



Corporation of the Municipality of Calvin

EMERGENCY MANAGEMENT PROGRAM COMMITTEE MEETING AGENDA OCTOBER 3, 2024. 10:30 a.m. 1355 Peddlers Drive, Calvin ON

1. Call to order – Deputy Mayor, B. Moreton
2. Approval of agenda
3. Declarations of disqualifying, pecuniary, conflicts of interest
4. Assigning a Chairperson for this and future Committee meetings
5. Review of the Emergency Management Program Committee role and its mandated composition– J. Daniel, CEMC
6. Review of Municipal Emergency Control Group role and its mandated composition – J. Daniel, CEMC
7. Business arising from Sept 10, 2024 Council meeting:
 - 7.1 Appoint Municipal Emergency Control Group's Emergency Information Officer
 - 7.2 Designate the Municipality's Emergency Operations Centre
8. Appoint person(s) to Emergency Control Group's Scribe and Finance Coordinator Positions
9. Designate Emergency Reception location and Emergency Shelter location
10. Committee Training
11. Capital Needs – J. Daniel, CEMC
12. Other Updates from CEMC
13. Next Meeting Date
14. Adjournment

Emergency Management and
Civil Protection Act
Compliance Guide for
Municipalities

Current as of May 2021

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Foreword

The *Emergency Management and Civil Protection Act* (EMCPA) and its supporting Regulation 380/04 (O Reg 380/04) provide a number of requirements for both ministries and municipalities to be compliant with on an annual basis. This guide provides municipalities with information to assist in meeting these requirements.

Each municipality in Ontario has an Emergency Management Ontario (EMO) Field Officer assigned to them who can provide advice and assistance, as required, by supporting the development or delivery of any of the components of the required emergency management program. These Field Officers are well-versed in the requirements of the EMCPA and O Reg 380/04, and knowledgeable in areas such as the development of municipal emergency response plans; the delivery of emergency management training; and the development and conduct of emergency management exercises, among other things. We encourage municipalities to communicate with Field Officers regarding compliance requirements as often as is necessary. Please do not hesitate to involve them in related activities, including program committee meetings, exercises, training, and emergency management events.

If you are unsure who your Field Officer is, please contact AskOFMEM@Ontario.ca.

In addition to the information contained in this guide, EMO has tools to assist municipalities in the development and delivery of many of the required components of emergency management programs. These tools can be found in the EMO CEMC SharePoint Site, which can be accessed by requesting access from your sector Field Officer.

This guide does not constitute legal advice. For legal clarification on any of the requirements contained herein, municipalities are encouraged to consult with their municipality’s legal advisor.

(b) persons that provide their services on behalf of the municipality without remuneration, exclusive of reimbursement of expenses or honoraria, if council of the municipality has passed a by-law designating such persons or classes of persons as employees for the purposes of this section, and
(c) any other person or class of person designated as an employee by the Minister¹; (“employé”).

Similarly, the City of Toronto Act, 2006, states:

“designated employee” means any salaried officer, or any other person in the employ of the City or of a local board (extended definition) of the City and includes,

(a) a member of the city police force,

(b) persons that provide their services on behalf of the City without remuneration, exclusive of reimbursement of expenses or honoraria, if city council has passed a by-law designating such persons or classes of persons as designated employees for the purposes of this section, and

(c) any other person or class of persons designated as a designated employee by the Minister of Municipal Affairs and Housing; (“employé désigné”).

Regarding the CEMC training requirements, on 2018-02-06 the Fire Marshal and Chief, Emergency Management issued Guidance Note 2018-01-01 that stated:

Municipal emergency management program coordinators, as designated by their municipality under O Reg 380/04 s. 10 (1), will complete the following courses offered by the OFMEM (EMO), within one year of their appointment as emergency management program coordinator.

- *EM 200 – Basic Emergency Management*
- *EM 300 – Community Emergency Management Coordinator Course*
- *IMS 100 – Introduction to Incident Management System (available online)*
- *IMS 200 – Basic Incident Management System*

Emergency management program coordinators that have already completed this training will not be required to repeat it.

¹ In this section Minister refers to the Minister of Municipal Affairs.

- (3) The persons appointed under clause (2) (e) may only be,*
- (a) officials or employees of any level of government who are involved in emergency management;*
 - (b) representatives of organizations outside government who are involved in emergency management; or*
 - (c) persons representing industries that may be involved in emergency management.*
- (4) The council shall appoint one of the members of the committee to be the chair of the committee.*
- (5) The committee shall advise the council on the development and implementation of the municipality's emergency management program.*
- (6) The committee shall conduct an annual review of the municipality's emergency management program and shall make recommendations to the council for its revision if necessary.*

Interpretation and Verification Requirements

Although there are some specific requirements regarding the membership of the EMPC, there are a wide range of persons who may be appointed as a member of this Committee. However, all members of the EMPC must be specifically appointed by the Municipal Council by name or position, including the CEMC who is a mandatory member of the EMPC. It is not acceptable to simply list a representative of a particular organization (e.g. Fire Department rep). The appointment must specifically appoint someone either by name or position (e.g. Deputy Fire Chief).

Similarly, it is also a requirement that the Municipal Council directly appoint the Chair of the EMPC.

In order to verify municipal compliance with this requirement of the EMCPA, EMO requests a list of the EMPC membership, along with evidence that the members and the Chair have been appointed by Council.

When reviewing the EMPC membership, EMO will be specifically verifying that the membership includes the CEMC and another senior municipal official.

3. Hazard Identification and Risk Assessment (HIRA)

There is a requirement for all municipalities to identify and assess the hazards and risks to their municipality. That is to say that they must identify which hazards are present in the

References

The EMCPA, Section 2.1(3) states:

Hazard and risk assessment and infrastructure identification

(3) In developing its emergency management program, every municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies.

Interpretation and Verification Requirements

Every municipality must identify the facilities and infrastructure that are at risk of being affected by hazards/emergencies; which could then have a serious impact on the residents of the municipality, the municipality's ability to deliver services, or on the local economy. The facilities and infrastructure identified in this list do not necessarily need to be owned or operated by the municipality, nor be located within the municipality.

In order to verify compliance with this requirement of the EMCPA, EMO requests that a copy of the municipal CI list be submitted and/or reviewed by the Field Officer.

5. Municipal Emergency Plan

Municipalities are required to develop an Emergency Plan governing the provision of necessary services during an emergency. The plan should also detail the procedures to be followed by the people who respond to emergencies. Further, this Plan must assign responsibilities to members of the Municipal Emergency Control Group (MECG) who are municipal employees, by position, to implement the Plan. It must also include notification procedures for the MECG members. Once the Plan is completed, the municipality must adopt the Plan through a by-law. Every municipality is required to provide the most current electronic version of their Municipal Emergency Response Plan to EMO. The plan should be reviewed by the Field Officer if amended.

Additionally, every municipality is required to conduct training and exercises with the persons who have been assigned responsibilities under the emergency plan, to ensure that they are prepared to fulfil their responsibilities in the event of an emergency.

Chief, Emergency Management Ontario has, at any time, the most current version of their emergency plans.

Repository for emergency plans

(2) The Chief, Emergency Management Ontario shall keep in a secure place the most current version of every emergency plan submitted to him or her.

Further guidance on the required contents of a Municipal Emergency Plan is found in the EMCPA, Section 9:

What plan may provide

- 9. An emergency plan formulated under section 3, 6 or 8 shall,*
- (a) in the case of a municipality, authorize employees of the municipality or, in the case of a plan formulated under section 6 or 8, authorize public servants to take action under the emergency plan where an emergency exists but has not yet been declared to exist;*
 - (b) specify procedures to be taken for the safety or evacuation of persons in an emergency area;*
 - (c) in the case of a municipality, designate one or more members of council who may exercise the powers and perform the duties of the head of council under this Act or the emergency plan during the absence of the head of council or during his or her inability to act;*
 - (d) establish committees and designate employees to be responsible for reviewing the emergency plan, training employees in their functions and implementing the emergency plan during an emergency;*
 - (e) provide for obtaining and distributing materials, equipment and supplies during an emergency;*
 - (e.1) provide for any other matter required by the standards for emergency plans set under section 14; and*
 - (f) provide for such other matters as are considered necessary or advisable for the implementation of the emergency plan during an emergency.*

O Reg 380/04, Section 15 provides the following additional requirements for the Plan:

Emergency response plan

15. (1) The emergency plan that a municipality is required to formulate under subsection 3 (1) of the Act shall consist of an emergency response plan.

(2) An emergency response plan shall,

- (a) assign responsibilities to municipal employees, by position, respecting implementation of the emergency response plan; and*

- A copy of the municipality's by-law which adopts the most current version of the Municipal Emergency Plan. This may be the same by-law that adopts the municipality's emergency management program, or it may be a separate by-law.

6. Municipal Emergency Control Group (MECG)

Every municipality is required to have a Municipal Emergency Control Group (MECG) that is responsible for directing the municipal response during an emergency, including the implementation of the Municipal Emergency Plan. Members of the MECG must be appointed by Council and participate in annual training and an annual emergency exercise.

References

O Reg 380/04, Para 12 states:

Municipal emergency control group

12. (1) *Every municipality shall have a municipal emergency control group.*

(2) *The 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.

(3) *The members of the group shall complete the annual training that is required by the Chief, Emergency Management Ontario.*

(4) *The group shall direct the municipality's response in an emergency, including the implementation of the municipality's emergency response plan.*

(5) *The group shall develop procedures to govern its responsibilities in an emergency.*

(6) *The group shall conduct an annual practice exercise for a simulated emergency incident in order to evaluate the municipality's emergency response plan and its own procedures.*

(7) *If determined necessary as a result of the evaluation under subsection (6), the group shall revise its procedures and shall make recommendations to the council for the revision of the municipality's emergency response plan.*

(8) *The group may at any time seek the advice and assistance of the following:*

- 1. Officials or employees of any level of government who are involved in emergency management.*
- 2. Representatives of organizations outside government who are involved in emergency management.*
- 3. Persons representing industries that may be involved in emergency management.*

- Knowledge of their municipality's Municipal Emergency Plan, including their roles and responsibilities, and those of organizations which may have a role in response;
- Knowledge of the procedures used to activate and operate under the Municipal Emergency Plan;
- Knowledge of the notification procedures used to notify members of the MCEG when the Municipal Emergency Plan is activated; and
- Knowledge of the location, communications infrastructure and technology in their municipal Emergency Operations Centre.; and
- All MCEG members, including any alternate MCEG members, must participate in an annual exercise, which evaluates the Municipal Emergency Plan and MCEG procedures. There must be an exercise evaluation completed following the exercise, and if required, recommendations to amend the Municipal Emergency Plan may be made to Council.

Therefore, in order to verify compliance with the EMCPA regarding the MCEG, and its related activities, EMO requests the following:

- A list of the MCEG members, including evidence that the members of the MCEG were appointed by council;
- A copy of the MCEG procedures;
- Verification that all members of the MCEG have met the training requirements as detailed above; and
- A description of the exercise which includes:
 - The details of the exercise, including the date and type of exercise that was conducted;
 - The aim of the exercise;
 - A list of exercise participants; and
 - Any identified areas for improvement, including proposed corrective actions.

7. Emergency Operations Centre (EOC)

Every municipality in Ontario is required to establish an EOC to be used by the Municipal Emergency Control Group (MCEG) during emergencies. The EOC must have the appropriate technological and telecommunications infrastructure to allow for effective communication with the MCEG.

References

O Reg 380/04, Para 13 states:

municipal EOC; and that you confirm that your EOC has appropriate technological and telecommunications systems to ensure effective communications in an emergency.

8. Emergency Information Officer (EIO)

Every municipality must designate an employee of the municipality as its EIO, who acts as the primary media and public contact for the municipality in an emergency.

References

O Reg 380/04, Para 14 states:

Emergency information officer

14. (1) Every municipality shall designate an employee of the municipality as its emergency information officer.

(2) The emergency information officer shall act as the primary media and public contact for the municipality in an emergency.

Interpretation and Verification Requirements

The designated EIO must be an employee of the municipality. It is the responsibility of the municipality to ensure that the designated EIO is an employee of the municipality, as defined in the Municipal Act, 2001 (refer to section 1 of this guide). The EIO cannot be a member of Municipal Council.

It should be noted that the municipal spokesperson and the EIO are not necessarily the same person. It is therefore acceptable for a member of Council to act as the municipal spokesperson, but not as the EIO. For clarification of the differences between these positions, please contact your Field Officer.

Therefore, in order to verify compliance with the EMCPA regarding the designation of a municipal EIO, EMO requests the name and contact information of the designated EIO.

Therefore, in order to validate municipal compliance with the EMCPA regarding public education, EMO requests a description of the public programs undertaken during the calendar year for general preparedness and specific hazards as indicated in the municipal HIRA. Specific hazard education may be targeted to populations at risk by the hazard. Not all hazards need to be done each year but should relate to the priorities established by the Emergency Management Program Committee (EMPC). It is also requested that if a municipality is hosting on their website a page related to it's EM Program that a url link be provided.

10. Emergency Management Program Annual Review

As a part of their overall responsibilities, the Emergency Management Program Committee (EMPC) is required to conduct an annual review of the municipality's emergency management program.

References

The EMCPA, Section 2.1 states:

Municipal emergency management programs

2.1 (1) Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program. 2002, c. 14, s. 4.

Same

(2) The emergency management program shall consist of,

(a) an emergency plan as required by section 3;

(b) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;

(c) public education on risks to public safety and on public preparedness for emergencies; and

(d) any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s. 4.

Hazard and risk assessment and infrastructure identification

(3) In developing its emergency management program, every municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies.

Interpretation and Verification Requirements

Every municipality must have a by-law, passed by Council, which adopts their municipal emergency management program. This by-law may, through attached schedules, also confirm other requirements of Council, including:

- The adoption of the municipal emergency plan;
- The appointment of the Emergency Management Program Committee (EMPC) membership, including the Chair of the EMPC; and
- The appointment of the Municipal Emergency Control Group membership.

These requirements, however, may also be made through the passage of separate by-laws or Council resolutions, as appropriate.

Therefore, in order to verify municipal compliance with the EMCPA requirement for a by-law adopting the municipal emergency management program, EMO requests that a copy of the most current by-law, including any applicable schedules, be submitted to EMO.

Appendix A: Compliance Checklist

Steps	Completed
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	<p>Complete the 6 question prompts</p> <p>Attach a summary of your municipality's HIRA OR ask your Field Officer to review it in advance of the compliance submission deadline, if you do not want to attach sensitive information</p>	<input type="checkbox"/> <input type="checkbox"/>
7	<p>Hazard Ranking</p> <p>Enter your municipality's top hazards (up to 10)</p>	<input type="checkbox"/>
8	<p>Critical Infrastructure List</p> <p>Complete the 2 question prompts</p> <p>Attach a copy of CI list OR ask your Field Officer to review it in advance of the compliance submission deadline, if you do not want to attach sensitive information</p>	<input type="checkbox"/> <input type="checkbox"/>
9	<p>Municipal Emergency Plan</p> <p>Complete the 13 question prompts</p> <p>Upload a copy of your municipality's most recent Emergency Response Plan or click "add" if your response plan has not changed since your previous submission</p> <p>Attach the by-law that adopted the municipality's current Emergency Plan or click "add" if your by-law from your previous submission is still current</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10	<p>Municipal Emergency Control Group</p> <p>Complete the 8 question prompts</p> <p>Attach a list of appointed MCEG members and list of exercise attendees</p> <p>Attach MCEG member training verification forms OR fill out "Please describe the type of training or add an attachment with a description" box explaining how the MCEG members demonstrated the 5 areas of knowledge</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
11	<p>Emergency Operation Centre(s)</p> <p>Complete the 3 question prompts</p> <p>Add address and phone numbers for primary and alternate EOCs</p>	<input type="checkbox"/> <input type="checkbox"/>