

**THE CORPORATION OF THE TOWNSHIP  
OF SOUTH ALGONQUIN**

**BY-LAW NUMBER 2024-784**

**Being a By-Law to adopt an Emergency Management Program for the Township of South Algonquin pursuant to Section 2.1 (1) of The Emergency Management & Civil Protection Act, R.S.O., 1990, Ch. E9, as amended.**

**WHEREAS** the Emergency Management & Civil Protection Act, Section 2.1 (1) requires every municipality to develop and implement an emergency management program;

**AND WHEREAS** Section 2.1 (2) of the Emergency Management & Civil Protection Act stipulates the content of each municipality's emergency management program;

**AND WHEREAS** Section 14(1) of the Emergency Management & Civil Protection Act requires emergency management programs conform with regulatory standards, in accordance with international best practices;

**AND WHEREAS** the Act makes provision for the Head of Council to declare an emergency exists in a community, or any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and not contrary to law, to implement the emergency response plan and respond to an emergency;

**AND WHEREAS** the Act, consistent with Section 242 of the Municipal Act, R.S.O., 1990, as amended, provides for the designation of one or more members of council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act;

**AND WHEREAS** the Act authorizes employees of a community to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

**NOW THEREFORE Council for The Corporation of the Township of South Algonquin hereby ENACTS as follows:**

**That** an Emergency Management Program be developed for The Corporation of the Township of South Algonquin consistent with and in accordance with international best practices as considered by Regulatory Standards established under the Act, including the four components of emergency management, namely: mitigation/prevention, preparedness, response and recovery;

**That** the Emergency Management Program for The Corporation of the Township of South Algonquin 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;

**1. That** Schedules "A", "B", "C", "D" and "E", attached hereto, shall form part of this By-law:

**2. Schedule A**, being the Municipal Emergency Response Plan for The Corporation of the Township of South Algonquin, pursuant to Section 3 of the Emergency Management & Civil Protection Act, R.S.O., 1990, Ch. E9, as amended

**3. Schedule B**, being a Schedule for the designation of a Community Emergency Management Coordinator

**4. Schedule C**, being a Schedule to establish the composition, organization and operational guidelines of the Community Emergency Management Program Committee

**5. Schedule D**, being a Schedule to designate and identify a community Emergency Information Officer

**6. Schedule E**, being the Community Profile document

The Township of South Algonquin Emergency Management Program shall be reviewed annually by council;

**That** this By-law shall come into force and effect on the date of Third and Final Reading.

**That** any By-Law relative to this by-law that is inconsistent with or antedating this by-law is hereby repealed.

**READ A FIRST AND SECOND TIME on March 6<sup>th</sup>, 2024**

\_\_\_\_\_  
**Ethel LaValley – Mayor**

\_\_\_\_\_  
**Bryan Martin-CAO/Clerk Treasurer**

**READ A THIRD TIME, PASSED AND ENACTED on March 6<sup>th</sup>, 2024**

\_\_\_\_\_  
**Ethel LaValley – Mayor**

\_\_\_\_\_  
**Bryan Martin-CAO/Clerk Treasurer**



***Municipal Emergency Response Plan***

***Revision 7***

***2024***



## Program Verification Form 4-1

### CEMC Designation



**Standard:** "Every municipality shall designate an employee of the municipality or a member of the council as its emergency management program co-ordinator." O. Reg. 380/04, s. 10 (1).

**Verification:**

This form is to contain your municipality's Community Emergency Management Coordinator designation and contact information as it will appear in PEOC database. This information will be used on a daily basis to provide relevant information/correspondence to you, and to enable us to contact you 24/7 should an emergency arise in your community. Please complete all sections, indicate your 24/7 emergency contact number, print, sign to verify the information, and email the completed form to the PEOC Duty Officer at [peocdo01@ontario.ca](mailto:peocdo01@ontario.ca) or fax it to (416) 314-6220.

To designate a new CEMC (Primary or Alternate) or to update existing information, please check appropriate box.

New Information

Update Existing Information

Primary CEMC

Alternate CEMC

MUNICIPALITY:

Township of South Algonquin

NAME OF INDIVIDUAL:

Aurel Thom

PRIMARY JOB FUNCTION TITLE:

CEMC

ADDRESS:

6566 Hwy 523

P.O. Box 238

Madaunaska, ON K0J2C0

OFFICE PHONE:

OFFICE FAX:

CELL PHONE:

613-334-5018

HOME PHONE:

24/7 CONTACT (choose applicable): Cell phone

613-334-5018

(if other, specify)

E-MAIL:

mfd@southalgonquin.ca

To delete CEMC information from the PEOC Database:

NAME OF CEMC TO BE REMOVED:

Brian Ackney

MUNICIPALITY:

TOWNSHIP SOUTH ALGONQUIN

I certify that the above designation/deletion information is, to the best of my knowledge, correct:

Aurel Thom  
Signature of CEMC

Oct 31, 2023  
Date

By Martin  
Signature and title of appointing authority

Oct 31, 2023  
Date

PEOC Office Use Only:

Data entered by: \_\_\_\_\_

Date: \_\_\_\_\_



# Program Verification Form 4-1

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**To designate a new CEMC (Primary or Alternate) or to update existing information, please check appropriate box.**

- |  |  |
|--|--|
| <input type="checkbox"/> New Information | <input type="checkbox"/> Update Existing Information |
| <input type="checkbox"/> Primary CEMC    | <input checked="" type="checkbox"/> Alternate CEMC   |

MUNICIPALITY: Township of South Algonquin  
 NAME OF INDIVIDUAL: Tracy Cannon  
 PRIMARY JOB FUNCTION TITLE: Planning & Building Administrator  
 ADDRESS: 7 Third Avenue  
Whitney, ON K0J 2M0

OFFICE PHONE: 613-637-2650 OFFICE FAX: 613-637-5363  
 CELL PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_  
 24/7 CONTACT (choose applicable): Cell phone \_\_\_\_\_  
 (if other, specify) \_\_\_\_\_  
 E-MAIL: operations@southalgonquin.ca

**To delete CEMC information from the PEOC Database:**

NAME OF CEMC TO BE REMOVED: \_\_\_\_\_  
 MUNICIPALITY: \_\_\_\_\_

**I certify that the above designation/deletion information is, to the best of my knowledge, correct:**

Tracy Cannon  
 Signature of CEMC

Feb. 5/24  
 Date

By Martin CAO  
 Signature and title of appointing authority

Feb 5/24  
 Date

**PEOC Office Use Only:**

Data entered by: \_\_\_\_\_ Date: \_\_\_\_\_

## **SCHEDULE “C”**

### **BEING A SCHEDULE TO ESTABLISH THE COMPOSITION, ORGANIZATION AND OPERATIONAL GUIDELINES OF THE COMMUNITY EMERGENCY MANAGEMENT PROGRAM COMMITTEE**

The powers and functions of the Committee are set out in Ontario Regulation 380/04, s. 11 (1).

#### **Emergency Management Program Committee**

11. (1) Every municipality shall have an emergency management program committee

(2) The committee shall be composed of,

- a) The municipality’s emergency management program coordinator;
- b) A senior municipal official appointed by council;
- c) Such members of 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 council

(3) The persons appointed under clause (2) (e) may only be,

- (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

(4) The council shall appoint one of the members of the committee to be the chair of the committee

(5) The committee shall advise the council on the development and implementation of the municipality’s emergency management program.

(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.

#### **Responsibilities of the Committee**

To oversee the development, implementation and management of the municipal emergency management program including:

- Municipal Emergency Response Plan
- Public Education Program
- Training
- Exercises
- Annual program review

**Proposed Meeting Schedule**

The committee shall meet as needed with meetings to be scheduled by the Clerk, in consultation with the Chair.

**Reports to Council**

An information report will be provided to Council when a function of the Emergency Management Program Committee is undertaken.

**Verification**

A list of Committee members will be forwarded to Emergency Management Ontario, Office of the Fire Marshal and Emergency Management, as part of the annual program verification process.



## **SCHEDULE “D”**

### **BEING A SCHEDULE TO DESIGNATE AN EMPLOYEE OF THE MUNICIPALITY AS ITS EMERGENCY INFORMATION OFFICER.**

The roles and responsibilities of the Emergency Information Officer are set out in Section 14 of Ontario Regulation 380/04.

(1) Every municipality shall designate an employee of the municipality as its emergency information officer. O. Reg. 380/04, s. 14 (1).

(2) The emergency information officer shall act as the primary media and public contact for the municipality in an emergency. O. Reg. 380/04 (2).

#### **Duties of the Emergency Information Officer**

The Emergency Information Officer will consult with Incident Command, Mayor and the CAO/Clerk Treasurer on the need for:

- a) News briefings, conferences and interviews;
- b) Granting media interviews
- c) Monitoring media coverage during an emergency
- d) Responding to and correcting media misinformation and rumours
- e) Consulting with the Municipal Control Group regarding the status of the emergency
- f) Directing the activation of the Municipal Emergency Information Plan.

#### **Spokespersons**

A Spokesperson is someone who is designated as the lead individual to speak to the news media, give interviews and provide emergency information to the media and general public. The Municipal Emergency Response Plan for the Township of South Algonquin designates such employees.

#### **Verification**

The name(s) of persons designated as Emergency Information Officers will be forwarded to Emergency Management Ontario, Office of the Fire Marshal and Emergency Management, as part of the annual program verification process.