



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: Community Emergency Management Program Committee Members

Date: Sep. 4, 2024

Report Number: FIR-2024-09-23

Department: Fire & Emergency Services

File Number: C11 FIR 24

Prepared By: Mel Moulton- Emergency Services and Health & Safety Coordinator-CEMC

Attachments: none

Recommendation:

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report FIR-2024-09-23 prepared by Mel Moulton, Emergency Services and Health & Safety Coordinator- CEMC;

AND FURTHER authorizes the appropriate by-law amendments to come forward.

Background:

Every municipality is required to have a Community Emergency Management Program Committee (CEMPC). The committee shall advise the municipal council on the development and implementation of the municipality's emergency management program. The committee is also responsible for conducting an annual review of the municipality's emergency management program and shall make recommendations to the council for its revision if necessary. Membership consists of the municipality's emergency management program co-ordinator, a senior municipal official appointed by the council, such members of the council as may be appointed by the council, council appointed municipal employees who are responsible for emergency management functions, and such other persons as may be appointed by the council.

Discussion/Analysis/Overview:

Reviewing the responsibilities of the committee Staff recommends revising the committee members list to include the Chief Administrative Officer and Director of Public Works and remove Canadian Red Cross Representative and Huron-Tel General Manager.

Including additional Senior Managers in the review process will provide a broader perspective from other departments and enhance internal resources in emergency preparedness. It is common practice for the CEMPC be comprised of the Senior Management team.

There are utility companies representing many services who are not included in the committee and utility companies are not required to fulfill the mandate of the committee.

Bruce County Social Services maintains the contract with the Canadian Red Cross and could share relevant information.

Relevant local emergency related information may still be shared from the Canadian Red Cross and Huron-Tel when requested or provided.

Additional administrative changes would update Staff titles and positions and reflect the attendance of either the Mayor or Deputy Mayor.

An amendment to the committee and council appointment by-law is required to facilitate this.

Emergency Information Officer Appointments

Staff are additionally recommending a change to reflect Emergency Information Officer (EIO) Appointments that align with the updated Emergency Operations Centre staff assignments. O. Reg 380/04 outlines the responsibilities of the EIO:

Emergency information officer

14. (1) Every municipality shall designate an employee of the municipality as its emergency information officer.

(2) The emergency information officer shall act as the primary media and public contact for the municipality in an emergency.

The Designated Emergency Information Officer (EIO) will be the Clerk, and the alternate will be the Communications Coordinator. This appointment is required to be passed by By-law.

Financial Impacts:

There is no financial impact or budget implications associated with this report.

Performance Measurement:

N/A

Strategic Area:

- | | |
|---|--|
| <input type="checkbox"/> Embrace a thriving rural lifestyle | <input checked="" type="checkbox"/> Enhance Municipal Service Delivery |
| <input type="checkbox"/> Prepare for Inclusive Growth | <input type="checkbox"/> Ensure Financial Stability |

Strategic Goal: Strive for continuous improvement and increased efficiency

Respectfully Submitted By:

Mel Moulton- Emergency Services and Health & Safety Coordinator- CEMC

Report Approved By:

Jodi MacArthur, Chief Administrative Officer