



Administration and Operations Committee Report

To: To the Chair and Members of the Administration and Operations Committee
From: Kent Pottruff, Community Emergency Management Coordinator
Date: December 13, 2022
Report #: RPT-0355-22
Subject: Update - Emergency Management Program Initiatives
Purpose: For Information

Recommendation

To be received as information.

Executive Summary

Not Applicable

Strategic Plan Priority

Strategic Priority 5 - Healthy, Safe, and Engaged Citizens

Impacts and Mitigation

Social Impacts

A robust emergency management program builds the trust and confidence of our community in our municipality. It also creates a more disaster resilient community through public education and communication.

Environmental Impacts

Our Emergency Management Program identifies hazards that may impact our community and takes steps to prevent, mitigate and prepare for the impacts of these hazards, including impacts to the environment.

Economic Impacts

Preventing, mitigating, and preparing for emergency situations that may impact our community will reduce the economic impact of these events on our municipality and our community.

Report

Background

The *Emergency Management and Civil Protection Act (EMCPA)* requires each municipality to comply with several legislated requirements to ensure the municipality has an emergency Management Plan in place to identify hazards that may impact the community and to take steps to mitigate, prevent, prepare for, respond to, and recover from these hazards.

The Emergency Management Division of Community and Protective Services is guided by our Emergency Management Program Committee, a committee comprised of key senior municipal leaders and supporting agencies. The Emergency Management Division is staffed by a part-time Community Emergency Management Coordinator (CEMC) who is tasked with ensuring our municipality's compliance with the EMCPA legislation. The CEMC works closely with our municipal staff and supporting community partners to ensure their operational readiness for the identified hazards and tests the Emergency Response Plan by conducting an annual emergency exercise.

The table below outlines the Emergency Management Program compliance objectives completed by the County of Brant's Emergency Management Program Committee in 2022.

Analysis

Compliance Item	Compliance Objective Met?	Background	Additional Information
Community Emergency Management Coordinator Appointed and has completed the required training	Yes	By-law 63-21 appoints the County's CEMC	The documents designating the County's CEMC and Alternate CEMC have been submitted to Emergency Management Ontario as required. The CEMC has completed the required training.
Emergency Management Program Committee	Yes	By-law 63-21 appoints The Emergency Management Program Committee	The program committee met four times during the calendar year to discuss and provide guidance on their emergency management initiatives for the County of Brant.
Program By-Law current and approved	Yes	By-law 63-21	The Emergency Management Program By-law was reviewed by the Emergency Management Program Committee on November 3, 2022. No changes to the bylaw were recommended.

Hazard Identification and Risk Assessment (HIRA)	Yes	The HIRA was reviewed and updated for 2022	The HIRA was reviewed by the Emergency Management Program Committee on November 3, 2022, to ensure it is current and accurate. The HIRA process uses tool developed by Emergency Management Ontario.
Emergency Management Plan	Yes	County of Brant Emergency Management Plan	The Emergency Management Plan has been reviewed by the Emergency Management Program Committee to ensure it is current and accurate.
Emergency Operations Center	Yes	EOC designation and is equipped with the appropriate technology.	The County's EOC surpasses the minimum EOC requirements. It continues to be upgraded with new technology to ensure that it is effective for the end-user. The EOC was successfully utilized and tested during the annual emergency management exercise.
Critical Infrastructure	Yes	The Critical Infrastructure List requires a review and update annually.	The Critical Infrastructure List was updated, reviewed, and approved by the Emergency Management Program Committee on November 3, 2022.
Municipal Emergency Control Group Annual Training	Yes	Required training was conducted via a self-study package.	<p>Topics Covered</p> <ul style="list-style-type: none"> • Knowledge of all the components of the Municipal Emergency Management Program, including, but not limited to the municipal HIRA and Critical Infrastructure list. • Knowledge of the 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.

			<ul style="list-style-type: none"> • Knowledge of the notification procedures used to notify members of the MCEG when the Municipal Emergency Plan is activated. • Knowledge of the location, communications infrastructure, and technology in their municipal Emergency Operations Centre.
Municipal Emergency Control Group Exercise	Yes	Municipalities are required to test their Emergency Plans by having a training exercise each year.	This year's exercise was conducted on October 20th in the Emergency Operations Centre. The exercise was focused on evacuation processes as a result of a fictitious scenario that related to a hazard identified in the HIRA.
Emergency Information Officer (EIO)	Yes	As identified in By-law 63-21	The County of Brant's Emergency Management Plan appoints this position and defines the Emergency Information Officer's roles and responsibilities.
Public Education	Yes	Public Education in 2022 was provided to our community through the County's Director of Communications and Public Relations (EIO) and their various social media platforms.	Public education on emergency preparedness was completed by the County's Emergency Information Officer throughout the year as per the Public Education Plan approved by the Emergency Management Program Committee. Public education was done via the County of Brant's website and various social media platforms.
Annual Review	Yes	The Emergency Management Program Committee conducted the annual program review for 2022 on November 3, 2022.	The Emergency Management Program review was completed on November 3, 2022

Summary and Recommendations

The County of Brant’s Emergency Management Program is guided by their Emergency Management Program Committee (EMPC) which is comprised of a member of Council, key senior municipal staff, and leaders from supporting community agencies.

On November 3, 2022, the EMPC met to review the progress of the Emergency Management Program for 2022. The EMPC is pleased with the progress of the program and the completion of their 2022 objectives. As such, the EMPC is not recommending any changes to the County of Brant’s Emergency Management Bylaw #63-21.

Attachments

Reviewed By

Copied To

Darryl Lee, Chief Administrative Officer
Emergency Management Program Committee Members

By-law and/or Agreement

By-law Required	No
Agreement(s) or other documents to be signed by Mayor and /or Clerk	No