

Request for Decision United Townships of Head, Clara & Maria Council

Type of Decision									
Meeting Date	Friday, May 8, 2015				Report Date	Tuesday, May 5, 2015			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

Emergency Management Plan and Program Approval #08/05/15/1104

Subject:

Emergency Management By-Law, Plan and Program Approval

RECOMMENDATION:

That Council adopt the following resolution adopting the annual municipal review, plan and program for Emergency Management purposes.

WHEREAS staff have ensured that the annual municipal requirements under the *Ontario Emergency Management and Civil Protection Act* have been met by holding training for the Community Control Group, volunteers and staff members as well as completing a review of the plan and a call out and set up exercise;

AND WHEREAS annual compliance is mandatory;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby approve the 2014 activities, the 2015 Compliance Schedule which forms our program for 2015 and By-Law # 2012-26 dated November 2, 2012 adopting the Emergency Plan dated October 2012 as current as upon review no additional amendments were required;

BACKGROUND/EXECUTIVE SUMMARY:

Under the EMCP Act annual compliance is mandatory. As much as it is my responsibility to ensure that the program requirements have been met, Gayle Watters has worked diligently to provide the necessary activities to meet our obligations for 2014 and has prepared a draft for 2015. This resolution of Council acknowledges that our plan is up to date, that proper trainings were held and that emergency management is given appropriate attention within the municipality.

Again, thank you to Gayle for taking over this important function within the municipality and ensuring that not only are we compliant but that we are working on modifications of the province’s requirements to ensure that they work for us.

As you have been advised, for 2015 new training is required as follows.

“ Guidance

It will be required that all emergency management program coordinators, designated by their municipality, complete the following courses offered by the OFMEM in 2015.

- EM 200 – Basic Emergency Management
- EM 240 – Note Taking Course
- EM 300 – Community Emergency Management Coordinator Course
- IMS 100 – Introduction to Incident Management System (available online)
- IMS 200 – Basic Incident Management System

Emergency management program coordinators that have already completed this training will not be required to repeat it. Notwithstanding the fact that O. Reg. 380/04, s. 10 (2) speaks specifically to the emergency management program coordinator, I am recommending that alternate emergency management program coordinators also complete this required training. Details of OFMEM’s training courses can be accessed by following the link to “Take Training” from our website www.ontario.ca/emo In addition, all members of the MCECG are required to complete a minimum of four hours of annual training in 2015. The required training shall include instruction on note taking, continuity of operations planning and a review of specific emergency scenarios or identified local hazards.”

These items will be worked into the 2015 calendar. Training for the Municipal Emergency Control Group will be organized and communicated later.

The following items must be reviewed and the info submitted to the EMO Field Officer for HCM to be compliant each year. The following tentative schedule will allow for planning and help to keep us on track for 2015.

Item	Reviewed Date	Planned Updates for 2015
CEMC Designation & Training*	Will be no change from 2012	Revised Form 4-1 ?
EM Program Comm. Members	September 13, 2013	Review September 2015
Community Risk Profile	October 5 2012	Review September 2015
Emergency Management Plan	October 5 2012	September 2015
EOC Designation*	Will be no change	Will be no change
Critical Infrastructure ID	October 5 2012	Review September 2015
EM Information Officer*	Will be no change	Will be no change
Annual Review	Dec. 2014	August/September
EM By-law	Dec. 2014	November 2015
CCG - meeting	Dec. 2014	September 2015
Public Education	May 2014	June 2015
Annual Exercise (Call out)	Oct 17, 2014	TBA-September/October
Volunteer training	Oct. 17 2014	TBA- September/October
Emergency Management Meeting	Dec. 05. 2014 *	September 2015

*By-law 2012-26 dated Nov. 2, 2012 adopts the Emergency Plan date Oct 2012 no additional amendments for 2015.

Others Consulted:

Gayle Watters, Office Assistant; Philippe Geoffrion, EMO

Approved and Recommended by the Clerk

Melinda Reith,

Municipal Clerk

M. Reith