
HALDIMAND COUNTY

Report EMS-05-2021 Adoption of the Haldimand County Emergency Management Program and Emergency Response Plan

For Consideration by Council in Committee on December 7, 2021



OBJECTIVE:

To provide an update on the Haldimand County Emergency Management Program and Emergency Response Plan.

RECOMMENDATIONS:

1. THAT Report EMS-05-2021 Adoption of the Haldimand County Emergency Management Program and Emergency Response Plan be received;
2. THAT a by-law be presented to Council for enactment to adopt the Emergency Management Plan;
3. AND THAT the Annual Emergency Management Program Statement of Completion be signed by the Mayor and Community Emergency Management Coordinator, and be submitted to the Ontario Fire Marshal and Emergency Management.

Prepared by: Jason Gallagher, Manager, Emergency Services/Fire Chief

Respectfully submitted: Mike Evers, MCIP, RPP, BES, General Manager of Community & Development Services

Approved: Craig Manley, MCIP, RPP, Chief Administrative Officer

EXECUTIVE SUMMARY:

The Community Emergency Management Program and the Haldimand County Emergency Response Plan (EMP) meets the current needs and is in compliance with Emergency Management Ontario regulations.

Upon adoption of the by-law, the "Annual Emergency Management Program Statement of Completion" can be signed by the Mayor and Community Emergency Management Coordinator, and be submitted to Emergency Management Ontario. This would satisfy the obligations of the County for the year 2021, as it relates the EMP statutory requirements.

BACKGROUND:

The *Emergency Management and Civil Protection Act* requires each Ontario municipality to develop, implement and maintain a Community Emergency Management Program. There are eleven elements that are required annually for a municipality to maintain compliance. These are outlined in the Analysis section below. The components of this program require an annual review of the Emergency Response Plan and the Community Emergency Management Program.

The Emergency Services Division coordinates the Haldimand County Emergency Management Program. The Manager of Emergency Services, Jason Gallagher (as appointed by Council) continues

to act as the primary Community Emergency Management Coordinator (CEMC). The two alternate CEMC's (as appointed by Council) are Deputy Fire Chief, Rodger Hill and Deputy Paramedic Chief, Don Otterman. All CEMC's will maintain current provincial certification. In 2021, Haldimand County Emergency Services, with Council's approval, added a part-time Coordinator of Emergency Management/Fire Educator ('Coordinator') due to lack of staff to truly meet the needs of the County's Emergency Response Plan required. The Coordinator, Kim Payne, was hired in September 2021. This position's responsibilities include reviewing and revising the Emergency Management Program and Response Plan. The Coordinator will also become the Emergency Information Officer (EIO) for Haldimand County, which is in charge of media releases, website and social media posts, media relations, and emergency communications during an emergency within the county. The Coordinator will also be responsible to train and educate staff on the current Emergency Management Program, as well as the new implementations to the plan which were developed in 2019.

Throughout 2021, the Emergency Services Division has worked diligently to ensure that the eleven core components were met and improved upon as required, despite the challenges faced during COVID-19. A summary of that compliance is outlined in the Analysis section below.

ANALYSIS:

In 2019, Haldimand County Adopted the Incident Management System (IMS), which is a provincially adopted system that assigns responsibilities in accordance with a common organizational structure. The assignment of responsibility is made by function rather than by position. This organizational structure is intended to be consistently used by provincial staff and other municipalities which will approve the management of the emergency.

While the management of the emergency will commence with persons and agencies exercising their collective and individual responsibilities, as described in the Emergency Response Plan, in order to effectively manage a large-scale and/or long duration emergency, the transition to the IMS shall be coordinated by the Emergency Control Group (ECG).

Haldimand County Senior Staff received training and were signed off in the IMS in the fall of 2019. Staff continue to be trained and tested on IMS through annual emergency management exercises and training which is required annually by the province to meet compliance. The County's 2021 training and exercises were completed in October and November respectively.

The eleven core components required for compliance include:

- 1) Designation of a Community Emergency Management Coordinator (CEMC).
 - Haldimand County has one primary CEMC and two alternate CEMC's.
- 2) There has been the formation of an Emergency Management Program Committee (EMPC).
 - Haldimand County has a Council approved Emergency Management Program Committee.
- 3) The municipality has reviewed the Hazard Identification and Risk Assessment (HIRA).
 - The Hazard Identification and Risk Assessment has been reviewed and revised by the Emergency Management Program Committee in 2021.
- 4) The municipality has identified its critical infrastructure.
 - The critical infrastructure identification has been reviewed in 2021 by the Emergency Management Program Committee.
- 5) The municipality's by-law adopting its Emergency Response Plan is current.
 - The Haldimand County Emergency Response Plan has previously been adopted through By-law 1993/18. Haldimand County's Emergency Response Plan required a significant review and revision in 2019 due to changes in the Corporate Organizational Structure and

implications relative to responsibilities within the plan. Once the revised plan is finalized, it will be presented to Council for adoption. This adoption was planned for 2020, however, due to COVID-19 it has been delayed to 2021.

- 6) There has been annual training provided to the municipality's Emergency Control Group and Emergency Operations Center support staff, and the Emergency Control Group and Emergency Operations Center support staff have conducted an annual exercise.
 - Haldimand County completed training in Emergency Planning, Flood Mitigation, and Environmental Challenges. Haldimand's Emergency Control Group also participated in an Emergency Exercise which was a table top exercise, in which the water main servicing Caledonia from Hamilton, experienced a rupture and therefore, supply was affected to the communities of Caledonia, York and Cayuga.
- 7) The municipality has designated an appropriate Emergency Operations Center (EOC).
 - The Cayuga Administration Building, (HCAB) has been designated as the primary EOC and the Dunnville Multi-purpose Building has been designated as the alternate EOC.
- 8) Individual(s) have been identified to act as the Emergency Information Officer.
 - The Coordinator of Emergency Management has been identified to act as Haldimand County's Emergency Information Officer (EIO).
- 9) The municipality had developed and implemented an Emergency Management public awareness program.
 - The public awareness and education program has been continually active. In 2021, Haldimand County participated in Emergency Preparedness Week which was recognized in the month of May. The theme for 2021 was **"Emergency Preparedness: Be Ready for Anything"**. Due to COVID-19, Haldimand County was limited in regards to what types of events could be done throughout the County. Haldimand County's Emergency Services Division was busy with social media messages, website updates, media releases and communications provided via local radio. Haldimand County's Emergency Services Division continues to use social media on a regular basis to communicate Emergency Management communications, as well as on Haldimand County's website.
- 10) The municipality has conducted an annual review of the Emergency Management Program.
 - The Emergency Management Program has undergone substantial changes since 2019. Haldimand County has adopted the Incident Management System (IMS) model, used currently by multiple municipalities throughout the province. The IMS system is also the Emergency Management Program of choice used extensively by Emergency Management Ontario (EMO). Due to the approved hiring of a Coordinator of Emergency Management and Fire Education by Council, this had allowed a robust review and upgrade of the County's program, thus keeping the County inline with today's needs for Emergency Management. The County's CEMC has reviewed the current Emergency Response Plan for 2021.
- 11) The By-law for the Emergency Management Program must be adopted by Council.
 - The County's current Emergency Management Program was previously been adopted by Council as By-law 1993/18.

FINANCIAL/LEGAL IMPLICATIONS:

Not applicable.

STAKEHOLDER IMPACTS:

All departments within Haldimand County play a key role in the Community Emergency Management Program. Various stakeholders provide insight on key components which lead to overall program improvements.

REPORT IMPACTS:

Agreement: No

By-law: Yes

Budget Amendment: No

Policy: No

ATTACHMENTS:

1. Haldimand County Emergency Response Plan.