



## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Richard Al, Clerk / Manager of IT  
**DATE:** 16/10/2017  
**SUBJECT:** Emergency Management Program Committee  
**ATTACHMENTS:**

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### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receive the October 16<sup>th</sup>, 2017 report of the Clerk / Manager of IT regarding appointments to the Emergency Management Program Committee for information purposes;

AND FURTHER THAT Council amend Schedule "B" to By-law No. 54-2007 to appoint Alternate CEMCs and appoint the CAO as Emergency Information Officer;

AND FURTHER THAT Council amend Schedule "C" to By-law No. 117-2016 to appoint five (5) individuals to the Emergency Management Program Committee (EMPC) as required by the *Emergency Management and Civil Protection Act and Regulation 380/04*;

AND FURTHER THAT the primary members appointed to the EMPC be the Huron County CEMC, the Alternate CEMC, the CAO, the Director of Public Works, and the Director of Fire and Emergency Services;

AND FURTHER THAT the Alternate CEMC be appointed to chair the committee;

AND FURTHER THAT Council approves an exception to Section 19.1 of the Procedural By-Law to allow By-Law 91-2017 to be passed at the October 16, 2017 Council Meeting.

### **EXECUTIVE SUMMARY**

Under the *Emergency Management and Civil Protection Act (EMCPA) and Regulation 380/04* every municipality is required to have an Emergency Management Program Committee, and it must be appointed by municipal by-law.

The purpose of this Committee is to assist in the development and implementation of the Emergency Management Program, conduct an annual review and make recommendations to Council for its revision, if necessary.

### **DISCUSSION**

As prescribed under the *Emergency Management and Civil Protection Act, Ontario Regulation 380/04, Section 11*

#### **11. Emergency management program committee**

11. (1) Every municipality shall have an emergency management program committee. O. Reg. 380/04, s. 11 (1).

31. (2) The committee shall be composed of,
- (a) the municipality's emergency management program co-ordinator;
  - (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. O. Reg. 380/04, s. 11 (2).
32. (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. O. Reg. 380/04, s. 11 (3).
33. (4) The council shall appoint one of the members of the committee to be the chair of the committee. O. Reg. 380/04, s. 11 (4).
34. (5) The committee shall advise the council on the development and implementation of the municipality's emergency management program. O. Reg. 380/04, s. 11 (5).
35. (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. O. Reg. 380/04, s. 11 (6).

At the December 19<sup>th</sup>, 2016 Council Meeting, By-law 117-2016 was passed which amended various Schedules to North Huron's by-law to adopt an Emergency Management Program, By-law 54-2007. Included in the amendments were an updated Emergency Plan 2016, a revised list of Primary and Alternate CEMC's, and a revised list of Emergency Control Group / Emergency Management Program Committee members.

Currently Schedule "C" to By-law 117-2016 specifies North Huron's entire Emergency Control Group to act as the Emergency Management Program Committee. Staff propose that this be revised to include 5 members of the Emergency Control Group. The primary reason for a 5-person Emergency Management Program Committee is to help enable effective operation. Limiting the size of the Committee will make it easier to arrange the required meetings to facilitate the development and review of the Emergency Management Plan and associated Program. While there will be 5 primary members on this Committee, others may be brought in on an ad-hoc basis to advise and assist as required.

The responsibilities of the Committee include; to review the Hazard and Risk Assessment, Critical Infrastructure Review, assist the CEMC in revisions to the Emergency Plan for Council approval, as well as planning for the annual training and exercise.

Subsequent to the amendments contained within By-law 117-2016, at the July 4<sup>th</sup>, 2017 Council Meeting, By-law 63-2017 was passed which further amended Schedule "B" to By-law 54-2007 specifying a Primary CEMC, Alternate CEMC, and Emergency Information Officer.

Due to staff changes, further amendments are required to both Schedule "B" and Schedule "C" of By-law 54-2007. As part of this revision, it is recommended that individual names currently specified in this by-law be replaced with titles to reduce the number of by-law revisions required if staff changes occur in the future.

David Clarke, Huron County CEMC, who is currently representing North Huron as primary CEMC, is working on an updated draft of the North Huron Emergency Plan. Due to timing around the review of the updated plan it is recommended that Council approve an exception to Section 19.1 of the Procedural By-law to allow the by-law to amend the Emergency Management Program Committee to be considered at the October 16<sup>th</sup>, 2017 Council Meeting.

#### **FINANCIAL IMPACT**

None at this time.

#### **FUTURE CONSIDERATIONS**

The establishment of an Emergency Management Program Committee is not only a legislated requirement but will also provide the means to review, update, and move various items related to the municipal Emergency Management Program forward in a timely manner.

Appointing members by title instead of name would be beneficial in the long term as staff changes occur. Individuals appointed to a position within the municipality would automatically become members of required committee(s) by virtue of their role/position and maintenance of by-laws is reduced.

#### **RELATIONSHIP TO STRATEGIC PLAN**

Goal 3: Our Community is Healthy and Safe



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Richard Al, Clerk / Manager of IT



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Dwayne Evans, CAO