

The Township of The Archipelago

Recommendation Report to Council

Report No.: DLIS-2025-05

Date: July 17, 2025

Originator: Liam Thompson, Coordinator Protective Services

Subject: Adopt an Emergency Management Program and Plan

RECOMMENDATION

That Council pass a by-law establishing an emergency management program and plan that is reflective of the new organizational structure. This option satisfies legislative requirements in the Emergency Management and Civil Protection Act and Ontario Regulation 380/04.

BACKGROUND

In Ontario, all municipalities and Provincial Ministries are required to implement and maintain an emergency management program through the Emergency Management and Civil Protection Act (EMCPA) and Ontario Regulation 380/04. Part of this program is to have an Emergency Plan. Overall, the rationale behind these requirements is to protect life, property and the environment by aligning municipal response with a standardised Provincial framework.

In February of 2020, By-Law No. 2020-05 was enacted. Contained within that by-law were the necessary appointments and establishing authorities to meet the requirements of the EMCPA. Specific municipal staff positions were assigned to various roles, mandated positions under the Act were filled, and committees or groups received official designation.

Moving forward from the organizational review conducted in 2023 and implemented in 2024, the responsibility for the emergency management program has shifted to the department of Legislative and Information Services under the Coordinator, Protective Services role. While substantially similar in principle, the new proposed by-law provides for updates in organizational structure and legislative requirements.

Among other revisions, the proposed by-law officially appoints the Coordinator, Protective Services to the Community Emergency Management Coordinator position. This appointment is a legislated requirement contained within the EMCPA. Once appointed, the Protective Services Coordinator will be authorized to make updates and revisions to the Township's emergency management program as required to meet the annual compliance audit.

FINANCIAL IMPLICATIONS

There is no additional increase in costs associated with the new emergency management program and plan by-law. All cost have already been incorporated into the Township's 2025 annual budget with the Emergency Program budget.

ANALYSIS/OPTIONS

Option 1 – Recommended

1. That Council pass a by-law establishing an emergency management program and plan that is reflective of the new organizational structure. This option satisfies legislative requirements in the Emergency Management and Civil Protection Act and Ontario Regulation 380/04.

Option 2 – Not Recommended

2. That Council does not pass a By-law establishing an emergency management program and plan at this meeting, instead, deferring a decision to a later date. This would not allow for changes in the organizational structure to be realised until a new by-law is enacted.

Option 3 – Not Recommended

3. That Council does not pass a By-law establishing an emergency management program and plan. This would impact the Township's ability to effectively conduct an emergency management program adhering to Provincial standards.

STRATEGIC PLAN

This direction is in alignment with the following Strategic Priorities contained within our Strategic Plan:

- Sustainable & Cost-Effective Services
 - Leadership & Communications
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CONCLUSION

It is recommended that Council formally adopt the changes to the Emergency Management Program through a by-law. This will allow full scope of authority for the Coordinator, Protective Services to assume the role of Community Emergency Management Coordinator and continue with annual compliance duties.

Respectfully Submitted,

I concur with this report
and recommendation,



Liam Thompson
Coordinator, Protective Services



Shauna Lehtimäki
Director, Legislative &
Information Services



John MacKinnon, P.Eng.
CAO

ATTACHMENTS

1. Draft By-law to Adopt an Emergency Management Program and Plan
2. West Parry Sound 2018 Emergency Plan (Schedule "A" to By-law)

Note: The Annexes to the Emergency Plan are updated annually and are not included in the document before Council as they contain information that is not for public consumption (confidential) whereas the Emergency Plan is a public document.

