



Report to Council

Department: Community Services
Division: Fire and Rescue Services
Date: April 2, 2024
Prepared by: Jason Pillon, Fire Chief
Report Number: Fire and Rescue Services-2024-02
Subject: Emergency Management Program and Emergency Response Plan
Number of Pages: 3 plus attachment

Recommendation(s)

That Fire and Rescue Services Report-2024-02 entitled Emergency Management Program and Emergency Response Plan prepared by Jason Pillon, Fire Chief dated April 2, 2024, be received;

That the Essex Emergency Management Program and Emergency Response Plan be approved, as submitted, and

That By-Law No. 2315 being a by-law to adopt an Emergency Management Program and Emergency Response Plan governing the provisions of necessary services during emergencies for the Town of Essex be read a first, a second and a third time and finally passed on April 2, 2024

Purpose

To fulfill the requirements of the Emergency Management and Civil Protection Act, which requires that every Ontario municipality formally adopt an Emergency Management Program and Emergency Response Plan through the passage of a By-Law.

Background and Discussion

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 coordinator 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 center 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, emergency responders, and community partners in the event of a disaster or emergency. The Act requires that municipalities review and, if necessary, revise their emergency plans every year. Additionally, the emergency plan must be approved by Council.

The Town's emergency response plan was revised and approved in 2022 (By-Law 2203) which is the initial framework 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 2203 (attached to this report) includes a 2024 Emergency Management Program and Emergency Plan recommended for approval.

Financial Impact

Although there are no direct financial or staffing attached to this report it is worth noting that if a significant emergency situation exists, there could be a financial burden on town staffing and financial resources to mitigate that emergency. In the 2024 Budget, the Town introduced an Emergency Operating Cost Center that has \$50,000 approved for emergency efforts, if required.

Consultations

Holly Roberts, Emergency Management Ontario Field Officer

Jake Morassut, Director Community Services

Shelley Brown, Deputy Clerk Legal & Legislative Services

Link to Strategic Priorities

- ☐ Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- ☐ **Leverage our Town's competitive** advantages to promote jobs and economic investment.
- ☒ Take care of our natural environment and strengthen the sense of belonging to everyone **who makes Essex "home"**.
- ☒ Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- ☐ Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Emergency Management Program and Response Plan.docx
Attachments:	- By-Law No. 2315 Emergency Management Program and Emergency Response Plan.pdf
Final Approval Date:	Mar 22, 2024

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

A handwritten signature in black ink, appearing to read 'Jake Morassut', with a stylized flourish at the end.

Jake Morassut, Director, Community Services - Mar 22, 2024 - 1:21 PM

A handwritten signature in black ink, appearing to read 'Doug Sweet', with a stylized flourish at the end.

Doug Sweet, Chief Administrative Officer - Mar 22, 2024 - 1:23 PM