



STAFF REPORT

Meeting Date: November 25, 2024

Title: 2024 Municipal Emergency Management Program

Prepared By: Fire Chief Chris Wood

Department: Dryden Fire Service

Report Number: Fire-2024-002

Recommendation:

It is respectfully recommended.

- 1.1 That Council adopt, through by-law, the City of Dryden 2024 Municipal Emergency Management Program;
- 1.2 That the members of the City of Dryden Emergency Management Program Committee be re-appointed by Council as recommended in this report;
- 1.3 That the members of the City of Dryden Municipal Emergency Control Group be re-appointed by Council as recommended in this report;
- 1.4 And that the City of Dryden primary and alternate Emergency Information Officers be appointed by Council as recommended in this report.

Background:

This section of the report will identify the program components and provide an update on the City of Dryden's progress in meeting the compliance requirements.

The fifteen core components required for compliance include:

- 1) Designation of a Community Emergency Management Coordinator (CEMC)
 - The City of Dryden has one primary CEMC (Chris Wood) appointed by Council through by-law 2021-64 on June 28, 2021. In addition, Ryan Robertson, through by-law 2021-95 has been appointed as alternate community Emergency Management Coordinator.

- 2) The CEMC has completed the required training.
 - Dryden's primary CEMC has been provincially trained and certified. The primary CEMC has completed the five training programs mandated by the Provincial Chief of Emergency Management. Although not a mandated requirement, the alternate CEMC will also complete the training and certification as the courses become available.

- 3) There has been the formation of an Emergency Management Program Committee
 - As part of this report, the CEMC is recommending that Council appoint the following individuals to the Emergency Management Program Committee:
 - CAO Roger Nesbitt
 - Council Representative Catherine Kiewning
 - CEMC Chris Wood (Chair)
 - Alternate CEMC Ryan Robertson
 - Treasurer Steve Lansdell-Roll
 - Director of Public Works Blake Poole

- 4) The municipality has a current by-law adopting its Emergency Management Program
 - The purpose of this report is to enact a by-law that will adopt the City of Dryden 2024 Emergency Management Program and meet this legislated requirement.

- 5) The municipality's community risk profile has been reviewed
 - The Emergency Management Program Committee reviewed the community risk profile in 2023. Only minor housekeeping is recommended for 2024.

- 6) The municipality has developed an approved Emergency Response Plan
 - The City of Dryden Emergency Response Plan has been reviewed by the Emergency Management Program Committee in 2024. The emergency response plan underwent a significant revision in 2020, and only minor housekeeping amendments are recommended for 2024. That revised plan

will be presented to Council in a separate staff report for adoption through by-law.

- 7) The municipality's by-law adopting its Emergency Response Plan is current
 - The staff report presenting the revised emergency response plan will result in a by-law adopting the City of Dryden Emergency Management Program and Emergency Response Plan in one by-law and meeting this legislated requirement.
- 8) The municipality has designated an appropriate Emergency Operations Center (EOC)
 - The City of Dryden has designated an appropriate primary Emergency Operations Center (EOC). A designated alternate EOC also ensures a functional EOC is available if the primary EOC is unavailable.
- 9) The municipality's Emergency Operations Center has an appropriate communication system
 - The communication system within the EOC currently meets the needs of the Emergency Control Group and the EOC support staff.
- 10) The municipality has identified its critical infrastructure
 - The Emergency Management Program Committee reviewed the critical infrastructure identification in 2023. The critical infrastructure identification underwent a significant revision in 2020, and only minor housekeeping issues are recommended for 2024.
- 11) There has been annual training provided to the Municipality's Emergency Control Group and Emergency Operations Center support staff
 - The Emergency Control Group members were provided training on October 7, 2024, focusing on individual Municipal Emergency Control Group and Emergency Operations Centre positions.
- 12) The Municipal Emergency Control Group and Emergency Operations Center support staff have conducted an annual exercise
 - There was an exercise held on October 7, 2024 (a severe winter storm and power outage) where Municipal Emergency Control Group members and EOC support staff were required to function as a group to manage a mock emergency in accordance with their roles & responsibilities.
- 13) Individual(s) have been identified to act as the Emergency Information Officer
 - As part of this report, the CEMC is recommending that Council appoint the following individuals as Emergency Information Officers:
 - Primary Emergency Information Officer- Laina Smith
 - Alternate Emergency Information Officer-Tyler Peacock

- 14)The municipality had developed and implemented an Emergency Management public awareness program
- The public awareness and education program has been continually active throughout 2024, predominantly focused on public messaging through the city website and Dryden Fire Service social media sites. Education was also provided at multiple in-person and virtual events.
 - The Voyent Alert public notification system was also promoted across all media channels.
- 15)The municipality has conducted an annual review of the Community Emergency Management Program
- The Emergency Management Program Committee reviewed the City of Dryden Emergency Management Program, and only minor housekeeping issues are recommended for 2024.

Additionally, as part of this report, the CEMC is recommending that Council re-appoint the following positions to the Municipal Emergency Control Group:

- Head of Council (Mayor and two designates)
- Chief Administrative Officer (CAO)
- Primary Community Emergency Management Coordinator (CEMC)
- Director of Public Works
- Treasurer
- Clerk

All other positions and resources that may be required, depending on the type or scope of the emergency, to assist with managing the emergency would be requested by the Municipal Emergency Control Group to assist at the Emergency Operations Centre. Staff recommend that Council accept this report and its subsequent by-law and make the recommended appointments within this report related to the municipal emergency management program.

Financial Implications: N/A

Current Budget Allocation: N/A

Account #: N/A

Attachments (Reference Material):N/A