

Administrative Report

Report #: 2010/08

Date: June 28, 2010

ISSUE: Thunder Bay Area Emergency Measures Organization – Future Benefits and Costs

BACKGROUND: The Province of Ontario enacted the *Emergency Management and Civil Protection Act*, 1990, mandating that each municipality have an emergency plan and that it has contingencies for emergency planning, prevention, preparedness and response. In 2001, the *Municipal Act*, as amended, allowed municipalities to share resources for the joint benefit of their communities. To meet the requirements of the *Emergency Management and Civil Protection Act*, a group was formed called the Thunder Bay Area Emergency Measures Organization, of which 15 communities originally joined.

The group provides for a full time Community Emergency Management Coordinator (CEMC) who ensures that all of the mandatory requirements, training and planning are achieved annually. The cost of this service is pro-rated on a per capita basis. Using this method allows smaller communities to have access to a full time qualified and experienced CEMC that conducts their emergency planning.

DISCUSSION: For the most part, the organization works well. Having only one CEMC does allow every community to be provided direction when it is needed the most. However, having one primary CEMC is not workable when emergencies overlap multiply communities, as demonstrated in the flood emergency of 2008. For this reason, three of the largest communities, now provide their own CEMCs and dropped out of the organization; those being Manitouwadge in 2010 and most recently, Shuniah and Terrace Bay beginning in 2011.

Attached as Appendix 'A' is the 2010 Thunder Bay Area Emergency Measures Organization Budget. \$5,527 was transferred from the Reserve Fund to keep the 2010 levy comparable to 2009 after Manitouwadge had left the group. This leaves \$3,644.68 (no interest added) in the Reserve Fund as at December 31, 2010.

Appendix 'B', attached, calculates the 2011 estimated levy for Gillies. Using the 2010 Thunder Bay Emergency Measurers Organization Budget as a guideline for 2011, pending no budgetary increases or decreases, and no transfer from the Reserve Fund, the levy to Gillies without the membership contribution of Shuniah and Terrace Bay, would be estimated at \$1,316; a per capita levy of \$2.42. This represents a \$382 increase over the 2010 levy. Since there will be fewer member municipalities, there may be less work involved for the CEMC which could result in some savings to the budget and a decrease in next year's levy.

Here is a breakdown of the municipal requirements under O. Reg. 380/04. Part II of this regulation is attached as Appendix 'C'.

- ☑ Assign and train a CEMC [sections 10 (1) and (2)]. This involves a 2 day Basic Emergency Management Course, followed by a 2 day Community Emergency Management Coordinator Course. These courses are delivered by Emergency Management Ontario at the request of a community or communities pending a minimum number of registrants. This function is currently undertaken by John Coupland.
- ☑ CEMC develops and implements an emergency management program and coordinates the program with neighbouring municipalities, the province and agencies outside of government, and reports these activities to an Emergency Management Program Committee [section 10 (3) and (4)].
- ☑ Establish an Emergency Management Program Committee that advises council on the development and implementation of the emergency management program [section 11]. This is currently the Thunder Bay Area Emergency Measures Organization Executive Committee comprised of the CEMC and a municipal councillor from each member municipality.
- ☑ Establish an Emergency Control Group that directs the municipality's response in an emergency [section 12 (1)]. This is currently in place under the Township's Emergency Plan.
- ☑ The Control Group shall complete annual training, including an annual practice exercise for a simulated emergency incident [sections 12 (3) and (6)]. This is currently organized and conducted by John Coupland.
- ☑ Establish an Emergency Operations Centre [section 13]. This is currently established in the Emergency Plan.
- ☑ Designate an Emergency Information Officer [section 14]. This is established in the Emergency Plan and the duties are currently appointed to the Clerk-Treasurer.
- ☑ Formulate an Emergency Response Plan [section 15]. Currently in place.

Attached as Appendix 'C', is a report from Scott Hole, Fire Chief, respecting the minimum requirements of municipalities under the *Emergency Management and Civil Protection Act*, as prescribed by O. Reg. 380/04. It contains a recommendation to maintain membership with the Thunder Bay Area Emergency Measures Organization.

Administration agrees with the Fire Chief that the Township of Gillies does not have the extra personnel to act as the CEMC or alternate CEMC since all staff already have other responsibilities under the Emergency Response Plan during an emergency. Current staff members already have a full slate of other

municipal responsibilities, and do not have time in their regular daily schedules to add the additional duties of the CEMC and give due merit to these duties.

OPTIONS AND COSTS:

1. Continue membership with the Thunder Bay Area Emergency Measures Organization, at an estimated cost of \$1,316 for 2011.
2. Terminate the membership in 2011, saving a potential of \$1,316 and allocating those funds to the VFD or alternative person or department to perform the responsibilities. Termination of membership must be given in writing at least six months prior to the end of the calendar year (June 30th).

RECOMMENDATION:

It is the recommendation of both Administration and the Fire Chief to continue membership with the Thunder Bay Area Emergency Measures Organization at this point in time. Until such time that other municipalities leave the group, it is still cost effective to maintain compliance with the *Emergency Management and Civil Protection Act*, and O. Reg. 380/04.

Submitted by: Karen Caren, Clerk-Treasurer and Scott Hole, Fire Chief