

The Corporation Of The Town Of Ajax

By-Law Number 69-2017

Being a By-law to establish an Emergency Management Program and Emergency Response Plan and to meet other requirements under the *Emergency Management and Civil Protection Act*

Whereas under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and Ontario Regulation 380/04 (the "Act") every municipality in the province of Ontario is required to:

- Develop and implement an emergency management program, which shall consist of:
 - o an Emergency Response Plan;
 - o 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;
 - o public education on risks to public safety and on public preparedness for emergencies; and
 - o 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 a Municipal 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, 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 Town of Ajax hereby enacts as follows:

Emergency Management Program

1. An emergency management program for the municipality shall be developed and reviewed annually by the Emergency Management Program Committee in accordance with the requirements of the Act and international best practices, including the five core components of emergency management, being 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; public education on risks to public safety and on public preparedness for emergencies; and
 - b. 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 shall promote economic stability and a disaster-resilient community.

Emergency Response Plan

3. The emergency response plan, shall be maintained in accordance with the requirements of the Act and international best practices.
4. The Plan shall be prepared and reviewed annually by the Community Emergency Management Coordinator (CEMC) and the Town's Emergency Management Program Committee, and the CEMC or their designate shall be authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational, and contact information updates.
5. When an emergency exists but has not yet been declared, Town employees and the Municipal 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 Town.

Community Emergency Management Coordinator ("CEMC")

6. The Fire Chief is hereby appointed as the Community Emergency Management Coordinator ("CEMC") responsible for the emergency management program for the Town, including maintenance of the Plan, training, exercises, public education, and such other duties and responsibilities as outlined in the Act.
7. The Deputy Fire Chiefs are hereby appointed as alternate CEMCs to act in place of the primary CEMC in his or her absence.

Emergency Management Program Committee

8. The persons from time to time holding the following positions in the municipality shall be members of the Emergency Management Program Committee:
 - a. CEMC and Alternate CEMCs
 - b. Manager of Legislative Services/ Deputy Clerk
 - c. Manager of Information Technology Services
 - d. Manager of Budget and Accounting Services
 - e. Manager of Human Resource Services
 - f. Manager of Planning
 - g. Manager, Operations & Fleet Services / Building Maintenance
 - h. One member of Council as appointed by Council
9. One Deputy Fire Chief shall be appointed by the Fire Chief as the chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall review the program annually and report to Council on the development and implementation of the municipality's Emergency Management Program.

Municipal Emergency Control Group ("MECG")

11. The persons from time to time holding the following positions in the municipality, or their designates, shall be members of the Municipal Emergency Control Group (MECG):
 - a. Emergency Operations Centre Director - Chief Administrative Officer
 - b. Liaison Officer - Director of Legislative and Information Services

- c. Emergency Information Officer - Manager of Public & Strategic Affairs
- d. Operations Section Chief - Fire Chief, or Deputy Fire Chief in the Fire Chief's absence, or other Director as appropriate
- e. Planning Section Chief - Director of Recreation, Culture & Community Development or other Director as appropriate
- f. Logistics Section Chief - Director of Operations and Environmental Services, or other Director as appropriate
- g. Finance and Administration Section Chief - Director of Finance/Treasurer

Declaration and Termination of an Emergency

12. The Mayor or Acting Mayor of the Town of Ajax, as the Head of Council, is responsible for declaring an emergency. The decision is usually made in consultation with members of the MCEG.

Upon declaring an emergency, all persons listed in the Emergency Plan Notification of Declaration of Emergency Section shall be notified.

The Head of Council (Mayor) or Acting Mayor, the Town Council, or the Premier of Ontario, may terminate a municipal emergency at any time. Upon termination of an emergency, all persons listed in the Emergency Plan Notification of Termination Section shall be notified.

Emergency Operations Centre

13. A primary and an alternate Emergency Operations Centre shall be established for use by the Municipal Emergency Control Group in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency.

Emergency Information Officer

14. The Town's Manager of Public & Strategic Affairs 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, and an alternate may be appointed by the Chief Administrative Officer if required.

Administration

15. For the purposes of compliance with Section 3 of the Emergency Management and Civil Protection Act, the Town of Ajax Emergency Response Plan shall be published and available within the Town's Quality Management System document repository.
16. Upon request a public copy of the Plan shall be made available to the public for inspection at Town Hall during regular business hours, and shall be available on the Town of Ajax website.
17. Any amendments to the Plan shall be submitted to the Chief, Emergency Management Ontario identified in the Act.
18. By-law 77-2004 is hereby repealed.

Read a first and second time this
Twentieth day of November, 2017.

Read a third time and passed this.
Twentieth day of November, 2017.

A handwritten signature in blue ink, consisting of stylized, cursive letters that appear to be 'SR'.

Mayor

A handwritten signature in blue ink, consisting of stylized, cursive letters that appear to be 'AK'.

D-Clerk