

## **2023 YEAR END INFORMATIONAL REPORT TO COUNCIL EMERGENCY MANAGEMENT PROGRAM COMMITTEE**

The following report to the Emergency Management Program Committee (EMPC) outlines the successes, deficits, and deferrals.

### **Key Emergency Management Personnel**

By-law 2023-09 and Resolutions 2023-31 and 2023-32 assigned Municipal personnel to the following roles:

CEMC	Tim Sheppard
Alt. CEMC	Steph Amyotte
EIO	Jason Trottier
Operations	Antoine Boucher
Scribe	Kim Rose
Other staff by invitation (alternates)	
Non-designated Council members may attend by invitation	

### **Emergency Management Program Committee (EMPC)**

The EMPC met on February 1<sup>st</sup>, 2023 and November 21<sup>st</sup>, 2023. All members were present at both meetings. A thorough review of the Emergency Plan was conducted at the February 1<sup>st</sup> meeting, resulting in the repeal of By-law 2191. By-law 2023-09 was enacted for the provision of an Emergency Management Plan.

At the meeting of November 21<sup>st</sup>, the Committee discussed the opportunity for funding through the Government of Ontario, and agreed to a list of emergency management needs to include in the funding application (to be approved by Council Resolution). A review of what is included in the Emergency Management Kit was provided, and a date was set for the first Committee meeting of 2024.

### **Hazard Identification Risk Assessment (HIRA)**

The HIRA information remained unchanged after a review during the November 1<sup>st</sup> Committee meeting. Renewed efforts will be undertaken in 2024 to ensure our HIRA information is kept up to date.

### **Critical Infrastructure (CI)**

The Critical Infrastructure list for the Municipality of East Ferris was revised in 2023 with the addition of primary and secondary contact information for OVR. We will continue to refine the Critical Infrastructure list at our next meeting.

## **Municipal Emergency Plan**

The Emergency Management Plan for the Municipality underwent significant changes in 2023 after a thorough review and adopted as a part of By-law 2023-09. It is anticipated that minor revisions will be required in 2024 which will not require the passing of a new by-law.

A copy of the most current publicly available Emergency Management Plan is available here:

<https://eastferris.ca/uploads/documents/Policies/Emergency%20Plan%20for%20Council%20and%20Web%20FINAL.pdf> . If anyone has any comments, please forward them to the Scribe, who will liaise with the CEMC.

## **Municipal Emergency Control Group (MECG)**

On November 21<sup>st</sup>, 2023 the MECG met in Municipal Council Chambers. All members, as well as their alternates were present. Grant Murphy, Team Lead, Regional Field Services, EMO delivered a presentation to the Group including the 5 Areas of Knowledge and how they pertained to our Emergency Management Plan, the core functions of an Incident Management System and overview of communications.

An exercise was conducted to address roles and responsibilities of MECG members. The MECG worked as a group to determine proper communication channels in specified circumstances.

During this same meeting the following topics were discussed to be brought forward to the MEPC as Action Items:

- Pre-scripted messaging for members of Council to address public inquiries during an event.
- Dedicated phone extension at the Municipal Office for Emergency Management.
- The addition of certain IMS forms to the Emergency Plan

## **Emergency Operations Centres (EOC)**

Municipal primary and alternate EOCs are defined in the plan. An update to the primary EOC was made through By-law 2023-09.

Both the primary and alternate EOCs are equipped with appropriate technology to allow the MECG to effectively deal with an emergency

## **Public Education and Incidents of Note**

The municipality's Emergency Management web page was revamped in 2018 to include a dedicated page to emergency management. Each year the information on this page is updated to reflect Emergency Preparedness Week initiatives.

Going forward we will ensure that Emergency Preparedness information is also posted on Municipal social media sites daily throughout Emergency Preparedness week related to various emergency situations that could potentially affect the municipality.