

**TOWN OF MINTO****DATE:** November 29, 2017**REPORT TO:** Mayor and Council**FROM:** Linda Dickson Emergency Manager/CEMC**SUBJECT:** Amendments to the Emergency Response Plan

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**STRATEGIC PLAN:**

6.0 Protect the health and safety of the community and citizens, business and the environment, by supporting a quality Volunteer Fire Department, emergency preparedness, and access to health care, prevention and wellness opportunities.

**BACKGROUND:**

Under the Emergency Management and Civil Protection Act, R.S.O., 1990, every municipality is required to have an Emergency Response Plan outlining policies and procedures for responding to large scale emergencies/disasters in their Municipality. In 2010, the County of Wellington and the Member Municipalities adopted the current Emergency Response Plan. The draft amendment was circulated for review to Staff of the Town's Emergency Management Program Committee.

**COMMENTS:**

The following outlines the proposed changes/amendments to the Emergency Response Plan (Plan).

- i) The Emergency Management and Civil Protection Act (EMCPA) requires every municipality to have a Municipal Emergency Control Group (MECG) that is responsible for directing a municipality's response during an emergency. The MECG is also responsible for the implementation of the Emergency Response Plan. For the purposes of the legislation, members of the MECG must be appointed by Council and must be members of Council or employees of the municipality.

The proposed amendment will update the section of the Plan that lists the MECG and their roles and responsibilities. The members of the MECG listed in the Plan applicable to the Township of Guelph/Eramosa are as follows:

- Head of Council
- Senior Administration Official (CAO)
- Fire Chief
- Senior Municipal Road Authority Official (may be same as below)
- Senior Municipal Water/Waste Water Official (may be same as above)
- CEMC

- ii) The amendment addresses the roles and responsibilities of support agencies previously identified as Control Group members. These agencies will be included under the Supporting Agencies section of the Plan.
- iii) Changes are proposed to the Incident Management System (IMS) Sections of the Plan. The term Command now includes Emergency Operation Centre (EOC) Director and the plan is to be amended to identify the CAO as being able to fulfill this role. There was discussion on this point at the Control Group Training.
- iv) Sections of the Plan addressing the role of Emergency Information Officers (EIO) will be updated. Changes to these sections reflect suggestions made at the Emergency Information Meeting held in January 2017, and work completed by County Communications Staff and Member Municipal staff in preparing a Communications Protocol. The Communications Protocol includes the EIO contacts for the County and Member municipalities in the event of a municipal emergency.

**FINANCIAL CONSIDERATIONS:**

None

**RECOMMENDATION:**

That the Council of the Town of Minto supports the changes to the Emergency Response Plan for the County of Wellington and Member Municipalities and authorizes the passing of a By-law adopting Amendment Number Four to the Emergency Response Plan in open session.

Supported by: Bill White C.A.O. Clerk