

The Corporation of the Municipality of Brockton



By-Law 2018-089

Being a By-Law to Appoint an Emergency Management Program Committee and
Municipal Emergency Control Group for the Municipality of Brockton.

Whereas Section 11(3) of the *Ontario Regulation 380/04: Standards (O. Reg 380/04)* requires municipalities to appoint an Emergency Management Program Committee to deal with matters regarding emergency management.

And Whereas Section 12(2) of the *Ontario Regulation 380/04: Standards (O. Reg 380/04)* requires municipalities to appoint a Municipal Emergency Control Group to deal with matters regarding emergency management.

And Whereas the Council of the Corporation of the Municipality of Brockton deems it expedient to establish a Brockton Emergency Management Program Committee, and a Brockton Municipal Emergency Control Group.

Now Therefore the Council of the Corporation of the Municipality of Brockton **Enacts as Follows:**

- 1.0 That a Committee, to be known as the Brockton Emergency Management Program Committee, is hereby established to deal with the matters provided for in Section 11(3) of *Ontario Regulation 380/04: Standards (O. Reg 380/04)*.
- 2.0 The Brockton Emergency Management Program Committee shall be comprised of the following voting members:
 - Municipality of Brockton Mayor
 - Municipality of Brockton Deputy Mayor
 - Municipality of Brockton Chief Administrative Officer
 - Municipality of Brockton Alternate Community Emergency Management Coordinator
 - Municipality of Brockton Director of Operations
 - Municipality of Brockton Emergency Information Officer
 - Municipality of Brockton Community Emergency Management Coordinator
- 3.0 The non-voting Brockton Emergency Management Program Committee shall be comprised of a representative from the following agencies:
 - Grey Bruce Public Health Unit
 - Ontario Provincial Police
 - Saugeen Valley Conservation Authority
 - Westario Power
 - Hydro One
 - Veolia Water Canada
 - South Bruce Grey Health Centre
 - Ontario Fire Marshal and Emergency Management
 - County of Bruce Human Services
 - County of Bruce Paramedic Services
 - County of Bruce Transportation and Environmental Services

- 4.0 That the Council of the Municipality of Brockton hereby appoint the Community Emergency Management Coordinator as Chair for the Brockton Emergency Management Program Committee as required by Section 11(4) of the Ontario Regulation 380/04: Standards (O. Reg 380/04).
- 5.0 That a Committee to be known as the Brockton Municipal Emergency Control Group is hereby established to deal with the matters provided for in Section 12(2) of *Ontario Regulation 380/04: Standards (O. Reg 380/04)*.
- 6.0 The Brockton Municipal Emergency Control Group shall be comprised of the following members:
- Municipality of Brockton Mayor
 - Municipality of Brockton Chief Administrative Officer
 - Municipality of Brockton Director of Operations
 - Municipality of Brockton Fire Chief
 - Municipality of Brockton Chief Building Official
 - Municipality of Brockton Emergency Information Officer
 - Municipality of Brockton Community Emergency Management Coordinator
- 7.0 That the Council of the Municipality of Brockton may appoint alternate members or positions to serve on the Brockton Municipal Emergency Control Group when a primary member is not available.
- 8.0 That the Brockton Municipal Emergency Control Group may be supported or assisted by other municipal staff such as Duty Officers, Scribes, Information Technology, Building Maintenance as required.
- 9.0 That upon invitation of the Chief Administrative Officer, any outside individual or organization may be requested to provide support to the operations of the Brockton Municipal Emergency Control Group including, but not limited to,:
- Ontario Provincial Police
 - County of Bruce Human Services (Social Services)
 - Grey Bruce Health Unit
 - Westario Power
 - South Bruce Grey Health Centre
 - Emergency Management Ontario
 - Amateur Radio Emergency Service (ARES)
 - Canadian Red Cross
- 10.0 That the business of the Brockton Emergency Management Program Committee and Brockton Municipal Emergency Control Group be conducted in accordance with the legislated Membership, Role, and Annual Training Requirements set out in Schedule "A" attached hereto, which shall form part of this By-Law.
- 11.0 That the business of the Brockton Emergency Management Program Committee be conducted in accordance with the Terms of Reference set out in Schedule "B" attached hereto, which shall form part of this By-Law.
- 12.0 That this By-Law shall come into full force and effect upon final passage.
- 13.0 This By-Law may be cited as the "Emergency Management By-Law".

Read, Enacted, Signed and Sealed this 19th day of November, 2018.

Appendix 'A'

Legislated Membership, Role, and Annual Training Requirements for Emergency Management Planning Committee and Municipal Emergency Control Groups

Membership/Role/Training Requirements for EMPC and MECG

Committee Name	Emergency Management Program Committee	Municipal Emergency Control Group
<p>Legislated Membership</p>	<p>O. Reg 380/04 s.11(2) The committee shall be composed of,</p> <ul style="list-style-type: none"> (a) the municipality’s emergency management program co-ordinator; (b) a senior municipal official appointed by the council; (c) such members of the council, as may be appointed by the council; (d) such municipal employees who are responsible for emergency management functions, as may be appointed by the council; and (e) such other persons as may be appointed by the council. O. Reg. 380/04, s. 11 (2). <p>O. Reg 380/04 s.11(3) The persons appointed under clause (2)(e) may only be,</p> <ul style="list-style-type: none"> (a) officials or employees of any level of government who are involved in emergency management; (b) representatives of organizations outside government who are involved in emergency management; or (c) persons representing industries that may be involved in emergency management. <p>O. Reg 380/04 s.11(4) The council shall appoint one of the members of the committee to be the chair of the committee.</p>	<p>O. Reg 380/04 s.12(2) The emergency control group shall be composed of,</p> <ul style="list-style-type: none"> (a) such officials or employees of the municipality as may be appointed by the council; and (b) such members of council as may be appointed by the council.
<p>Role</p>	<p>O. Reg. 380/04, s.11(5). The committee shall advise the council on the development and implementation of the</p>	<p>O. Reg. 380/04, s.12(4) The group shall direct the municipality’s response in an emergency,</p>

Committee Name	Emergency Management Program Committee	Municipal Emergency Control Group
	<p>municipality's emergency management program.</p> <p>O. Reg. 380/04, s.11(6). The committee shall conduct an annual review of the municipality's emergency management program and shall make recommendations to the council for its revision if necessary.</p>	<p>including the implementation of the municipality's emergency response plan.</p> <p>O. Reg. 380/04, s.12 (5) The group shall develop procedures to govern its responsibilities in an emergency.</p>
Annual Training Requirements	None identified.	<p>O. Reg. 380/04, s.12(3) The members of the group shall complete the annual training that is required by the Chief, Emergency Management Ontario.</p> <p>"All members of the MCEG, as designated under O Reg 380/04, s. 12, are required to annually demonstrate an adequate level of training in each of the following areas:</p> <p>Knowledge of all of the components of the municipal Emergency Management program, including, but not limited to the municipal HIRA and Critical Infrastructure list;</p> <p>Knowledge of their municipality's Municipal Emergency Plan, including their roles and responsibilities, and those of organizations which may have a role in response;</p> <p>Knowledge of the procedures used to activate and operate under the Municipal Emergency Plan;</p> <p>Knowledge of the notification procedures used to notify members of the MCEG when the Municipal Emergency Plan is activated; and</p> <p>Knowledge of the location, communications infrastructure and technology in their municipal Emergency Operations Centre." (OFMEM, 2018)</p> <p>O. Reg. 380/04, s.12 (6) The group shall conduct an annual practice exercise for a simulated emergency incident in order to evaluate the municipality's emergency response plan and its own procedures.</p>



**Municipality of Brockton Emergency Management Program Committee
Terms of Reference**

1.0 Authorization

1.1 Section 11(1) of Ontario Regulation 380/04 [Emergency Management Program Committee] requires that every municipality shall have an Emergency Management Program Committee (EMPC).

1.2 Section 11(2) and 11(3) of Ontario Regulation 380/04 [Emergency Management Program Committee] establishes the Committee composition.

1.3 Section 11(4) of Ontario Regulation 380/04 [Emergency Management Program Committee] requires council to appoint one of the Committee members as the chair of the Committee.

1.4 Section 11(5) of Ontario Regulation 380/04 [Emergency Management Program Committee] requires the Committee to advise the Council on the development and implementation of the municipality's emergency management program.

1.5 Section 11(6) of Ontario Regulation 380/04 [Emergency Management Program Committee] requires the Committee to conduct an annual review of the municipality's emergency management program and shall make recommendations to the Council for its revision if necessary.

2. Purpose of the Brockton Emergency Management Program Committee

2.1 To prepare, continuously monitor and review the Emergency Plan for the Municipality of Brockton.

2.2 To identify emergency risks within the Municipality of Brockton and arrange to establish, maintain and test procedures set out in the Emergency Plan including identified emergency risk treatments.

2.3 To encourage and maintain communication and joint exercises between emergency services organizations.

2.4 To prepare and instill prevention, preparedness, response and recovery plans for a variety of identified risks and hazards within the Municipality of Brockton thereby preventing or minimizing the effects of emergencies within the Municipality.

2.5 To carry out other emergency management activities as directed by Ontario Fire Marshall Emergency Management (OFMEM) or prescribed in the Emergency Management and Civil Protection Act.

2.6 To prepare and submit to OFMEM each year, an annual report of compliance in accordance with the requirements set out by OFMEM.

3. Composition

3.1 Municipality of Brockton Council appointed the following to the Brockton Emergency Management Program Committee as of November 5, 2018:

Municipality of Brockton Mayor

Municipality of Brockton Deputy Mayor

Municipality of Brockton Chief Administrative Officer

Municipality of Brockton Alternate CEMC

Municipality of Brockton Director of Operations

Municipality of Brockton Emergency Information Officer

Municipality of Brockton Community Emergency Management Coordinator

3.2 Representatives as listed in section 3.1 shall exercise full voting rights and privileges.

3.3 One (1) municipal staff member shall be appointed to act as a scribe/secretary to the EMPC. The scribe/secretary shall not exercise voting rights and privileges.

3.4 Other Agencies/Organizations not specifically listed in Section 3.1 (herein referred to as 'Non-Voting Members') shall be invited to practice full participation in the EMPC meetings but shall not exercise voting rights and privileges.

3.5-'Non-Noting Members' are identified in Schedule 'A'.

4. Management

4.1 Municipality of Brockton Council appointed the Community Emergency Management Coordinator (CEMC) as the Chair of the EMPC as of November 5, 2018.

4.2 The Chair shall be responsible for preparing agendas for each meeting. Agendas shall be forwarded to the EMPC and 'Non-Voting Members' a minimum of one week prior to a meeting. Voting Committee members may request that any Item be removed from the Agenda.

4.3 The scribe/secretary shall be responsible for keeping minutes of all business transacted at each meeting. Minutes shall be forwarded to the EMPC and 'Non-Voting Members' as part of the Agenda.

4.4 Minutes of an EMPC Meeting shall be forwarded to EMPC members and 'Non-Voting Members' within 2 weeks of the meeting.

4.5 The Municipality of Brockton Emergency Management Program Committee will not have the authority or power to commit the Council of the Municipality of Brockton or any association, organization, group or individual to expenditure without Council endorsement.

4.6 Quorum shall be defined as the presence of a majority of voting members, as outlined in the Municipality of Brockton "Procedural By-Law".

5.0 Meetings

5.1 Committee members will be given a list of meeting dates at the commencement of each year for that given year.

5.2 Additional meetings of the Committee shall be at the call of the Chair.

6.0 Reporting to Municipality of Brockton Council

6.1 The CEMC will report to the Municipality of Brockton Council, via the Chief Administrative Officer, at least once per calendar year by submitting a formal report, prepared in the required format.

Schedule 'A'

Non-Voting Members Brockton Emergency Management Program Committee

The following Agencies/Organizations-will be invited to practice full participation in the EMPC meetings but shall not exercise voting rights and privileges.

- Grey Bruce Public Health Unit
- Ontario Provincial Police
- Saugeen Valley Conservation Authority
- Westario Power
- Hydro One
- Veolia Water Canada
- South Bruce Grey Health Centre
- Ontario Fire Marshal and Emergency Management
- County of Bruce Human Services
- County of Bruce Paramedic Services
- County of Bruce Transportation and Environmental Services

Other Agencies/Organizations not specifically listed above may also be invited to practice full participation in the EMPC meetings but shall not exercise voting rights and privileges.