

The Corporation of the  
**TOWNSHIP OF THE ARCHIPELAGO**

BY-LAW NO. 2025 -

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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

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**WHEREAS** emergencies, including natural and human-caused disasters, pose significant threats to public safety, public health, the environment, critical infrastructure, and property within the municipality; and

**WHEREAS** under the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9 and Ontario Regulation 380/04 (the "Act"), every municipality in the province must 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; and

**WHEREAS** the Act requires the municipality to designate an employee of the municipality or a member of the council as its Community Emergency Management Coordinator (the "CEMC"); and

**WHEREAS** the Act requires the municipality establish an Emergency Management Program Committee, an Emergency Control Group, and an Emergency Operations Center to be utilized by the municipal emergency control group during emergencies, and must designate an employee of the municipality as its Emergency Information Officer to ensure efficient coordination and communication during emergency situations; 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 BE IN ENACTED** as a By-law of the Council of the Corporation of the Township of The Archipelago 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 and international best practices, including the five core components of emergency management, namely: mitigation, prevention, 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; and
  - 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 international best practices, and which is attached hereto as Schedule A is hereby adopted (the "Plan").
4. The Plan shall be reviewed annually by the CEMC and the Township's 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, Township 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 the Township.

## **Community Emergency Management Coordinator**

6. The Coordinator of Protective Services is hereby appointed as the primary Community Emergency Management Coordinator (CEMC) and is

responsible for the Emergency Management Program for the Township including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.

7. The Manager of IT and Innovation is hereby appointed as an alternate CEMC to act in place of the primary CEMC in his/her absence.

### **Emergency Management Program Committee**

8. The persons from time to time holding the following positions in the Township, shall be members of the Emergency Management Program Committee:
  - a. Chief Administrative Officer (CAO)
  - b. CEMC and Alternate CEMCs
  - c. Director of Operations and Facilities
  - d. Director of Legislative and Information Services
9. The CEMC is hereby appointed as the Chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall advise Council on the development and implementation of the Township's Emergency Management Program and shall review the program annually.

### **Municipal Emergency Control Group (MECG)**

11. The emergency response will be directed by members of the Municipal Emergency Control Group (MECG). The MECG is responsible for coordinating the provision and management of resources necessary to minimize the effects of an emergency on the community and the monitoring and control of the emergency response/and or possibilities.
12. The persons from time to time holding the following positions in the Township, shall be members of the Municipal Emergency Control Group (MECG):
  - a. Chief Administrative Officer (CAO)
  - b. CEMC and Alternate CEMCs
  - c. Director of Operations and Facilities
  - d. Director of Legislative and Information Services
  - e. Director of Finance and Chief Financial Officer (CFO)
  - f. Director of Development and Environmental Initiatives
  - g. Municipal Clerk
13. The MECG will fill roles according to the functions of the Incident Management/Command System

- Incident Command
- Safety Officer
- Liaison Officer
- Emergency Information Officer
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance and Administration Section Chief

### **Emergency Operations Centre**

14. A primary and an alternate Emergency Operations Centre have been established for use by the Emergency Control Group 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 Annex L to the Plan.

### **Emergency Information Officer**

15. The Township's Clerk 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.

### **Administration**

16. The Plan shall be made available to the public for inspection and copying at the Administration Office, 9 James Street during regular business hours.
17. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario as specified in the Act.
18. That By-law #2020-05 or any other by-law inconsistent with or antedating this By-law is hereby repealed.

**READ and FINALLY PASSED in OPEN COUNCIL this 18th day of July, 2025.**

**THE CORPORATION OF THE TOWNSHIP OF THE ARCHIPELAGO**

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Bert Liverance, Reeve

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Maryann Martin, Clerk