



## REPORT

**REPORT TO:** Community and Corporate Affairs Committee

**REPORT FROM:** Harry Olivieri, Commissioner and Fire Chief

**DATE:** November 6, 2019

**REPORT NO.:** RPT-FIRE-2019-0004

**RE:** Emergency Planning Program Update

### RECOMMENDATION:

That Report FIRE-2019-004 dated November 6, 2019 regarding the Emergency Management Program Update be received.

### BACKGROUND:

The Emergency Management and Civil Protection Act, and Ontario Regulation 380/04 require municipalities to perform specified activities on an annual basis to maintain compliance with legislated standards.

Each year the local Community Emergency Management Coordinator (CEMC) is required to keep record of all activity of the municipalities' Emergency Management Program. Prior to the end of the year, the CEMC will complete an Annual Maintenance Checklist that verifies we have met our obligations. This document is then forwarded to The Office of the Ontario Fire Marshal and Emergency Management (OFMEM) along with a Statement of Completion signed by the Mayor and CEMC.

### COMMENTS:

The members of the Emergency Management Team are working to complete the annual requirements and ensure the appropriate documents have been filed with the OFMEM for the 2019 year. The following is a list of completed and upcoming items of our 2019 program:

#### 1. Community Emergency Management Coordinator Designation

Required courses and certifications are in place for our three CEMC designates. Bryce Marshall as Deputy Chief has now been assigned the role of Primary CEMC, with Deputy Chief Bruce Morrison and myself as Alternates.

**2. Emergency Management Program Committee**

The legislation requires we maintain a program committee. This role is filled by the Corporate and Community Affairs Committee.

**3. An Emergency Management Program and By-Law adopting the program**

The Town Emergency Management Program and the Town Emergency Response Plan have been adopted by Committee and Council through By-Law 2018-0069. This most recent by-law included an updated Emergency Response Plan dated January 2018.

**4. Maintaining an Emergency Operation Centre (EOC)**

The Town continues to maintain the primary EOC in the Headquarters Fire Station. Our alternate EOC continues to be at the Regional Centre. Equipment, emergency plans, supporting documents, maps etc. were reviewed to ensure they are up to date and functional. Work has commenced on implementing an EOC in the Acton station and is expected to be completed in 2020. Once complete, this will eliminate the need of the Regional Centre as our alternate location.

**5. Community Risk Profile and Critical Infrastructure Identification**

The Community Risk Profile is a list of potential hazards that exist in our community; while Critical Infrastructure Identification provides us a list of infrastructure in our community that could be a concern, should they be impacted during an emergency event. The Critical Infrastructure List has been reviewed and updated as necessary but the Community Risk Profile requires an in-depth review as has been mandated by OFMEM.

To complete this task a workshop has been planned for November 25<sup>th</sup>, 2019 at 1:30 p.m. where members of the Emergency Control Group (ECG) and Emergency Support Group (ESG) will work on assessing OFMEM suggested Risk Profiles and determining the appropriate Community Risk Profiles for our municipality based on risk and probability assessments. The session is in two parts with a training session first and then the workshop to follow.

**6. Annual Training and Exercises**

There is a requirement to hold a minimum of one training event and exercise each calendar year. This year's training and exercise will take place as a combined event on the morning of December 6<sup>th</sup>, 2019 commencing at 8:30 a.m. The day's event will start with a complete review of the Emergency Response Plan and appendices followed by a table top exercise.

At the 2018 training and exercise events the attendees recommended that alternates of the ECG and ESG members have an opportunity to experience an exercise and learn first-hand their roles and responsibilities should they be called to the EOC. With this direction, all alternates have been invited.

Climate change is a national, provincial and local concern. Locally, Halton Hills has not been immune to weather related events. Extreme winds, ice storms,

heavy rains as well as ice build-up and flooding along the Credit River over the last few years have impacted our community and therefore make it appropriate to conduct an exercise dealing with a weather related event. This year's exercises will include an ice, rain and wind storm event that affects Acton and Georgetown, and impacts such things as hydro, accommodations, transportation, flooding and emergency responses.

## **7. Public Education**

We continue to promote emergency preparedness during Emergency Preparedness Week which occurred this year from May 5<sup>th</sup> to 11<sup>th</sup>. This year's theme "Are You Ready" included messages of "Know the Risks", "Make a Plan", and "Get an Emergency Kit".

Information was provided to the community through media releases, social media posts, messaging to schools, displays in the community, personal appearances, as well as station marquees and in and around the community.

## **8. Emergency Information Officer (EIO)**

Legislation requires an EIO be appointed. The role of EIO has been assigned to Alex Fuller, Manager of Corporate Communications.

### **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 the Strategic Objective "H.3 To maintain adequate fire and emergency management services".

### **FINANCIAL IMPACT:**

Any costs associated with the 2019 Emergency Management Program are covered within the 2019 Operational and Capital Budgets.

### **CONSULTATION:**

The OFMEM Field Advisor for our area has been consulted on our 2019 program initiatives.

### **PUBLIC ENGAGEMENT:**

There are no public engagement implications.

### **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 recommendation outlined in this report is not applicable to the Strategy's implementation.

### **COMMUNICATIONS:**

The annual reporting documents will be forwarded to OFMEM upon completion of the program.

**CONCLUSION:**

Staff have worked to fulfill the mandatory requirements of the Emergency Management and Civil Protection Act and Ontario Regulation 380/04. Once our 2019 program is complete the appropriate documentation, indicating our compliance to the requirements of the Act and Regulation and will be forwarded to OFMEM.

Staff will continue to promote emergency preparedness in our community and ensure that our municipal resources and staff are ready to respond to an emergency in our community.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read 'H Olivieri', with a long horizontal stroke extending to the right.

Harry Olivieri, Chief & Commissioner of Fire Services

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

Brent Marshall, Chief Administrative Officer