

BY-LAW _____

**A By-law establishing an Emergency Management Program
and an Emergency Plan for the Town of Markham**

WHEREAS the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c.E.9, as amended, requires that every municipality shall develop and implement an emergency management program consisting 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, and public education on risks to public safety and on public preparedness for emergencies; and,

WHEREAS the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c.E.9, as amended, requires that every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the Council of the municipality shall by By-law adopt the emergency plan; and

WHEREAS the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c.E.9, as amended, requires that the Council of the municipality shall by by-law adopt the emergency management program and the emergency plan;

NOW THEREFORE, be it resolved:

1. That the Emergency Management Program attached hereto as “Schedule A” to this by-law, be and is hereby adopted in accordance with the provisions of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c.E.9, as amended.
2. That the Emergency Plan attached hereto as “Schedule B” to this by-law, be and is hereby adopted in accordance with the provisions of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c.E.9, as amended.
3. That By-law 2004-325 and By-law 2006-197, which adopted previous emergency management programs, are hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS
___ DAY OF _____, 2011.

TOWN CLERK,
Kimberley Kitteringham

MAYOR,
Frank Scarpitti

Schedule A

Town of Markham Emergency Management Program

1.0 Background

Pursuant to subsection 2.1(1) of the *Emergency Management Civil Protection Act*, R.S.O. 1990, c.E.9 (the “**Act**”), every municipality in the province of Ontario is required to adopt an Emergency Management Program. The Act requires that such program consists of:

- i. an emergency plan (the “**Plan**”) as required by Section 3 of the Act;
- ii. 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;
- iii. public education on risks to public safety and on public preparedness for emergencies; and
- iv. any other element required by the standards for emergency management programs established under Section 14 of the Act.

2.0 The Town of Markham’s Emergency Management Program

The Town of Markham shall develop and implement an Emergency Management Program (the “**Program**”) which consists of:

A. Emergency Management Program Co-ordinator

- i. An employee of the Town of Markham shall be designated as the Town of Markham’s Emergency Management Program Co-ordinator in accordance with Ontario Regulation 380/04 (the “**Regulation**”). For the purposes of the Program and the Plan, and in keeping with the terminology used by Emergency Management Ontario in its emergency management training programs, the Town of Markham’s Emergency Management Program Co-ordinator shall be referred to as the Community Emergency Management Co-ordinator (“**CEMC**”).
- ii. The CEMC shall undertake and complete the training that is required by the Chief, Emergency Management Ontario.
- iii. The CEMC shall assist the Emergency Preparedness Co-ordinator in the coordination, development and implementation of the Town of Markham’s Emergency Management Program.
- iv. The CEMC shall report to the Town of Markham’s Emergency Planning Committee on his or her work under paragraph (iii) above.
- v. The CEMC shall assume the role of Liaison Officer in the EOC when activated.
- vi. The CEMC shall have two alternates who will undertake and complete the training that is required by the Chief, Emergency Management Ontario. The two alternates shall be designated by the Commissioner, Community and Fire Services.

B. Emergency Preparedness Co-ordinator

- i. An employee of the Town of Markham shall be designated as the Town of Markham’s Emergency Preparedness Co-ordinator (“EPC”).
- ii. The EPC shall report to the Commissioner, Community and Fire Services and the Emergency Planning Committee.
- iii. The EPC is responsible for coordinating the development and implementation of all components of the Town of Markham’s Emergency Management Program which includes:
 - Promoting and providing emergency preparedness education to employees, stakeholders and the general public.
 - Developing, conducting or coordinating emergency management training for employees and stakeholders.
 - Maintaining the Town of Markham’s Emergency Plan and associated appendices.
 - Developing and conducting an emergency exercise annually, testing all or components of the Town of Markham’s Emergency Plan and employees assigned to work in the Emergency Operations Centre (“EOC”).
 - Collaborating with the CEMC to ensure that the EOC is equipped and functional when activated in the event of an emergency.
 - Consulting with Town of Markham departments regarding components of their departmental emergency plans and procedures to ensure consistency with the Town of Markham’s Emergency Plan and Continuity of Operations Plan.
 - Coordinating the Town of Markham’s Emergency Management Program in so far as possible with the emergency management programs of other municipalities, ministries of the Ontario government and organizations outside government that are involved in emergency management.
- iv. The EPC shall report to the Emergency Planning Committee on his or her work under paragraph (iii) above.

C. Emergency Management Program Committee

- i. An Emergency Management Program Committee shall be established by the Town of Markham in accordance with the Regulation. For the purposes of the Program and the Plan, the Town of Markham’s Emergency Management Program Committee shall be referred to as the “**Emergency Planning Committee**”.
- ii. The Emergency Planning Committee shall be comprised of:
 - Chief Administrative Officer,
 - Fire Chief,
 - Commissioner, Community and Fire Services,
 - Commissioner, Development Services,
 - Commissioner, Corporate Services,
 - Chief Information Technology,
 - Markham Solicitor,

- Markham Clerk,
 - Markham Treasurer,
 - Community Emergency Management Coordinator and alternates,
 - Emergency Preparedness Coordinator,
 - Director of Communications & Community Relations,
 - Director of Human Resources,
 - Director of Operations,
 - Director of Financial and Client Services,
 - Director of Asset Management,
 - Director of Recreation Services,
 - Director of Engineering
 - Director of Building Standards,
 - Manager, Contact Centre,
 - Manager, Executive Operations,
 - Council and Committee Coordinator,
 - Manager of By-law, Enforcement and Licensing
- iii. Council shall appoint the Chief Administrative Officer as the chair of the Emergency Planning Committee and the Commissioner, Community and Fire Services as alternate chair of the Emergency Planning Committee.
- iv. The Emergency Planning Committee shall advise Council on the development and implementation of the Town of Markham’s Emergency Management Program.
- v. The Emergency Planning Committee shall conduct an annual review of the Town of Markham’s Emergency Management Program and shall make recommendations to Council for its revision if necessary.

D. Municipal Emergency Control Group

- i. A Municipal Emergency Control Group shall be established by the Town of Markham in accordance with the Regulation. For the purposes of the Program and the Plan, the Town of Markham’s Municipal Emergency Control Group shall be referred to as the “**Markham Control Group**”.
- ii. The Markham Control Group shall be comprised of holding the following positions
- Mayor,
 - Chief Administrative Officer,
 - Fire Chief,
 - Commissioner, Community and Fire Services,
 - Commissioner, Development Services,
 - Commissioner, Corporate Services,
 - Chief Information Technology,
 - Markham Solicitor,
 - Markham Clerk,
 - Markham Treasurer,
 - Community Emergency Management Coordinator,
 - Emergency Preparedness Coordinator,

Appendix A – Report to General Committee – Markham’s Emergency Plan

- Director of Communications & Community Relations,
 - Director of Human Resources,
 - Director of Operations,
 - Director of Financial and Client Services,
 - Director of Asset Management,
 - Director of Recreation Services,
 - Manager, Contact Centre,
 - Manager, Executive Operations
- iii. The members of the Markham Control Group shall complete the annual training that is required by the Chief, Emergency Management Ontario.
- iv. The Markham Control Group shall direct the Town of Markham’s response in an emergency, including the implementation of the Town of Markham’s Emergency Response Plan.
- v. The Markham Control Group shall develop procedures to govern its responsibilities in an emergency.
- vi. The Markham Control Group shall conduct an annual practice exercise for a simulated emergency incident in order to evaluate the Town of Markham’s Emergency Response Plan and its own procedures.
- vii. If determined necessary as a result of the evaluation under (vi) above, the Markham Control Group shall revise its procedures and shall make recommendations to Council for the revision of the Town of Markham’s Emergency Response Plan.

E. An Emergency Operations Centre (“EOC”)

- i. An Emergency Operations Centre shall be established by the Town of Markham in accordance with the Regulation.
- ii. The EOC shall have appropriate technological and telecommunications systems to ensure effective communication in an emergency.

F. An Information Officer

- i. An employee of the Town of Markham shall be designated as the Town of Markham’s Emergency Information Officer in accordance with the Regulation.
- ii. The Emergency Information Officer shall act as the primary media and public contact for the Town of Markham in an emergency.

G. Community Hazard and Risk Analysis and Critical Infrastructure Identification

- i. The Town of Markham shall undertake a Community Hazards and Critical Infrastructure analysis of risk.
- ii. The analysis shall include the associated likelihood and consequence of those hazards occurring.

H. Emergency Plan and Continuity of Operations Plan and Procedures

- i. The Town of Markham shall formulate an Emergency Plan (the “Plan”) which governs the provision of necessary services during an emergency and

- the procedures under and the manner in which Town of Markham employees and other persons will respond to the emergency.
- ii. The Plan shall consist of an **“Emergency Response Plan”** which shall assign responsibilities to Town of Markham employees, by position, respecting implementation of the Emergency Response Plan, and set out the procedures for notifying the members of the Markham Control Group of the emergency.
 - iii. The Plan shall be made available to the public for inspection and shall be available on the Town of Markham’s Web Site www.markham.ca and during ordinary business hours at the Town of Markham offices located at:
101 Town Centre Boulevard
Markham, Ontario
L3R 9W3
 - iv. The Town of Markham shall also establish a Continuity of Operations Plan and Procedures (the **“COOP”**), which shall identify what services will be provided during an emergency and the procedures and manner in which employees and other persons will respond to and recover from the emergency.
 - v. The Town of Markham shall designate COOP custodians in each department to collaborate with the EPC and CEMC in the development and maintenance of the COOP.
 - vi. The COOP, excluding the Plan, by virtue of the information contained therein, is a confidential document that shall be developed, maintained, amended and managed by the EPC and departmental custodians.

I. Training Programs and Exercises for Employees

- i. The Town of Markham shall conduct training programs and exercises annually to ensure the readiness of Town of Markham employees and other persons, and;
- ii. Training and exercises shall be developed under the supervision of the Emergency Planning Committee.

J. Public Education on risks to Public Safety and on Public Preparedness for Emergencies;

- i. The Town of Markham shall establish Public Education and Awareness programs that notify the public of the various hazards and risks to public safety that could give rise in emergencies and;
- ii. These programs shall be developed by the EPC and the CEMC, and be implemented regularly in a manner and with those persons designated by the Emergency Planning Committee.

K. Annual review of Emergency Management Program

- i. The Program, including but not limited to the Plan and the Continuity of Operations Plan, will be reviewed annually by the Emergency Planning Committee, and where necessary, the Program will be amended to ensure that identified risks have not changed and that listed resources and services are available, training programs are current, the public education program is adequate and the risk to public safety is managed.

Appendix A – Report to General Committee – Markham’s Emergency Plan

Schedule B

**Town of Markham
Emergency Plan**

I/We have read and understood the Community Event Application and its terms and conditions and agree to abide by them during the rental/use of the Facility/Location.

Event Organizer Signature:

Date: Wednesday, November 16, 2011

I/We have the authority to bind the corporation.

