

The Corporation of the Town of LaSalle

By-law Number 8939

**Emergency Management Program and
Emergency Response Plan By-law**

A By-law to adopt 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 (the “Act”) Ontario Regulation 380/04 (the “Reg”) every municipality in the Province of Ontario is required to:

- Develop and implement an emergency management program, which shall consist of:
 - an emergency plan;
 - 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
 - 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 community emergency management coordinator (CEMC);
- Establish an emergency management program committee;
- Establish an 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; 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 LaSalle hereby enacts as follows:

Emergency Management Program

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

Emergency Response Plan

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and Reg and international best practices, is adopted.
4. The Plan shall be reviewed annually by the CEMC and the Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, employees and the 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 LaSalle.

Community Emergency Management Coordinator

6. The Director of Fire Service/Fire Chief is hereby appointed as the primary community emergency management coordinator (the “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 Chief, Manager of Finance, Director of Council Services/Clerk and the Emergency Management Coordinator/Administrative Assistant are hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

Emergency Management Program Committee

8. The persons holding the following positions in the municipality shall be members of the Emergency Management Program Committee:
 - a. Chief Administrative Officer (CAO)
 - b. Deputy Chief Administrative Officer
 - c. Director of Fire Service/Fire Chief/CEMC
 - d. Director of Council Services/Clerk
 - e. Director of Strategy and Engagement
 - f. Director of Finance
 - g. Deputy Fire Chief
 - h. Deputy Mayor
 - i. Emergency Management Coordinator/Administrative Assistant to Fire Chief
 - j. Head of Council (Mayor)
 - k. Manager of Finance
 - l. Police Chief
9. The CEMC is hereby appointed as chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality’s Emergency Management Program and shall review the program annually.

Municipal Emergency Control Group

11. The persons holding the following positions in the municipality shall be members of the Municipal Emergency Control Group (MECG):
 - a. Mayor, Town of LaSalle - Head of Municipal Control Group (Executive Liaison)
 - b. Chief Administrative Officer (CAO) / Deputy CAO - Operations Manager (EOC Director)
 - c. Community Emergency Management Coordinator (CEMC) - Emergency Coordinator (CEMC/Liaison Officer)
 - d. Chief of Police (Commander as situation dictates) - Police Coordinator (Operations Chief)
 - e. Fire Chief (Commander as situation dictates) - Fire Coordinator (Operations Chief)
 - f. Director of Public Works - Public Works Coordinator (Operations Chief)
 - g. Director of Strategy and Engagement - Emergency Information Officer
 - h. Manger of Finance - Financial Coordinator (Finance/Admin Chief)
 - i. Director of Culture & Recreation - Logistics Coordinator (Logistics Chief)
 - j. Director of Human Resources - Human Resources Coordinator (Safety Officer)
 - k. Director of Finance - Planning Coordinator (Planning Chief)
 - l. Emergency Management Coordinator/Administrative Assistant to Fire Chief – Alternate CEMC

Emergency Operations Centre

12. A primary and an alternate Emergency Operations Centre have been established for use by the MECG in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in the Plan.

Emergency Information Officer

13. The Director of Strategy and Engagement 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. The Corporate Communication and Promotions Officer will be appointed to act as the alternate Emergency Information Officer.

Administration

14. **That** the Plan shall be made available to the public for inspection and copying at the LaSalle Fire Service, 1900 Normandy St., LaSalle, Ontario during regular business hours.
15. **That** the Plan, or any amendments to the Plan, shall be submitted to the Office of the Fire Marshal and Emergency Management as identified in the Act.
16. **That** By-law #8650 is hereby repealed.
17. **That** this By-law shall come into force on the final passing thereof.

Read a first and second time and finally passed this 26th day of November 2024.

1st Reading – November 26, 2024

2nd Reading – November 26, 2024

3rd Reading – November 26, 2024

Mayor

Clerk