
HALDIMAND COUNTY

Report EMS-06-2024 Adoption of the Haldimand County Emergency Management Program and Emergency Response Plan

For Consideration by Council in Committee on December 10, 2024



OBJECTIVE:

To provide an update which includes the adoption of the Haldimand County Emergency Management Program and updated Emergency Response Plan.

RECOMMENDATIONS:

1. THAT Report EMS-06-20244 Adoption of the Haldimand County Emergency Management Program and Emergency Response Plan be received;
2. AND THAT the by-law attached to Report EMS-06-2024 be approved at a future Council meeting;
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 of Emergency Services/Fire Chief

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

Approved: Cathy Case, 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 2024, 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 (CEMP). 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 CEMP.

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 2024, Haldimand County Emergency Services, with Council's approval, upgraded the part-time Coordinator of Emergency Management/Fire Educator ('Coordinator') to full-time due to lack of staff to truly meet the needs of the County's Emergency Response Plan. The Coordinator, Katie McNaught, was hired in May of 2024. This position's responsibilities include reviewing and revising the Emergency Management Program and Response Plan. The Coordinator is also 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 2024.

The Emergency Response Plan required a thorough review and revision which was completed in 2024 and approved by Haldimand County Emergency Management Program Committee (EMPC). The EMPC is appointed by Council and includes the following staff:

1. Mayor or designate;
2. CAO or designate;
3. CEMC, (Certified Emergency Management Coordinator) or Alternate;
4. Fire Representative;
5. Paramedic Representative;
6. Coordinator of Emergency Management;
7. Control Group Member or Alternate;
8. Support Group Member or Alternate;
9. OPP representative;
10. Health Unit representative;
11. Scribe.

As part of the Emergency Management Program an Emergency Information Officer (EIO) for Haldimand County must be assigned and approved by Council. The EIO is responsible for media releases, website and social media posts, media relations, and emergency communications during an emergency where activation of the Emergency Operations Centre is necessary. This position is assigned to the Supervisor of Customer Experience and Communications, currently held by Kyra Hayes.

Throughout 2024, the Emergency Services Division has worked diligently to ensure that the eleven core components were met and improved as required. 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 provincial 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 improve 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 necessary to meet provincial compliance requirements. The County's 2024 training and exercises were completed in October and November.

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) The formation of an Emergency Management Program Committee (EMPC).
 - Haldimand County has a Council approved Emergency Management Program Committee.
- 3) A review of 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 2024.
- 4) Identification of municipal critical infrastructure.
 - The critical infrastructure identification has been reviewed in 2024 by the Emergency Management Program Committee.
- 5) Adoption of an updated Emergency Response Plan by-law.
 - The Haldimand County Emergency Response Plan has previously been adopted through By-law 2320/21. Haldimand County's Emergency Response Plan required a significant review and revision in 2024 due to changes in the Staffing involved and implications relative to responsibilities within the plan. This was completed in 2024.
- 6) Annual training provided to the municipality's Emergency Control Group (ECG), and Emergency Operations Centre support staff, and an annual exercise conducted.
 - Haldimand County completed training in IMS100 for most ECG and support staff, IMS200 for the ECG, as well as training in response to oil and gas well incidents, including an emergency response plan, which defines how the ECG will respond to oil and gas well emergencies.
 - Haldimand County ECG and Emergency Support Group completed a tabletop exercise which encompassed a test of our IMS system, EOC and processes, which included a response to a gas well explosion in a known area where a hazard exists.
- 7) Designation of an appropriate Emergency Operations Centre (EOC).
 - The Haldimand County Administration Building, (HCAB) has been designated as the primary EOC and the Dunnville Multi-purpose Building has been designated as the alternate EOC.
- 8) Identifying an individual to act as the Emergency Information Officer.
 - The Supervisor of Customer Experience and Communication has been identified to act as Haldimand County's Emergency Information Officer (EIO).
- 9) Development and implementation of an Emergency Management public awareness program.
 - The public awareness and education program has been continually active. In 2024, Haldimand County participated in Emergency Preparedness Week which was recognized in the month of May. The theme for 2024 was "Emergency Preparedness: Plan for Every Season".
 - 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. Haldimand County's Emergency Management Program has a library of

public education materials in printed form, that are distributed during public relations events, which includes posters, brochures and static displays.

- 10) Conduct an annual review of the Emergency Management Program.
 - The Emergency Management Program has undergone substantial changes since 2019. Haldimand County continues to use the Incident Management System (IMS) model, which is 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 has 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 and Emergency Management Program Committee has reviewed the updated Emergency Response Plan for 2024.
- 11) Council adoption of by-law approving the Emergency Management Program.
 - The County's current Emergency Management Program was previous adopted by Council as By-law 2320/21.

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

REFERENCES:

None.

ATTACHMENTS:

1. Haldimand County Emergency Response Plan.
2. Emergency Management By-law.
3. Statement of Completion Document.