

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 03-2018

BEING A BY-LAW TO APPOINT THE MEMBERS AND CHAIR OF THE EMERGENCY MANAGEMENT PROGRAM COMMITTEE

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, by by-law, an Emergency Management Program Committee and the Chairperson for the Committee;

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

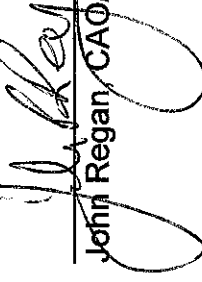
1. The persons from time to time holding the following positions in the Municipality, or their designates, shall be members of the Emergency Management Program Committee:
 - a. Chief Administrative Officer (CAO);
 - b. CEMC and Alternates CEMCs;
 - c. Manager of Public Works;
 - d. Manager of Finance/Treasurer;
 - e. Fire Chief;
 - f. Emergency Information Officer;
 - g. Recording Clerk; and
 - h. Head of Council (Mayor)
2. The CAO is hereby appointed as Chair of the Emergency Management Program Committee.
3. The Emergency Management Program Committee Terms of References are Schedule "A" to this by-law.
4. Any by-law that is not in conformance with this by-law is hereby repealed.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 8th day of January, 2018.



David Nash, Mayor



John Regan, CAO/Clerk



MERRICKVILLE-WOLFORD

Jewel of the Rideau

**Terms of Reference
Emergency Management Program Committee
Schedule "A" to By-law 03-2018**

Mission:

The Village of Merrickville-Wolford's Emergency Management Program Committee is a Committee of 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 include, but not be limited to:

- a. Chief Administrative Officer (CAO);
- b. Community Emergency Management Coordinator (CEMC) and Alternate CEMCs;
- c. Manager of Public Works;
- d. Manager of Finance/Treasurer;
- e. Fire Chief;
- f. Emergency Information Officer;
- g. Recording Clerk; and

h. Head of Council (Mayor).

Terms 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 CEMC will be the chairperson for that meeting.

The Committee chairperson shall be responsible for:

- Establishing a regular meeting schedule;
- 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 regular 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.

Sub-Committee:

The Emergency Management Program Committee may, from time to time, appoint a subcommittee from the Emergency Management Program Committee members for specific purposes. The subcommittee will report back to the Emergency Management Program Committee through a spokesperson or written summary.

Reporting to the Municipal Council:

The Emergency Management Program Committee shall report to Council:

- 1) Through the minutes of the meetings;

or

- 2) As deemed necessary by the Committee for submission.

Frequency of Meetings:

The meetings of the Committee shall consist of two (2) meetings 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.

Activities and Responsibilities:

1. Develop, implement and maintain an Emergency Response Plan as required by Section 3(1) of the *Emergency Management and Civil Protection Act*.
2. Provide 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.
3. Provide public education on risks to public safety and on public preparedness for emergencies.
4. Conduct an annual review of the Hazard Identification and Risk Assessment (HIRA) priorities and make recommendations for any changes.
5. Conduct an annual review of the Critical Infrastructure List, noting key infrastructure required to maintain a continuity of operations within the Municipality, and make recommendations for any changes.
6. Address any other element required by the standards for emergency management programs.
7. Conduct an annual review of the Emergency Management Program and make recommendations for revisions as necessary as per legislation.