



Corporation of the Municipality of Temagami

Memo No.
2018-M-058

Memorandum to Council

Staff
 Committee

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| Subject: | Temagami Emergency Plan - vacancies on the Municipal Emergency Control Group(ECG) and Emergency Management Program Committee |
| Agenda Date: | September 11, 2018 |
| Attachments: | |

RECOMMENDATION

That Council consider the following motion:

BE IT RESOLVED THAT Council receive Memo 2018-M-058 regarding the Temagami Emergency Plan vacancies on both the Emergency Control Group and the Emergency Management Program Committee, AND FURTHER THAT Council appoint _____ to the position of Operations Manager in the Temagami Emergency Plan; AND FURTHER THAT _____ be appointed as the primary Community Emergency Management Coordinator(CEMC) for the Municipality; AND FURTHER THAT _____ be appointed to the Emergency Management Program Committee (EMPC).

BACKGROUND

The Province's *Emergency Management and Civil Protection Act*, requires that Municipalities take certain measures to prepare for emergencies in their communities. The requirements under the Act include having Municipal emergency management programs and adopting Municipal emergency plans, which must be reviewed and exercised on a regular basis.

At present, The Temagami Emergency Plan Emergency Control Group has vacancies in two critical positions. The first is the nucleus for the implementation of and operations of the Emergency Control Group, currently identified in the plan as the CAO/Operations Manager. The position of Operations Manager should be held by a municipal staff member with supervisory authority to direct/reassign staff work priorities during an emergency.

The second vacancy is the primary CEMC, a position that should be also filled as soon as possible. Options to fill the position were previously provided to council in Memo 2018-M-019 when Councillor Koski was appointed to the position.

Section 9 of the Act requires, among other things, that an emergency plan shall establish a committee and designate employees to be responsible for reviewing the emergency plan. In the accompanying regulation, O. Reg. 380/04, it states in Section 11 that "Every municipality shall have an emergency management program committee." and states the composition of the committee, which includes municipal employees and "such members of the council, as may be appointed by the council" and "such other persons as may be appointed by the council".

Temagami's EMPC only consists of 3 staff members (Chief Building Official/municipal Law Enforcement Officer, the Temagami Fire Chief, and the Marten River Fire Chief) and 1 Councillor (C. Lowery as per Resolution No. 18-183) as a result of resignations of the CAO, the Municipal Clerk and Councillor Koski.

Council may wish to consider expanding the composition of the EMPC at this time, or wait until the committee provides recommendations on revisions to the Emergency Plan to reflect current Municipal staffing changes and achieve compliance with Guidance Note - Ontario Regulation 380/04 *Training Requirements for Municipal Emergency Control Group members*.

While it is anticipated recommendations arising from report on the declaration of Forest Fire Emergency will contain further recommendations for changes to the Emergency Plan, the need to address some of the gaps identified during the debriefing exercise is of less urgency in addressing the Ministry's training benchmark for Municipal Emergency Control Group members for 2018.

Prepared by:

Reviewed by:

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| Jim Sanderson, Temagami Fire Chief / Alternate CEMC | Craig Davidson, Treasurer/Administrator |
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Corporation of the Municipality of Temagami

Memo No.
2018-M-019

Memorandum to Council

Staff
 Committee

Subject: Follow up from Chief Administrative Officer's Resignation

Agenda Date: April 26, 2018

Attachments:

RECOMMENDATION

That Council consider the following resolutions:

1. BE IT RESOLVED THAT Council receive Memo 2018-M-019 regarding Follow up from Chief Administrative Officer's Resignation; AND FURTHER THAT Council appoint _____ as the Municipality's Emergency Management Program Coordinator.
2. BE IT RESOLVED THAT Council appoint _____ as a temporary staff signing authority for banking purposes until such time as the new Treasurer/Administrator is hired and appointed.

INFORMATION

Council accepted Chief Administrative Officer, Patrick Cormier's resignation on April 17, 2018. Although Council has appointed an Acting CAO, the following items should be considered now that the CAO has resigned, as opposed to being on medical leave.

EMERGENCY MANAGEMENT

In addition to being the CAO, Patrick was also the Municipality's Emergency Management Program Coordinator (EMPC). Ontario Regulation 380/04 under the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, requires every Municipality to appoint an EMPC. Temagami has an Alternate EMPC, our Temagami Fire Chief, who is available to fill in if the EMPC is not available, i.e. sick or out of town; however, now that the Municipality does not have a primary EMPC, Council should consider who they wish to appoint asap. If the new Treasurer/Administrator position is to take on this responsibility, Council may wish to appoint an interim EMPC. The Alternate has indicated that he is not willing to take on the responsibility of being the primary. The EMPC may be an employee of the Municipality or a member of its Council. The legislation is as follows:

10. (1) Every municipality shall designate an employee of the municipality or a member of the council as its emergency management program co-ordinator. O. Reg. 380/04, s. 10 (1).

(2) The emergency management program co-ordinator shall complete the training that is required by the Chief, Emergency Management Ontario. O. Reg. 380/04, s. 10 (2).

(3) The emergency management program co-ordinator shall co-ordinate the development and implementation of the municipality's emergency management program within the municipality and shall co-ordinate the municipality's emergency management program in so far as possible with the emergency management programs of other municipalities, of ministries of the Ontario government and of organizations outside government that are involved in emergency management. O. Reg. 380/04, s. 10 (3).

(4) The emergency management program co-ordinator shall report to the municipality's emergency management program committee on his or her work under subsection (3). O. Reg. 380/04, s. 10 (4).

The required training referred to in subsection (2) is the courses (EM 200, EM 300, IMS 100, IMS 200) which must be completed within 1 year of the appointment.

BANKING SIGNING AUTHORITY

The Bank requires one member of Council and one member of staff to jointly sign for banking purposes, such as cheques, GICs, and loan documents. The Chief Administrative Officer, Treasurer and Municipal Clerk are the staff signing authorities. Currently this leaves the Municipal Clerk (who is also Acting CAO and Deputy Treasurer) as the only staff signing authority. In order to provide for the possibility of the Municipal Clerk not being available in the event of an emergency, Council may wish to temporarily appoint another Manager as a signing authority until such time as the Treasurer/Administrator is hired.

Prepared by:

Elaine Gunnell, Municipal Clerk