

The Township of The Archipelago

Information Report to Council

Report No.: DLIS-2025-06

Date: July 17, 2025

Originator: Joe Villeneuve, Manager IT and Innovation, CEMC

Subject: Emergency Management and Civil Protection Act (EMCPA) Compliance

EXECUTIVE SUMMARY

The Township of The Archipelago (The Archipelago) has a responsibility under the Emergency Management and Civil Protection Act to review its Community Emergency Response Plan on an annual basis and, as appropriate, update the plan.

Under this same legislation, municipalities must meet minimum standards annually to ensure full regulatory compliance. The Archipelago has received notice that it is in full compliance with all 13 criteria for the Essential Level Emergency Management program for 2024.

BACKGROUND

HISTORY:

The Emergency Management and Civil Protection Act (EMCPA) and Ontario Regulation 380/04 require that all Ontario municipalities and Provincial ministries implement and maintain an emergency management program.

Collectively, these statutory requirements established under the EMCPA, specify how municipalities must prepare for and respond to emergency situations within their jurisdictions. The Province conducts annual oversight to ensure municipalities comply and are well prepared for emergencies. Emergency Management Ontario (EMO) developed a reporting process for municipalities to provide evidence of their annual compliance activities. Upon completing the process, an officer from EMO audits the Emergency Management Program to ensure compliance with legislated requirements and returns the audit findings to the Head of Council (see Appendix I).

The Community Emergency Management Coordinator (CEMC) is responsible for completing the Emergency Management Program's Annual Compliance Checklist and Annual Statement of Completion, with key compliance aspects presented to the Council for their awareness. Currently, the responsibilities of the CEMC are held by the Manager of IT and Innovation. Council will receive a subsequent recommendation report this month to approve a new by-law establishing a revised emergency management program and plan that aligns with The Archipelago's new organizational structure and appoints a new CEMC.

PURPOSE OF REPORT:

The purpose of this report is to provide Council with an update on the actions taken by the Township of The Archipelago to meet the annual requirements of the Emergency Management and Civil Protection Act and Ontario Regulation 380/04 for the year 2024.

FINANCIAL IMPLICATIONS

Costs associated with implementing the Township of The Archipelago Emergency Management Program initiatives and meeting compliance were included in the 2024 budget and were within budget.

ANALYSIS

The Township has undertaken initiatives in 2024 to ensure compliance with the Emergency Management and Civil Protection Act and Ontario Regulation 380/04. The province provides oversight on municipal compliance, and municipalities must conduct an annual review of their Emergency Management Program to ensure that all mandatory activities have been conducted. At The Archipelago, the Community Emergency Management Coordinator (CEMC) is responsible for coordinating the activities needed to achieve compliance for 2024 and to certify the process.

The Archipelago has enacted bylaws to establish an Emergency Program and adopt an Emergency Plan. This plan, grounded in the Incident Command Structure (ICS), serves as a joint framework employed by area municipalities to effectively manage incidents and emergencies. Staff members have received certification training in the ICS framework. Moreover, Township staff, along with personnel from neighboring municipalities, consistently train and practice together, emphasizing the ICS structure and coordinated response to significant events.

Emergency Response Plan:

Each municipality must develop and evaluate its Emergency Response Plan annually. The Plan is a strategic plan for support, management and assistance in the event of an emergency. Any emergency response is coordinated by the Township's Emergency Control Group (ECG) and the Control Group is comprised of senior Township employees.

The Plan has been reviewed, modifications made and ultimately circulated to the relevant staff. The Plan includes updated (?) Hazard Identification and Risk Assessment (HIRA), Critical Infrastructure (CI), and Community Risk Profile.

Annual Exercise and Training:

Each municipality is required to provide a minimum of four hours of training annually to members of the Emergency Control Group and other designated municipal staff. These training exercises are designed to simulate potential emergencies relevant to the municipality's specific threats and risks, enabling participants to role-play and enhance their preparedness for actual emergency situations.

On November 28th, 2024, members of the Emergency Control Group engaged in a collaborative emergency exercise with neighbouring municipalities. This full-day event focused on various aspects of emergency response, including a half-day of presentations and training, followed by a half-day mock emergency response exercise. These activities successfully meet the annual training requirements.

Additionally, in 2024, the Township's Emergency Control Group convened and debriefed on an incident (the 2023 Boxing Day snow accumulation event). The CEMC, Information Officer, and/or members of the ECG participated in the following events.

- May 7-9th - **Emergency Management Ontario virtual training even "Exercise Heatwave"**.
- June 4th – Lakes Sector Spring Meeting
- Emergency Preparedness Grant (\$50,000)
- July 11th – Test and Training new Portable Fire Pump
- Tuesday July 16th – WPS area CEMC/EMO Field Officer meeting
- 3 lunch and learn workshops (July23 – 211 system, Aug7 – TTX in a box, Aug21 – shared CEMC)
- September 9th – Lakes Sector Fall Metting
- Prepare and Plan for Regional Awareness Training Exercise
- November 28th – Regional Awareness and Training Exercise

Public Education on Emergency Preparedness:

The Public Education and Awareness Program concentrate efforts on risks to public safety and personal preparedness for emergencies. The focus of personal preparedness is self-sufficiency for 72 hours. Staff participated in Emergency Preparedness Week (May 05- 11, 2024) by highlighting pertinent information on the Township website and ongoing distribution of Emergency Preparedness via social media.

STRATEGIC PLAN


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

- Sustainable & Cost-Effective Services
- Leadership & Communications

CONCLUSION

That Council acknowledges and confirms that the Township of The Archipelago has fulfilled all requirements under the Emergency Management and Civil Protection Act per the provided letter of confirmation from the Ministry of Emergency Preparedness and Response dated June 30th, 2025.

Respectfully Submitted,



Joe Villeneuve
Manager, IT and Innovation, CEMC



Liam Thompson
Coordinator, Protective Services, Alt CEMC

I concur with this report
and recommendation,



Shauna Lehtimäki
Director, Legislative &
Information Services



John MacKinnon, P.Eng.
CAO

ATTACHMENTS

1. *Township of The Archipelago-Compliance results-2024.pdf*