

Municipality of East Ferris

Report to Council

Report No.: CEMC 2019-01

Date: November 12, 2019

Originator: Frank Loeffen, Fire Chief/CEMC

Subject: Municipal Emergency Management Program Committee (MEMPC) Municipal
Emergency Control Group (MECG)

RECOMMENDATION

1. That the Council for the Municipality of East Ferris accepts the recommendation of the Community Emergency Management Co-ordinator to restructure the composition of the Municipal Emergency Management Program Committee (MEMPC) as per Option 3.
2. That the Council for the Municipality of East Ferris accepts the recommendation of the Community Emergency Management Co-ordinator to restructure the composition of the Municipal Emergency Control Group (MECG) as per Option 3.
3. That the Council for the Municipality of East Ferris hereby amend By-Law No. 2220 to reflect recommendations.

BACKGROUND

Every municipality is required to have an Emergency Management Program Committee (EMPC), which is appointed by the Municipal Council. The purpose of this committee is to assist in the development and advise the Municipal Council on the development and implementation of the municipal emergency management program.

O Reg 380/04 states:

Emergency management program committee

- 11.(1) Every municipality shall have an emergency management program committee.
- (2) 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.
- (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 is 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, except for 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 Emergency Management and Civil Protection Act (EMCPA), Ontario Fire Marshal and Emergency Management (OFMEM) 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, OFMEM will be specifically verifying that the membership includes the CEMC and another senior municipal official.

Municipal Emergency Control Group (MECG)

Every municipality is required to have a 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 the Council, and participate in annual training and an annual emergency exercise.

References O Reg 380/04, Para 12 states:

The 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 the government who are involved in emergency management.
 3. Persons representing industries that may be involved in emergency management.

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

In addition, all members of the MCEG, as designated under O Reg 380/04, s. 12, are required to annually demonstrate an adequate level of training in each of the following areas:

- Knowledge of all of the components of the municipal Emergency Management program, including, but not limited to the municipal HIRA and Critical Infrastructure list;
- 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.

Interpretation and Verification Requirements

Every municipality must have a MCEG appointed, who is responsible to direct the municipal response during times of emergency. There are four key considerations regarding the MCEG:

- The members of the MCEG must be appointed by Council, and they must be municipal officials, municipal employees or members of the Council. It should be noted that each member of the MCEG must be specifically appointed either by name or position. This includes persons who may be considered alternate members of the MCEG. It is not acceptable to simply list a representative of a particular organization. The appointment must specifically appoint someone either by name or position;
- There must be MCEG procedures developed which guide the MCEG in executing their responsibilities;
- All MCEG members, including those who may be considered alternate MCEG members, must verify that they have received an adequate amount of training in each of the following areas:
 - o Knowledge of all of the components of the municipal Emergency Management program, including, but not limited to the municipal HIRA and Critical Infrastructure list;

- o Knowledge of their municipality's Municipal Emergency Plan, including their roles and responsibilities, and those of organizations which may have a role in response;
 - o Knowledge of the procedures used to activate and operate under the Municipal Emergency Plan;
 - o Knowledge of the notification procedures used to notify members of the MECG when the Municipal Emergency Plan is activated; and
 - o Knowledge of the location, communications infrastructure, and technology in their municipal Emergency Operations Centre.; and
- All MECG members, including those who may be considered alternate MECG members, must participate in an annual exercise, which evaluates the municipal emergency plan and MECG 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.
 - o If a municipality has experienced an emergency or significant incident during the year, which meets the following criteria:
 - The duration of the emergency or incident was at least 48 hours;
 - The MECG was convened and met at least three times;
 - The PEOC was notified of the incident at the time that it occurred;
 - The required response to the incident or emergency was outside of routine response procedures; and
 - An after-action review or debriefing was conducted, and written lessons learned report was generated from this review;

the municipality may apply for an exemption to the exercise requirement. It is strongly recommended that this application be made as early as possible so that there is still time to conduct an exercise if this application is not successful. Please speak to your Field Officer for more information regarding this application process. Please note that any request for an exercise exemption must be received by September 1st of the current year in order to be considered.

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

- A list of the MECG members, including evidence that the members of the MECG were appointed by council;
- A copy of the MECG procedures;

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

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 the 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 the 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, OFMEM requests the name and contact information of the designated EIO. (Reference from Emergency Management and Civil Protection Act Compliance Guide for Municipalities 2018).

ANALYSIS/OPTIONS

Currently, the Municipality of East Ferris has not formalized an Emergency Management Program Committee (EMPC) and has been operating as though the committee is the control group (MECG). The Municipal Emergency Control Group (MECG) consist of the following members:

- Mayor or acting head of Council as the alternate
- Chief Administrative Officer, Clerk as the alternate
- Director of Public Works or Public Works supervisor as the alternate
- Scribe
- OPP or designated alternate
- Fire Chief or Deputy as the alternate
- CEMC or alternate
- North Bay Parry Sound District Health Unit
- District of Nipissing Social Services Administration Board (DNSSAB)
- Emergency Management Ontario (EMO)

Should any one member of the EMPC not be present for training, the Municipality is non-compliant.

Options:

1. Status Quo – technically not an option as we have not formalized the composition of the committee and the number of individuals/agencies is too large.
2. The composition of the EMPC and MECG are the same group of individuals but reduce the number of individuals/agencies.
3. The composition of the EMPC and MECG do not include the same individuals and is as follows:

Emergency Management Program Committee

- Mayor or their Alternate;
- Chief Administrative Officer or their Alternate;
- Fire Chief/CEMC or their Alternate;
- EIO or their Alternate;
- Director of Public Works or their Alternate;
- Treasurer or their Alternate;
- Chief Building Official or their Alternate.

The Municipal Emergency Management Program Committee is the group responsible for conducting an annual review of the Municipality's Emergency Management Program and shall make recommendations to the Council for its revision if necessary.

Municipal Emergency Control Group

Emergency response operations will be directed and controlled by the following officials or their alternates at an Emergency Operations Centre:

- Mayor
- Chief Administrative Officer
- Scribe
- Fire Chief
- Community Emergency Management Coordinator
- Director of Public Works
- Emergency Information Officer
- Treasurer

Not all members of the Municipal Emergency Control Group have to be present at the EOC to function and therefore, may function with only a limited number of persons depending upon the nature of the emergency. In addition, an emergency does not have to be declared to have the group activated.

FINANCIAL IMPLICATIONS

No financial implications are foreseen at this time.

RECOMMENDED OPTION

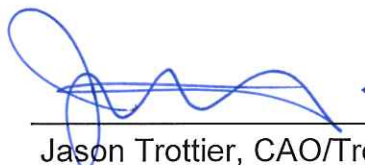
Option 3 is being recommended to Council. Furthermore, By-Law No. 2220, being a By-law to adopt an Emergency Plan and add the composition of a Municipal Emergency Management Program Committee and a Municipal Emergency Control Group, be amended to reflect these changes.

Respectfully Submitted,

I concur with this report and recommendation:



Frank Loeffen, Fire Chief



Jason Trottier, CAO/Treasurer