

“emergency plan” has the same meaning as provided for in the Act.

2. Emergency Management Structure

2.1. There shall be established within the Municipality, a formal emergency management structure, consisting of:

- a) the Community Emergency Management Co-ordinator (the “CEMC”);
- b) the Emergency Management Program Committee (the “EMPC”); and
- c) the Municipal Emergency Control Group (the “MECG”).

2.2. The designated CEMC for the Municipality shall be the Director of Emergency and Fire Services, or their Alternate. The CEMC shall co-ordinate the development and implementation of the municipality’s emergency management program within the municipality and shall co-ordinate the municipality’s emergency management program in so far as possible with the emergency management programs of other municipalities, of ministries of the Ontario government and of organizations outside government that are involved in emergency management. The CEMC shall be the chairperson of the EMPC.

2.3. The responsibilities of the CEMC shall include but not be limited to the duty to:

- a) write and update nuclear and non-nuclear plans and procedures in conformity with Section 8 of the Act;
- b) co-ordinate the emergency plan of the municipality;
- c) develop and conduct emergency management training programs;
- d) develop and conduct training exercises;
- e) develop and implement public education programs; and
- f) during an emergency, provide advice to the MECG.

- 2.4. The EMPC shall be established to provide the Municipality with a higher-level co-ordinating body that will facilitate inter-departmental co-operation regarding policy for emergency management and its four components: mitigation/prevention, preparedness, response and recovery.
- 2.5. The EMPC shall review the state of emergency management in the Municipality and provide policy advice regarding emergency management to facilitate co-ordination between the various departments in the Municipality. The EMPC may, as it deems necessary, establish sub-committees and working groups.
- 2.6. The Membership of the EMPC shall include
  - Mayor or designate;
  - Chief Administrative Officer;
  - CEMC;
  - Emergency Information Officer;
  - Any other persons included by the Chief Administrative Officer or CEMC as required from time to time.
- 2.7. The MCEG shall control all operations during an emergency. The following roles for the initial activation of the MCEG shall be filled by Municipal employees as determined by the CAO and/or CEMC.
  - Operations Manager
  - Operations Officer
  - Emergency and Fire Services Officer
  - Public Works Officer
  - Emergency Information Officer
  - GIS Officer
  - Information Technology Officer
  - The Mayor or designate shall participate as part of the MCEG as required by the EMCPA to declare or terminate an emergency, to participate in media activities as requested and coordinated by the Operations Manager, or any other function as determined by the Operations Manager. All other elected Officials may only participate in, or have communication with the MCEG through the Mayor.
- 2.8. Depending on the type of emergency, the Operations Manager may authorize additional members from other departments to become members of the MCEG.

### 3. Emergency Management Program

- 3.1. The emergency management program shall be developed and implemented in accordance with the Act. The program shall include a community hazard analysis and risk assessment, an emergency plan, training programs and exercises and public education on emergency preparedness.
- 3.2. The emergency plan of the municipality shall govern the provision of necessary services during an emergency and the procedures and the manner in which employees of the Municipality will be required to respond.
- 3.3. The Municipality shall submit a copy of its emergency plan, as revised from time to time, to the Chief, EMO.
- 3.4. The CEMC may add to the emergency plan any risk specific support plans, as deemed to be required. These plans will be brought forward to the Council of the municipality for adoption.
- 3.5. The emergency plan of the municipality shall be reviewed annually and any proposed revisions brought forward to the Council of the municipality for adoption.
- 3.6. The emergency plan of the municipality and any risk specific plans shall be made available to the public for inspection and copying during ordinary business hours, with the exception of plans respecting continuity of operations or services.
- 3.7. This by-law hereby designates all employees of the municipality as emergency workers in the event of a municipal emergency and therefore any employee of the municipality may be called upon and assigned responsibilities to assist in the implementation of the emergency plan of the municipality.

5. This by-law may be referred to as the "Emergency Management By-Law".
6. By-laws 2018-010, 2018-072, and 2022-28 are repealed.
7. This by-law comes into effect on the date this by-law is passed by Council.

Passed this xx day of xxxx, xxxxx.