



MUNICIPALITY OF  
**West Elgin**

**The Corporation of The Municipality of West Elgin**

**By-Law No. 2024-88**

**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* and Repeal By-law 2023-98**

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

**NOW THEREFORE** the Council of the Municipality of West Elgin 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 Reg, 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, which has been developed in accordance with the requirements of the Act and Reg and international best practices, and which is attached hereto as Schedule A is hereby adopted (the "Plan").
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 Municipality of West Elgin.

### **Community Emergency Management Coordinator**

6. The primary community emergency management coordinator (the “CEMC”), as listed in the Emergency Response Plan, is responsible for the emergency management program for the Municipality including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.
7. The Fire Chief and Manager of Operations are hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/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 (CAO)
  - b. Mayor
  - c. CEMC
  - d. Manager of Operations
  - e. Fire Chief
  - f. Municipal Clerk
9. The CAO 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 Emergency Control Group**

11. The persons holding the following positions in the municipality shall be members of the Municipal Emergency Control Group (MECG):
  - a. Chief Administrative Officer (CAO)
  - b. Mayor
  - c. CEMC
  - d. Manager of Operations
  - e. Fire Chief
  - f. Municipal Clerk

### **Emergency Operations Centre**

12. A primary and an alternate Emergency Operations Centre 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 Emergency Operations Centres are identified in an annex to the Plan.

### **Emergency Information Officer**

13. The Municipal Clerk 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. A sworn member of Elgin County's Police will be appointed by the Police Chief to act as the alternate Emergency Information Officer.

### **Administration**

14. The Plan shall be made available to the public for inspection and copying at the Administration Office, 22413 Hoskins Line, Rodney, ON during regular business hours.
15. The Plan, or any amendments to the Plan, shall be submitted to the West Elgin Municipal Office, 22413 Hoskins Line, as identified in the Act.
16. By-law 2023-98 is hereby repealed.

Read a first, second, and third time and finally passed this 19<sup>th</sup> day of November 2024.

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Richard Leatham, Mayor

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