

## **By-law 2024-XX**

### **A By-law of the City of Greater Sudbury to Adopt an Emergency Management Program and Emergency Response Plan for the City of Greater Sudbury**

**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 is required to:

- develop and implement an emergency management program and public emergency plan with required components;
- identify and assess the various hazards and risks to public safety;
- identify critical infrastructure at risk of being affected by emergencies;
- designate an employee of the municipality as its Community Emergency Management Coordinator;
- establish an Emergency Management Program Committee;
- establish an emergency Community Control Group;
- establish an Emergency Operations Centre to be used by the municipal Community 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 Council of the City of Greater Sudbury hereby enacts as follows:**

#### **Terminology**

1. For the purposes of this By-law:

“Act” shall mean the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and regulations thereunder;

“CEMC” shall mean the person appointed as the Community Emergency Management Co-ordinator by the City from time to time and includes their designate;

“City” means the City of Greater Sudbury;

“Emergency” means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise;

“General Manager” means the person who holds the position of General Manager of Community Safety at the City or any successor position and includes their designate; and

“Plan” shall mean the Emergency Response Plan adopted by the City in accordance with the Act and includes any amendments thereto.

## **Interpretation**

**2.-(1)** Whenever this By-law refers to a person or thing with reference to gender or the gender neutral, the intention is to read the By-law with the gender applicable to the circumstances.

(2) References to items in the plural include the singular, as applicable.

(3) The words “include”, “including” and “includes” are not to be read as limiting the phrases or descriptions that precede them. Any examples provided are intended to be representative examples and not intended to be an exhaustive list.

(4) Headings are inserted for ease of reference only and are not to be used as interpretation aids.

(5) Specific references to laws in the By-law are printed in italic font and are meant to refer to the current laws applicable with the Province of Ontario as at the time the By-law was enacted, as they are amended, restate or replaced from time to time.

(6) Any reference to periods of time, stated in numbers of days, shall be deemed applicable on the first business day after a Sunday or Statutory holiday if the expiration of the time period occurs on a Sunday or Statutory holiday.

(7) The obligations imposed by this By-law are in addition to obligations otherwise imposed by law or contract.

(8) Where this By-law provides metric and imperial units of measure, the metric unit of measure shall prevail. For convenience only, approximate imperial measurements have been provided in parentheses but are of no force or effect.

(9) Terms with capitals shall be read with the meaning in section 1, and other words shall be given their ordinary meaning.

### **Severability / Conflict**

**3.-(1)** If any section, subsection, part or parts of this By-law is declared by any court of law to be bad, illegal or ultra vires, such section, subsection, part or parts shall be deemed to be severable and all parts hereof are declared to be separate and independent and enacted as such.

(2) Nothing in this By-law relieves any person from complying with any provision of any federal or provincial legislation or any other By-law of the City.

(3) Where a provision of this By-law conflicts with the provisions of another By-law in force in the City or any of the provisions of any federal or provincial statute or regulation, the provision that establishes the higher standard to protect the health, safety and welfare of the general public shall prevail.

### **Emergency Management Program**

**4.-(1)** An Emergency Management Program for the City will be developed by and reviewed annually by the Emergency Management Program Committee.

(2) The Emergency Management Program shall be consistent with and in accordance with the Act and best practices, including the five core components of emergency management: prevention, mitigation, preparedness, response and recovery, and shall include:

- (a) an emergency plan;
- (b) training programs and exercises for employees with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- (c) public education on risks to public safety and public preparedness tips for emergencies; and
- (d) any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;

(3) The Emergency Management Program shall also be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and promoting economic stability and a disaster-resilient community.

## **Emergency Response Plan**

**5.-(1)** The Plan, which has been developed in accordance with the requirements of the Act and best practices, and which is attached hereto as Schedule "A" is hereby adopted.

(2) The Plan shall be reviewed annually by the CMEC and the Emergency Management Program Committee.

(3) The General Manager is authorized to make such administrative changes to the Plan as appropriate from time to time, to keep the Plan current, including by example, updating personnel, organizational and contact information.

(4) Any proposed significant revision to the body of the Plan shall be presented to the relevant Committee of City Council for approval by City Council.

## **Community Emergency Management Coordinator**

**6.** The CMEC is responsible for overseeing the Emergency Management Program including overseeing the maintenance of the Plan, implementation of training, exercises, public education set out in the Emergency Management Program and such other duties and responsibilities as outlined in the Act.

## **Emergency Management Program Committee**

**7.-(1)** Persons holding the following positions in the City, or their designates, shall be members of the Emergency Management Program Committee:

- (a) the Chief Administrative Officer;
- (b) the General Manager; and
- (c) the CMEC.

(2) The CMEC may, in their discretion invite the Chair of the Emergency Management Advisory Panel to attend and participate in the meetings of the Emergency Management Program Committee. For clarity, the Chair of the Emergency Management Advisory Panel shall not have any voting rights.

(3) The Emergency Management Program Committee shall advise Council on the development and implementation of the Emergency Management Program.

## **Emergency Management Advisory Panel**

**8.-(1)** An Emergency Management Advisory Panel is hereby established for the City.

(2) The Emergency Management Advisory Panel shall:

- (a) meet at such times and places as determined by the Chair provided however that the Emergency Management Program Committee shall meet no fewer than four times per year;
- (b) engage in ongoing review of the Emergency Management Program; and
- (c) provide updates to the Emergency Planning Committee on the review of the Emergency Management Program including any recommended changes to the program.

(3) The CEMC is authorized to invite, in their discretion, one or more representatives from each of the following sectors of the community to attend and serve as members of the Emergency Management Advisory Panel from time to time:

- (a) communications and utilities;
- (b) emergency response agencies;
- (c) health care and public health services;
- (d) industry and business;
- (e) education;
- (f) government;
- (g) indigenous services;
- (h) community and volunteer organizations; and
- (i) municipal services.

(4) The CMEC shall attend all meetings of the Emergency Management Advisory Panel.

(5) The Emergency Management Advisory Panel will be chaired by a person elected or appointed by the persons attending the meeting at which the election occurs.

(6) The chair shall be elected for a term of three years, or until their successor is appointed or elected. Nothing herein prevents:

- (a) the chair from resigning and being replaced for the balance of their term;
- (b) the Emergency Management Advisory Panel from replacing the chair from time to time during the term; or
- (c) the Chair from being elected to more than one successive term.

(7) In the absence of the chair, the persons present at that meeting of the Emergency Management Advisory Panel shall select a person to act as chair for that meeting.

## **Municipal Community Control Group**

**9.(1)** The persons holding the following positions in the City, or a successor position or their designates, shall comprise the Municipal Community Control Group:

- (a) the City's Chief Administrative Officer;
- (b) the CEMC;
- (c) persons holding the position of a "general manager" with the City;
- (d) the Fire Chief or designate;
- (e) the Paramedic Chief for the City;
- (f) the Director of Communications and Community Engagement for the City or any successor position;
- (g) the Police Chief;
- (h) the Medical Officer of Health; and
- (i) other subject matter experts or advisors, as required and invited by the Chair from time to time.

(2) The CMEC shall be responsible to schedule meetings of the Municipal Community Control Group and to invite such members as may be appropriate in the circumstances.

(3) All members of the Community Control Group shall complete annual training in accordance with the Emergency Management Program.

## **Emergency Operations Centre**

**10.** The primary and alternate Emergency Operations Centre established by the General Manager for use by the Community Control Group in an Emergency and the technological and telecommunications systems which have been installed or implemented to ensure effective communication in an Emergency are approved.

## **Emergency Information Officer**

**11.** The person holding the position of Director of Communications and Community Engagement at the City or any successor position is hereby appointed as the Emergency Information Officer for the City to act as the primary media and public contact for the City in an Emergency. Such appointment includes a designate of the Director of Communications and Community Engagement.

## **Posting of Plan**

12. The Plan shall be made available to the public in a current, consolidated form on the City's official website and by request to the Clerk of the City.

## **Repeal**

13. By-law 2011-162 and any amendments thereto are hereby repealed.

## **Effect**

14. This By-law shall come into effect upon passage.

**Read and Passed in Open Council** this XX day of January, 2024

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Mayor

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Clerk

**Schedule "A"**  
to By-law 2024-XX of the City of Greater Sudbury

**Emergency Response Plan**

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