

To: COUNCIL

Meeting Date: 11/5/2024

Subject: **Emergency Management By-law and Emergency Response Plan Revision**

Submitted By: Rob Martin, Fire Chief

Prepared By: Gina Cliffe, Assistant Deputy Fire Chief

Report No.: 24-064-CRS

File No.: 2024-FIR-09

Wards Affected: All Wards

RECOMMENDATION(S):

THAT Report 24-064-CRS Emergency Management By-law and Emergency Response Plan Revision be received;

AND THAT By-law 179-17 be amended;

AND FURTHER THAT report 24-064-CRS - Appendix B The Emergency Management Program By-law, be passed to enact the revised Emergency Management Program & Emergency Response Plan.

EXECUTIVE SUMMARY:

Purpose

- Council to approve a revised City of Cambridge Emergency Management Program & Emergency Response Plan.

Key Findings

- Municipalities are required to review and, if necessary, revise their emergency management program and emergency plan annually.
- The Region of Waterloo updated the Region of Waterloo Emergency Response Plan.
- The City of Cambridge updated the City of Cambridge Emergency Response Plan to align with the Region of Waterloo Emergency Response Plan.

Financial Implications

- There are no financial implications.

STRATEGIC ALIGNMENT:

Strategic Action

Objective(s): RESILIENCY - Use a future-oriented, proactive approach to climate action and emergency preparedness

Strategic Action: Prepare for emergency prevention and recovery

OR

Core Service

Program: Emergency Planning

Core Service: Emergency Planning Programs

The City of Cambridge Emergency Management staff and Emergency Management Program Committee continuously work with community partners to enhance the Emergency Management Program which enables a healthy and resilient community, creating a safe place to work and live.

BACKGROUND:

The City's community emergency management program is governed by three pieces of legislation - the Provincial Emergency Management and Civil Protection Act (EMCPA), the Standards Regulation under that Act and the City of Cambridge Emergency Management By-law. Compliance with these legislations forms the foundation of the emergency management program, upon which all other aspects of the program are built. Furthermore, municipalities are required to review and, if necessary, revise their emergency management program and emergency plan annually as per Section 3 (6) of the Emergency Management and Civil Protection Act. The Emergency Management Program Committee, the body responsible for oversight and direction of the Emergency Management Program as required by Ontario Regulation 380/04, recently reviewed and updated the Emergency Management Program and Emergency Response Plan to ensure compliance set by the regulatory standards of the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9 (the "Act").

Key elements of the emergency management program include:

- Designating a Community Emergency Management Coordinator (CEMC).

- Designating an Emergency Information Officer (EIO).
- Designating employees as the Community Emergency Management Program Committee (EMPC).
- Designating employees as the Municipal Emergency Control Group (MECG).
- Adopting an Emergency Management Program by By-law.
- Completing a Hazard Identification and Risk Assessment (HIRA).
- Adopting an Emergency Response Plan by By-law.
- Designating an Emergency Operations Centre (EOC) with appropriate communications equipment.
- Identifying Critical Infrastructure.
- Providing annual training for the MECG members.
- Completing an annual emergency exercise for the MECG members.
- Providing a public education and awareness program.
- Performing an annual review of the Emergency Management Program

The City of Cambridge has successfully completed the 2023 compliance requirements noted above.

Council approved and enacted By-law 179-17 on November 28, 2017.

ANALYSIS:

The Emergency Management and Civil Protection Act and Ontario Regulation 380/04 require municipalities to develop, implement and adopt an Emergency Management Program including an Emergency Response Plan, by Council By-law.

The Emergency Management staff made a few changes to the Emergency Response Plan to ensure the City is meeting annual compliance and aligning with the updated Region of Waterloo Emergency Response Plan, which was approved in 2023, and other updates as required.

The proposed changes to the Emergency Response Plan and Program By-law were presented to the Emergency Management Program Committee and approved. As such, they are being presented to Council for consideration and approval.

Administration changes:

1. Changed EOC Commander to EOC Director as per Province updated IMS guidance.
2. The definition of an Emergency was moved to the beginning of the plan.
3. Changed Ministry of Community Safety and Correctional Services to Treasury Board Secretariat as Emergency Management Ontario has moved from Ministry of Solicitor General to Treasury Secretariat.
4. Amended title(s) to reflect the current organizational structure.
5. Added a paragraph in 2.4 for clarification between the local municipality and Region of Waterloo declaration.
6. Added section 3.4.3 to reflect the change made with the Region of Waterloo Emergency Response Plan. The CAO/City Manager and Mayor are not automatically part of the Regional Emergency Control Group (RECG) as stated in the previous Region of Waterloo Emergency Response Plan. The updated Region of Waterloo Emergency Response Plan states, a municipal employee and/or the Mayor (or alternate) may be added to the Regional Emergency Control Group (RECG) under the Regional Emergency Response Plan section 3.1.1.
7. Added definitions (section 10).

EXISTING POLICY / BY-LAW(S):

City of Cambridge Council enacted By-law 179-17 on December 12, 2017. The report outlines the revised by-law, Emergency Management Program and Emergency Response Plan.

FINANCIAL IMPACT:

There is no financial impact.

PUBLIC VALUE:

Collaboration:

Collaboration will involve working in partnership with internal and external partners to revise and update the by-law, Emergency Management Program and Emergency Response Plan to support the City of Cambridge employees, external agencies and partners during emergency response to ensure public safety.

ADVISORY COMMITTEE INPUT:

Advisory Committees Consulted:

Not applicable.

PUBLIC INPUT:

Posted publicly as part of the report process.

INTERNAL / EXTERNAL CONSULTATION:

The proposed revised by-law, Emergency Management Program and Emergency Response Plan is a result of the Emergency Management staff and Emergency Management Program Committee members review, the body responsible for the oversight and direction of the Emergency Management Program as required by the Act.

The Emergency Management staff work closely with representatives from Waterloo Region municipalities, Region of Waterloo, Waterloo Regional Police Service, Region of Waterloo Paramedics Services, Waterloo Regional Fire Coordinator, Grand River Conservation Authority, Cambridge Memorial Hospital and other community partners. Input from these partners supports the development and maintenance of the Emergency Response Plan, supporting plans and other emergency management planning and public education initiatives.

CONCLUSION:

The City of Cambridge Emergency Management staff collaborate with Waterloo Region Community Emergency Management Coordinators (CEMCs) as well as other community agencies and partners within the City of Cambridge on a regular basis to discuss and undertake emergency management planning initiatives. In 2023 the Region of Waterloo shared their updated Emergency Response Plan with Waterloo Region CEMCs. As a result, the City of Cambridge reviewed and revised their Emergency Response Plan, as per legislation under the Emergency Management and Civil Protection Act, to ensure the plans aligned with the Region of Waterloo Emergency Response Plan. The proposed edits to the By-law, Emergency Management Program and Emergency Response Plan, attached as Appendix A to this report, ensures that the City of Cambridge Emergency Response Plan is effective in supporting operational emergency response and community resiliency during emergencies.

The City of Cambridge will continue to collaborate with internal and external partners to ensure the City of Cambridge has a robust emergency management program.

REPORT IMPACTS:

Agreement: **No**

By-law: **Yes**

Budget Amendment: **No**

Policy: **No**

APPROVALS:

This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

Director

Deputy City Manager

Chief Financial Officer

City Solicitor

City Manager

ATTACHMENTS:

1. 24-064-CRS – Appendix A – Existing By-Law 179-17.
2. 24-064-CRS – Appendix B – Amended Emergency Management Program By-Law 179-17.
3. 24-064-CRS – Appendix C – Emergency Management Program By-law Schedule A - Cambridge Emergency Response Plan 2024.
4. 24-064-CRS – Appendix D – Emergency Management Program By-law Schedule B - Terms of Reference EMPC 2024.