

# THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

## By-law No. 18-2024

**BEING** a by-law to provide for the establishment and adoption of an Emergency Management Program for the Township of North Glengarry

**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”), the Council shall pass a by-law formulating or providing for the formulation and implementation of an emergency management program. The emergency management program 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 efforts, and public education on risks to public safety and on public preparedness;

**AND WHEREAS**, the Act requires the emergency management program to conform to standards promulgated by the Ontario Fire Marshal and Emergency Management (OFMEM), 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 the Mayor to declare that an emergency exists in the municipality or in any part thereof, and allows the Mayor to take such action or make such orders as he or she considers necessary and that are not contrary to law, to implement the emergency plan to protect the property and the health, safety and welfare of the residents of the Township of North Glengarry.

**AND WHEREAS**, the Act authorizes one or more members of Council to perform the duties of the Mayor during his/her absence or his/her inability to act;

**AND WHEREAS**, the Act authorizes employees of the Township to respond to an emergency in accordance with the emergency plan where an emergency exists but has not yet been declared to exist;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY ENACTS AS FOLLOWS:**

### **1. Definitions**

1.1. In this by-law:

“Emergency Plan” means a plan formulated pursuant to the Emergency Management and Civil Protection Act

The “Emergency Response Plan” (ERP) describes the Township’s overall authority, principles, policies, emergency levels, operational concepts and organizational arrangements of the North Glengarry Emergency Management Structure.

## **2. Emergency Management Structure**

- 2.1. There shall be established within the Township, a formal emergency management structure, consisting of:
  - a) the Community Emergency Management Co-ordinator (CEMC)/Emergency Management Program Coordinator,
  - b) the Emergency Management Program Committee (EMPC)
  - c) the Municipal Emergency Control Group (MECG)
- 2.2. The designated CEMC for the Township shall be an employee of the Township of North Glengarry. The CEMC shall be responsible for the development, implementation and maintenance of the emergency management program.
- 2.3. The responsibilities of the CEMC include:
  - a) develop and conduct municipal emergency management training programs;
  - b) develop and conduct Municipal training exercises;
  - c) develop and implement public education programs; and
  - d) during an emergency, provide advice to the MECG
- 2.4. The EMPC shall be established to provide the Township with a higher-level co-ordinating body that will facilitate inter-departmental and municipal level co-operation regarding policy for emergency management and its four components: mitigation, preparedness, response and recovery
- 2.5. The EMPC shall be chaired by the CAO of the Township and its members shall include the following:
  - a) CEMC
  - b) EIO
  - c) Fire Chief
- 2.6. The EMPC shall review the state of emergency management in the Township and provide policy advice regarding emergency management to facilitate co-ordination between the various jurisdictions in the Township/County.
- 2.7. The MECG shall control Township operations during an emergency. Members of the MECG are the following,
  - a) 2 members of council
  - b) CAO / Clerk
  - c) CEMC
  - d) Treasurer
  - e) Director of Public Works
  - f) Director of Community Services
  - g) North Glengarry Fire Chief
  - h) Information Technologist
  - i) EIO
- 2.8. The Mayor is hereby authorized to appoint a member of Council as his or her alternate to act in his or her absence. In addition, each member of the MECG shall designate at least one alternate who has the authority to act on his or her behalf should they be unavailable or unable to fulfill their duties.
- 2.9. Depending on the nature of the emergency, the CAO may authorize additional members from other departments or organizations to become members of the MECG.

- 2.10 When one of the officials from the MECG group identifies the need for the MECG to assemble he/she will activate a call out through the Voyant Alert App.

### **3. Emergency Management Program**

- 3.1 The emergency management program shall be developed and implemented in accordance with the Act and Regulations published by the Ontario Fire Marshal and Emergency Management Offices. The program shall include hazard identification and risk assessment, a critical infrastructure list, an emergency plan, training and exercise programs, and public education on risks and personal preparedness.
- 3.2 The Emergency Response Plan (ERP) shall govern the provision of necessary services during an emergency and the procedures under, and the manner in which members of the MECG will respond.
- 3.3 The Township shall submit a copy of the ERP and revisions, to the Chief, OFMEM.
- 3.4 The CEMC may add any risk specific support plans to the ERP, as deemed to be required. These plans will be co-ordinated with appropriate stakeholders and issued under the authority of the CEMC.
- 3.5 These plans shall be updated as required and as determined by the CEMC.
- 3.6 The EMP shall be made available to the public.

### **4. Declaration of an Emergency**

- 4.1 In accordance with the provisions with the Act, the Mayor may declare that an emergency exists in the Township or any part thereof and may take such action and make such orders as is reasonable and necessary to protect the health, safety and property of the residents of the Township.
- 4.2 This by-law hereby authorizes employees of the Township to take action in accordance with the Emergency Plan where an emergency exists but has not yet been declared to exist.
- 4.3 This by-law hereby designates all Township employees as emergency workers in the event of an Emergency and therefore all Township employees may be called out and assigned responsibilities to assist in the implementation of the Emergency Plan.
5. This by-law may be referred to as the "EMERGENCY MANAGEMENT BY-LAW".

5. By-law 13-2023, is hereby repealed

**READ** a first, second, third time and enacted in Open Council, this 8<sup>th</sup> day of April, 2024.

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CAO/Clerk / Deputy Clerk

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Mayor / Deputy Mayor

I hereby certify this to be a true copy of By-law No.18-2024 and that such by-law is in full force and effect.

\_\_\_\_\_  
Date Certified

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CAO/Clerk / Deputy Clerk