

# **Emergency Chapter 0309 Emergency Response Plan**

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## **Article 1 - Definitions**

### **309.1.1 Community Emergency Management Coordinator (CEMC) - defined**

“Community Emergency Management Coordinator” or “CEMC” shall mean the person designated by Council as the Emergency Management Program Coordinator as referenced in Ontario Regulation 380/04 under the *Emergency Management and Civil Protection Act*, as amended.

### **309.1.2 Council - defined**

“Council” shall mean the Council of The Corporation of the City of Woodstock.

### **309.1.3 Emergency - defined**

“Emergency” shall mean 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. It may further be defined as a situation or impending situation that constitutes a threat of extraordinary proportion to property, the environment, critical infrastructure, economic stability or the health, welfare or safety of inhabitants and visitors to the City of Woodstock, requiring a response by the municipality or community in excess of that ordinarily exercised.

### **309.1.4 Emergency Information Officer (EIO) – defined**

“Emergency Information Officer” or “EIO” shall mean the person designated to act as the primary media and public contact for the municipality in an emergency.

**309.1.5 Emergency Management Program Committee (EMPC) - defined**

“Emergency Management Program Committee” or “EMPC” shall mean the Committee that advises Council on the development and implementation of the municipality’s emergency management program and reviews the municipality’s emergency management program.

**309.1.6 Mayor - defined**

“Mayor” shall mean the Head of Council for The Corporation of the City of Woodstock. In the extended absence of the Mayor, the Acting Mayor may act in place of the Mayor.

**309.1.7 Municipal Emergency Control Group (MECG) - defined**

“Municipal Emergency Control Group” or “MECG” shall mean the group of individuals directing those services necessary for mitigating the effects of the emergency as referenced in *Ontario Regulation 380/04* under the *Emergency Management and Civil Protection Act*, as amended.

**Article 2 - Emergency Management Program**

**309.2.1 Established - authority**

The City of Woodstock Emergency Management Program is hereby established in accordance with the provisions of the *Emergency Management and Civil Protection Act*, as amended, its regulations, *Ontario Regulation 380/04* and the *Municipal Act, 2001*, as amended.

**309.2.2 Standards - development**

The Emergency Management Program has been developed in accordance with the standards prescribed by the *Emergency Management and Civil Protection Act* and Regulations, and international best practices.

**Article 3 - Designations**

**309.3.1 Community Emergency Management Coordinator - designation**

The Fire Chief is hereby designated the Community Emergency Management Coordinator for the City of Woodstock. The CEMC shall designate the Alternate CEMC for the City of Woodstock.

**309.3.2 Municipal Emergency Control Group – membership**

The Chief Administrative Officer (CAO), the Development Commissioner, the Marketing and Communications Manager, and the Manager of Health &

Safety are hereby appointed as the Municipal Emergency Control Group (MECG).

**309.3.3 Emergency Management Program Committee - membership**

The positions outlined in Emergency Management Program Committee (EMPC) Terms of Reference (Appendix B) are hereby designated as the EMPC members

**309.3.4 Emergency Management Program Committee Chairperson - designation**

The CAO (or designate) and the CEMC (or designate) shall co-chair the EMPC.

**309.3.5 Emergency Information Officer - designation**

The Marketing and Communications Manager (or designate) is hereby appointed as the Emergency Information Officer (EIO) for the Corporation of the City of Woodstock.

**Article 4 - Declaration of an Emergency**

**309.4.1 Declaration of an emergency**

Where serious and extensive steps to protect property and the health, safety and welfare of the public are deemed necessary in managing the emergency, the Mayor (or designate), on the advice of the MECG, may declare that an emergency exists under the provisions of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended, and may designate an area within the City of Woodstock as an emergency area.

**Article 5 – Municipal Emergency Control Group**

**309.5.1 Notification/activation – MECG**

Certain appointed officials or their designates, as provided in the approved community Emergency Response Plan, are empowered to cause an emergency notification to be issued to members of the MECG and to respond to an emergency in accordance with the Emergency Response Plan where an emergency exists but has not yet been declared to exist.

**Article 6 – Plan Review and Amendments**

**309.6.1 Annual Review and Evaluation**

The EMPC will cause the emergency management program to be reviewed annually, ensure training to employees on their functions, recommend changes to the program as considered appropriate, and refer recommendations to Council for further review and approval.

**309.6.2 Administrative Changes - approval**

Council hereby authorizes staff to make administrative changes to the plan, including changes due to personnel changes, organizational changes, contact information, and other administrative matters.

**Article 7 - Repeal**

**309.7.1** By-law – previous

All previous by-laws pertaining to the Emergency Response Plan are hereby repealed and replaced. By-law 9712-24, October 3, 2024.

**Schedules**

Schedule 'A' – Emergency Response Plan

Schedule 'B' – Emergency Management Program Committee  
Terms of Reference