

To: COUNCIL

Meeting Date: 12/5/2023

Subject: 2023 Annual Review Emergency Management Program

Submitted By: Gina Cliffe, Assistant Deputy Fire Chief

Prepared By: Gina Cliffe, Assistant Deputy Fire Chief

Report No.: 23-141-CRS

File No.: 2023-FIR-04

Wards Affected: All Wards

RECOMMENDATION(S):

THAT Report 23-141-CRS 2023 Annual Review Emergency Management Program be received as information.

EXECUTIVE SUMMARY:

Purpose

This report is to provide Council with an update on the status of the City of Cambridge's Emergency Management Program for 2023.

Key Findings

- Each year, Emergency Management Ontario (EMO) performs an annual year-end review of all municipal emergency management programs in Ontario.
- To provide Council with a summary of activities the City has undertaken to meet the annual requirements.
- The City will complete an Annual Statement of Completion form signed by the Community Emergency Management Coordinator (CEMC) and the Head of Council, declaring that the Municipality has completed the annual requirements.

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: Not Applicable

BACKGROUND:

- All municipalities in Ontario are required to establish and maintain an emergency management program in accordance with the requirements under the Emergency Management and Civil Protection Act RSO 1990 and Ontario Regulation 380/04.
- Under the Act and Regulation, the City is required to establish an Emergency Management Program Committee. This committee designs, coordinates and implements a wide variety of initiatives and ongoing activities to ensure compliance with the provincial legislation and to strengthen the Corporation's ability to prepare for, respond to, and recover from, major emergencies affecting the Corporation and the residents of Cambridge. Each year, EMO performs an annual year-end audit of all municipal emergency management programs in Ontario. The City completes an Annual Statement of Completion form signed by the CEMC and the Head of Council, declaring that the Municipality has completed the annual requirements.

ANALYSIS:

All municipalities in Ontario are required to establish and maintain an emergency management program in accordance with the requirements under the Emergency Management and Civil Protection Act RSO 1990 and Ontario Regulation 380/04. Under Regulation 380/04 Council shall receive an update on the development and implementation of the municipality's emergency management program.

This report is to provide Council with an update on the 2023 Emergency Management Program activities and status.

The City of Cambridge has undertaken many initiatives in 2023 to ensure compliance with the Emergency Management and Civil Protection Act and Ontario Regulation 380/04.

The following is a summary of the activities the City has taken to meet the annual requirements:

A. Community Emergency Management Coordinator CEMC (O. Reg. 380/04, section 10)

- All municipalities are required to designate an employee to perform the role of (CEMC). The Assistant Deputy Fire Chief is the City's designated CEMC. There are five individuals assigned as alternate CEMCs.

B. CEMC is required to complete provincial training (O. Reg. 380/04)

- The CEMC has successfully completed the provincial CEMC course and other training requirements.

C. Community Emergency Management Program Committee (EMPC) (O. Reg. 380/04, Part II Section 11)

- The City of Cambridge's EMPC is comprised of senior-level staff; the City Manager and CEMC co-chair the committee.
- The City of Cambridge has created an Emergency Management Program Committee Working Group. This group is made up of internal and external representatives that provide input and make recommendations to the Emergency Management Program Committee on corporate emergency management initiatives. The CEMC chairs this committee.
- The City's EMPC and EMPC Working Group meet as required to continue efforts to strengthen and integrate the City's Emergency Response Plan and supporting plans and documents.

D. By-law adopting the Emergency Management Program (EMCPA, Section 2.1 (1))

- City Council passed by-law 179-17 on December 12, 2017, adopting its Emergency Management Program including Cambridge Emergency Response Plan.

E. Hazard Identification and Risk Assessment HIRA (EMPCA section 2.1)

- The EMPC reviewed the City's HIRA and there were no changes made for 2023.

F. All municipalities are required to review their Emergency Response Plan and update it as required. (EMCPA section. 3, O.Reg.380/04 Part II Section 13 (1) and (2))

- The EMPC reviewed the City's Emergency Response Plan and there were no changes to the plan for 2023.
- A copy is filed with the EMO, Provincial Emergency Operations Centre and posted on the City of Cambridge website.

G. By-law to adopt the Emergency Response Plan (EMCPA Section 2.1 (1))

- The current by-law 179-17 was approved by Cambridge City Council on December 12, 2017.

H. Designated Emergency Operations Centre (EOC) with appropriate communications equipment (O. Reg. 380/04, part II section 13(1) and (2))

- The City of Cambridge has a primary and alternate EOC.
- The City's EOCs are equipped with dedicated landlines, internet, dedicated email accounts, with the capability to bring in radio communications when needed.
- Throughout 2023 the Emergency Management and Business Continuity Team improved the virtual EOC capabilities to ensure the EOC is able to activate in a hybrid virtual model if required.

I. Critical Infrastructure Identification (EMCPA s. 2.1 (3))

- The EMPC reviewed and updated the critical infrastructure list including contact information.

J. Annual training for Municipal Emergency Control Group (EMCPA section 2.1 (2) (b) section 3.4 O. Reg. 380/04 part II section 12 (3))

- Throughout 2023 there were several training sessions offered:
 - Incident Management System (IMS) 200.
 - Incident Management System (IMS) Planning Section.
 - EOC Scribe Role.
 - New employees designated as EOC personnel were provided an overview training to understand the Incident Management System (IMS) and their EOC IMS role.

K. Annual Emergency Exercise (EMCPA Section 3 (5), O. Reg. 380/04 Part II Section 12 (6))

- This year's exercise was held on November 2, 2023. This tabletop discussion exercise provided awareness and discussion on a joint multiple incident site emergency involving the City of Cambridge and the Township of Woolwich.
- Lessons learned from this exercise will be incorporated into future plans and initiatives.

L. Designated Emergency Information Officer (O. Reg. 380/04 Section 14)

- The City's Director of Communications or alternate is the designated Emergency Information Officer, they are responsible for coordinating emergency information whenever the City's Emergency Plan and EOC are activated.

M. Public Education and Awareness Program (EMCPA s. 2.1 (2) (c))

- Annual public education activities are important ongoing components of the City's Emergency Management Program. The CEMCs from all the municipalities in the Waterloo Region jointly updated emergency preparedness information and placed it on the Waterloo Region Emergency Management website - <https://www.alertwr.ca/en/emergency-alerts/subscribe-to-alert-waterloo-region.aspx>
- During Emergency Preparedness Week 2023, the Emergency Management and Business Continuity team provided social media campaigns throughout the week. They also provided emergency preparedness messages on billboards, electronic message boards and displays throughout the city.
- The Emergency Management and Business Continuity staff deliver in-person education and awareness sessions to community partners and organizations throughout the year.

N. Annual Emergency Management Program Review O. Reg. 380/04 Part II Section 11(6)

- The EMPC reviewed the City's Emergency Management Program and verified the City's Emergency Management Program met the annual requirements.
- A signed copy of the 2023 Emergency Management Statement of Completion Form and online Emergency Management Program Annual Compliance tool will be submitted to EMO by December 31, 2023.

EXISTING POLICY / BY-LAW(S):

By-law 179-17 - Emergency Management Program

FINANCIAL IMPACT:

The activities required to maintain compliance with legislation and the emergency management program are completed within the approved operating budget.

PUBLIC VALUE:

Collaboration

Collaboration involves working in partnership with key stakeholders and other municipalities within Waterloo Region to achieve a comprehensive emergency management program.

ADVISORY COMMITTEE INPUT:

Advisory Committees Consulted:

Not Applicable

PUBLIC INPUT:

Posted publicly as part of the report process.

INTERNAL / EXTERNAL CONSULTATION:

Consultation with the Emergency Management Program Committee took place. The CEMC participates on the Provincial Emergency Management Coordinating Committee (PEMCC) as a Golden Horseshoe Sector Representative and ensures that the most current information and guidance are applied to the City's program.

CONCLUSION:

The City of Cambridge accomplished the Emergency Management Program requirements to achieve the annual compliance for 2023 as highlighted in this report and will submit a signed copy of the Emergency Management Statement of Completion Form along with completing the online Emergency Management Program Annual Compliance tool to EMO by December 31, 2023. Emergency Management and Business Continuity staff will continue to work with a broad range of internal and external stakeholders to further our collective prevention, mitigation, preparedness, response and recovery abilities in support of enhancing the emergency management resiliency within the City of Cambridge.

REPORT IMPACTS:

Agreement: **No**

By-law: **No**

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:

23-141-CRS Appendix A - By-law 179-17 - Emergency Management Program