

Date: December 10, 2020

To: Chair and Members of General Committee

From: Shari Lichterman, CPA, CMA, Commissioner of
Community Services

Originator's files:

Meeting date:
January 27, 2021

Subject

Emergency Management Program By-Law

Recommendation

1. That a by-law be enacted to amend the Emergency Management Program and Committee By-Law 0221-2016 to appoint the Commissioner of Transportation & Works as the Chair of the Emergency Management Program Committee.
2. That a by-law be enacted to amend the Emergency Management Program and Committee By-Law 0221-2016 to appoint the City Solicitor, or designate a Region of Peel Community Emergency Management Coordinator (non-voting member) to the Emergency Management Program Committee and to confirm the composition and membership of the Emergency Management Program Committee and Municipal Emergency Control Group.

Report Highlights

- Pursuant to section 11 of Ontario Reg. 380/04, the City must have an Emergency Management Program Committee (the "EMPC") as outlined in Appendix 1. The committee shall advise council on the development and implementation of the municipality's emergency management program.
- Members of the Emergency Management Program Committee and the Municipal Emergency Control Group are appointed by Council and adopted by by-law.
- To ensure the City's EMPC continues to have representation from the necessary key stakeholders, decision makers, and subject matter experts, the Office of Emergency Management conducted a review of the composition of the Emergency Management Program Committee. The outcome of the review recommends changes to the composition of the EMPC as outlined below.

- The Commissioner of Transportation & Works is recommended to be appointed as the new Chair of the Emergency Management Program Committee.
- The City Solicitor, or designate is recommended to be appointed to the Emergency Management Program Committee.
- The Regional Community Emergency Management Coordinator (Region of Peel) is recommended to be appointed to the Emergency Management Program Committee in a non-voting capacity.

Background

In accordance with the *Emergency Management and Civil Protection Act*, each municipality shall develop and implement an Emergency Management Program which includes a hazard and risk assessment, an emergency plan, public education and training & exercises. The council of a municipality is required to enact a by-law to adopt this Program.

Pursuant to section 11 of Ontario Reg. 380/04, the City must have an Emergency Management Program Committee (the “EMPC”) as outlined in Appendix 1. The committee shall advise council on the development and implementation of the municipality’s emergency management program.

The committee shall be composed of (a) the municipality’s Emergency Management Program Coordinator also referred to as the Community Emergency Management Coordinator (CEMC), (b) senior municipal officials, (c) member of council, (d) municipal employees responsible for emergency management functions and (e) such other persons who are involved in emergency management. The committee members must be appointed by Council and adopted by by-law.

Section 12 of Ontario Reg. 380/04 also lays out the requirement for the municipality to have a Municipal Emergency Control Group (MECG) as outlined in Appendix 2. The MECG shall direct the municipality’s response in an emergency, including implementation of the municipality’s emergency response plan.

Present Status

The Municipal Emergency Management Program Committee’s main responsibility is to oversee the development, implementation, and maintenance of the municipal emergency management program, including the municipal emergency plan, hazard identification and risk assessment, critical infrastructure list, public education, training & exercises, and business continuity. The committee is accountable for the annual review of the municipality’s emergency management program including the review and evaluation of municipal activities, such as emergency exercises, actual emergencies, and changes in municipal resources, based on the current goals and objectives of the emergency management program. The committee is also responsible for making revisions as necessary for the upcoming year.

To ensure the City's EMPC continues to have representation from the necessary key stakeholders, decision makers, and subject matter experts, the Office of Emergency Management conducted a review of the composition of the Emergency Management Program Committee. Through this review it was identified that representation should be added from both the City's Legal Services division, as well as from the Region of Peel as the upper tier level of government and key stakeholder in the City's Emergency Management Program. The City and Region have worked hard to build complimentary emergency management programs and due to the nature of the services delivered by the Region, the City relies on the Region for a number of services such as public health, water & wastewater services, and emergency social services (Human Services).

As described in the City of Mississauga Disaster Management Plan, the Municipal Emergency Control Group is comprised of the members of the City's Emergency Management Program Committee in addition to the City Manager and Director of Legal Services & City Solicitor. Since the City has adopted the Incident Management System (IMS) the duties and responsibilities of the Municipal Emergency Control Group may be delegated to the Incident Management Team (IMT), as deemed appropriate.

Comments

The current By-Law 0221-2016 designated the Commissioner of Community Services as the Chair of the EMPC. The recommendation is to amend By-Law 0221-2016 to:

- Appoint the Commissioner of Transportation & Works as the new Committee Chair.
- Appoint the City Solicitor, or designate and the Region of Peel Community Emergency Management Coordinator (non-voting member) to the Committee.
- Confirm the composition and membership of the Emergency Management Program Committee and Municipal Emergency Control Group.

The proposed by-law amendment will also ensure that membership of the Emergency Management Program Committee and the Municipality Emergency Control Group remain compliant with Ontario Reg. 380/04.

Financial Impact

There are no financial impacts resulting from the recommendations in this report.

Conclusion

The proposed amendment to the Emergency Management Program By-Law will appoint the Commissioner of Transportation & Works as the Committee Chair, appoints the City Solicitor, or designate and the Region of Peel Community Emergency Management Coordinator (non-voting member) to the Committee, and confirms the structure and membership of the Emergency Management Program Committee and the Municipal Emergency Control Group.

Attachments

Appendix 1: Emergency Management Program Committee Composition

Appendix 2: Municipal Emergency Control Group Composition



Shari Lichterman, CPA, CMA, Commissioner of Community Services

Prepared by: Tim Lindsay, CEMC, Manager, Office of Emergency Management