

THE TOWNSHIP OF TARBUTT
BY-LAW 2024 - 25

A By-law to adopt the 2024 Emergency Response Plan, Parts A and B,
and to meet other Requirements under the *Emergency Management and
Civil Protection Act*.

WHEREAS the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 (the “Act”) and Ontario Regulation 380/04 (the “Reg”) provides that every municipality in the Province of Ontario shall develop and implement an Emergency Management Program, which shall consist of:

- an emergency plan;
- training programs and exercises for municipal employees 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*; 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, being: 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 Corporation of The Township of Tarbutt hereby enacts as follows:

Emergency Response Plan

1. The Emergency Response Plan has been developed in accordance with the requirements of the Act and O. Reg and international best practices in two parts: Part A, Public Version, and Part B, Confidential Version.
2. 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.
3. When an emergency exists but has not yet been declared, 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 The Township of Tarbutt.

Community Emergency Management Coordinator (CEMC)

1. By-law 2023 - 19, being a By-law to appoint a Community Emergency Management Coordinator (CEMC) was passed by Council on July 19, 2023. The CEMC will be 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 are outlined in the Act.

Emergency Management Program Committee

1. Persons holding the following positions in the municipality shall be members of the Municipal Emergency Management Committee:
 - a. CEMC or Alternate CEMC
 - b. CAO/Clerk
 - c. Head of Council (Mayor) or Alternates
 - d. Fire Chief or Alternate
 - e. Volunteer Fire Training Officer
2. The Mayor is hereby appointed the Chair of the Emergency Management Committee.
3. The Emergency Management Committee shall provide strategic direction and advise Council on the development and implementation of the Municipal Emergency Management Program, and shall review the program annually.

Municipal Emergency Control Group (MECG)

1. Every municipality shall have a Municipal Emergency Control Group (MECG) who is responsible to direct the municipal response during times of emergency. The MECG is comprised of such officials or employees as may be appointed by Council, and such members of Council. Persons holding the following positions in the municipality shall be members of the Municipal Emergency Control Group (MECG):
 - a. Head of Council/Mayor
 - b. CEMC
 - c. CAO/Clerk
 - d. Fire Chief
 - e. Road Superintendent
2. The Mayor is hereby appointed the Chair of the Municipal Emergency Control Group.

Emergency Operations Centre

3. A primary and an alternate Emergency Operations Centre have been established for use by the MECG in an emergency with the appropriate technological and telecommunications

systems to ensure effective communication in an emergency. The location of the Emergency Operations Centre is identified in an annex to the Plan.

Emergency Information Officer

1. The Township’s Communications Officer 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. A sworn member of the OPP will be appointed to act as the alternate Emergency Information Officer.

Administration

1. The Emergency Plan shall be made available to the public for inspection and copying at the Township Office, 27 Barr Road South during regular business hours.
2. The Plan, or any amendments to the Plan, shall be submitted to the Office of the Fire Marshal and Emergency Management Ontario, as identified in the Act.
3. Any By-laws previously passed by Council which conflict with any provision of this By-law shall be hereby repealed.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED this Twentieth day of November, 2024.

Lennox Smith, Mayor

Carol O. Trainor, Clerk