

Memorandum to the Council of Corporation of the Municipality of Temagami

Subject: Delegation of Authority for Head of Council for Emergency Purposes

Memo No: 2025-M-53

Date: March 13, 2025

Attachment: None

Prepared By: Jim Sanderson - TFD Fire Chief & EMPC Chairperson

Recommendation

BE IT RESOLVED THAT Council receives Memo 2025-M-053 as presented;

AND FURTHER RESOLVED THAT Council select and accept one of the options presented in this report for the Delegation of Authority to appoint a member of Council to act in the place of the Head of Council for emergency purposes when the Head of Council is absent.

AND FURTHER RESOLVED THAT AND FURTHER THAT Council Direct staff to prepare a by-law for adoption at the next regular Council meeting to formally entrench the policy.

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Executive Summary

In December 2022, the Council passed By-law 22-1646, appointing a member of the Council to act as the Head of Council for emergency purposes when the Head of Council is absent or the office is vacant. However, the by-law was not updated to include Councillor Koski, who replaced Councillor Leudke following their resignation. To ensure seamless delegation during emergencies, the Council must update the list of councillors eligible to act in place of the Head of Council.

To address this, the Council can either rescind and replace the existing by-law with an updated list or incorporate a "Delegation of Authority" section within the Emergency Response By-law. The recommended approach is Option 2.2, which prioritizes councillors based on their roles within the Emergency Management Program Committee and election results, ensuring efficiency and continuity.

Background

In December 2022, Council passed by-law 22-1646, being a by-law to appoint a member of the Council to act in the place of the Head of Council for Emergency Purposes, when the Head of Council is absent or if the office is vacant (schedule decided at the November 26th inaugural council meeting).

This by-law was not updated to recognize Councillor Koski joining Council that resulted from Councillor Leudke's resignation. The Delegation of Authority for Head of Council during an emergency should be updated to identify all Councillors.

Action Required

Update the list of Councillors to act in the place of the Head of Council for emergency purposes.

The following options are provided for Council's consideration:

- **Option 1.** Rescind and replace the existing by-law with an updated list to include all councillors.

- **Option 2.** Incorporate a “Delegation of Authority” section within the Emergency Response By-law that identifies the order of delegation in the event of the absence of the Head of Council during an emergency. Any change in councillors during the four-year term of Council would not change the order of delegation (incoming replaces vacated position in the order of delegation). The following have been developed for consideration:
 - **Option 2.1:** Mayor, Deputy Mayor, followed by the list of Councillors based on the number of votes received during the election.
 - **Option 2.2:** Mayor, Deputy Mayor, Councillor designated to the Emergency Management Program Committee, with the remaining Councillors prioritized based on the number of votes received during the election.
 - **Option 2.3:** Mayor, Deputy Mayor, listing Councillors by name in the order determined by Council at their inaugural meeting.

Considerations for Council

As Chairperson for the Emergency Management Program Committee, I recommend Council approve **Option 2.2** based on the following considerations:

- **Option 2.2:** Council members are not identified by name, removing the need for urgent by-law updates at the inaugural Council meeting or when a new councillor is appointed. This option also recognizes that the Council member appointed to the Emergency Management Program Committee is likely to have a higher working knowledge of the Emergency Response Plan.
- **Option 2.1:** Similar to Option 2.2 but does not allow Council to leverage the knowledge and expertise of the Council member appointed to the Emergency Management Program Committee.
- **Options 1 & 2.3:** Both options require updating the by-law to reflect council membership changes, making them less efficient. Option 1 is the least preferred, as

it maintains a separate by-law, which may delay locating crucial information during an emergency.

Additional Information

Emergency Management Ontario Sector Officer D. Ploss recommends incorporating the Delegation of Authority within the Emergency Response Plan. This approach reduces the number of by-laws required and ensures that all necessary information is consolidated in one location for ease of reference during emergencies.

The Emergency Response Plan would be updated, by by-law, to include a “Delegation of Authority” section that identifies the order of delegation, along with the roles and responsibilities for the Mayor/Head of Council and Councillors in the section.

Conclusion

To ensure efficiency and continuity in emergency delegation, Council should adopt **Option 2.2**, which incorporates the Delegation of Authority within the Emergency Response By-law. This approach reduces administrative burdens, prioritizes the expertise within the Emergency Management Program Committee, and aligns with best practices recommended by Emergency Management Ontario. Updating the Emergency Response Plan accordingly will provide a clear and structured response framework for emergency situations.