



Date: Wednesday, December 13, 2023

From: Brittany Drury, Director of Corporate Services

Subject: 2023 Emergency Plan and Program

Report: COR2023-56

This document and its attachments are public and available in an accessible format upon request.

Recommendation

That the 2023 Emergency Plan, Program and appendices therein are hereby approved, and

That staff are hereby directed to submit all necessary documents to Emergency Management Ontario prior to year's end.

Background

Further to the requirements of the *Emergency Management and Civil Protection Act*, R.S.O, 1990, c.E.9 (the Act) and Ontario Regulation 380/04, municipalities are required to review and adopt an Emergency Plan and Program on an annual basis. Both the Plan and Program are submitted to Emergency Management Ontario, through the Office of the Solicitor General, prior to year-end for their review.

Analysis

The Emergency Management Program (Appendix A) consists of the following pillars, as required by the Act:

- Community Emergency Management Coordinator (CEMC)

The Act requires that each municipality appoint, by by-law of Council, a Community Emergency Management Coordinator (CEMC), and such alternates as are deemed necessary to ensure that an appropriately qualified CEMC is available in all emergency situations. The CEMC and appointed alternates are required to obtain and maintain the qualifications deemed necessary by Emergency Management Ontario.



- Emergency Plan

The Township Emergency Plan, attached as Appendix B, has been developed in accordance with the Act, and further reviewed by the Office of the Solicitor General. The Plan is reviewed annually by the Township CAO, CEMC and Emergency Management Planning Committee. The Emergency Management Planning Committee met to review the Plan on December 6, 2023.

The Emergency Management Planning Committee is a group enacted by by-law of Council, with its soul purpose being to review the Plan to make any administrative updates prior to the Plan's presentation to Council on an annual basis. Council formalized and updated appointments to said Committee via [By-law 2022-064](#).

The Act also mandates establishment of a Municipal Emergency Control Group, called to manage and coordinate the Township's response in a declared state of emergency. Per discussions of Council, and direction provided at the September 21, 2022 meeting of Council, membership on the Control Group has been updated to include an additional member of Council. The updated wording has been incorporated to the Plan, as follows:

"The Municipal Emergency Control Group is comprised of persons holding the following positions:

- (i) Mayor;
- (ii) One other member of Council, as directed by Council, on a volunteer basis, subject to member availability. Should no member be available to participate, the requirement for an additional member will be voided;
- (iii) Chief Administrative Officer;
- (iv) Director of Community Services;
- (v) Township Clerk;
- (vi) Chief Building Official;
- (vii) Township Treasurer;
- (viii) Facilities Coordinator;
- (ix) Grey County O.P.P. Designate;
- (x) Grey County Social Services Administrator;
- (xi) Director/Medical Officer of Health;
- (xii) Local Fire Chief(s);
- (xiii) Community Emergency Management Coordinator;
- (xiv) Manager of Ambulance Operations – County of Grey; and
- (xv) Any other members of Township staff as directed by the Mayor and CAO".



To facilitate an additional member's participation on the Emergency Control Group, upon declaration of an emergency, staff will forward a request to all of Council to have any member volunteer to participate. The first member to volunteer will participate for the duration of the declared emergency. This member may participate again, should another emergency arise, or cede the opportunity to another member. There is no formal appointment proposed, to provide any member the opportunity to participate on a volunteer basis. Should no additional member be available to participate, the noted requirement will be voided, with the Mayor remaining as the only Council representative.

The Township's Emergency Plan also includes the Hazard Identification and Risk Assessment (HIRA), attached to this report as Appendix C. The HIRA is a tool used to assess systematic risk in various real-life scenarios, and the projected overall impact of said scenarios to Township facilities and infrastructure. In addition to their annual review of the Plan, the Emergency Management Planning Committee reviews the HIRA to ensure all rated risks remain applicable year to year.

- Training

As required by the Act, members of the Emergency Management Program Committee and the Municipal Emergency Control Group, as defined in the Emergency Plan, shall receive annual training. Such training shall be organized by the CEMC and shall meet the requirements of Emergency Management Ontario.

The Township fulfilled its annual training requirement via its participation in the county-wide emergency exercise held on October 16, 2023. Training, including educational presentations by County representatives, preceded the table-top exercise on the 16th.

- Exercise

An Emergency Management Exercise shall be conducted annually. The nature of the exercise shall be determined by the CEMC, in collaboration with the Program Committee and may include tabletop or live action elements.

The Township participated in a county-wide emergency exercise on October 16, 2023. Said exercise involved the Township's response to extreme weather events throughout the County of Grey, including a tornado within the boundaries of Georgian Bluffs. Staff were tasked with staging an overall response to said event, including evaluation of the overall impact of the storm to Township roadways, facilities and general elements of infrastructure.



- Public Education

As required by the Act, the Township of Georgian Bluffs shall conduct public education regarding the risks to public safety and public preparedness for emergencies.

Outreach initiatives have included:

- Media releases, to local newspapers, Township website and local radio stations;
- Social media; and
- Dedicated webpages on the Township website regarding emergency management.

Financial Impact

Adoption of the 2023 Emergency Plan and Program will have no financial impact to the Township.

Strategic Priorities

Approval of the recommendation as included in this report achieves the 5th Strategic Goal, Deliver Effective and Cost-Efficient Services, as defined in the 2020-2024 Strategic Plan.

Conclusion

Adoption of the Emergency Program and Plan, and enactment of associated By-laws will ensure compliance with Provincial Emergency Management standards and further the *Emergency Management and Civil Protection Act*, R.S.O, 1990, and Ontario Regulation 380/04.

Appendix A – Emergency Program

Appendix B – Emergency Plan

Appendix C - Hazard Identification and Risk Assessment (HIRA)

Note: Appendices as referenced in the Emergency Plan contain confidential information (e.g. staff personal contact information) and have therefore not been included. Council members may request copies of said appendices via the Office of the Clerk.

Respectfully Submitted: Brittany Drury, Director of Corporate Services



Report Approval Details

Document Title:	COR2023-56 - 2023 Emergency Plan and Program.docx
Attachments:	
Final Approval Date:	Dec 1, 2023

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

Niall Loble, Director of Community Services