

## **Municipality of Chatham-Kent**

### **Finance, Budget, Information Technology & Transformation**

#### **Information Technology & Transformation**

**To:** Mayor and Members of Council  
**From:** Catherine Fitzgerald, Director, Information Technology & Transformation  
**Date:** December 9, 2024  
**Subject:** Mutual Aid Agreements

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#### **Recommendation**

It is recommended that:

1. The Director, Information Technology & Transformation and Director, Legal Services be authorized to enter into Information Technology related mutual aid agreements with other municipal organizations.

#### **Background**

Disruption to information technology can have a significant impact on business continuity. The ability of the organization to rapidly respond and restore technology in the event of a disruption is critical to resuming normal service to customers and citizens of Chatham-Kent.

Mutual aid agreements help municipalities augment resources in the event of an emergency. An information technology mutual aid agreement is a tool to complement the Municipality of Chatham-Kent's capabilities to prepare, respond and recover from an information technology disruption, both natural or human-made.

An executed Mutual Aid Agreement provides a pre-approved framework for municipalities to request assistance or aid others. The agreement addresses issues such as insurance and liability in the event of an assistance request, or in aiding another organization. The provision of support is voluntary, and the Municipality of Chatham-Kent would have complete discretion as to the ability and type of mutual aid we provide or request in the event of an incident.

The Ontario Municipal Information Systems Association has developed a Mutual Aid Agreement Template that is being used by Ontario Municipalities and would be the basis for all mutual aid agreements executed by the Municipality of Chatham-Kent.

## **Comments**

The Corporation of the Town of Tecumseh has requested the Municipality of Chatham-Kent enter into a Regional Mutual Aid Agreement with the City of Windsor, County of Essex, the seven lower tier municipalities within the County of Essex, and the Township of Pelee Island. The mutual aid agreement recognizes the benefit of making pre-arrangements for support and collaboration in the event of a major incident that disrupts technology.

The types of mutual aid that would be provided or requested include provision of personnel, equipment, and other materials needed to assist an organization in responding to an information technology disruption. The mutual aid agreement does not include any personnel, services, equipment, or materials from an organization's Fire Service, including Emergency Operations services.

The Municipality of Chatham-Kent has discretion to request or provide assistance and is not obligated to respond. A request or acceptance for mutual aid requires the approval of the Chief Administrative Officer or delegate.

The responding party can identify a daily expense associated with the provision of mutual assistance. Any specific costs must be agreed to in writing before being provided.

The Municipality of Chatham-Kent may consider other neighbouring municipalities to enter into a mutual aid agreement. Approval of the recommendation of this report would allow administration to consider and execute additional agreements. An annual report of active Information Technology Mutual Aid agreements will be provided to Council.

Information Technology Mutual Aid agreements for municipalities are relatively new. Administration will continue to monitor the effectiveness of mutual aid agreements when and if they are activated, both for Chatham-Kent and between other municipalities.

If the Municipality of Chatham-Kent receives or requests assistance under an information technology mutual aid agreement, a report will be provided to Council summarizing the duration, impact, and cost of the specific mutual aid engagement in alignment with Emergency Purchases Section 124 of the Municipal Purchasing By-law 205-2023.

## **Council Term Priorities**

This report supports the following Council Term Priorities:



Deliver Excellent Service	Promote Safety & Well-Being	Grow Our Community	Ensure Environmental Sustainability
2a, 2c			

**Consultation**

The Director, Legal Services was consulted regarding the mutual aid agreement.

**Communication**

Communication is proposed to be through the inclusion of this report on the Council agenda and minutes.

**Diversity, Equity, Inclusion and Justice (DEIJ)**

This report does not have implications related to diversity, equity, inclusion or justice.

**Financial Implications**

In the event of a request or response to mutual aid, approvals for any personnel, services, equipment, or materials costs will align with the municipal Purchasing By-law 205-2023 Emergency Purchases Section 124. A summary report of the costs will be provided to Council upon conclusion of the engagement.

Prepared by: Catherine Fitzgerald, Director, Information Technology & Transformation

Reviewed by: Gord Quinton, MBA, CPA, CGA, Chief Financial Officer, Treasurer

Consulted and confirmed the content of the consultation section of the report by:

Dave Taylor, Director, Legal Services

Attachment: The Corporation of the Town of Tecumseh By-Law Number 2024-080