



Emergency Management Program

Department: Legislative & Protective Services

Last Revision: January 2019

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Policy Statement

The Municipality of Meaford is committed to providing residents, visitors and businesses with the highest possible service during an emergency situation, and to meeting the legislative requirements of the Emergency Management and Civil Protection Act, through emergency response, staff training, and public education.

Program Summary

To ensure the Municipality of Meaford's readiness for emergency situations and compliance with the Emergency Management and Civil Protection Act.

Definitions

Community Emergency Management Coordinator (CEMC)

The Community Emergency Management Coordinator or designated alternate is responsible for the maintenance, revision and distribution of this plan, as well as co-ordinating emergency exercises and meetings of the Municipal Emergency Control Group (MECG).



Emergency Management Ontario (EMO)

A branch of the Ministry of Community Safety and Correctional Services. Responsible for leading the coordination, development and implementation of Emergency Management Programs in Ontario and partnering with municipalities to assist in their Emergency Management Programs. Also referred to as EMO.

Head of Council

The Mayor, acting Mayor, or designated alternate of the Municipality is the Head of Council.

Municipal Emergency Control Group (MECG)

A group appointed by Council who are responsible for directing the municipal response during an emergency, including the implementation of the Municipal Emergency Plan and ensures co-ordination between all agencies involved.

Program Details

The Emergency Management Program shall consist of the following components, as specified in section 2.1 (2) of the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9 and accompanying regulation O.Reg 380/04.

Community Emergency Management Coordinator (CEMC)

The Municipality shall appoint, by by-law, a Community Emergency Management Coordinator (CEMC), and such alternates as are deemed necessary to ensure that an appropriately qualified CEMC is available in all emergency situations. The CEMC and appointed alternates shall obtain the qualifications deemed necessary by Emergency Management Ontario.

Emergency Plan

An Emergency Plan shall be developed in accordance with the Act, to govern the provision of necessary services during an emergency. The Emergency Plan shall be developed by the CEMC and Emergency Management Program Committee and adopted by Council by by-law. The Emergency Plan shall be made available to the public in an accessible format.



Emergency Information Plan

The Municipality shall develop an Emergency Information Plan to guide communications with members of the public, media and other government agencies during an emergency situation.

Training

In order to ensure that the Municipality is fully prepared for an unexpected emergency situation, members of the Emergency Management Program Committee and the Municipal Emergency Control Group, as defined in the Emergency Plan, shall receive annual training. Such training shall be organized by the CEMC and shall meet the requirements of Emergency Management Ontario.

Exercises

An Emergency Management exercise shall be conducted annually. The nature of the exercise shall be determined by the CEMC and may include 'table-top' or 'live-action' elements.

Public Education

As required by the Emergency Management and Civil Protection Act, the Municipality of Meaford shall conduct public education regarding the risks to public safety and public preparedness for emergencies.

Such public education may include participation in events and initiatives such as the following:

- Emergency Preparedness Week
- Meaford & District Fire Department Open House
- Local public events
- Social media initiatives
- Municipal website information

Emergency Management Program Committee

The Municipality shall appoint an Emergency Management Program Committee by by-law. The Committee shall be made of the Head of Council (or alternate), the CEMC and alternates, the EIO, and members of the Municipality's Senior Management Team.



Mutual Assistance

The Municipality is committed to a collaborative approach to emergency management and is a signatory to the Grey County Emergency Mutual Assistance Agreement (By-law 2016-78).

In the case of a declared emergency, the Head of Council, CAO and/or CEMC shall request such assistance from neighbouring municipalities and/or the Province of Ontario as is deemed necessary by the Municipal Emergency Control Group.

In situations where emergencies have been declared in other Grey County municipalities, the Municipality of Meaford shall make every effort to provide assistance when requested.

Implementation

The Emergency Management Program shall be implemented by the CEMC with the assistance of the Emergency Management Program Committee.

Each service or agency participating in the Emergency Management Program, generally through membership in the Municipal Emergency Control Group in the case of an emergency, shall ensure adequate functional emergency procedures are in place to assist in the fulfillment of roles and responsibilities in the event of an emergency.

Monitoring and Review

The Emergency Management Program and Plan will be reviewed at least annually by the CEMC and the Emergency Management Program Committee. On an annual basis, the Emergency Management Program Committee will also identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies.

It is the responsibility of each person, department, agency or services named within the emergency plan to notify the CEMC forthwith, of any administrative changes or of any revisions to the appendices.

The Clerk / Director of Legislative & Protective Services shall be responsible for receiving complaints and/or concerns related to this program.



Authority

This program is established pursuant to Section 2.1 of the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, which requires a municipality to establish an Emergency Management Program.

Subject to Section 23 of the Municipal Act, minor amendments to the Emergency Plan are delegated to the Community Emergency Management Coordinator (CEMC) with approval by the Clerk/Director of Legislative Services, after review by the Emergency Management Program Committee. Such minor changes must ensure continued compliance with legislation and the spirit and intent of the overall plan adopted by Council through by-law.

The Emergency Plan shall be brought forward to Council for approval through by-law at least once per term of Council.

Contact

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Change History

Program Name	Effective Date	Significant Changes	By-law No.
Emergency Management Program	December 2017	New Program	