



Date: November 27, 2023

To: Mayor and Council

Author: Jason Suchiu

RE: Emergency Management Program and Emergency Response Plan

Report No.:

RECOMMENDED ACTION

1. That the Kingsville Emergency Management Program and Emergency Response Plan **BE APPROVED**, as submitted; and,
2. That By-law 74-2023 being a by-law to adopt an Emergency Management Program and Emergency Response Plan governing the provisions of necessary services during emergencies be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

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;
- 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 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. 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.

DISCUSSION

The emergency plan component of the emergency management program is intended to provide a framework for the coordinated response of the MECG, emergency responders, and community partners in the event of a disaster or emergency situation. The Act requires that municipalities review and, if necessary, revise their emergency plans every year.

The Town's emergency response plan was revised and approved in 2022 (By-law 27-2022) which is the initial framework update for the emergency management program. Over the last year, the lessons learned from the weather events dealt with by the town has assisted in developing a comprehensive emergency management program. As a result of the review, By-law 74-2023 (attached to this report) includes the 2023 Emergency Management Program and Emergency Plan recommended for approval.

FINANCIAL CONSIDERATIONS

Although there are no direct financial or staffing attached to this report it is worth noting that in the event that a significant emergency situation exists, there will be a tremendous burden on town staffing and financial resources to mitigate that emergency.

ENVIRONMENTAL CONSIDERATIONS

None

CONSULTATIONS

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REVIEWED BY: _____

John Norton

John Norton, CAO