

Municipality of Lakeshore – Report to Council

Community Health and Safety

Fire Services



To: Mayor and Members of Council
From: Jason Suchiu – Fire Chief
Date: November 16, 2024
Subject: Emergency Response Plan Update

Recommendation

Direct the Clerk to read By-law 8-2025 to adopt an Emergency Response Plan, and By-law 9-2025, being a by-law to amend the Boards and Committees By-law to establish an Emergency Management Program Committee, all as presented at the January 28, 2025 Council Meeting.

Strategic Objectives

This does not relate to a Strategic Objective however it is a core service of the Municipality.

Background

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 (EMPC) that advises Council on the development and implementation of the emergency management program and conducts an annual review of the program and makes recommendations to Council for its revision if necessary;
- have a municipal emergency control group (MECG) comprised of officials or employees of the municipality and members of 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 that has appropriate technological and telecommunications systems to ensure effective communication 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.

Comments

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 situation.

The plan was last presented and approved by Council in 2016 (By-law 59-2016). To ensure compliance with the requirements of the *Emergency Management and Civil Protection Act*, a review of the Emergency Response Plan (ERP) and Program was completed and updated. The lessons learned from past events continue to shape and assist in the development of a comprehensive emergency management program that will better serve the citizens of Lakeshore during an emergency.

Others Consulted

Holly Roberts, Field Advisor, Emergency Management Ontario

Financial Impacts

Although there are no direct financial or staffing impacts attached to this report, it is worth noting that in the event that a significant emergency situation exists, there may be a tremendous burden on municipal staffing and financial resources to mitigate that emergency. Work continues to address items noted in the Community Risk Assessment to minimize these impacts. In the state of an emergency, there are provincial legislation and funding to help offset the cost post-emergency but those funds will depend on the size and scope of the event that may occur in Lakeshore.

Report Approval Details

Document Title:	Emergency Response Plan 2024 Update.docx
Attachments:	
Final Approval Date:	Jan 20, 2025

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

Prepared by Jason Suchiu

Submitted by Frank Jeney

Approved by the Corporate Leadership Team