



REPORT

REPORT TO: Chair & Members of the Community and Corporate Affairs Committee

REPORT FROM: Harry Olivieri, Commissioner and Fire Chief,
Community Emergency Management Coordinator

DATE: November 1, 2018

REPORT NO.: FIRE 2018-0002

RE: Update of the Town of Halton Hills Municipal Emergency Response Plan

RECOMMENDATION:

THAT Report No. FIRE 2018-0002 dated November 1, 2018 regarding Update of the Town of Halton Hills Municipal Emergency Response Plan be received;

AND FURTHER THAT the Town of Halton Hills Community and Corporate Affairs Committee support the adoption of the revised Town of Halton Hills Municipal Emergency Response Plan dated November 1, 2018 and proposed by-law (see Appendix A);

AND FURTHER THAT the Town of Halton Hills Fire Department Community Emergency Management Coordinator (CEMC) continue with the given responsibility to update and provide revisions to the Appendices of the Municipal Emergency Response Plan as applicable.

BACKGROUND:

The Emergency Management & Civil Protection Act R.S.O. 1990 enables municipalities to invoke planning measures to mitigate emergencies caused or created by forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions threatening public safety, public health, the environment, property, critical infrastructure and economic stability.

The first Town of Halton Hills Emergency Response Plan (ERP) was created in 1986. The ERP has been revised several times since with the most recent adopted in January 2011 through By-law 2011-0038. The plan has gone through annual reviews to ensure it continues to address the needs of the community.

COMMENTS:

During the post incident review of the November 2017 Emergency Exercise one of the action items directed the Community Emergency Management Coordinator (CEMC) to ensure all Emergency Response Binders of the Emergency Control Group (ECG) & Emergency Support Group (ESG) be updated appropriately where necessary.

While conducting this task a complete review of the ERP and its Appendices was also undertaken. It was found that changes in the Corporations organizational structure needed to be reflected in the Plan to ensure responsibilities are appropriately allocated. Examples of these changes include such items as “Director of Engineering, Public Works and Building Services” changed to “Commissioner of Transportation and Public Works” and “Director of Finance and Treasurer” changed to “Commissioner of Corporate Services” to name a few.

Another change included the removal of three Regional staff positions from the ECG; Director of Emergency Medical Services, Commissioner of Social and Community Services and, Commissioner and Medical Officer of Health. This change was made at the request of the Regional CEMC as they are already members of the Regional Emergency Control Group. The Halton Hills ERP is written so that should there be a need for their assistance in our Emergency Operation Centre a request can be made for their services.

Staff has made the appropriate changes to titles and responsibilities in the November 2018 ERP. No other changes were made to the operational components of the Plan. In addition, Appendices of the ERP were also updated to ensure similar updates are incorporated. Such an example would be in “Appendix B – Contact List”. Title changes and contact information were appropriately updated to ensure the appropriate staff can be contacted in the event that the ECG or ESG members need to be assembled.

Due to the aforementioned changes to the ERP the Emergency Management & Civil Protection Act requires that Council pass a By-law adopting the updated Plan. Appendices of the plan may be updated by the CEMC and/or Town staff as necessary without the approval of Council.

RELATIONSHIP TO STRATEGIC PLAN:

The contents of this report support the Strategic Direction under H; “Provide Sustainable Infrastructure and Services – Goal – to maintain and enhance community infrastructure and services that support our quality of life” and, Strategic Objective H 3; “To maintain adequate fire and emergency management services

FINANCIAL IMPACT:

There is no financial impact on the budget.

CONSULTATION:

The CEMC the Emergency Management Ontario District Officer and Regional CEMC were consulted throughout the process of revising the updates to the Municipal Emergency Response Plan. At the time of our 2018 review the Emergency

Management Ontario District Officer was supportive of the proposed amendments and that we were forwarding the updated plan to Council for approval.

PUBLIC ENGAGEMENT:

There is no public engagement impacts to this report.

SUSTAINABILITY IMPLICATIONS:

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life. The relationship between this report and the Strategy is summarized below:

This initiative aligns with the Town's Sustainability Strategy Pillar; "Social Well-being." Having a strategy to advise and protect the community should an emergency occur, assists in maintaining a safe community.

COMMUNICATIONS:

With Committee & Council approval a copy of the revised Municipal Emergency Response Plan will be forwarded to Emergency Management Ontario, Regional Municipality of Halton, City of Burlington, Town of Milton and Town of Oakville for information purposes.

CONCLUSION:

The purpose of providing an updated plan is to allow the Municipality the avenue to consistently address the changing needs of the Corporation and emergency planning. The revised Municipal Emergency Response Plan meets the requirements of the Emergency Management and Civil Protection Act R.S.O. 1990 as amended and provides Council and staff with a plan for the efficient deployment of services and personnel to effectively respond to emergency situations within the Town of Halton Hills, enhancing our service capabilities and protecting our citizens.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read 'H. Olivieri', with a stylized, sweeping flourish at the end.

Harry Olivieri, Chief & Commissioner of Fire Services

A handwritten signature in black ink, appearing to read 'Brent Marshall', written in a cursive, flowing style.

Brent Marshall, CAO