

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 65-2019

BEING A BY-LAW TO APPOINT AN EMERGENCY MANAGEMENT PROGRAM COMMITTEE, MUNICIPAL EMERGENCY CONTROL GROUP, EMERGENCY MANAGEMENT PROGRAM CO-ORDINATOR AND ALTERNATE, AND EMERGENCY INFORMATION OFFICER

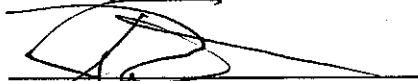
WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, and Ontario Regulation 380/04 (the "Act") every municipality in the province is required to appoint an Emergency Management Program Committee, an Emergency Management Control Group, an Emergency Management Program Co-ordinator, and an Emergency Information Officer;

NOW THEREFORE the Council of the Corporation of the Village of Merrickville-Wolford hereby enacts as follows:

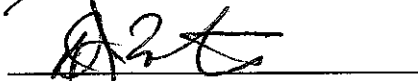
1. The Emergency Management Program Committee Terms of Reference form part of this by-law as Schedule "A" and are hereby adopted.
2. The persons holding the following positions in the Village are appointed as members of the Municipal Emergency Control Group (MECG):
 - a. Head of Council (Mayor);
 - b. Chief Administrative Officer (CAO);
 - c. Emergency Management Program Co-ordinator;
 - d. Fire Chief;
 - e. Manager, Operations;
 - f. Manager of Finance/Treasurer;
 - g. Chief Building Official; and
 - h. Emergency Information Officer.
2. The Deputy Clerk is appointed as the Emergency Management Program Co-ordinator.
3. The Fire Chief is appointed as the Alternate Emergency Management Program Co-ordinator.
4. The Receptionist is appointed as the Emergency Information Officer.
5. By-law 03-2018 and any other by-law that is not in conformance with this by-law is hereby repealed.

This by-law shall come into force and take effect immediately upon the final passing thereof.

Read a first, second and third time and passed on the 25th day of November, 2019.



J. Douglas Struthers, Mayor



Doug Robertson, CAO/Clerk



MERRICKVILLE-WOLFORD
Jewel of the Rideau

**Terms of Reference
Emergency Management Program Committee
Schedule "A" to By-law 65-2019**

Mission:

The Village of Merrickville-Wolford's Emergency Management Program Committee is a Committee established by Council whose mission is to oversee the development, implementation, maintenance and continuous improvement of the Village's Emergency Management Program (EMP) including the municipal emergency response plan, public education programs, training, and exercises. The Committee is also accountable for the annual review of the Village's Emergency Management Program.

Objectives:

- To create and maintain an Emergency Management Program which conforms to the *Emergency Management and Civil Protection Act (EMCPA)* and includes the five core components namely: mitigation, prevention, preparedness, response, and recovery;
- To open and maintain appropriate lines of communication between the Municipal Emergency Control Group (MECG) and all Support Agencies;
- To make provisions for the extraordinary arrangements and measures that may have to be taken to reduce impacts to public safety, the environment, property and the economy of the Village of Merrickville-Wolford that may occur as the result of an emergency;
- To advise Council on the development and implementation of the Village's Emergency Management Program; and
- To serve as an advocate for the larger population and provide public education on risks to public safety and on public preparedness for emergencies.

Composition:

The Emergency Management Program Committee shall be comprised of the following:

- a. Head of Council (Mayor)
- b. Chief Administrative Officer (CAO);
- c. Emergency Management Program Co-ordinator (also known as Community Management Program Co-ordinator or CEMC);
- d. Manager of Finance/Treasurer; and
- e. Fire Chief.

Term of Office:

As a provincially legislated Committee, the Committee will not expire at the end of a term of Council in order to maintain compliance.

Quorum:

A quorum shall consist of 50 percent of the voting members who are listed above.

Motions:

Decisions made during Emergency Management Program Committee meetings will follow the process of 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 Procedural By-law 30-17, applicable legislation, and Robert's Rules of Order.

Chair:

The CAO is appointed as the chairperson of the Emergency Management Program Committee. In the absence of the CAO at a given meeting, the Emergency Management Program Co-ordinator will be the chairperson for that meeting.

The Committee chairperson shall be responsible for:

- Facilitating meetings; and
- Ensuring completion of tasks by Committee Members.

Role of Members:

The members of the Emergency Management Program Committee roles include, but are not limited to:

- Attending meetings as scheduled and additional meetings as necessary;
- Participating in discussions and planning and sharing the workload of the Committee;
- Providing expertise in their professional area of responsibility;
- Providing regrets to the chairperson if unable to attend a meeting;
- Declaring any conflict of interest in accordance with the *Municipal Conflict of Interest Act* and excluding themselves from any discussion and/or voting where such a conflict exists or may exist.

Reporting to the Municipal Council:

The Emergency Management Program Committee shall report to Council:

- 1) Through the minutes of their meetings; and/or
- 2) As deemed necessary by the Committee for submission.

Frequency of Meetings:

The meetings of the Committee shall consist of a minimum of one (1) meeting per year or at the call of the Chair.

Closed Sessions:

Due to the nature of activity, portions of a meeting may be closed from time to time.

Conflicts of Interest:

Members shall abide by the rules outlined within the *Municipal Conflict of Interest Act* and shall disclose the pecuniary interest to the Chair in the public agenda and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

Budget:

Funds for the Emergency Management Program are included in the budget for Emergency Planning.