

THE MUNICIPALITY OF CASSELMAN

BY-LAW NUMBER 2019-XXX

A BY-LAW TO APPOINT AN EMERGENCY MANAGEMENT PROGRAM COMMITTEE FOR THE MUNICIPALITY OF CASSELMAN.

WHEREAS the Council of the Municipality of Casselman adopted a By-law to establish an emergency management program for the protection of public safety, health, environment, the critical infrastructure and property and to promote economic stability and a disaster-resilient community in 2009;

AND WHEREAS Section 11 of the Ontario Regulation 380/04 of the Emergency Management and Civil Protection Act states "every municipality shall have an emergency management program committee";

AND WHEREAS the Emergency Management Program Committee will cause the emergency management program to be reviewed annually and to recommend changes to the program as considered appropriate and refer recommendations to Council for further review and approval;

AND WHEREAS the Council of the Municipality of Casselman deems it advisable and expedient to establish an Emergency Management Program Committee.

NOW THEREFORE BE IT ENACTED by Council of the Municipality of Casselman that:

1. The Emergency Management Program Committee for the Municipality of Casselman consists of the following members:
 - a) Mayor;
 - b) One Councillor;
 - c) Community Emergency Management Coordinator;
 - d) Chief Administrative Officer;
 - e) Clerk;
 - f) A representative from the Physical Services department;
 - g) A representative from the Recreation and Leisure Services;
 - h) Fire Chief;
2. The Community Emergency Management Coordinator be appointed as Chair of the Municipality of Casselman Emergency Management Committee.
3. The Emergency Management Program Committee be an official committee of Council.
4. The mandate of the Emergency Management Program Committee be adopted by Council as per the attached Appendix A and forming part of this By-law.
5. This By-law shall come into force and take upon the final passing thereof.

DONE AND PASSED in open Council this 27th day of August 2019.

Daniel Lafleur, Mayor

Sébastien Dion, Clerk

TERMS OF REFERENCE Emergency Management Program Committee

Name of Committee

Emergency Management Program Committee (EMPC).

Mission

The Municipality of Casselman Emergency Management Program Committee mission is to guide the development, implementation and maintenance of the Emergency Management Program as defined by the Emergency Management and Civil Protection Act and its Regulation.

The Committee is also accountable for the annual review of the Municipality Emergency Management Program.

Objectives

To create and maintain an emergency management program which conforms to the Emergency Management and Civil Protection Act (EMCPA). The program includes five core components: prevention, mitigation, preparedness, response and recovery.

To open appropriate lines of communications between the Municipal Emergency Control Group (MECG) and all support agencies.

The Committee shall advise Council on the development and implementation of the municipality's emergency management program.

The Committee serves as an advocate for the larger population and provides awareness and public education based on hazards identified and risks assessed under the Hazard Identification and Risk Assessment (HIRA).

Chair

The Community Emergency Management Coordinator (CEMC) shall be appointed by Council as the chairperson of the Emergency Management Program Committee.

Composition

The Emergency Management Program Committee (core/voting membership) shall have adequate representation from the following:

- a) Mayor;
- b) One Councillor;
- c) Community Emergency Management Coordinator;
- d) Chief Administrative Officer;
- e) Clerk;
- f) A representative from the Physical Services department;
- g) A representative from the Recreation and Leisure Services;
- h) Fire Chief;

Other Municipality or upper tier staff may be invited to participate as determined by the membership. External emergency management representatives (OPP, Paramedic Service, Health Unit, etc) may be invited by the Committee Chair as deemed appropriate.

Quorum

A quorum shall consist of 51 percent of the voting members or alternate members.

Motions

Decisions made during EMPC meetings are by making a motion, having it seconded and having it voted on and passed by the committee. Meetings of the Committee shall be governed by the Municipality of Casselman Procedural By-law, and relevant legislation.

Sub-Committee

The Emergency Management Program Committee (EMPC) may from time to time appoint a sub-committee from within the EMPC membership for specific purposes. The sub-committee will report back to the EMPC via a spokesperson or written summary.

Report to the Municipality of Casselman Council

The Emergency Management Program Committee shall report to Council through the Committee minutes or as deemed necessary by the Committee for submission.

Frequency of Meetings

The meetings of the Committee shall consist of two (2) per year or at the call of the Chairperson.

Conflicts of Interest

Members shall abide by the rules outlined in the *Municipal Conflict of Interest Act* and shall disclose the pecuniary interest to the Chair and leave the meeting for the duration of the discussion and voting (if any) with respect to that matter.

Location of Meetings

The location of the meetings will be set by the Committee.

Budget

Funds for the Emergency Management Program Committee, including training, are included in the budget for Emergency Planning.

Purchasing Policy

All Committees have purchasing responsibilities and shall follow the Municipality Procurement Policy.

Activities and Responsibilities

- 1) Develop, implement and maintain an emergency response plan as required by the *Emergency Management and Civil Protection Act, 2002*.
- 2) Identify and assess the various hazards and risks to public safety that could give rise to emergencies.
- 3) Ensure the development and coordination of emergency supplementary plans and emergency response plans based on the Municipality hazard and risk analysis.
- 4) Identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies, assist in the development and the review of a list of identified critical infrastructure.
- 5) Assist in training programs and exercises for the Municipal Emergency Control Group (MECG), 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.
- 6) Support awareness and public education programs on hazards and risks to public safety.
- 7) Address any other element required by the standards for emergency management programs as set under Section 14, *Emergency Management and Civil Protection Act, 2002*, c.14 s. 14. And Ont. Regulation 380/04
- 8) Conduct an annual review of the emergency management program and make recommendations for corrective actions and improvements as necessary.