



Corporation of the Municipality of Calvin Council Resolution

Date: June 11, 2024

By-Law 2024-37

Resolution Number: 2024-229

Moved By: Councillor Moreton

Seconded By: Councillor Grant

WHEREAS, By-Law 2021-026 being a By-Law to appoint joint community emergency management coordinators (CEMC) and their alternatives for the Corporation of the Municipality of Calvin and for the Corporation of the Township of Papineau-Cameron requires updating, specifically to reflect the appointments of current CEMC and their alternates,

AND WHEREAS, As requested by Papineau-Cameron, Vanessa Whalley's name be changed within the By-Law to Venessa Wilson and that Julie Daniel be hereby designated as CEMC for the Municipality of Calvin and Mariel Labreche as Alternate CEMC for the Municipality of Calvin; and both as Alternate CEMCs for the Township of Papineau-Cameron.

NOW THEREFORE BE IT RESOLVED, Council of the Corporation of the Municipality of Calvin hereby approves the appointments, and that **By-Law 2024-37** as attached and is hereby imposed and ratified.

1. That the Mayor and CAO are designated as the Signing Officers and are authorized to execute on behalf of the Corporation of the Municipality of Calvin.

2. That the attached Agreement be hereto and form part and parcel of this By-Law.
3. That By-Law 2021-026 and any other By-law inconsistent with this By-Law is hereby repealed.
4. This By-Law shall be enacted and in effect upon the signing thereof.
5. This By-Law to be reviewed in 1 year effective the signing date.

Results: Carried

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Grant	<input type="checkbox"/>	<input type="checkbox"/>
Latimer	<input type="checkbox"/>	<input type="checkbox"/>
Manson	<input type="checkbox"/>	<input type="checkbox"/>
Moreton	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Gould	<input type="checkbox"/>	<input type="checkbox"/>

**THE CORPORATION OF THE MUNICIPALITY OF CALVIN
BY-LAW NUMBER 2024-37**

BEING A BY-LAW TO APPOINT JOINT COMMUNITY EMERGENCY MANAGEMENT COORDINATORS (CEMC) AND THEIR ALTERNATES FOR THE CORPORATION OF THE MUNICIPALITY OF CALVIN AND FOR THE CORPORATION OF THE TOWNSHIP OF PAPINEAU-CAMERON

WHEREAS, the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9 subsection 2.1(1) requires that every municipality develop and implement an emergency management program;

AND WHEREAS, the Municipal Act, SO 2001 c. 25, as amended Part II & Part III, Section 20(1) and Section 130 authorizes municipalities to enter into an agreement;

AND WHEREAS, the Council of the Municipality of Calvin passed By-law No. 2018-024 on November 13, 2018 and the Council of the Township of Papineau-Cameron passed By-law No. 2004-19 on September 14, 2014 which established a joint emergency management program for both municipalities;

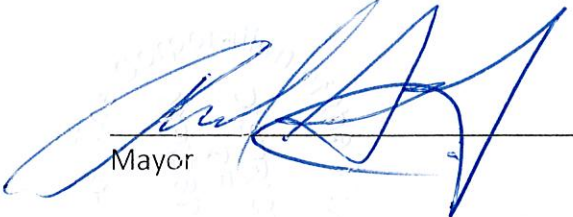
AND WHEREAS, subsection 10(1) of Ontario Regulation 380/04 under the Emergency Management and Civil Protection Act requires that every municipality shall designate an employee of the municipality, or a member of council, as its CEMC and alternate CEMC;

AND WHEREAS, Council wish to appoint a new CEMC for the Municipality of Calvin, as well the new Alternate CEMC for both municipalities;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Municipality of Calvin enacts as follows:

1. That Venessa Wilson be hereby designated as CEMC for the Township of Papineau-Cameron and Mariel Labreche as Alternate CEMC for the Township of Papineau-Cameron; and both also as Alternate CEMCs for the Municipality of Calvin;
2. That Julie Daniel be hereby designated as CEMC for the Municipality of Calvin and Mariel Labreche as Alternate CEMC for the Municipality of Calvin; and both also as alternate CEMCs for the Township of Papineau-Cameron.
3. That the CEMC shall be responsible for the development, implementation and maintenance of the joint emergency management program of the Municipality of Calvin and the Township of Papineau-Cameron in accordance with the Emergency Management and Civil Protection Act, R.S.O. 1990, Ch. E. 9, and the regulations passed thereunder;

4. That the remuneration for the CEMC and CEMC Alternate shall be determined by Council, by resolution, from time to time.
5. That By-Law 2021-026 and all previous By-laws appointing a CEMC or alternate CEMC be and ae hereby repealed;
6. That this By-law and attached Agreement shall come into full force and effect immediately upon its passing and signing thereof.



Mayor



CAO



**Community Emergency Management Coordinator (CEMC)
CONTRACT FOR SERVICES
BETWEEN:
Municipality of Calvin
and
Julie Daniel, Independent Contractor**

Contract Summary:

The CEMC shall be responsible for the co-development, implementation and maintenance of the joint emergency management program of the Municipality of Calvin and the Township of Papineau-Cameron in accordance with the Emergency Management and Civil Protection Act, R.S.O. 1990, Ch. E. 9, and the regulations passed thereunder.

Responsibilities and Duties:

- Collaborate with community leaders, emergency services, and stakeholders to create comprehensive emergency management plans tailored to the unique needs and challenges of the community
- Organize and coordinate emergency response activities, including communication protocols, evacuation procedures, emergency shelters, and resource allocation, to ensure an efficient and effective response during crises
- Identify potential hazards and vulnerabilities in the community, conduct risk assessments, and develop strategies to mitigate risks and enhance community resilience
- Establish and maintain effective relationships with community members, leaders, and external partners to raise awareness of emergency management protocols, promote community engagement in preparedness efforts, and ensure effective communication during emergencies
- Participate in training programs, and workshops on emergency preparedness, response procedures, and relevant safety measures
- Serve as the primary point of contact between the community, the Municipality of Calvin, government agencies, and organizations involved in emergency management, fostering collaboration, and coordinating resources for effective emergency response
- Maintain accurate records of emergency response activities, and incidents for reporting requirements
- Attend regional and local CEMC meetings to represent the Municipality.

1355 Peddlers Drive, Mattawa ON P0H 1V0 Telephone: 705.744.2700
Email: administration@calvintownship.ca

Accountability:

The Community Emergency Management Coordinator (CEMC) will be directly accountable to the CAO. The CEMC will work very closely with Papineau-Cameron's CEMC and the committee as a whole, as well as the Field Officer | Regional Field Services/Emergency Operations Division Emergency Management Ontario/Treasury Board Secretariat | Ontario Public Service .

Competencies and Qualifications:

- Effective communication skills
- Strong written and oral communication skills
- Excellent leadership, and problem-solving skills
- Strong project management skills
- Knowledge of emergency management principles, practices, and procedures
- Experience in developing and implementing emergency preparedness plans, conducting risk assessments, and coordinating emergency response activities
- Flexibility and ability to work in high-stress situations and respond to emergencies outside regular working hours
- Keep current with all Emergency Management Training as required by the Ontario Government, participating in those courses and completing them on -line whenever offered (course related costs to be reimbursed by the Municipality)
- Access to and use of own personal vehicle, computer systems and telephone.

The job description is not intended to be all inclusive. The contractor may be required to perform other related duties as needed to meet the ongoing Community Emergency needs of the community.

Remuneration:

As an independent contractor, (vs being an employee of the Municipality),


- \$23.00 an hour to attend all meetings, complete training courses, read materials, prepare reports. Reimbursed through invoicing, on a monthly basis.
- Meals/travel/accommodations when necessary to attend meetings reimbursed as per Municipality's most current rates. Receipts are required. Reimbursed through invoicing, on a monthly basis.

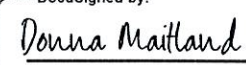
to a maximum of \$4,000 per year.

Terms: 1 year term, beginning on the date of contract signing. Subject to renewal dependent on performance, the Municipality's needs and Council's approval.

Termination: Either Party may terminate this Agreement prior to the end of any 1 year term, by providing no less than 60 days written notice. CAO to Contractor; Contractor to CAO.

The Parties herein agree to enter into this Agreement under the conditions and terms above.

DocuSigned by:

BB714CF07E024DF... William Moreton, Deputy Mayor

DocuSigned by:

CEDDD0251BCA405... Donna Maitland, CAO

DocuSigned by:

0AA7AF0C49324F5... Julie Daniel, Independent Contractor

6/3/2024 Date: _____.