

**CORPORATION OF THE TOWN OF RENFREW**  
**BY-LAW NO. 22-2019**

Being a by-law to assign the responsibilities of an Emergency Management Program Committee to the Town's existing Fire and Emergency Management Committee.

**WHEREAS** pursuant to the *Emergency Management and Civil Protection Act*, R.S.O. 1990, and more specifically Part II of Ontario Regulation 380/04 (the "Act"), municipal standards are established for every municipality in the province with respect to the creation of an Emergency Management Program Committee and the maintenance of an Emergency Management Program; and

**WHEREAS** the Town of Renfrew currently has a Fire and Emergency Management Committee composed of Members of Council as appointed by the Mayor; and

**WHEREAS** the Council of the Corporation of the Town of Renfrew deems it desirable to assign the legislative responsibilities of an Emergency Management Program Committee to the existing Fire and Emergency Management Committee; a Standing Committee of Council; and

**WHEREAS** the addition of these legislative responsibilities require amended Terms of Reference to accommodate this assignment, including, but not limited to, modifications to committee composition; and

**WHEREAS** the Act further requires that every municipality shall designate an employee of the municipality as its Emergency Information Officer.

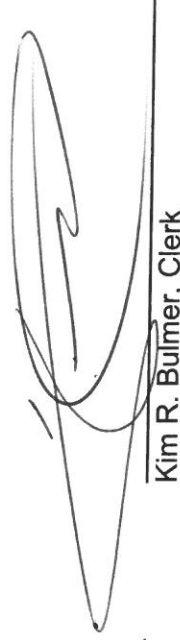
**NOW THEREFORE** the Council of the Corporation of the Town of Renfrew enacts as follows:

1. **THAT** the legislative responsibilities associated and inherent of an Emergency Management Program Committee be assigned to the existing Fire and Emergency Management Committee.
2. **THAT** the Terms of Reference, attached hereto as Schedule "A", be adopted as presented.
3. **THAT** the Economic Development Officer be designated as the "Emergency Information Officer" on the Town's Emergency Control Group.
4. **THAT** both the Emergency Plan and the Procedural By-Law be amended to reflect the aforementioned enactments.
5. **THAT** this By-law is hereby deemed to take effect on the day of its passing.

Read a first and second time this 26<sup>th</sup> day of March, 2019.

Read a third time and finally passed this 26<sup>th</sup> day of March, 2019.

  
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Don Eady, Mayor

  
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Kim R. Bulmer, Clerk

**SCHEDULE "A" TO BY-LAW NO. 22-2019**



**FIRE AND EMERGENCY  
MANAGEMENT COMMITTEE**

***TERMS OF REFERENCE***

**1. PURPOSE**

The Committee provides advice and support for the Fire Hall, firefighting, rescue, and related equipment and clothing (including fire vehicles). The Committee recommends programs designed to enhance public relations through fire prevention, fire inspection programs, training programs, mutual aid, Fire Protection agreements, Fire Department communications (including dispatch), 911 response systems, building inspection services.

The Committee shall advise Council on the development and implementation of the municipality's emergency management program. The Committee shall conduct an annual review of the municipality's emergency management plan and shall make recommendation to the Council for its revision if necessary.

**2. COMPOSITION**

The Fire and Emergency Management Committee shall include:

- Three (3) Members of Town Council (as appointed by the Mayor).

In addition, for the purposes of fulfilling those mandated and legislative responsibilities assigned in the *Emergency Management and Civil Protection Act*, R.S.O. 1990, and more specifically Part II of Ontario Regulation 380/04, the Committee will be expanded as necessary to include:

- Community Emergency Management Coordinator (CEMC) and Alternate CEMC; and
- Town Clerk (as 'Senior Municipal Official'); and

The Chair of the Committee is deemed to be the Member of Council appointed as such by the Mayor.

**3. REPORTING**

The Committee shall report to Council through Committee Minutes and at times directly during Committee of the Whole and/or Regular Meetings of Council.

**4. MEETING TIME AND LOCATIONS**

Regular meetings will be held on a monthly basis in the Fire Hall Boardroom. Special meetings will be held as required.

5. **FINANCING**

There is no separate budget established for this committee. Any committee expenditures will need to be financed from within the approved budget estimates for the Fire Department and/or Emergency Planning account(s).

6. **STAFF SUPPORT**

The Fire Chief/CEMC shall ensure that technical and administrative support services are provided to the Committee as required.