



**TOWN OF AMHERSTBURG
SPECIAL COUNCIL MEETING
AGENDA**

Monday, April 6, 2020

5:00 PM

Council Chambers

271 Sandwich Street South, Amherstburg, ON, N9V 2A5

For information pertaining to this agenda, please contact Tammy Fowkes, Deputy Clerk at tfowkes@amherstburg.ca

Information will be gathered in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). All comments and communications received will become part of the public record unless you expressly request the Town to remove it. If you want to learn more about why and how the Town collects your information, write to the Town Clerk's Office, 271 Sandwich Street South, Amherstburg, ON N9V 2A5 or call 519-736-0012.

Pages

- 1. CALL TO ORDER**
- 2. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**
(Public Council Meeting Agenda Items)

3. REPORTS - CAO's OFFICE

3.1 Electronic Meeting Participation – Amendment to By-law 2014-91

3

It is recommended that:

1. **By-law 2020-029** being a by-law to amend Procedural By-law 2014-91 to permit for electronic participation during a period of emergency be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same

3.2 Emergency Preparedness Information Report

10

It is recommended that:

The report from the CEMC/Fire Chief dated March 29, 2020, **BE RECEIVED** for information.

4. ADJOURNMENT

That Council rise and adjourn at p.m.



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

Author's Name: Paula Parker	Report Date: March 24, 2020
Author's Phone: 519 736 0012 ext. 2238	Date to Council: April 6, 2020
Author's E-mail: pparker@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Electronic Meeting Participation – Amendment to By-law 2014-91

1. **RECOMMENDATION:**

It is recommended that:

1. **By-law 2020-029** being a by-law to amend Procedural By-law 2014-91 to permit for electronic participation during a period of emergency be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same

2. **BACKGROUND:**

On March 16, 2020 Council considered By-law 2020-025, a by-law to allow for the electronic participation in meetings during a pandemic emergency. This by-law was brought in consideration of COVID-19 and was prior to the passing of Bill 187 and the Town's declaration of a State of Emergency.

Bill 187 amends the Municipal Act, section 238 by adding the following:

Electronic participation, emergencies

(3.3) The applicable procedure by-law may provide that, during any period where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*,

- (a) despite subsection (3.1), a member of a council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and

(b) despite subsection (3.2), a member of a council, of a local board or of a committee of either of them can participate electronically in a meeting that is closed to the public.

Same, procedure by-law

(3.4) A municipality or local board may hold a special meeting to amend an applicable procedure by-law for the purposes of subsection (3.3) during any period where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act* and despite subsection (3.1), a member participating electronically in such a special meeting may be counted in determining whether or not a quorum of members is present at any time during the meeting.

Bill 187 relaxes the restrictions that a physical quorum must be present for a meeting to continue. This amendment allows for all members to participate electronically during a declared emergency.

3. DISCUSSION:

For Council consideration is a new amending by-law that allows for electronic participation from all members of Council or Committee for the purpose of determining quorum in a declared emergency, such as COVID-19.

As per section 238 of the Municipal Act, draft By-law 2020-029 adopts procedures which allow for electronic participation in Council meetings during a declared emergency, and is attached for Council's consideration.

4. RISK ANALYSIS:

The Municipal Act, section 238 indicates that every municipality shall have procedures for governing its meetings of Council, Committee and Local Boards. Bill 187 now allows for full electronic participation in meetings in a declared emergency. The Town's Procedure By-law 2014-91 does not include procedure specific to electronic meetings under the newly amended Act. Therefore, Amending By-law 2020-029 should be considered by Council in order to maintain business continuity during the COVID-19 pandemic and other emergencies.

5. FINANCIAL MATTERS:

There are no financial impacts associated with the passing of By-law 2020-029.

The costs of implementing procedures and software to facilitate electronic meetings are either being borne by the County of Essex (software licencing) or will be tracked and any variance will be addressed as part of the Town's financial monitoring and reporting process.

6. **CONSULTATIONS:**

Regional Clerks and the Ministry of Municipal Affairs were consulted on Bill 187 and its impacts on the municipality.

7. **CONCLUSION:**

The proposed amendments to Procedure By-law 2014-91 will permit electronic participation for members in Council/Committee meetings when they would otherwise be unable to do so as a result of the Novel Coronavirus (COVID-19) pandemic or other emergency.

Administration has been working on a review of the entire Procedure By-law and remains committed to bringing a report to Council at a later date with housekeeping amendments. A full scope of electronic participation is also a part of this review.



Paula Parker
Municipal Clerk

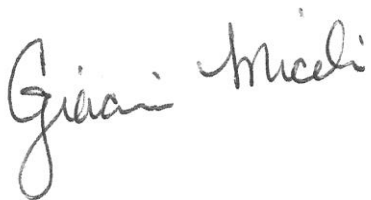
Report Approval Details

Document Title:	Electronic Meeting Participation for Members - Amendment to Procedural By-law 2014-91.docx
Attachments:	- 2020-029 Amend by-law 2014-91 and repeal 2020-025.docx
Final Approval Date:	Apr 1, 2020

This report and all of its attachments were approved and signed as outlined below:



Cheryl Horrobin



John Miceli



Paula Parker

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2020-029

By-law to amend By-law 2014-91 to permit Electronic Meetings during a period of Emergency

WHEREAS the Municipal Act, 2001, S.O. 2001, c. 25, section 238 provides that a municipality shall establish a procedure by-law to govern meetings;

AND WHEREAS The Corporation of the Town of Amherstburg has enacted Procedure By-law 2014-91;

AND WHEREAS on March 19, 2020 the Province of Ontario enacted the Municipal Emergency Act, 2020 to amend the Municipal Act, 2001, to enact section 238 (3.3) and 238 (3.4) to permit meetings to be held electronically during an emergency declared pursuant to the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E. 9;

AND WHEREAS The Corporation of the Town of Amherstburg considers it desirable to be able to hold Council meetings electronically during any period where an emergency has been declared to exist in all or part of the municipality;

NOW THEREFORE the Council of the Corporation of the Town of Amherstburg amends Procedure By-law 2014-91 by adding the following section 3.10:

3.10 Electronic Meetings during a Declared Emergency

- a) Under this section, an “Electronic Meeting” is defined as any regular or special meeting of Council that utilizes remote electronic access for the Members during any period of time during which an emergency has been declared, either by the Head of Council or the Province, in all or part of the Town of Amherstburg, under sections 4 or 7.0.1 of the Emergency Management and Civil Protection Act;
- b) An Electronic Meeting will utilize either telephone, Voice over Internet Protocol, video, or any other technology that allows for audio and/or video electronic means of access by Members through the internet or other technology;
- c) An Electronic Meeting will be conducted, at the discretion of the Clerk, either by
 - (i) electronic access for all Members or
 - (ii) a combination of an in-person meeting and electronic access. Any problems, technical or others, arising from the electronic access for Members which prevents a Member from hearing, seeing, knowing, voting or otherwise participating in the meeting, shall not invalidate any vote unless quorum of the remaining Members is lost at the time of the vote;

- d) An Electronic Meeting will be open to the public, as required by the Municipal Act, 2001, except when closed to the public as permitted by law. A meeting open to the public shall include access and participation for the public to the meeting through electronic access or in-person attendance where applicable;
- e) Members attending and present during an Electronic Meeting shall be counted for the purpose of quorum and shall be entitled to vote through a recorded vote by the Clerk as if they were attending the meeting in person. Votes may be taken electronically if the means of access allow for it. However, if any Member or the Clerk is unsure if the electronic voting is accurate, or questions the accuracy of the electronic vote, then a roll call vote shall be taken by the Clerk in which each Member's name is called and each Member responds verbally with their vote. Determining the result of any vote shall be determined by the Clerk and the Clerk's determination shall be final.
- f) The Clerk shall provide notice of an Electronic Meeting, along with an agenda, as soon as possible to the Members and public. Notice shall include sufficient information as to provide Members and the public with the means to electronically access the open session of the meeting;
- g) If the Chair so determines that the nature of the emergency requires a meeting forthwith, the timelines for Notice may be waived and the meeting held as soon as quorum can be established. In such an instance, the Clerk shall make reasonable efforts to notify the Members, staff, and public of the meeting before it is held. Section 4 of the procedure by-law shall apply, as applicable;
- h) Unless otherwise approved by the Chair, an Electronic Meeting shall not permit public delegations, except by way of written submission received in advance of the meeting, which shall be submitted to the Municipal Clerk's office at delegations@amherstburg.ca as per section 5 of the procedure by-law. Delegations will undergo a screening process prior to entering the Council Chamber and no more than 2 delegations will be heard during any meeting where electronic participation used;
- i) Unless otherwise approved by the Chair, Notices of Motion shall be submitted in writing to the Clerk's office prior to the start of the Electronic Meeting, and shall be provided to members in advance of the meeting if possible. The Clerk shall verbally read out the Notice of Motion during the meeting on behalf of the Member;
- j) The agenda may be modified by the Chair/Clerk at his/her discretion based on need;
- k) Notwithstanding the foregoing, the Procedure By-law shall continue to apply to an Electronic Meeting held pursuant to this Section, except that the Clerk is authorized to adjust the manner in which the meeting is conducted to apply to the specific circumstances of the meeting and the electronic means of access and participation being utilized; and

- l) An Electronic Meeting under this section shall apply to Local Boards and Committees of Council, and if necessary advisory committees, if permitted by law, and should be read and adapted accordingly.
2. By-law 2020-025 is hereby repealed.
3. This By-law is enacted at a special meeting held in accordance with section 238(3.4) of the Municipal Act, 2001, as amended, and shall hereby come into effect as of the date and time of its passing.

Read a first, second, and third time, this 6th day of April 2020.

MAYOR – ALDO DICARLO

CLERK – PAULA PARKER



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

Author's Name: B. Montone	Report Date: March 29, 2020
Author's Phone: 519 736-6500 ext. 2241	Date to Council: April 6, 2020
Author's E-mail: bmontone@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Emergency Preparedness Information Report

1. **RECOMMENDATION:**

It is recommended that:

The report from the CEMC/Fire Chief dated March 29, 2020 **BE RECEIVED for information.**

2. **BACKGROUND:**

This report is provided to answer questions asked by members of Council and the public regarding the Town's state of emergency preparedness, the status of past committees of the Emergency Program, and to correct misinformation and rumours currently in the public forum, by providing factual information regarding the past and current status of community preparedness. This report is in follow up to the question asked on March 23rd at the regular meeting of Council.

The Town of Amherstburg has had in place an emergency management program and an emergency response plan since amalgamation. Both the plan and program have evolved over time to maintain compliance with changes in the provincial regulations as well as to address the many vulnerabilities and potential emergency challenges that may occur. Since amalgamation, the Town of Amherstburg has been and continues to be in compliance with legislative requirements.

Terminology being used by the public when referring to parts of the plan and emergency program and/or past and current committees and groups are not consistent with official terms as utilized by the Municipality, based on Emergency Management Ontario protocol.

The following definitions have been included to provide insight into the terms utilized in Emergency Management in the Province of Ontario.

Definitions:

Emergency Operations Centre (EOC) is a facility designated for managing an emergency event. It is where the Municipal incident management team makes decisions to allocate and coordinate resources, provides for incident communications coordination, and directs the overall disaster emergency response. The EOC will be directed and controlled by the Community Control Group.

Community Control Group (CCG) is a group of officials who are responsible for coordinating the provision of services necessary to minimize the effects of an emergency. The CCG, along with the Mayor and CAO or alternates, are the decision makers.

Emergency Information Centre (EIC) is a physical location utilized to provide public direction and emergency information released directly from the Emergency Operations Centre by the Emergency Information Officer. Resources of this centre include the Citizen Inquiry Section of the provincially operated 211 call centre, municipal communication staff. (I.e. municipal staff regularly tasked with communicating with the general public via tools like social media, media releases, and the municipal mass notification system.) This centre historically had been staffed by an Emergency Information Center Volunteer Committee which was disbanded in 2015 and replaced with a professional communication centre provided by the province along with the advent of a greater amount of tools to communicate with the general public and trained professional communicators already on staff.

Joint Information Centre (JIC) is a similar facility as an EIC only established by the provincial emergency operation centre (PEOC) and would also include external public affairs spokespersons from the province and federal government.

Community Emergency Management Program Committee (CEMPC): The committee's main responsibility is to oversee the development, implementation, and maintenance of the municipal emergency management program, including the municipal emergency response plan, public education program, training, and exercises. This committee has been mandated since 2004 and must meet at least annually and provide the Province with Minutes through the compliance process.

Amherstburg Emergency Preparedness Committee is the former name of the CEMPC above, and required a scope and name change in 2004 as per O. Reg. 380/04. This change took place in 2017 as required by legislation.

Community Emergency Management Coordinator (CEMC) is responsible for serving as the EOC Manager/Coordinator. He is also responsible for the setup and internal management of the EOC, sets up the facility, coordinates the availability of supplies, communications and other equipment, and establishes and provides assistance to the CCG as necessary.

Emergency Information Officer (EIO) is the designated liaison to the news media and provides news releases and other information as approved by the CCG, assuring that

official statements are issued only by those authorized to issue such statements. The EIO provides information for the response to inquiries from the public relative to the incident, accredits bona fide members of the news media, and ensures that a media centre is staffed as required.

Amherstburg Emergency Response Plan (AERP) is a document developed to protect residents, businesses, and visitors of the Town of Amherstburg. There are included distinct arrangements and procedures which will vary from normal day-to-day operations and carried out typically by emergency services and their partner agencies. This document is reviewed and approved by municipal council annually as required by the Emergency Management and Civil Protection Act since 2006, and has been completed since at least 2006. This document is available publicly on the town and fire department website, and physical copies are available at the administrative offices at Town Hall through requests.

3. DISCUSSION:

On March 23rd the CEMC was asked a question regarding an emergency information committee and its existence. The response was that the CEMC is not aware of any such committee currently in existence but was aware of a volunteer committee group that existed previously to assist the EIO with communications during an emergency in the EIC located at that time in Anderdon Public school. It is the CEMC's understanding that the volunteer committee was disbanded prior to his arrival in 2017.

Following additional inquiries, research through staff was conducted to provide additional information and to be transparent regarding preparedness activities. We have been made aware of questions and concerns from the community and misinformation being provided by individuals who do not have the facts or are using incorrect titles and terminology. We have attempted to address as many known concerns as possible and to provide clarity to as many questions as possible. These concerns include:

1. What happened to the Emergency Information Committee?

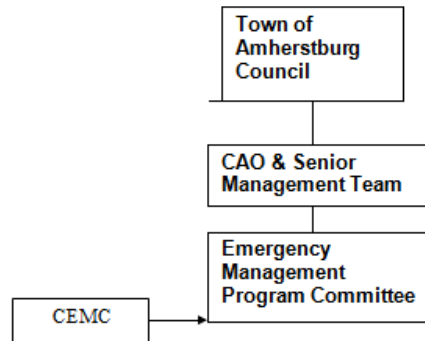
The Emergency Information Committee did not exist. An Emergency Information Center Volunteer Committee did exist as an ad hoc volunteer committee within the operations of the Emergency Information Centre in the past. That ad hoc volunteer committee was neither an advisory committee nor a committee of council. That group did not have authority over any emergency planning activities, but were there to assist on an as required basis at the time. Further information regarding that group, its membership, and their function is seen in the attached Council report presented on October 29, 2012 by the then acting CAO Kristina Di Paolo, attached as Appendix A. This volunteer group, though inactive in 2015, was officially disbanded and equipment was removed from the location of the EIC at Anderdon Public school. In its place, the Town Clerk as the designated Emergency Information Officer along with other trained staff members, run the Emergency Information Centre at the Libro Centre with the help of new advanced technologies, like the Mass Notification System, new ways to communicate to the public through social media, and a fully trained communications centre run by the Province of Ontario known as 211.

2. Why was the Emergency Preparedness Committee disbanded?

The Emergency Preparedness Committee was not disbanded but it was renamed to the Community Emergency Management Program Committee in 2017 as required by O. Reg. 380/04. Establishing of this committee is an important step in the municipality's emergency preparedness plan to ensure the ongoing compliance with provincial regulations. The mandate and membership of this committee is included in the Amherstburg Emergency Response Plan and is approved by Council annually. This Committee meets at least annually, and meets or exceeds all requirements set in O. Reg 380/04. It's members include the following:

- Chairperson- Municipal Clerk/Risk Manager
- Medical Officer of Health
- Chief of Police
- Fire Chief
- Treasurer
- Manager of Facilities
- Essex-Windsor EMS Chief
- Chief Building Official
- Electrical/Water Utility Representatives
- (Essex Power/Hydro One) or Alternates
- Manager of Tourism and Culture
- Ontario Provincial Police Representative
- Manager of Human Resources
- Manager of Recreation
- Manager of Licensing and Enforcement
- Information Technology Manager or Alternate
- Manager of Parks
- Manager of Roads and Fleet
- Community Emergency Management Coordinator
- Manager of Environmental Services
- Manager of Planning
- Manager of Engineering
- Social Services- Manager of Housing Support
- Services
- 211 Project Manager

Below is the flow chart for reporting to the municipal council for the Town Amherstburg.



3. Does the Town have an Emergency Plan? And if so, why is it being kept secret?

The Town of Amherstburg does have an Emergency Response Plan and it is reviewed and approved by Town Council annually and has for many many years. This document is not kept secret and is publicly available online on the Town’s website and by request both physically and digitally through Town Hall. Attached to the Town Plan are 26 Annexes listed in the plan that are not directly available to the Public as these contain confidential information, like personal contact information, and very specific response protocols which would reveal our capacity and capabilities to those who may want to utilize it for their own gain or to jeopardize public safety.

4. What does the Town have in place to ensure the safety of the residents and their families?

The safety of all residents, their families, and visitors is a top priority of our comprehensive community emergency management program. We have in place a Municipal Emergency Response plan and 26 specific protocols based on event type. We have a well-trained Community Control Group and are compliant with all provincial mandated requirements. The Town also has a Mass Notification System to inform residents of immediate urgent actions to be taken should they be required. The municipal EOC is also equipped with all the necessary equipment and technology required to perform all the duties necessary as listed in the Emergency Response Plan.

5. Has the Town Amherstburg established an EOC and is it as prepared for emergencies in comparison to the Town of Essex and other surrounding municipalities?

Yes, the Plan includes a designated primary EOC site, a backup site, and a remote site for activation when necessary. The EOC was activated at level 2 (partial activation) on March 17th to enable enhanced monitoring of the Pandemic situation and Potential flooding. On March 22nd, Mayor DiCarlo was the first municipal mayor within the county of Essex to declare an Emergency following the County’s declaration that day. All other municipalities in the county declared an emergency either that day or the next. The Community Control Group has been meeting daily and members of Council have received briefing notes following every single meeting.

6. How come the list of members of the Community Control Group is being kept secret from both the Public and Council?

The list of members of the Community Control Group (CCG) is not being kept secret from the public or council. The members of the CCG are listed in the Emergency Response plan, approved by municipal council annually and is posted for public viewing. The emergency management program is both complex and comprehensive.

Which members of the CCG that are required to attend the EOC is fluid and is based on the type of Emergency and circumstances. The emergency type would dictate those members of the CCG that would be required attend and as the current emergency evolves the list of active CCG members, due to illness, isolation and family situation, make it impossible to provide a complete list of the current group, as it changes in some cases daily.

The CCG consists of the following officials and their roles:

- Mayor or Acting Mayor
- CAO or Alternate
- Community Emergency Management Coordinator (CEMC) or Alternate
- Police Chief or Alternate
- Fire Chief or Alternate
- Director of Engineering & Public Works or Alternate
- Director of Parks, Recreation, Facilities & Culture or Alternate
- Director of Planning, Development and Legislative Services or Alternate
- Director of Corporate Services or Alternate
- Municipal Clerk/Emergency Information Officer or Alternate
- Manager of Information Technology/Corporate Telecommunications Coordinator or Alternate
- Medical Officer of Health or Alternate
- Social Services Manager Housing Support Services or Alternate
- Emergency Medical Services (EMS) Representative or Alternate
- Electrical/Water Utility Representatives (Essex Power/Hydro One) or Alternates

Additional personnel called or added to the CCG, at any time, may include:

- The Emergency Telecommunications Coordinator
- Tourism Coordinator
- CEMC Administrative Assistant
- Town of Amherstburg Departments & units required
- OFMEM Ontario Representative;
- Ontario Provincial Police Representative;
- Liaison staff from provincial ministries;
- Any other officials, experts or representatives from the public or
- Private sector as deemed necessary by the CCG.

The CCG may function with only a limited number of persons depending upon the emergency. While the CCG may not require the presence of all the people listed as members of the control group, all members of the CCG must be notified of the EOC activation.

7. Does the Tourism Division, and other divisions, have a role in Community Emergency Management?

Yes, All municipal departments/divisions have a role in community emergency management. When an emergency is declared all municipal staff may be called upon to perform regular or non-traditional duties during an emergency. For example, the town Tourism division is staffed by trained professional communicators and large event planners. They can be utilized as the Emergency Information Officer, as members of the Emergency Information Centre, and in charge of Public Shelters and site planning. The Town of Amherstburg does not have multiple staff in a single role but it does have a diverse staff capable of filling many roles within the Emergency Operations Centre.

8. Does the Community Emergency Management Program Committee (formerly known as the Amherstburg Emergency Preparedness Committee) have a role during an emergency?

No, the community emergency management program committee does not play a formal role during emergencies, some of the program committee members are also members of the Community Control Group (CCG). Therefore, these members play a more official role in the EOC during an emergency, while other members of the program committee may be called upon for support if needed.

9. Are the individuals involved in the Emergency Response Plan trained appropriately, do they have the equipment required to perform their duties, and are regular exercises conducted?

Yes all members of the CCG are trained. Provincial legislation requires that all members of the CCG be trained and demonstrate competency. The CEMC retains records on each member and alternates and ensures that training is kept up-to-date. A requirement of compliance is that the Province receives these training records annually.

Members have all the required equipment to function effectively at both the EOC and the Emergency Information Centre. Old equipment is often upgraded as required to keep up with current technology. A shift from stationary single site equipment to mobile equipment and technology able to be utilized anywhere has taken place over the last few years.

Regular exercises are conducted annually and are required to be conducted by the Province. Exercises include a training component and either a table top or full deployment exercise and debriefing to aid in continuous improvement.

9. Where will the Media congregate during an emergency?

The Emergency Information Centre has an established location at the Libro Centre for media to congregate during an emergency. Along with changes to technology this centre can now be located and function anywhere and does not necessarily need to be a single designated site.

10. Are we in compliance with the Provincial Emergency measures mandate?

Yes, the Town of Amherstburg is always compliant with provincial requirements. A copy of the most recent compliance letter is attached as Appendix B.

11. Who created these committees? Who approved it and are members being paid?

The CEMPC and CCG are created through the development of the emergency response plan as required by provincial legislation and is approved by municipal council annually. The individuals fulfilling these roles participate as part of their normal employment. There are no volunteers and there are no members that receive a stipend. The last volunteer group to be part of the Town of Amherstburg's emergency management program was an Emergency Information Centre Volunteer Committee that was utilized as a supplement to staff for basic communication assistance between the EOC and the Public. This group did include a volunteer member of council but did not exercise any authority, decision making, or planning over the Emergency Management Program. The group was utilized to staff phone lines during an emergency and has since been replaced by the Provincial 211 call centre, our Mass Notification Systems, Social media professionals and trained Mass Notification Dispatchers.

12. Is Amherstburg eligible for Ontario Disaster Relief based on its current programs?

Yes individuals who meet the eligibility requirements, i.e. no insurance, may be eligible if they meet additional criteria. That decision rests solely with the Ministry of Municipal Affairs. Municipalities, including Amherstburg, are also eligible for relief through this program but must meet significant expenditure requirements before relief is provided. To ensure compliance and qualifications for this funding and for fiscal accountability, our Finance Division is part of the Community Control Group.

4. RISK ANALYSIS:

Failure to provide this information and clarification can damage the confidence and reputation of the Municipality in its provision of Community Emergency Preparedness. Public confidence in the professional performance of the preparedness duties of staff is extremely important.

5. FINANCIAL MATTERS:

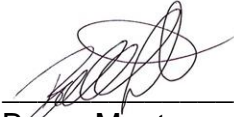
N/A

6. CONSULTATIONS:

Municipal Clerk and Risk Manager – P. Parker

7. **CONCLUSION:**

It is important that transparency regarding community emergency program activities be maintained with members of Council and the public. The 2020 approved Town of Amherstburg Response plan can be found at [Town of Amherstburg Website](#).



Bruce Montone
CEMC/ Fire Chief

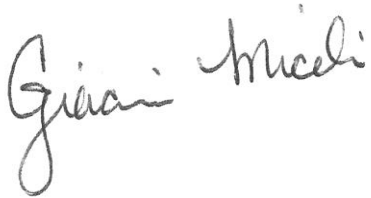
Report Approval Details

Document Title:	Emergency Preparedness Information Report.docx
Attachments:	- Town of Amherstburg-Compliance results-2019.pdf - 2012 10 29 Regular Council Meeting Agenda Packet 309.pdf
Final Approval Date:	Apr 1, 2020

This report and all of its attachments were approved and signed as outlined below:



Cheryl Horrobin



John Miceli



Paula Parker

Ministry of the Solicitor General

Office of the Fire Marshal and
Emergency Management

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1100
Fax: 647-329-1143

Ministère du Solliciteur général

Bureau du commissaire des incendies
et de la gestion des situations
d'urgence

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tél. : 647-329-1100
Télééc. : 647-329-1143



March 09, 2020

Your Worship Aldo DiCarlo
Town of Amherstburg
271 Sandwich Street S.
Amherstburg, ON N9V2A5

Dear Mayor:

As the Chief of Emergency Management for Ontario, it is incumbent on me to monitor, coordinate and assist municipalities with their respective municipal emergency management programs in accordance with the Emergency Management and Civil Protection Act (EMCPA). To confirm municipalities are in compliance with the EMCPA, every municipality in Ontario submits a compliance package to Emergency Management Ontario on a yearly basis.

The Office of the Fire Marshal and Emergency Management (OFMEM) has reviewed the documentation submitted by your Community Emergency Management Coordinator (CEMC) and has determined that your municipality was compliant with the EMCPA in 2019.

The safety of your citizens is important, and one way to ensure that safety is to ensure that your municipality is prepared in case of an emergency. You are to be congratulated on your municipality's efforts in achieving compliance in 2019. I look forward to continuing to work with you to ensure your continued compliance in 2020.

If you have any questions or concerns about this letter, please contact your Emergency Management Field Officer; their contact information is below.

Name: Christopher Pape
Email: Christopher.Pape@ontario.ca
Phone: 519-854-6595

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Browne", written over a horizontal line.

Douglas Browne
Chief of Emergency Management

cc: Bruce Montone - CEMC
Christopher Pape - Field Officer - St.Clair Sector

The Mayor put the Motion.

Motion Carried Unanimously

CORRESPONDENCE

24.1 Amherstburg Chamber of Commerce – Citizen of the Year Award Sponsor

Councillor Sutton moved, Councillor DiPasquale seconded:

That the correspondence from Amherstburg Chamber of Commerce be received;

And further that the request be referred to the 2013 budget deliberations.

The Mayor put the Motion.

Motion Carried Unanimously

UNFINISHED BUSINESS

Unfinished Business items as of October 15, 2012

Councillor Pouget requested that a report come forward before the end of the year regarding Heritage District and Heritage Tax Rebate.

NEW BUSINESS

Councillor Pouget sought Council intervention regarding her removal from the Emergency Information Center Volunteer Committee. Kristina DiPaolo, Acting CAO stated that a report would be brought to an upcoming meeting.

Councillor Pouget asked that the Mayor advise Council when he is on vacation.

REPORT FROM IN-CAMERA SESSION



Report To: Mayor Wayne Hurst and Members of Council
Date of Meeting: October 29, 2012
Submitted By: Kristina Pozar Di Paolo, Acting CAO
Prepared By: Kristina Pozar Di Paolo, Acting CAO
Date of Report: October 22, 2012
Subject: EIC (Emergency Information Centre)

RECOMMENDATION:

That the report from Kristina Pozar Di Paolo, dated October 22, 2012, regarding the EIC (Emergency Information Centre) be received.

BACKGROUND:

At the October 15th Council meeting a request was made to report back to Council regarding the mandates of the EIC (Emergency Information Centre) and Councillor Pouget's role on the EIC.

REPORT:

The EIC is an Emergency Information Centre composed of volunteers that may be set up and staffed during Partial and Full Activation of declarations of emergency. The centre is required to be set up under the Nuclear Response Plan and not required for any other emergency unless called upon by the CEMC (Community Emergency Management Coordinator).

The EIC is neither an advisory committee nor a committee of Council and as such the centre is not mandated by Council and authority over the centre does not lie with Council. The volunteers to man the EIC are formed under the Emergency Act. Under provincial oversight the authority to form, disband, reform, train and call upon volunteer members rests with the CEMC. The CEMC for the Town of Amherstburg is Fire Chief Randy Sinasac.

The function of the EIC as stated in Section 2.6.1 of the Town's Emergency Response Plan is as follows:

*The Emergency Information Centre is a municipal facility that **may** be set up to provide: (i) directions to the public on measures that should be taken to ensure the health and safety and (ii) a central outlet for the timely dissemination of emergency information to the media and the public in a direct and forthright manner."*

The volunteer group does not act autonomously nor would it be required to have proprietary notification responsibilities exclusively assigned under the emergency plan. The mandate is to facilitate pre-formed messages completed by the EOC (Emergency Operations Centre) and provide them to the news sources (primarily) at the EOC's direction. The EIC also facilitates the assembly of any media at their location, to keep the media remote from EOC operations, until such time the EOC is able to speak to the media directly. The EIC volunteers do not answer any questions or give any direction other than the messages that the EOC provides.

The responsibility for ensuring the equipment utilized at the EIC rests with the CEMC. The EIC is not required to check on it nor ensure its inventory. However, the volunteer group is welcome to do so, under the direction of its Volunteer Chair, and our CEMC has welcomed this opportunity for the volunteers to do so and this information was relayed.

The documentation for compliance of the emergency plan for the Town of Amherstburg is provided to the Mayor's office on an annual basis. The Town has been and continues to remain in compliance with all aspects of emergency preparedness.

The EIC volunteers have been invited to partake in training sessions. Information has also been relayed that should the EIC members wish to complete a "mock" exercise at the designated EIC, that being the Anderdon Public School as the primary location and LaSalle municipal building as the alternate location, the Volunteer Chair need only to contact the CEMC requesting same and access will be provided to the location.

Councillor Pouget's 19 years as a volunteer for the EIC are commendable. However, a conflict has been identified and it is the responsibility of the CEMC to advise the CAO and Council of any liabilities or potential liabilities. Consultation was done with the Office of Emergency Management Ontario, and field advisor Steve Beatty, has advised the Amherstburg CEMC of responsibilities, mandates, and potential conflicts for the same.

The previous years spent on both the EIC and Council does not mean that this was the best practice and acceptable and that it should remain. Councillor Pouget has not been removed or "kicked off" this volunteer group; however the conflict has been brought to her attention.

Councillor Pouget, in the role of Council member, may be required to be a part of the EOC should the Mayor and/or Deputy Mayor deem it necessary during a declaration of emergency. Also, should the Mayor, Deputy Mayor and/or other Council members not

be available during a declaration of emergency Councillor Pouget may need to be in the decision-making role on the EOC and as such this would place her in conflict with her volunteer role on the EIC.

CONSULTATIONS:

Randy Sinasac, Fire Chief, CEMC

Steve Beatty, Field Advisor, Emergency Management Ontario

Respectfully submitted,

**Kristina Pozar Di Paolo
Acting CAO**