

**Ministry of
Community Safety and
Correctional Services**

Office of the
Fire Marshal and
Emergency Management

Suite 6
3767 Hwy. 69 South
Sudbury, ON P3G 0A7
Tel: 1-800-565-1842
Fax: (705) 564-4555

**Ministère de la
Sécurité communautaire et
des Services correctionnels**

Bureau du
commissaire des incendies et
de la gestion des situations d'urgence

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3767, route 69 sud
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March 02, 2016

Dear Mayor:

It is the responsibility of municipalities to ensure they are in compliance with the Emergency Management and Civil Protection Act (EMCPA) and its associated Regulation, Ontario Regulation 380/04.

The Office of the Fire Marshal and Emergency Management (OFMEM) has determined that your municipality has complied with the Act and the Regulation for 2015.

	Completed
Community Emergency Management Coordinator (CEMC) appointed (O.Reg.380/04,s.10(1))	yes
CEMC completed the required training (O.Reg.380/04,s.10(2)) and Fire Marshal & Chief, Emergency Management Guidance: 2015-01-08 (O. Reg 380/04 Training Requirements)	yes
The Municipality Emergency Management Program Committee met at least once this year (O. Reg. 380/04, s.11 (6))	yes
Current by-law for the municipality's adoption of its emergency management program (EMCPA s. 2.1(1))	yes
Municipal Community Risk Profile reviewed by the Emergency Management Program Committee (EMCPA s. 2.1(3))	yes
Municipality's Emergency Response Plan reviewed and the most current copy submitted to EMO (EMCPA s.3(1), s.3(6) s. 6.2 (1))	yes
Current by-law for the municipality's Emergency Response Plan? (EMCPA s. 3(1))	yes
Municipal Emergency Operations Centre designated (O.Reg.380/04,s.13 (1))	yes

Municipality's EOC communications system deemed to be appropriate (O. Reg. 380/04,s.13 (2))	yes
Municipality's Critical Infrastructure reviewed by the Emergency Management Program Committee (EMCPA s. 2.1 (3))	yes
Four (4) hours of annual municipal training conducted for the Municipal Emergency Control Group, staff and others identified in the ER Plan (EMCPA s.2.1(2), O. Reg. 380/04,s.12 (3))	yes
Municipal annual Exercise for the Municipal Emergency Control Group, staff and others identified in the ER Plan (EMCPA s.2.1(2), O.Reg.380/04 s. 12 (6)) and Fire Marshal & Chief, Emergency Management Guidance: 2015-01-08 (O. Reg 380/04 Training Requirements)	yes
Municipal designated employee appointed to act as Emergency Information Officer (O.Reg.380/04, s. 14 (1))	yes
Public Education Strategy completed (EMCPA s. 2.1 (2c))	yes
Municipality's Emergency Management Program Committee conducted an Annual Review of the Program (O.Reg.380/04,s.11 (6))	yes

The safety of your citizens is important, and one way to increase that safety is to ensure that your municipality is prepared in case of an emergency and is compliant with the applicable legislation and regulation. You are to be congratulated on your municipality's efforts in achieving compliance in 2015.

I hope and trust that you will continue your efforts to be compliant in 2016.

If you have any questions regarding the monitoring process, please contact your Emergency Management Field Officer.

Sincerely,



Art Booth
Operations Manager
Field and Advisory Services

cc: CEMC
CAO/Clerk
Field Officer