

Type of Decision									
Meeting Date	Friday, December 12, 2017				Report Date	Monday, December 4, 2017			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

Emergency Management Plan and Program - Report #12/12/2017/1001

Subject:

Council authorization for the Community Emergency Plan and Program as required by Emergency Management Ontario.

RECOMMENDATION:

That Council adopt the following resolutions/by-laws authorizing the program.

Resolution #1

WHEREAS By-Law #2017- 14 being a by-law to adopt the municipality's Emergency Management Program, Program Committee and Emergency Response Plan and appoint a Chair of the Community Emergency Management Committee is presented to Council to obtain compliance with 2017 regulations.

THEREFORE BE IT RESOLVED THAT By-Law 2017- 14 be read a first time short and passed this 12th day of December, 2017.

Resolution #2 – Purchasing

WHEREAS during Emergency Management Training held on Friday, November 24, 2017 shortcomings were identified mainly in relation to communications which might be addressed in part through increased technology;

AND WHEREAS a number of operational and communication procedures be modified to better prepare the municipality in the event of an emergency;

AND WHEREAS funds exist in the 2017 Emergency Preparedness budget;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to purchase the following items:

- An office cell phone for admin staff;
- 5 voice recorders to use during emergencies to help keep notes;

AND FURTHER BE IT RESOLVED THAT the Recommendations included in Report 12/12/2017/1001 be adopted by Council to take steps to improve emergency preparedness for the municipality and provide direction to staff.

BACKGROUND/EXECUTIVE SUMMARY:

From the By-Law...

“NOW THEREFORE the Council of the Corporation of the United Townships of Head, Clara & Maria enacts as follows:

1. **THAT** the Emergency Response Plan dated December 2017, reviewed on November 24, 2017 by the Municipal Community Control Group authorized by Council is hereby approved and adopted;
2. **THAT** updates and/or corrections made to the plan and appendices as authorized during the plan review at the meeting of November 24 be formally adopted;
3. **THAT** an exercise and training of the Municipal Community Control Group occurred on Friday, November 24, 2017;
4. **THAT** a Municipal Emergency Management Program Committee be confirmed with the Mayor, One Member of Council, the CEMC and Alternate CEMC be appointed with Crystal Fischer being appointed as “Chair” of that committee;
5. **THAT** By-Law No. 2016-15 is hereby repealed and replaced;
6. **THAT** this by-law comes into force on the day of final reading.

Read a first time short and passed this 12th day of December, 2017. “

As required by the province to attain annual compliance with regulations and to ensure that each municipality is in a position to address emergency situations should/as they arise.

A review and meeting occurred on Friday, November 24, 2017 which included, as outlined in the minutes attached:

- A review of the municipal Emergency Response Plan and appendices;
- An annual table top exercise to determine whether attendees would be able to think on their feet and identify ongoing challenges with our program/plan;
- Training which included video, educational documentation and forms –hazard and critical infrastructure review, updates from our EMO Field Officer, Philippe Geoffrion and discussion.
- Identified shortcomings were addressed, some solutions included in the above resolutions.

Recommendations:

1. That radios be purchased (determined that funding exists in 2017 budget for these costs, simply not purchased yet). 6 radios with required antenna, one for each of Mackey, Bissett Creek and Deux Rivieres, one for each of the roads and waste vehicles and one for the municipal office and arrangements made for installation and usage.

2. That voice recorders be purchased for the EOC kits to use to record meetings to be transcribed later.
3. That a cell/smart phone be purchased for the office staff – to be used year round for various purposes and specifically during emergencies. Currently, the only municipal cell/smart phone is in the roads truck.
4. That modification be made to volunteer assessor lists. That an Emergency Mgmt Newsletter is circulated asking for people to provide their phone numbers and/or email addresses solely for Emergency Management use.
5. That a mapping of each road in the municipality be created with homes listed, as well as contact numbers in the event of the need to contact people on an emergent basis.
6. That volunteer assessors be asked to come into office in smaller groups to update information, policy, and procedure as well as provide ID cards.
7. That our program be modified to attempt to recruit one interested individual from each hamlet to represent the needs of their own residents at and during emergency management discussions.
8. That Ross Nichols, the Ontario Fire Marshal be contacted to discuss:
 - a. The unwillingness of the local OPP to send vehicles to Head, Clara & Maria during the winter months due to the lack of auto extrication services;
 - b. The request for assistance in a manner similar to that used in the Ontario communities which are not organized where the OFM is the Fire Chief;
 - c. A request for assistance in meeting auto-extrication services.
9. That the OPP is asked to attend at a future Council meeting to address the reduced service in HCM over the winter months – with no reduction in fees, copying in the Minister of Community Safety and Correctional Services.
10. Investigate the actual need for continued maintenance of the Heli-pad as it is very seldom used. Helicopters routinely land on the highway instead of here, even when the accident occurs in the proximity of Stonecliffe.
11. That staff organize an information session explaining the new Ontario disaster relief program for interested residents and Council.
12. That staff request that TransCanada attend a Council meeting to discuss how their emergency capabilities will change in our area once materials being transferred change.
13. That staff coordinate an emergency contractor from west of the community in the event that winter road maintenance machinery cannot get through a highway block for any length of time.
14. That pre-approved agreements be arranged with people for the use of trailers and/or cabins/cottages in the event of the need to have an emergency operations centre outside of the municipal complex.
15. That a separate set of keys for the municipal vehicles and disposal sites be kept off site.
16. That procedure is changed so that during winter months, the Roads vehicle is taken home by the Road's Super so that it is available in the event of emergency.

Options/Discussion:

Financial Considerations/Budget Impact:

Some purchases required – the purchase of radios were already included in the 2017 budget, this resolution will approve the purchase of voice recorders and a cell phone. Funds exist in the

Emergency Preparedness budget as the cost of the generator purchased for the office/hall complex was less than anticipated and budgeted for.

Others Consulted:

Noella LeBreton, Treasurer, Crystal Fischer, Admin Assistant, Philippe Geoffrion, EMO, Community Emergency Control Group – Mayor Reid, Councillor Chartrand.

Approved and Recommended by the Clerk

Melinda Reith,
Municipal Clerk

Melinda Reith