

# **THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

## **STAFF REPORT**

**DATE:** May 4, 2021

**TO:** Committee of the Whole

**FROM:** Chad Brown, Fire Chief

**SUBJECT:** **Community Safety Fire and Emergency Plan**

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### **RECOMMENDATION:**

**THAT the Committee of the Whole recommends to Council the appointment of two (2) members of Council to the Community Safety Fire and Emergency Plan Steering Committee.**

### **BACKGROUND:**

The Community Safety Fire and Emergency Plan (CSFEP) will assess key components of service delivery for Emergency Management and Fire Protection Services in the Municipality of Mississippi Mills. The (CSFEP) is comprised of the Emergency Management Program (EMP) and supporting documents, the Community Risk Assessment (CRA) and the Fire Master Plan (FMP).

Council approved funding to proceed with the CSFEP on March 16, 2021. The Mississippi Mills Fire Department issued RFQ 21-09 to seek consulting services for the development and delivery of the CSFEP. The closing date for the RFQ is May 5<sup>th</sup> and the project is expected to start later in the month.

### **DISCUSSION:**

The Community Safety Fire and Emergency Plan will require a Steering Committee to work with the successful vendor through various stages of the project. The Steering Committee helps to guide a project from start to completion.

A Community Safety Fire and Emergency Plan Terms of Reference is currently in development to document roles and responsibilities for this project. The project will require support from various Municipal Departments and Senior Managers. The Steering Committee's role is to provide advice, ensure delivery of the project outputs and the achievement of project outcomes. Generally, the Project Manager, and other members of the Project Team do the work implementing the project. Steering Committee members are not directly responsible for managing project activities but provide support and guidance for those who do. This Steering Committee should have

representation from Council as well as the associated departments to ensure information and participation is available when required.

**OPTIONS:**

The Steering Committee should represent the diversity of our community. Representation should include urban and rural interests in the Safety Plan. Council may consider appointing a Councillor to represent the urban Almonte Ward and a Councillor to represent the rural areas and the Pakenham Ward.

**FINANCIAL IMPLICATIONS:**

N/A

**SUMMARY:**

The Community Safety Fire and Emergency Plan is expected to commence with data collection by the end of May 2021. The appointment of the members of Council should proceed as soon as possible to ensure the Steering Committee is established with the start of this project.

Respectfully submitted by,

Reviewed by:

A handwritten signature in black ink, appearing to read 'Chad Brown', written over a horizontal line.

Chad Brown  
Fire Chief

A handwritten signature in black ink, appearing to read 'Ken Kelly', written over a horizontal line.

Ken Kelly  
CAO