

Staff Report



Corporate Services Department

www.kitchener.ca

REPORT TO: Finance and Corporate Services Committee

DATE OF MEETING: January 29, 2024

SUBMITTED BY: Amanda Fusco, Director of Legislated Services/City Clerk, 519-741-2345 ext. 7809

PREPARED BY: Amanda Fusco, Director of Legislated Services/City Clerk, 519-741-2345 ext. 7809

WARD(S) INVOLVED: All

DATE OF REPORT: December 12, 2023

REPORT NO.: COR-2024-013

SUBJECT: Updates to the Emergency Response Plan and Emergency Management Program By-law

RECOMMENDATION:

THAT Council approve the updated Emergency Management By-Law attached as Appendix A to Corporate Services report COR-2024-013.

REPORT HIGHLIGHTS:

- The purpose of this report is to approve the updates to the City of Kitchener's Emergency Response Plan (ERP) and Emergency Management Program By-Law.
- The Region of Waterloo updated their Emergency Management By-law in August 2023 and the City's ERP is required by legislation to conform with the upper-tier ERP.
- Changes are minor and administrative in nature.
- Schedule A to the By-law (Emergency Response Plan) includes amendments that clarify roles and responsibilities.
- This report supports the delivery of core services.

BACKGROUND:

The City's community emergency management program is governed by three pieces of legislation - the Provincial Emergency Management and Civil Protection Act (EMCPA), the Standards Regulation under that Act and the City of Kitchener Emergency Management By-law. Compliance with this legislation forms the foundation of the emergency management program, upon which all other aspects of the program are built.

The EMCPA requires that to meet annual compliance with Emergency Management Ontario the City shall,

- appoint an Emergency Management Program Coordinator;
- appoint an Emergency Management Program Committee (EMPC);
- review and update the Hazard Identification and Risk Assessment (HIRA);

*** This information is available in accessible formats upon request. ***
Please call 519-741-2345 or TTY 1-866-969-9994 for assistance.

- review and update the Critical Infrastructure (CI) List;
- review and update the Municipal Emergency Plan;
- appoint and convene the Municipal Emergency Control Group (MECG);
- establish an Emergency Operations Centre (EOC);
- appoint an Emergency Information Officer (EIO);
- conduct public education to increase awareness of the specific hazards that are present in the municipality and emergency preparedness in general;
- review the emergency management program with the Emergency Management Program Committee (EMPC), and
- conduct training and annual exercise.

The City has successfully completed the compliance requirements noted above.

The proposed changes to the Emergency Response Plan and Program By-law were presented to the EMPC and approved. As such, they are being presented to Council for consideration and approval.

REPORT:

The City's Emergency Management staff regularly participate in joint collaborative discussions with the Community Emergency Management Coordinators (CEMCs) from area municipalities within the region on emergency management matters, including severe weather events, flooding, public education events. Earlier in 2023, the Region worked collaborative with the CEMCs to shared planned updates to the Regional Emergency Response Plan (RERP). A final document was review and approved by the CEMCs in January of 2023 and presented an adopted by Regional Council on August 30, 2023.

All local municipal emergency response plans must conform to the Region's plan as legislated under the Emergency Management and Civil Protection Act. Emergency Management staff at the City convened a meeting of the Emergency Management Program Committee (EMPC) consisting of stakeholders across the City, to review the City's emergency management program, its critical infrastructure, hazard identification and risk assessment (HIRA) and amendments required to the City's ERP. The proposed edits to the Emergency Management Program By-law, attached as Appendix A to this report, ensure that the City's plan is consistent and effective in supporting operational response and community resiliency during emergencies.

The edits are administrative in nature and are summarized below for Council's consideration:

Recommended By-law Changes (from #2017-138)

- **Item #3** – replace Manager of Emergency Management and Business Continuity to Coordinator, Community Emergency Management.
- **Item #4** – remove Director of Asset Management as Alternate, Community Emergency Management Coordinator.
- **Item #8** – amend titles to reflect current organizational structure established.
- **Item #13** – add by law #2017-138 to repealed list.

Schedule A – ERP – Changes Recommended

- **Article 1.5** - Change Ministry of Community Safety and Correctional Services to Treasury Board Secretariat as Emergency Management Ontario has moved from Ministry of Solicitor General to Treasury Secretariat.
- **Article 1.9** - Change title to Coordinator, Community Emergency Management from Manager of Emergency Management and Business Continuity.
- **Article 4.1** - Change EOC activation notification responsibility to City of Kitchener Corporate Contact Centre (CCC) from Kitchener Fire Dispatch to enable an efficient and effective fan out notification procedure and amend titles to reflect current organizational structure. Note: There will be corresponding changes required to the confidential Appendices of Schedule A that direct the responsibility of the activation of the EOC.
- **Article 8.1** - Emergency Notification Procedure - Change notification responsibility to City of Kitchener Corporate Contact Centre (CCC) from Kitchener Fire Dispatch to enable an efficient and effective fan out notification procedure.
- **Article 10.3** - add revision # with information required for table.
- **Article 10.4** - add to abbreviations – Corporate Contact Centre (CCC) – (definition) City of Kitchener Corporate Contact Centre.

Schedule B – CEMPC Terms of Reference – Changes Recommended

- **Article 3** – add Equity, Diversity and Inclusion to membership and amend titles to reflect current organizational structure.

STRATEGIC PLAN ALIGNMENT:

This report supports the delivery of core services.

FINANCIAL IMPLICATIONS:

Capital Budget – The recommendation has no impact on the Capital Budget.

Operating Budget – The recommendation has no impact on the Operating Budget.

COMMUNITY ENGAGEMENT:

INFORM – This report has been posted to the City's website with the agenda in advance of the council / committee meeting.

CONSULT and COLLABORATE – Emergency Management staff work closely with representatives from all City departments including the Fire Department, as well as Region of Waterloo Emergency Management staff, Waterloo Regional Police Service, local utility providers, and Community Emergency Management Coordinators from Cambridge, Kitchener, Waterloo, Wilmot, Wellesley, Woolwich and North Dumfries in the development of response plans and business continuity initiatives.

PREVIOUS REPORTS/AUTHORITIES:

- CSD-17-058 – Approval of the Emergency Management Program

- *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9*

APPROVED BY: Victoria Raab, General Manager, Corporate Services

ATTACHMENTS:

Appendix A – Proposed Emergency Management Program By-law, Emergency Response Plan (Schedule A) and Community Emergency Management Program Committee (CEMPC) Terms of Reference (Schedule B)