Date: December 10, 2019

To: Mayor Mitchell and Council Members

From: Angela Chittick, Manager of Community & Corporate Services/Clerk & Erica Cavanagh, Revenue Coordinator

Subject: Various Emergency Management Documents

Status: For Direction

Recommendation

That the report of the Manager of Corporate & Community Service/Clerk and the Revenue Coordinator regarding various emergency planning updates be received for information; and

That By-law 2019-103, being a By-law to adopt an Emergency Management Program and Plan and a Business Continuity Program and Plan for the Township of Selwyn and to repeal By-law 2016-085 that adopted the previous Township Emergency Plan and associated schedules, be brought forward to the By-laws section of the agenda for consideration; and

That the Terms of Reference, as amended, for the Township’s Emergency Planning Committee be endorsed.

Information

Emergency Plan

Municipalities are required by Provincial legislation, specifically the *Emergency Management and Civil Protection Act 1990,* to have an Emergency Plan. The Township last updated its Emergency Plan (EP) in 2016. The goal of emergency planning is to make provisions for extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Township when faced with an emergency. It also enables a coordinated response to emergencies in the Township of Selwyn. The County and City of Peterborough and the lower tier Townships in the County have the same basic plan allowing for continuity of response and consistency across the region. There are several appendices that form the Emergency Plan which contain confidential contact information and as such are not part of the By-law/Plan for the public record. Detailed information related to community non-governmental organizations (e.g. Red Cross, Salvation Army etc..) has also been removed from the main portion of the plan as we cannot direct the services of these organizations.
A designated Municipal Control Group (MCG) consisting of various staff and the Mayor and Deputy Mayor has been established to initiate and manage the Emergency Plan should an emergency arise. Each MCG position has specific roles and duties. Annually the Township is required to exercise its Plan and train the MCG members.

Some minor amendments have been made to the Plan as noted in yellow highlight and as such Council is requested to endorse the updated Plan.

**Business Continuity Plan (BCP)**

Although not required by legislation, business continuity planning is a common industry best practice. In the event of a community wide emergency, Township resources will be stressed as staff will be responding and addressing emergency issues. Access to critical supplies and services may also be impacted e.g. fuel supplies may be limited, curbside waste collection may be suspended. The BCP is a process where business needs are analysed and categorized to determine what services are deemed to be an emergency etc… Below is a list of the categories:

- Emergency
- Critical
- Vital
- Desired

As an example, an emergency would be a structure fire – resources need to be deployed immediately and if for some reason these resources could not be deployed (example the Fire Hall was damaged in a wind storm) the plan needs to identify a back-up plan e.g. activate another Fire Hall or activate County Mutual Aid.

An example of a critical service would be waste collection. Waste accumulation can create a health hazard. The plan needs to identify a potential service disruption which may include extending the hours of the Landfill or hiring an additional waste hauler.

An example of a desired service would include a library program. A library reading program could be suspended in order to re-allocate staff to another critical service area such as answering non-emergency calls for service.

Staff have reviewed the Township’s main business services and categorizing them into emergency, critical, vital and desired.

**Terms of Reference – Emergency Planning Program Committee (EPPC)**

The *Emergency Management and Civil Protection Act 1990*, also sets out a requirement that municipalities have an Emergency Planning Program Committee. The Terms of Reference has been reviewed and updated and as such a Resolution endorsing the updated terms of reference is required.
Emergency Planning Activities

Each year the Township is required to conduct an exercise and training related to its Emergency Plan. This year’s exercise and training focussed on emergency social services that included a tour of an evacuation centre that was set-up at the Evinrude Centre.

Various emergency management messages focusing on 72 hour preparedness, flood mitigation and drought management were provided to the public through events such as EP week and through our various communication forums (Council Communicator, e-newsletter, Spotlight, website and social media).

Special acknowledgement is extended to Erica Cavanagh, our alternate CEMC, for all of her work to support the development of our emergency planning programs.

Strategic Plan Reference

Achieve excellence in governance and service delivery

Attachment
- By-law to adopt and Emergency Plan and Business Continuity Plan
- Updated Emergency Plan
- Business Continuity Plan
- Updated Terms of Reference – Emergency Planning Program Committee

Angela Chittick
Prepared By: Angela Chittick, Manager of Community & Corporate Services/Clerk

Janice Lavalley
Reviewed By: Janice Lavalley, Chief Administrative Officer