

Memorandum to the Council of Corporation of the Municipality of Temagami

Subject: Emergency Management Program Bylaw Update

Memo No: 2025-M-187

Date: August 14, 2025

Attachment: None

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Recommendation

BE IT RESOLVED THAT Council receives Memo 2025-M-187 as presented;

AND FURTHER THAT Council accepts the summary of proposed changes and approves the emergency management program By-law 25-1842;

AND FURTHER THAT – section 1.4 Hazards be expanded from the current list of the top 5 Hazards listed to the 10 Hazards as reported in the Annual Compliance Submission, with and changes to the bottom 5 Hazards to keep the Plan current be considered administrative in nature.

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1. Executive Summary

Changes proposed are based on a number of factors, including:

- Discussions with our Emergency Preparedness Response Officer
- Anticipated required new components for the 2025 reporting in December include having information regarding the recovery phase of the emergency, and
- Include the delegation order for Head of Council for Emergency purposes in the event of the Mayor's absence so that a separate bylaw is not required any time there is a change in elected officials.
- Reorganized information in the EMP with new sections, headings, and updating roles and responsibilities with the intent of making it easier to find information, and implement during an emergency.
- [Bill 25, Emergency Management Modernization Act, 2025 - Legislative Assembly of Ontario](#) (First reading May 26, 2025; ordered for second reading)

2. Introduction

This report identifies proposed changes to the Emergency Management Program bylaw, and the associated Emergency management Plan. The Emergency Management Program Committee has reviewed and recommended the current Emergency Management Program by-law be replaced with the new proposed Emergency Management Program by-law.

3. Summary of Changes

3.1. Emergency Management Program By-Law

- Pg.1 - Removed reference to Plan being developed *in accordance with international best practices*, - (unsubstantiated mother hood statement - unable to demonstrate)
- Pg.3 - Changed Mayor to Head of Council / Mayor (reflect legislation terminology)

- Pg.4- Repealed existing program bylaw and bylaw appointing Head of Council for emergency purposes - (now in Schedule A Emergency Management Plan)

3.2. Emergency Management Plan (Schedule A)

3.2.1. Part 1 - Administration

- ▶ **Title Page:** Added "confidential statement" regarding the Annex (formally called Appendixes)
- ▶ **Table of Contents:** updated - changed "Appendixes" to "Annex"; Added: Annex O: Recovery Plan & COOP a place holder for Continuity of Operations Plans
- ▶ **1.4 Hazards NEW-** note: Currently only showing the top 5 Hazards while the annual reporting submission "requires 10 hazards". Adding the bottom 5 Hazards to the current 5 listed would provide assurances to the Public we were not overlooking something. We are seeking Council's approval that any change to the bottom 5 considered an administrative change to the Plan that the CEMC is authorized to make.
- ▶ **1.5 Critical Infrastructure NEW** – not able to provide much details for Public view on what some of the Critical Infrastructure are for security purposes.
- ▶ **1.12 Record of Amendments** – updated table; a distribution List will be included in the Annex to identify agencies on the 'distribution list' that would include confidential information

3.2.2. Part 2 - Emergency Operations

- ▶ **2.1.2 MCEG activation/Notification** (originally titled MCEG notification and implementation) – provided more detail on the process, relocating implementation information into appropriate sections. This section has been expanded a far bit to provide details that non-MCEG members can understand
- ▶ **2.1.3 Activation Quick Reference Guide** revised the Quick reference guide to flow better

- ▶ **2.1.4 MCEG Priorities NEW:** introduces the use of an Incident Action Plan, and help new members to the Emergency Control Group focus on
- ▶ **2.2 Roles & Responsibilities:** Overall ECG members roles / responsibilities start off this section, adding reference to the Recovery Phase and regular reporting to the Public.
- ▶ **2.2.1 Head of Council / Mayor** – (originally Mayor); includes new legislation changes: reporting on the emergency once terminated and provide explanation of why the decision to implement an emergency was made.
- ▶ **2.2.2 CAO/Treasurer (Operations Officer)** added responsibility to update boards IAP (the Operations Officer has the ability to delegate this responsibility).
- ▶ **2.2.7 OPP** added **alert persons** to the coordinate evacuations procedures to reduce confusion with *Evac Coordinator responsibilities to coordinate evacuation*.
- ▶ **2.2.11 Municipal Council NEW** – intent to provide information to Council on their important role during an emergency. A number of these reflect Municipal officials training session suggestions, and references in Bill 25.

3.2.3. Part 3 - Emergency Operations Centre **NEW**

- ▶ **3.1 general** – expanded on original information; now included reference that roles are filled as the emergency situation dictates, that the entire ECG may not be activated
- ▶ **3.2 EOC Set-up** – provide context to the meeting room set-up and use of **Initial Action Plans**, status boards, event logs, and maps
- ▶ **3.3 - Operations Cycle** reworded information from original plan, added sections and information to align a little closer to Incident Management System (IMS) procedures.
- ▶ **3.3.1 Incident action Plan NEW** – The MCEG operates using a “function based” team and not the Incident management System (IMS) that is recommended. The

introduction and use of Incident Action Plans is a start towards moving towards an IMS system, which could take years.

- **3.4 EOC Meeting Procedures – NEW** – provided clarity on who is the meeting chair (initially), a generic meeting agenda for the ECG to follow
- **3.4.1, through 3.4.3 – NEW** – to provide a “generic meeting agenda” for ECG meetings to help the meeting flow
- **3.5 – Recovery Phase NEW** – help the emergency control group recognize the transition to the recovery phase, and to consider including community group representation, as appropriate

3.2.4 Part 4 - Public Emergency Notification

4.1 Emergency Evacuation Notifications NEW – added this section to need evacuation provide the necessary information to the public on what will happen if evacuation is being considered. Tried to be generic with the information recognizing that some additional information may be added as we continue work on our Evacuation Planning Annex information

3.2.5. Part 5 - Emergency Preparedness Education Plan

No change

3.3. Glossary

Moved out of Annex & expanded (not a confidential document)

3.4. Schedule B – EMPC Terms of Reference

No change