

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: April 23, 2024
TO: Committee of the Whole
FROM: Mike Williams, Director of Protective Services
SUBJECT: Emergency Management Program By-law Amendment

RECOMMENDATION:

THAT Committee of the Whole approve the amended Schedule A: Emergency Management Program to By-law 21-101 titled “Emergency Management By-law”

AND THAT individuals that hold the positions listed in the amended by-law be appointed as specified therein.

BACKGROUND:

In December of 2021, By-law 21-101 was passed, incorporating the updated Incident Management System (IMS) function-based Emergency Plan and Program, repealing By-law 20-121.

Schedule A to By-law 21-101 consists of the Emergency Management Program. Municipal Emergency Control Group officials and Emergency Management Program Committee members are listed within.

The Emergency Management and Civil Protection Act (EMCPA) and Ontario Regulation 380/04 requires every municipality to have an Emergency Management Program Committee. The committee shall be composed of:

- a) The municipality’s emergency management program coordinator;
- b) A senior municipal official appointed by the council;
- c) Such members of the council, as may be appointed by the council;
- d) Such municipal employees who are responsible for emergency management functions, as may be appointed by the council; and
- e) Such other persons as may be appointed by the council.

The role of the Emergency Management Program Committee is to:

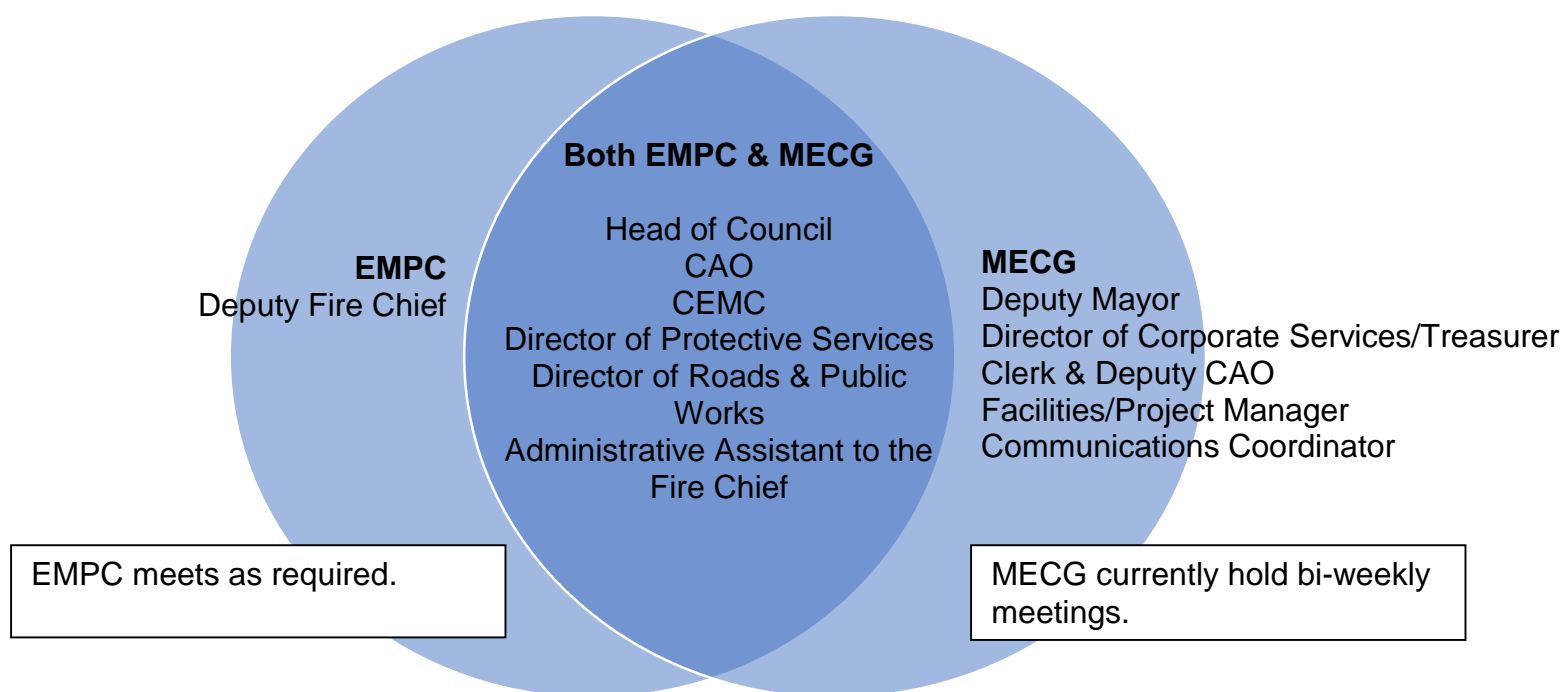
- a) Advise Council on the Emergency Management Program
- b) Conduct the annual program review
- c) Recommend revisions

In addition, every municipality is required to have a Municipal Emergency Control Group. The municipal emergency control group shall be composed of:

- a) Such officials or employees of the municipality as may be appointed by the council; and
- b) Such members of council as may be appointed by the council.

The Municipal Emergency Control Group is responsible for coordinating municipal emergency response and recovery activities.

Due to the smaller staffing complement of a municipality of our size, some staff take on many roles, as demonstrated by the graphic below.



The MEGC is responsible for the monitoring and control of emergency response and is generally comprised of the following functions: Emergency Operations Centre Manager, Head of Council, Liaison Officer, Safety Officer, Emergency Information Officer, Scribe, Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Councillors play a vital role in supporting the MEGC during an emergency, including but not limited to: assisting the Head of Council as requested, attending the emergency council meetings, advocating the needs of the community to Council and facilitating communications between Council and the community.

DISCUSSION:

While conducting the annual review of the municipality's Emergency Management Program, it was noted that the membership of the both the Municipal Emergency Control Group and the Emergency Management Program Committee requires updating to address recent staffing and organizational changes.

By-law 21-101 authorizes the Community Emergency Management Coordinator (CEMC) to amend the Emergency Management Program (EMP) and Emergency Response Plan (ERP) as required from time-to-time to ensure the information is current and accurate. While the Emergency Response Plan has been updated by the CEMC to address the staffing and organizational changes, the Emergency Management Program By-law now must be updated to match. Significant changes to the Emergency Management By-law other than administrative changes need to be considered and approved by Council.

The CEMC recommends amending 'Schedule A: Emergency Management Program' of By-law 21-101 to reflect the following changes:

- Council of the Municipality of Mississippi Mills reviews the Emergency Management Program and Emergency Response Plan during the first term in office and when recommended by the Emergency Management Program Committee. This change will allow the Emergency Management Program Committee to perform their duties to review the EMP and ERP annually and brief Council when necessary and provide more training opportunities for Council.
- Consistency in role titles for Municipal Emergency Control Group and Emergency Management Program Committee.
- The membership of the Municipal Emergency Control Group and Emergency Management Program Committee as attached.

OPTIONS:

There are two options to consider:

- 1) Leave the by-law as it is. However, in accordance with EMPCA, R.S.O. 1990, c. E.9, s 3(5), MCEG members must receive training to demonstrate adequate Municipal knowledge in the following areas:
 - Hazard Identification and Risk Assessment and Critical Infrastructure List
 - Emergency Response Plan (ERP) including roles and responsibilities
 - Activation and operation procedures under Municipal Emergency Response Plan (MERP)
 - Activation notification procedures
 - Emergency Operations Center location and communications infrastructure

Any members named in the current by-law will be required to receive the above-mentioned training and attend the annual exercise.

- 2) Accept the amendments as attached. These amendments will align the Emergency Management Program By-law with the current Emergency Response Plan.

FINANCIAL IMPLICATIONS:

There are no financial implications with the approval of this updated By-law.

STRATEGIC PLAN

The Emergency Management Program By-law Amendment ties into the Safe and Sustainable principle of the Municipality's Strategic Plan.

PUBLIC ENGAGEMENT

No public engagement is required.

SUMMARY:

I recommend that Council approve Option 2, amending Schedule A: Emergency Management Program to By-law 21-101 as attached.

Respectfully submitted by,

Reviewed by:



Mike Williams,
Director of Protective Services

Ken Kelly,
CAO

ATTACHMENTS:

1. Bylaw 21-101 Emergency Management Program and Response Plan Bylaw – 2024 edits
2. Schedule A – Emergency Management Program