

**Appendix 'A'**

**Legislated Membership, Role, and Annual Training Requirements for Emergency Management Planning Committee and Municipal Emergency Control Groups**

**Membership/Role/Training Requirements for EMPC and MECG**

<b>Committee Name</b>	<b>Emergency Management Program Committee</b>	<b>Municipal Emergency Control Group</b>
<b>Legislated Membership</b>	<p>O. Reg 380/04 s.11(2) The committee shall be composed of,</p> <ul style="list-style-type: none"> <li>(a) the municipality’s emergency management program co-ordinator;</li> <li>(b) a senior municipal official appointed by the council;</li> <li>(c) such members of the council, as may be appointed by the council;</li> <li>(d) such municipal employees who are responsible for emergency management functions, as may be appointed by the council; and</li> <li>(e) such other persons as may be appointed by the council. O. Reg. 380/04, s. 11 (2).</li> </ul> <p>O. Reg 380/04 s.11(3) The persons appointed under clause (2)(e) may only be,</p> <ul style="list-style-type: none"> <li>(a) officials or employees of any level of government who are involved in emergency management;</li> <li>(b) representatives of organizations outside government who are involved in emergency management; or</li> <li>(c) persons representing industries that may be involved in emergency management.</li> </ul> <p>O. Reg 380/04 s.11(4) The council shall appoint one of the members of the committee to be the chair of the committee.</p>	<p>O. Reg 380/04 s.12(2) The emergency control group shall be composed of,</p> <ul style="list-style-type: none"> <li>(a) such officials or employees of the municipality as may be appointed by the council; and</li> <li>(b) such members of council as may be appointed by the council.</li> </ul>
<b>Role</b>	<p>O. Reg. 380/04, s.11(5). The committee shall advise the council on the development and implementation of the</p>	<p>O. Reg. 380/04, s.12(4) The group shall direct the municipality’s response in an emergency,</p>

<b>Committee Name</b>	<b>Emergency Management Program Committee</b>	<b>Municipal Emergency Control Group</b>
	<p>municipality's emergency management program.</p> <p>O. Reg. 380/04, s.11(6). The committee shall conduct an annual review of the municipality's emergency management program and shall make recommendations to the council for its revision if necessary.</p>	<p>including the implementation of the municipality's emergency response plan.</p> <p>O. Reg. 380/04, s.12 (5) The group shall develop procedures to govern its responsibilities in an emergency.</p>
<b>Annual Training Requirements</b>	None identified.	<p>O. Reg. 380/04, s.12(3) The members of the group shall complete the annual training that is required by the Chief, Emergency Management Ontario.</p> <p>"All members of the MCEG, as designated under O Reg 380/04, s. 12, are required to annually demonstrate an adequate level of training in each of the following areas:</p> <p>Knowledge of all of the components of the municipal Emergency Management program, including, but not limited to the municipal HIRA and Critical Infrastructure list;</p> <p>Knowledge of their municipality's Municipal Emergency Plan, including their roles and responsibilities, and those of organizations which may have a role in response;</p> <p>Knowledge of the procedures used to activate and operate under the Municipal Emergency Plan;</p> <p>Knowledge of the notification procedures used to notify members of the MCEG when the Municipal Emergency Plan is activated; and</p> <p>Knowledge of the location, communications infrastructure and technology in their municipal Emergency Operations Centre." (OFMEM, 2018)</p> <p>O. Reg. 380/04, s.12 (6) The group shall conduct an annual practice exercise for a simulated emergency incident in order to evaluate the municipality's emergency response plan and its own procedures.</p>