

## Report to Council

<b>Report Title:</b>	Emergency Management		
<b>Prepared By:</b>	David Smith, Community Emergency Management Coordinator		
<b>Department:</b>	Emergency Management		
<b>Date:</b>	November 5, 2018		
<b>Report Number:</b>	CAO2018-26	<b>File Number:</b>	C11AD, P03EM
<b>Attachments:</b>	Legislated Membership, Role, and Annual Training Requirements for Emergency Management Planning Committee and Municipal Emergency Control Groups (Appendix 'A') DRAFT Terms of Reference Emergency Management Program Committee (Appendix 'B')		

### Recommendation:

That the Council of the Municipality of Brockton hereby approve Report Number CAO2018-26 – Emergency Management, prepared by David Smith, Community Emergency Management Coordinator, and in doing so designate the Municipal Clerk as the Municipality of Brockton Emergency Information Officer as required by Section 14(1) of Ontario Regulation 380/04 (Standards Emergency Management and Civil Protection Act);

And further that the Council of the Municipality of Brockton appoint those members identified in Table 1 to the Municipality of Brockton Emergency Management Program Committee, as required by Section 11(2) of Ontario Regulation 380/04 (Standards Emergency Management and Civil Protection Act) and as permitted by the Municipality of Brockton By-Law 2017-110 and a Consolidated Appointment By-Law shall be brought forward;

**Table 1: Brockton Emergency Management Program Committee (BRK-EMPC) - Members**

- |      |   |
|------|---|
| i.   | Municipality of Brockton Mayor                                      |
| ii.  | Municipality of Brockton Deputy Mayor                               |
| iii. | Municipality of Brockton Chief Administrative Officer               |
| iv.  | Municipality of Brockton Alternate CEMC                             |
| v.   | Municipality of Brockton Director of Operations                     |
| vi.  | Municipality of Brockton Emergency Information Officer              |
| vii. | Municipality of Brockton Community Emergency Management Coordinator |

**Brockton Emergency Management Program Committee (BRK-EMPC) - Non-Voting Members**

- |       |                               |
|-------|-------------------------------|
| viii. | Grey Bruce Public Health Unit |
| ix.   | Ontario Provincial Police     |

- x. Saugeen Valley Conservation Authority
- xi. Westario Power
- xii. Hydro One
- xiii. Veolia Water Canada
- xiv. South Bruce Grey Health Centre
- xv. Ontario Fire Marshal and Emergency Management
- xvi. County of Bruce Human Services
- xvii. County of Bruce Paramedic Services
- xviii. County of Bruce Transportation & Environmental Services

And further that the Council of the Municipality of Brockton appoint the Community Emergency Management Coordinator as the Brockton Emergency Management Program Committee Chair as required by Section 11(4) of Ontario Regulation 380/04 (Standards Emergency Management and Civil Protection Act);

And further that the Council of the Municipality of Brockton adopt the Legislated Membership, Roles, and Annual Training Requirement for Emergency Management Planning Committee and Municipal Emergency Control Groups as attached as Appendix A to this report and a By-law will come forward;

And further that the Council of the Municipality of Brockton adopt the Terms of Reference for the Municipality of Brockton Emergency Management Program Committee as attached as Appendix B to this report and a By-law will come forward;

And further that the Council of the Municipality of Brockton appoint the following members to the Municipality of Brockton Municipal Control Group as required by Section 12(2) of Ontario Regulation 380/04 (Standards Emergency Management and Civil Protection Act).

<b>Table 2: Brockton Municipal Emergency Control Group (BRK-MECG)</b>	
<b>Title*</b>	<b>Organization</b>
Mayor	Municipality of Brockton
Chief Administrative Officer	Municipality of Brockton
Director of Operations	Municipality of Brockton
Fire Chief	Municipality of Brockton
Chief Building Official	Municipality of Brockton
Emergency Information Officer	Municipality of Brockton
Community Emergency Management Coordinator	Municipality of Brockton
<p>Notes to Table 2:</p> <p>a) Alternates shall serve when Primary not available.</p> <p>b) BRK-MECG may be supported/assisted by other Municipal staff such as Duty Officers, Scribes, Information Technology, Building Maintenance etc. as required.</p> <p>c) At the invitation of the Chief Administrative Officer ANY outside individual(s) or organization(s) may be requested to provide support to the operations of the BRK-MECG including but not limited to:</p> <ul style="list-style-type: none"> <li>Ontario Provincial Police</li> <li>County of Bruce Human Services (Social Services)</li> <li>Grey Bruce Health Unit</li> </ul>	

**Table 2: Brockton Municipal Emergency Control Group (BRK-MECG)**

Westario Power South Bruce Grey Health Centre Emergency Management Ontario Amateur Radio Emergency Service (ARES) Canadian Red Cross
--

## **Report:**

### **Background:**

Brockton Emergency Management Planning Committee (BRK-EMPC) meeting of October 17, 2018 made a number of recommendations regarding the membership of the BRK-EMPC; appointment of a Chair for BRK-EMPC; appointment of the Brockton Emergency Information Officer (BRK-EIO); and composition of the Brockton Municipal Emergency Control Group (BRK-MECG).

Note re: terminology: This Report uses terminology that does not align with the current Brockton Emergency Response Plan. The goal moving forward with a rewrite of the Plan in 2019 is to adopt new terminology that will align the Plan with Provincial and other guidance documents.

### **Analysis:**

#### **1. Brockton Emergency Information Officer (BRK-EIO)**

Ontario Regulation 380/04 Section 14(1) to the 'Emergency Management and Civil Protection Act' states that "Every municipality shall designate an employee of the municipality as its emergency information officer".

It is recommended that the Municipality of Brockton Clerk, be designated as the Brockton Emergency Information Officer (BRK-EIO) and that the Municipality of Brockton Deputy Clerk designated the Alternate BRK-EIO.

#### **2. Emergency Management Program Committee vs. Municipal Emergency Control Group**

Ontario Regulation 380/04 to the 'Emergency Management and Civil Protection Act' requires the Municipality to create two separate but entwined bodies:

- i) Municipality of Brockton Emergency Management Program Committee (BRK-EMPC)
- ii) Municipality of Brockton Municipal Emergency Control Group (BRK-MECG)

The Legislated Membership, Role, and Annual Training Requirements of both these groups is set out in Appendix 'A'

##### **i) Municipality of Brockton Emergency Management Program Committee**

The BRK-EMPC is legislatively responsible for ensuring that the Municipality meets the requirements of the Emergency Management and Civil Protection Act. Specifically, the BRK-EMPC is responsible for overseeing all aspects of the Municipality's emergency management program including the Emergency Response Plan,

Hazard Identification and Risk Analysis (HIRA), Critical Infrastructure List, WebEOC, annual training and exercise, annual reporting etc.

The BRK-EMPC has tasked the Community Emergency Management Coordinator with undertaking this work on their behalf but the Committee is ultimately responsible for ensuring that the Municipality is in conformity with the Act.

As per Section 11(3) of Ontario Regulation 380/04 the BRK-EMPC membership is to be appointed by Council.

The BRK-EMPC and the BRK-MECG are not the same body although some of the current membership crosses over between the two. A review of other jurisdictions shows that there is no single model of membership for a local municipal EMPC.

Brockton By-Law 2017-110 'Being a By-Law to Appoint Members to the Various Boards, Committees and Authorities, and to Other Positions in the Municipality of Brockton' has appointed the following persons/positions to the BRK-EMPC:

- Brockton Alternate CEMC
- County of Bruce EMS Director
- Brockton Mayor - Chair
- Brockton Fire Chief, CEMC
- Representative, Grey Bruce Health Unit
- Representative, OPP
- Representative, Brockton Grey Health Centre
- Representative, Saugeen Valley Conservation
- Representative, Westario
- Brockton CAO
- Brockton Clerk
- Brockton Director of Operations
- Brockton Works Superintendent
- Brockton Chief Building Official

At an EMPC Meeting of October 17, 2018, the Committee agreed that the EMPC membership would be revised. Brockton By-Law 2017-110 allows Council to replace appointments by resolution. The EMPC recommends that the membership include the following:

**Table 1: Brockton Emergency Management Program Committee (BRK-EMPC) - Members**

- |      |   |
|------|---|
| i.   | Municipality of Brockton Mayor                                      |
| ii.  | Municipality of Brockton Deputy Mayor                               |
| iii. | Municipality of Brockton Chief Administrative Officer               |
| iv.  | Municipality of Brockton Alternate CEMC                             |
| v.   | Municipality of Brockton Director of Operations                     |
| vi.  | Municipality of Brockton Emergency Information Officer              |
| vii. | Municipality of Brockton Community Emergency Management Coordinator |

'Non-Voting Members' i.e., Ontario Provincial Police or Grey-Bruce Medical Officer of Health, will also be invited to provide information or advice to the Committee as required. Non-Voting Members can also be

requested to provide their thoughts on needed changes to the Emergency Response Plan and other documents during the Annual Training and/or Exercise or via other means.

A DRAFT Terms of Reference has been reviewed with, and approved by, the BRK-EMPC (Appendix 'B').

## **ii) Municipal Emergency Control Group (MECG)**

The MECG is in most cases associated with those internal staff and external agencies who have been appointed to positions in the Brockton Emergency Operations Centre (BRK-EOC). Ontario Regulation 380/04 however restricts membership in the MECG to employees, and members of Council of the municipality.

The BRK-MECG is not classified as a Standing Committee of Council and as such does not have a Chair or Terms of Reference.

The current Municipal Emergency Community Control Composition as outlined in the Emergency Response Plan, September 2007 is comprised of:

<b>Current Composition of BRK-MECG</b>
Mayor or alternate
Administrator or alternate
Operations Manager or alternate
Social Services Administrator or alternate
Police Commander or alternate
Brockton Fire Chiefs or alternate
Director of Emergency Medical Services or alternate
Medical Officer of Health or alternate
Community Emergency Management Coordinator or alternate
Emergency Information Officer or alternate

### **Issues with Membership of MECG:**

a) Office of the Ontario Fire Marshall and Emergency Management (OFMEM) provides a form that all members of the Municipal Emergency Control Group may provide a written verification that they have received an adequate level of training. This becomes a problem when trying to arrange a training date for a large number of persons from multiple organizations. For example, if the South Bruce OPP Inspector is identified as a member of ALL MECG's in Bruce County then the Inspector may sign a verification that they have received adequate training for ALL of the MECG's. This is a difficult expectation with multiple agencies.

b) OFMEM requires that all members of the Municipal Emergency Control Group be identified by organization and position and/or name. This is not a problem for municipal staff that are assigned to the MECG but poses a problem for outside agencies where staffing is somewhat flexible for those assigned to work with the Municipality. For example, County Human Services uses a wide variety of staff with different position titles throughout the County. If there is a need to replace a person due to retirements or reassignment, then the new person assigned may not have the same position title as the one leaving. This means that the membership of the MECG would have to be amended.

The solution to this issues is to establish a smaller MCEG that is comprised of municipal staff only while recognizing the ability to ‘up-staff’ as required based on the nature and size of the emergency.

It is recommended that the Municipality of Brockton Municipal Emergency Control Group membership be modified to be comprised of the following:

<b>Table 2: Brockton Municipal Emergency Control Group (BRK-MCEG)</b>	
<b>Title*</b>	<b>Organization</b>
Mayor	Municipality of Brockton
Chief Administrative Officer	Municipality of Brockton
Director of Operations	Municipality of Brockton
Fire Chief	Municipality of Brockton
Chief Building Official	Municipality of Brockton
Emergency Information Officer	Municipality of Brockton
Community Emergency Management Coordinator	Municipality of Brockton
<p>Notes to Table 2:</p> <p>a) Alternates shall serve when Primary not available.</p> <p>b) BRK-MCEG may be supported/assisted by other Municipal staff such as Duty Officers, Scribes, Information Technology, Building Maintenance etc. as required.</p> <p>c) At the invitation of the Chief Administrative Officer ANY outside individual(s) or organization(s) may be requested to provide support to the operations of the BRK-MCEG including but not limited to:</p> <ul style="list-style-type: none"> <li>Ontario Provincial Police</li> <li>County of Bruce Human Services (Social Services)</li> <li>Grey Bruce Health Unit</li> <li>Westario Power</li> <li>South Bruce Grey Health Centre</li> <li>Emergency Management Ontario</li> <li>Amateur Radio Emergency Service (ARES)</li> <li>Canadian Red Cross</li> </ul>	

It is acknowledged that the CAO can ‘up-staff’ the Brockton Emergency Operations Centre (BRK-EOC) as required to meet the operational needs of the Control Group. This could include positions such as Finance, Duty Officer(s)/Scribes, Evacuation Centre Liaison, etc.

As per Section 12(2) of Ontario Regulation 380/04 the BRK-MCEG membership is to be appointed by Council.

### **3. Municipality of Brockton Emergency Management Program 2017**

The Municipality held its annual Emergency Management Exercise on Tuesday November 28, 2017. Brockton partnered with the County of Bruce, and the Municipalities of South Bruce and Arran-Elderslie on “Exercise Joint Preparedness”.

In total 73 persons from the Municipalities and supporting services/organizations participated on the Exercise day. This total reflects ‘Primary’, ‘Alternate’ and ‘Support’ personnel from the Municipalities plus Ontario

Provincial Police, Grey Bruce Owen Sound Health Unit, and invited guests such as the Town of Minto CAO and Fire Chief.

Training for 2017 concentrated primarily on 'information transfer'; giving staff background information on various topics so as to improve their overall understanding of how various aspects of an emergency are dealt with by various organizations. Training topics included:

- Debris Management
- Bruce Power Emergency Plan
- Red Cross Service Agreement
- Municipal Disaster Recovery Assistance
- Disaster Recovery Assistance for Ontario
- Emergency Social Services
- Emergency Information
- Volunteer Management in an Emergency

#### **4. Municipality of Brockton Emergency Management Program 2018**

In April of 2018 the Municipality entered into a contract with the County of Bruce for the provision of Community Emergency Management Coordinator (BC-CEMC) services.

As noted, the BRK-EMPC has met with the BC-CEMC. The Committee reviewed a Draft Terms of Reference for the EMPC; Supplementary Emergency Management Services by the County of Bruce; and a Draft Brockton Emergency Management Program (BRK-EMP).

The Ontario Fire Marshall and Emergency Management issued a new directive on training requirements for Control Groups in early 2018. The old standard required a minimum of four hours of annual training for all members of the BRK-MECG plus an annual practice exercise for a simulated incident. The new standard is objective based. All members of the MECG, as designated under Ontario Regulation 380/04, Section 12, are required to annually demonstrate an adequate level of training in each of the following areas:

- Knowledge of all of the components of the municipal Emergency Management program, including, but not limited to the municipal HIRA and Critical Infrastructure list;
- Knowledge of their municipality's Municipal Emergency Plan, including their roles and responsibilities, and those of organizations which may have a role in response;
- Knowledge of the procedures used to activate and operate under the Municipal Emergency Plan;
- Knowledge of the notification procedures used to notify members of the MECG when the Municipal Emergency Plan is activated; and
- Knowledge of the location, communications infrastructure and technology in their municipal Emergency Operations Centre.

The 2018 Training and Exercise date is scheduled for Thursday November 8 from 9:00 a.m. to 12:00 p.m. All Primary, Alternate and Support Staff will continue to be trained in Emergency Management/Response when appropriate.

#### **Sustainability Checklist:**

What aspect of the Brockton Sustainable Strategic Plan does the content/recommendations in this report help advance?

- Do the recommendations help move the Municipality closer to its Vision? N/A
- Do the recommendations contribute to achieving Cultural Vibrancy? N/A
- Do the recommendations contribute to achieving Economic Prosperity? N/A
- Do the recommendations contribute to Environmental Integrity? N/A
- Do the recommendations contribute to the Social Equity? N/A

**Financial Impacts/Source of Funding:**

- Do the recommendations represent a sound financial investment from a sustainability perspective?  
N/A

**Reviewed By:**

[insert initials]

**Chief Financial Officer**

---

**Respectfully Submitted by:**

David Smith, Community Emergency Management Coordinator

**Reviewed By:**

[insert signature]

**Chief Administrative Officer**