



**BY-LAW NO. 2008-151  
OF THE CORPORATION OF  
THE TOWN OF HUNTSVILLE**

**Being a By-law  
to protect property and the health, safety and welfare of the inhabitants of the  
Corporation of the Town of Huntsville**

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**WHEREAS**, the Province of Ontario has passed an Act, which requires the development and implementation of an emergency management program (short title – *The Emergency Management Act*) by the Council of a municipality;

**NOW THEREFORE**, the Council of the Corporation of the Town of Huntsville ENACTS AS FOLLOWS:

**1. EMERGENCY MANAGEMENT PROGRAM**

- 1.1 The Municipality shall develop, implement and maintain an emergency management program pursuant to the provision of the *Emergency Management Act* and consistent with the standards set out by Emergency Management Ontario (EMO), which shall govern the manner in which the Municipality and its employees respond to an emergency.
- 1.2 The Municipality's emergency program shall include a municipal emergency plan, training programs and exercises for employees of the municipality and other persons and organizations with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities. The Program shall also contain public education on risk minimization and public preparedness in emergencies and any other requirements as set out by the *Emergency Management Act* or EMO.
- 1.3 The Municipal Emergency Plan shall be made available to the public.

**2. EMERGENCY MANAGEMENT STRUCTURE**

- 2.1 A formal emergency management structure shall be established within the Municipality.
  - a) Community Emergency Management Coordinator (CEMC)
  - b) Emergency Control Group
  - c) Emergency Support Group
  - d) Emergency Advisory Group(s)

**3. COMMUNITY EMERGENCY MANAGEMENT COORDINATOR**

- 3.1 The CEMC or their designate will be as designated in the Municipal Emergency Plan
- 3.2 The CEMC or their designate shall be responsible for the development and implementation of the emergency management program, including but not limited to,
  - (a) drafting and updating all emergency planning and procedures,
  - (b) coordination of emergency plans of all municipal departments and partner agencies,
  - (c) development and conducting of emergency management training programs and exercises,

- (d) development and implementation of public education programs,
- (e) coordinating, planning, administering and managing operations related to the Emergency Plan, and
- (f) coordinating the Municipality's response to all emergencies within the Municipality.

The CEMC may revise, update or add to the municipal emergency plan, if necessary, and shall cause a copy of the municipal emergency plan and all revisions and/or addendums to be deposited with the Chief of EMO.

#### **4. EMERGENCY CONTROL GROUP**

4.1 The Emergency Control Group consists of the following or a designated alternate:

- Mayor
- CAO
- Community Emergency Management Coordinator
- Ontario Provincial Police
- Fire Chief
- Public Works Director
- Public Information Officer (Director of Development Services)
- CEMC/Fire Chief Assistant
- EOC Manager
- Reception/Evacuation Centre Coordinator – RECC (Director of Community Services)
- Director of Corporate Services

4.2 The Emergency Control Group shall control all operations during an emergency, including but not limited to,

- (a) assessing the short, medium and long-term emergency operating requirements of the Municipality,
- (b) recommending the declaration, extension and/or the termination of a state of emergency,
- (c) setting operational priorities, assigning resources and issuing instructions to Municipal departments,
- (d) ensuring coordination of communications with all other levels of government, external agencies and the public.

#### **5. ROLES AND RESPONSIBILITIES OF COUNCIL (in a Declared or Non-Declared Emergency)**

5.1 The Mayor is ultimately responsible for the emergency.

The Mayor (or Acting Mayor), as Head of Council and with the advice from the ECG is responsible for:

- If required, activating the Emergency Activation Alerting System.
- Order the activation of the Emergency Response Plan.
- Declaring an emergency to exist and where practical, identifying the area or location of the emergency within the Town of Huntsville.
- Declaring an emergency to be terminated.
- Notifying the Mayor(s) or Acting Mayor(s) of the affected neighbouring Municipality(s) and the Ministry of Community Safety and Correctional Services of the declaration of an emergency and termination of declaration of an emergency.
- Ensures that Councilors are advised of the declaration and termination of the declaration of the emergency, and are kept apprised of the emergency situation.

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- Ensuring that the public, the media, neighboring Municipal officials, if required, are also advised of both the declaration and termination of the emergency.
- Assuming the role of Primary spokesperson following consultation with ECG regarding media releases and public announcements/ instructions/warnings.
- Formally requesting Provincial or Federal government assistance through the Provincial Ministry of Community Safety and Correctional Services, Emergency Management Ontario.
- Participating as required in the Post-Emergency Recovery Plan.
- Maintaining a personal log of all actions taken.
- Conducting and participating in a post-emergency debriefing.

5.2 During and following an emergency, Councillors are required to:

- provide support and liaison to the community. (The only information conveyed to the public will be as provided from the Public Information Officer).
- provide assistance in the rehabilitation and restoration of the community
- maintain normal day to day services to the community
- make themselves available for Emergency Council Meetings and/or Debriefing Sessions
- the Mayor or Deputy Mayor will represent Council at meetings of the Emergency Control Group

Council will be apprised of the emergency status through the following formats:

- information provided by the Director of Corporate Services (or alternate) and/or
- the Head of Council

Confidentiality and discretion must be considered when releasing information to the public.

## **6. DECLARATION OF AN EMERGENCY**

6.1 That the Head of Council or designated alternate, as provided in the Plan, be empowered to declare an emergency and implement the emergency response plan

6.2 In accordance with the provisions of the Act, the Mayor or designated alternate, as provided in the Plan may declare that an emergency exists throughout the Municipality or in any part of the Municipality, and may take such action as is reasonable and necessary to protect the health, safety and property of the residents.

6.3 The Mayor shall notify the Minister of Community Safety and Correctional Services immediately upon the declaration of a municipal emergency.

6.4 All employees are designated as emergency workers in the event of a municipal emergency and may be called out to assist with the implementation of the municipal emergency plan.

6.5 Municipal employees may take action in accordance with the municipal emergency plan where an emergency exists as determined by the CEMC but has not yet been declared to exist.

## **7. REPEAL OF BY-LAWS**

That By-law 2007-112 is hereby repealed.

8. This by-law shall come into force and take effect on the date it receives third reading.

**READ a first time** this of      Day of      2008

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**Mayor** (Claude Doughty)

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**Clerk** (Kathleen Gilchrist)

**READ a second and third time and finally passed** this      **day of**      ., 2008

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**Mayor** (Claude Doughty)

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**Clerk** (Kathleen Gilchrist)