



Staff Report

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Report To:	General Government Committee		
Date of Meeting:	March 4, 2024	Report Number:	PUB-004-24
Submitted By:	Lee-Ann Reck, Deputy CAO, Public Services		
Reviewed By:	Mary-Anne Dempster, CAO	Resolution#:	
Prepared by:	Dave Speed, Fire Chief		
File Number:		By-law Number:	
Report Subject:	Emergency Management By-law Amendments		

Recommendations:

1. That Report PUB 004-24, and any related delegations or communication items, be received;
2. That By-Laws 2018-010, 2018-072, and 2022-28 containing Clarington's Emergency Management Plan be repealed, and that the By-law attached to Report PUB-004-24 as Attachment 2, containing Clarington's recommended Emergency Management Plan, be approved; and
3. That all interested parties listed in Report PUB 004-24, and any delegations, be advised of Council's decision.

Report Overview

Changes to Clarington's Emergency Management By-law, and Municipal Emergency Management Plan (the Plan) are being recommended to Council following their legislatively required 2023 annual review by the Community Emergency Management Coordinator (CEMC) and Clarington's Municipal Emergency Control Group (MECG).

Recommended changes required to be approved by Council under the Emergency Management and Civil Protection Act and Regulations (EMCPA) include changes to the Plan, changes to the designation of positions in the MECG, and changes to the positions in the Municipal Emergency Program Committee (MEPC).

1. Background

- 1.1 Council approved [By-Law 2018-010](#), known as the "Emergency Management By-Law" on February 5, 2018, pursuant to the Emergency Management and Civil Protection Act (EMCPA). The Emergency Management Plan, including the By-law undergoes annual compliance review by the Office of the Fire Marshal and Emergency Management (OFMEM).
- 1.2 Council approved [By-Law 2018-072](#) on September 17, 2018, amending section 2.6 appointing members of the Emergency Management Program Committee.
- 1.3 Council approved [By-Law 2022-028](#) on May 2, 2022, amending section 2.6 appointing members of the Emergency Management Program Committee, and amending section 2.7 appointing members of the Emergency Management Control Group.

2. Discussion

Changes to the Plan

- 2.1 In 2023, Durham Emergency Management Office (DEMO) created a new emergency management plan template for their Regional plan. They have offered municipalities throughout Durham Region the option of using it to help improve inter-municipal operational consistency and to streamline plan content.
- 2.2 Clarington's CEMC has conducted the annual review of Clarington's Plan and has used DEMO's template to condense the Plan leaving core information intact and re-organizing the plan so it can be more efficiently organized during an emergency event.

2.3 Operational changes to the Plan were shared with the MEPC and include:

- Introduction of formal Incident Management System structure and philosophy
- Addition of new roles in the Emergency Operations Centre including an Information Technology Officer, GIS Officer, Operations Officer, an additional Communications role, a security guard, and a Support and Alternate for every function
- Removal of Community Services, Finance, and Council roles from the initial activation group
- Relocation of the media centre and community inquiry center
- Change to the activation process to a fan-out system
- Introduction of a break-out/planning room and system
- Introduction of new reports (Incident Action Plans, and CAN reports (Condition, Action, Need))
- Inclusion of clarifying statements that during an emergency, the Mayor or their alternate is the representative of Council and all communication to and from the Municipal Control Group goes through him/her.

Changes to the MEPC and EMCG

2.4 The EMCPA and its regulations require that members of the MEPC and MECG be appointed by Council.

2.5 Clarington's MEPC should operate efficiently while remaining effective. Keeping its core members to those who are intimately involved in the control and prevention of emergencies, while being able to expand the membership from time to time to reflect the emergency needs and circumstances of the community is a good balance between the two.

2.6 Clarington's MECG is required to be quick-acting, decisive, nimble, and well-informed to respond quickly to emergencies in the community. It has been re-designed to ensure only those core roles that are initially required in an emergency are activated. The ability to expand the MECG to include additional roles depending on the nature, size, and duration of the emergency continues to exist.

3. Proposed Changes

- 3.1 That Council approve the proposed By-Law (Attachment 2) to amend Clarington's Emergency Management By-law to reflect the operational changes to the Plan, the MEPC, and to the MECG.
- 3.2 Changes being recommended to the By-Law include:
- Adoption of the Emergency Plan in Appendix A of By-Law XX-XXXX
 - Removal of Section 2.6 in By-Law 2022-028 and replacement with:
 - The Membership of the MEPC shall include:
 - Mayor or designate;
 - Chief Administrative Officer;
 - Community Emergency Management Coordinator;
 - Emergency Information Officer;
 - Any other persons included by the Chief Administrative Officer or Community Emergency Management Coordinator as required from time to time.
 - Removal of Section 2.7 in By-Law 2022-28 and replacement with:
 - The MECG shall control all operations during an emergency. The following roles for the initial activation of the MECG shall be filled by Municipal employees as determined by the CAO and/or CEMC.
 - Operations Manager
 - Operations Officer
 - Emergency and Fire Services Officer
 - Public Works Officer
 - Emergency Information Officer
 - GIS Officer

- Information Technology Officer
 - The Mayor or designate shall participate as part of the MECG as required by the EMCPA to declare or terminate an emergency, to participate in media activities as requested and coordinated by the Operations Manager, or any other function as determined by the Operations Manager. All other elected Officials may only participate in the MECG through the Mayor.

4. Financial Considerations

Not applicable.

5. Strategic Plan

The recommendations in this report are closely aligned with the strategic priority to support the proactive management of community safety and well-being.

6. Concurrence

Not applicable.

7. Conclusion

It is respectfully requested that the recommendations in report PUB 004-24 be adopted and the amendments to Clarington's Emergency Management By-law be passed.

Staff Contact: Dave Speed, Fire Chief, 905-623-5126 ext. 2802 or DSpeed@clarington.net.

Attachments:

Attachment 1 – Proposed Emergency Management By-law

Attachment 2 – Clarington Emergency Management Plan March 2024

Interested Parties:

There are no interested parties to be notified of Council's decision.