



Staff Report for Committee of the Whole Meeting

Date of Meeting: June 7, 2023

Report Number: SRCS 23.06

Department: Community Services
Division: Fire and Emergency Services

Subject: **SRCS.23.06 Emergency Management Program**

Purpose:

To enact a by-law confirming Council approval of an updated emergency management program.

Recommendation(s):

- a) That SRCS 23.06 regarding the City's Emergency Management Program be received.
- b) That the Emergency Management Program and Emergency Plan By-law No. 47-23, attached to Staff Report SRCS.23.06 as Appendix 1, be enacted.
- c) That the approved 2023 Emergency Plan (Schedule "A" to By-law No. 47-23) be posted on the City's website and made available to the public in hardcopy upon request.

Contact Person:

Douglas Ritchie, Community Emergency Management Coordinator, phone number 905-780-2894

Bryan Burbidge, Fire Chief, phone number 905-780-2897

Report Approval:

Submitted by: Tracey Steele, Commissioner of Community Services

Approved by: Darlene Joslin, City Manager

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Background:

The *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 (the “Act”) requires that every Ontario municipality develop, adopt by by-law, and implement an emergency management program that consists of:

- an emergency plan;
- training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- public education on risks to public safety and on public preparedness for emergencies; and
- any other element required by the standards for emergency management programs set out in regulations made under the Act.

The Emergency Management Program requirement is intended to ensure that municipalities are prepared to respond to emergencies and disasters effectively. The Act specifies that, in developing an emergency management program, a municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies, and identify the facilities and other infrastructure that are at risk of being affected by emergencies.

Ontario Regulation 380/04 under the Act requires that, as part of their emergency management program, every municipality shall also:

- designate an emergency management program co-ordinator to co-ordinate development and implementation of the emergency management program,
- have an emergency management program committee that advises Council on the development and implementation of the emergency management program and conducts an annual review of the program,
- have a municipal emergency control group (MECG) comprised of officials or employees of the municipality and members of Council appointed by Council (the primary role of the MECG is to direct the municipality’s response in an emergency, including implementation of the municipality’s emergency plan),
- establish an emergency operations centre to be used by the MECG in an emergency,
- designate an employee as its emergency information officer who will act as the primary media and public contact for the municipality in an emergency, and,
- include an emergency response plan within their emergency plan that assigns responsibilities to municipal employees (by position) and sets out procedures for notifying members of the MECG in the event of an emergency.

The emergency plan component of the emergency management program is intended to provide a framework for the coordinated response of the MECG, all levels of government, emergency responders, and community partners in the event of a disaster

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or emergency situation. The Act requires that municipalities review and, if necessary, revise their emergency plans every year. Additionally, the emergency plan must be approved by Council and copies of the plan must be made available to the public.

Richmond Hill's existing emergency management program and emergency plan were approved in 2010 (By-law No. 46-10) and the 2010 Emergency Plan effectively guided the City's response to the Covid-19 pandemic. Over the last year, the Emergency Plan has been reviewed and updated to reflect lessons learned from the Covid-19 pandemic and to respond to advances in communication and technology, and changes in the City's organizational structure. As a result of the review, By-law No. 47-23 (attached to this report as Appendix 1) includes a 2023 Emergency Management Program and Emergency Plan recommended for approval.

Financial/Staffing/Other Implications:

Although there are no direct Financial or Staffing related implication attached to this report it should be noted that a situation or an impending situation whereby an emergency may exist there will be a tremendous burden on city staffing and financial resources to mitigate that emergency.

Relationship to the Strategic Plan:

Goal One: Strong Sense of Belonging in Richmond Hill

By adopting this new By-law, we will increase the integration of the Emergency Management Program through the development of employee's knowledge, skills and ability within the realm of Ontario's emergency management doctrine to better serve our diverse community and to meet annual compliance.

Goal Two: Balancing Growth and Green in Richmond Hill:

This new By-law will strengthen our Emergency Management Program, not only to ensure compliance under the Act, but also to bring the City of Richmond Hill Emergency Management Program in line with industry best practices.

Climate Change Considerations:

Climate change presents new risks and challenges some of which are identified in the annual Hazard Identification and Risk Assessment (HIRA) 2022. A comprehensive approach which includes elements of the City's Emergency Management Program are an integral component in promoting a more resilient Richmond Hill and the addressing risks of an evolving climate landscape.

Conclusion:

The *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 (the "Act") requires that every Ontario municipality develop, adopt by by-law, and implement an

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emergency management program that consists of and emergency plan, training programs and exercises, public education and various other elements as required by regulations. The emergency management program requirement is intended ensure that municipalities are prepared to respond to emergencies and disasters effectively.

The Act requires that municipalities review and, if necessary, revise their emergency plans every year. Additionally, the emergency plan must be approved by Council and copies of the plan must be made available to the public. By-law No. 47-23 (attached to this report as Appendix 1) includes a 2023 Emergency Management Program and Emergency Plan recommended for approval.

Attachments:

The following attached documents may include scanned images of appendixes, maps and photographs. All attachments have been reviewed and made accessible. If you require an alternative format please call the contact person listed in this document.

- Appendix 1 – Emergency Management Program and Emergency Plan By-law No. 47-23

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Report Approval Details

Document Title:	SRCS 23.06 Emergency Management Program Final BB_smh.docx
Attachments:	- Appendix 1 - Emergency Plan 2023 - Accessible May 31 2023.pdf
Final Approval Date:	May 31, 2023

This report and all of its attachments were approved and signed as outlined below:

Bryan Burbidge - May 31, 2023 - 12:07 PM

Tracey Steele - May 31, 2023 - 12:08 PM

Darlene Joslin - May 31, 2023 - 12:41 PM