



## City of Hamilton

### CITY COUNCIL ADDENDUM

23-004

Wednesday, February 22, 2023, 9:30 A.M.

Council Chambers

Hamilton City Hall

71 Main Street West

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#### 3. CEREMONIAL ACTIVITIES

##### 3.1 High School Essay Contest Municipal Election 2022 - Award Presentation

- \*a. Raya Geroux imagined her platform as a candidate, focusing on education particularly in the context of the pandemic, and the availability and accessibility of technology at our schools.
- \*b. Daunte Hillen's paper focused on voter turnout, where he discussed the youth vote and engaging future voters at the middle and high school level to encourage voting early.

#### 5. COMMUNICATIONS

- \*5.9 Correspondence from Kevin Gonci, Hamilton ParticipACTION Team respecting additional information related to his presentation at the February 16, 2023 Emergency and Community Services Committee.

Recommendation: Be received.

- \*5.10 Correspondence respecting the situation at 1083 Main Street East:

\*a. David Galvin

\*b. ACORN

Recommendation: Be received and referred to the General Manager of Healthy and Safe Communities for appropriate action.

## **8. NOTICES OF MOTIONS**

\*8.1 Amendment to Item 3 of Board of Health Report 22-008, respecting Physician Recruitment and Retention Steering Committee Report 22-002 – August 5, 2022, which was approved at Council on August 12, 2022 and Amended by Council on January 25, 2023

## **12. BY-LAWS AND CONFIRMING BY-LAW**

\*12.12 032

To Amend Zoning By-law No. 05-200

Respecting Lands Located at 555 Sanatorium Drive, Hamilton

ZAH-23-013

Ward: 14

\*12.13 033

To Amend By-law No. 22-005, the Emergency Management Program By-law

Ward: City Wide

# Election Day is October 24

#HamiltonVotes2022



## High School Essay Contest

The City of Hamilton's Municipal Election Team invites High School Students to share their thoughts and ideas on what they would focus on if they were a Municipal Candidate for the 2022 Municipal and School Board Election, or their thoughts on Voter Turnout and Engagement.

Digital submissions are encouraged.

### Prizes:

Entries are evaluated for originality, style, and general presentation, as well as spelling and grammar. **Maximum of 500 words.**

All entries will receive a certificate of appreciation.

Top submissions will receive a City of Hamilton swag bag and opportunity for a Meet and Greet with the New Mayor and Council. Date to be confirmed.

### Note to Teachers:

If you are submitting on behalf of a student, please ensure each submission is filled out with the student's contact info below.

### How to Enter:

This year's competition opens in mid-September. The deadline for submissions is **Friday October 28th, 2022.**

Winners will be contacted late November early December 2022.

Completed applications are to be forwarded to [elections@hamilton.ca](mailto:elections@hamilton.ca) or if no e-mail you can send to:

Office of the City Clerk  
Elections Office  
Subject Election Essay  
71 Main Street West, 1st Floor  
Hamilton L8P 4Y5

For further information please contact Stacey Currie at ext. 7685 or [elections@hamilton.ca](mailto:elections@hamilton.ca)



Hamilton



HAMILTON  
VOTES 2022

MUNICIPAL ELECTION

# Election Day is October 24

#HamiltonVotes2022



Please Print Clearly

<b>Surname</b> Geroux	<b>First Name</b> Raya	
<b>Address</b>	<b>City</b> Hamilton	<b>Postal Code</b>
<b>Phone Number</b>	<b>High School</b>	

## Background Information

The City of Hamilton's Council is comprised of 1 Mayor and 15 City Councillors. There are four school boards in the City of Hamilton, including the Hamilton-Wentworth Catholic School Board that has 9 School Board Trustees; the Hamilton-Wentworth District School Board that has 11 School Board Trustees; the Conseil scolaire catholique MonAvenir with 1 Trustee and the Conseil scolaire Viamonde with 1 Trustee.

Elected officials, like the Mayor and Councillors, are elected to represent the public and govern making important decisions, under legislation, that impact residents' quality of life and determine how tax dollars are spent. For example, investment and growth decisions about local roads, recreation centres, parks, libraries, fire stations and other municipal services.

School board trustees are elected members of a school board that make important decisions ensuring schools operate in compliance with the law and standards established by the Province to provide educational opportunities for students. For example, decisions that result in educational programs and services that are responsive to a diverse community of students.

In the City of Hamilton, residents are eligible to vote in a Municipal Election if they meet the following criteria:

- They are a Canadian citizen
- They are at least 18 years old
- They reside in Hamilton, or are the owner or tenant of land in Hamilton or the spouse of such owner or tenant
- Are not prohibited from voting under the Municipal Elections Act or Municipal Act



Hamilton



HAMILTON  
VOTES 2022

MUNICIPAL ELECTION

# Election Day is October 24

#HamiltonVotes2022



**QUESTION (Choose One): Maximum of 500 words**

1. Imagine that you are running for candidacy in the upcoming Municipal and School Board Election in Hamilton. What would your platform focus on? Please briefly outline two issues related to Municipal government that you will tackle or address in your platform.
  
2. Voter turnout has been declining in recent years, particularly at the Municipal level and amongst youth voters. What threat do you think that this decline in voter turnout poses to democracy? What do you think can be done to engage electors and improve voter turnout in future Municipal elections?



Hamilton



HAMILTON  
VOTES **2022**

MUNICIPAL ELECTION

# Election Day is October 24

#HamiltonVotes2022



Maximum of 500 words

My name is Raya Geroux and I am born and raised in Hamilton. I go to Sherwood Secondary. I am in grade 10 in the French Immersion program and an extremely dedicated student! When I heard in my Civics class that City Council was holding a competition against other high school students, I could not resist! I am a very competitive person and combined with my love for politics...this was right up my alley. We have been learning about politics, government, and elections in my Civics class. We recently held our own student vote that I participated in. It felt amazing to encourage young students to vote. My hope is for students to learn the importance of voting early in life, so they will continue to be engaged citizens in the future. We are lucky to live in a society where we have a voice and it's crucial for young people to get involved and use their vote. We have been watching debates and researching different political parties and I find it very intriguing. I am looking forward to my future as a lawyer and hope to one day enter the political arena myself. I would love the opportunity to meet our city's leaders and understand what motivated them into a life in public service.

If I was Mayor, the two problems I would address would be: Education and the impact of the pandemic, and Technology: availability and accessibility.

Teachers and the curriculum need to consider the fact that students were online and in online school for an extended period of time. The foundation and building blocks from our education are weaker than in previous generations and the curriculum needs to be adjusted to accommodate for review of those lessons. The curriculum needs to be modified and adjusted to accommodate for these missed years. My plan of action would be to work with the Board of Education to make the necessary changes to get students back up to speed and to help those struggling as a result of the lost years.

Secondly, I would address the availability and accessibility of technology at schools. Far too many of our schools are not providing optimal environments for our students. Technology has become a crucial component in education and too few schools are equipped with the basic technical equipment. Technology will be an important piece of this generation's future and earlier adoption of technology is crucial for our future success. I would ensure that schools located in less affluent areas receive as good or better equipment to ensure that all students, regardless of their economic status, get the best possible education and tools for success.

As young adults, we may not be able to change laws or curriculum (yet), but there are many ways even we can impact our communities. It starts with getting involved, using our voices and understanding the challenges that our citizens face...

"The journey of a thousand miles, begins with one small step." -Lao Tzu



Hamilton



HAMILTON  
VOTES 2022

MUNICIPAL ELECTION

## #HamiltonVotes 2022 High School Essay Contest

Daunte Hillen

Hamilton

The decline of voter turnout always becomes the crutch of elections like the local news weather forecast. We know what rain feels like and how it impacts our day. However, just like the rain, we still hope for the sun, dream of the changing wind, and are pleasantly surprised by the rainbow after the storm. Unfortunately, voter turnout is the rainbow not always visible.

All levels of government have been challenged with declining voter turnout election over election. This rings true here in Hamilton at the Municipal election. It is important to note compared to surrounding cities, we Hamiltonians “get off the couch” a bit more to cast our ballots. Engagement is often measured by the voter turnout percentage. As a student who has political aspirations, I would challenge everyone to think bigger and collect and analyze the data collected including newcomers, barriers to vote, accessibility to vote and vote from home options.

Low voter turnout impacts and threatens democracy because it does not give a true reflection of the City’s population when it is dismal. My parents’ generation grew up hearing their elders and grandparents saying, “If you don’t exercise your right to vote, then you don’t have the right to complain.” As much as I challenge my parents’ old adages and storytelling with eyerolls and sighs (out of their view), I do see the value of that statement. Most High School students enrolled now will be eligible to vote the next Municipal, and even Provincial election. In addition to the Youth vote, many newcomers will have successfully achieved Canadian Citizenship and too will exercise their rights. I am still amazed when I hear that many countries have mandatory voting. This reminds me of a mandatory Census or filing your taxes. Some people would not comply but I can only surmise the Voter turnout would be at a historic record high across the City, province and the Country.

While many ideas and opinions have been expressed over the years to increase voter turnout, I truly believe we need to be true to the process. Often, media outlets, overarching politics and the “option to only vote in one category” (Mayor, Councillor and School Board Trustee) does not help our democratic process. All three categories should be required for a complete ballot since all are tied to Property taxes and many policies and procedures that impact our communities. Investing in High School students and Middle School students is also another way to engage Voters. Habits take time to form and Elections are no different. The habits of our ancestors are often passed down. I dream and hope that my generation passes down Voter engagement.

I appreciate the generous opportunity to weigh in and if selected to meet the Mayor and Council, I would bring the discussion of “where do we educate from here”.

**Pilon, Janet**

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**Subject:** 2023 PARTICIPACTION COMMUNITY CHALLENGE

**From:** Kevin Gonci

**Date:** February 18, 2023 at 8:03:27 AM EST

**To:** Office of the Mayor <[Officeofthe.Mayor@hamilton.ca](mailto:Officeofthe.Mayor@hamilton.ca)>, "Jackson, Tom" <[Tom.Jackson@hamilton.ca](mailto:Tom.Jackson@hamilton.ca)>, Ward 1 Office <[ward1@hamilton.ca](mailto:ward1@hamilton.ca)>, "Kroetsch, Cameron" <[Cameron.Kroetsch@hamilton.ca](mailto:Cameron.Kroetsch@hamilton.ca)>, Office of Ward 3 City Councillor Nrinder Nann <[ward3@hamilton.ca](mailto:ward3@hamilton.ca)>, Ward 4 <[ward4@hamilton.ca](mailto:ward4@hamilton.ca)>, "Francis, Matt" <[Matt.Francis@hamilton.ca](mailto:Matt.Francis@hamilton.ca)>, Ward 8 Office <[ward8@hamilton.ca](mailto:ward8@hamilton.ca)>, "Clark, Brad" <[Brad.Clark@hamilton.ca](mailto:Brad.Clark@hamilton.ca)>, "Beattie, Jeff" <[Jeff.Beattie@hamilton.ca](mailto:Jeff.Beattie@hamilton.ca)>, "Tadeson, Mark" <[Mark.Tadeson@hamilton.ca](mailto:Mark.Tadeson@hamilton.ca)>, Ward 12 Office <[ward12@hamilton.ca](mailto:ward12@hamilton.ca)>, Ward 13 <[ward13@hamilton.ca](mailto:ward13@hamilton.ca)>, "Spadafora, Mike" <[Mike.Spadafora@hamilton.ca](mailto:Mike.Spadafora@hamilton.ca)>, "McMeekin, Ted" <[Ted.McMeekin@hamilton.ca](mailto:Ted.McMeekin@hamilton.ca)>

**Subject:** 2023 PARTICIPACTION COMMUNITY CHALLENGE

Good morning.

To follow up on our recent presentation at the February 16th Emergency & Community Services Committee meeting, I've included a copy of the PowerPoint presentation we used along with additional information related to the **2023 ParticipACTION Community Challenge**.

As mentioned, the City of Hamilton can play a pivotal role in promoting this event which recognizes "Canada's Most Active Community", and perhaps work with your office towards the hosting of a Ward-specific physical activity event during the competition period (June 1st to 30th).

We hope to learn the results of our application for a \$50,000 ParticipACTION Grant by mid-April and will be seeking opportunities to **leverage this amount for additional funds that will be directed towards the removal of barriers and supporting access to equity-deserving groups who wish to participate physical activity programs during the Challenge period.**

We are excited to keep your office informed of our progress as our list of community partners grows weekly.

In the meantime, please contact me directly with any questions you might have.

Kind regards,

*Kevin Gonci*

Kevin Gonci



Hamilton ParticipACTION Team





## **ParticipACTION Community Challenge - Supports Equity-Deserving Populations.**

The ParticipACTION Community Challenge is a national physical activity and sport initiative that encourages everyone in Canada to get active throughout the month of June in search of Canada's Most Active Community and we are pleased to announce the involvement of **Athletics Ontario** (Provincial Sport Governing Body of Athletics) in support of "Team Hamilton's" effort to claim the title of being "Canada's Most Active Community".

Thanks to the potential funding from the Government of Canada's Community Sport for All Initiative, ParticipACTION is providing grants to increase sport and physical activity participation of equity-deserving populations as part of the 2023 Community Challenge. Organizations who receive a grant will be able to use these funds to promote or deliver sport and physical activity opportunities to equity deserving groups, in particular Black, Indigenous, racialized, 2SLGBTQIA+, persons with a disability, low-income and newcomers to Canada.

We are currently seeking to recruit additional members for the "Team Hamilton" effort and in particular, organizations which support physical activity programs for equity deserving groups and might be interested in hosting an event/activity/program during the months of May or June.

The attached Information Sheet will provide a broad overview of the ParticipACTION program and in particular, further details about the Community Challenge initiative and potential funding opportunities to support programs/services/activities within our community.

For further details, please contact me at your convenience.

Kind regards,

*Kevin Gonci*

Kevin Gonci  
Hamilton ParticipACTION Team

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██████████

Encl.



## **The ParticipACTION Movement - Background**

ParticipACTION is a national non-profit organization that inspires and supports Canadians to make physical activity a vital part of their everyday life. As Canada's premier physical activity brand, ParticipACTION works with its partners, which include organizations in the sport, physical activity and recreation sectors, alongside government and corporate sponsors, to help Canadians reduce sedentary time and move more, through innovative engagement initiatives and thought leadership.

<https://www.participaction.com/about/>

## **ParticipACTION Community Challenge - June 1 - 30, 2023**

The ParticipACTION Community Challenge is a national physical activity and sport initiative that encourages everyone in Canada to get active throughout the month of June in search of Canada's Most Active Community. The competition involves the tracking of individual and group physical activity minutes through a personal app and website and will count towards Hamilton's overall point total. The Challenge is open to everyone including municipal government; school boards; sports teams; recreation programs; business; families; individuals; and community and cultural service organizations.

<https://www.participaction.com/programs/community-challenge/>

## **Supporting Equity-Deserving Groups**

Funded by the Government of Canada's Community Sport for All Initiative, the Community Challenge grant will support community organizations to remove barriers and increase physical activity and sport participation and retention of equity-deserving groups (Black/Indigenous/2SLGBTQIA+/racialized/newcomers/low-income/disabled) as part of the 2023 Community Challenge.

For additional information about the 2023 "Team Hamilton" ParticipACTION Community Challenge and funding opportunities to support the involvement of equity-deserving groups within our community, please contact a member of our team.

*Kevin Gonci*

Kevin Gonci  
Hamilton ParticipACTION Team

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**Pilon, Janet**

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**Subject:** The situation at 1083 Main Street East**From:** d.galvin**Sent:** February 21, 2023 10:25 AM**To:** [clerk@hamilton.ca](mailto:clerk@hamilton.ca)**Cc:** Office of Ward 3 City Councillor Nrinder Nann <[ward3@hamilton.ca](mailto:ward3@hamilton.ca)>; Weinberger, Alexandra <[Alexandra.Weinberger@hamilton.ca](mailto:Alexandra.Weinberger@hamilton.ca)>; Olivia O'Connor <[hamilton@acorncanada.org](mailto:hamilton@acorncanada.org)>;**Subject:** Re.: The situation at 1083 Main Street East

Hi,

Please accept the following delegation for the City Council meeting on Wednesday February 22.

David Galvin

Hello to Mayor Horwath and City Councillors and thank you for receiving my delegation.

I'm David Galvin, a tenant at 1083 Main Street East, a historic low-rise apartment building near the Delta. You may have seen me on the front page of the Hamilton Spectator. I appeared there twice and on CH News three times.

I would gladly trade my minutes of modest fame for running water in my apartment. I and my neighbours in the 6 other occupied units at 1083 have been without this basic human right for 57 days as of today (Wednesday). And there's no time frame for when, if ever, water will return.

Agents for landlord 1083 Main Street Inc., (president: Dylan Suitor), Grow Ontario Property Management and/or paralegal firm Caveat LLP shut off water in the building on December 28, 2022. Earlier that day pipes had burst as a result of unpermitted renovations and failure of the landlord in spite of multiple warnings to protect plumbing infrastructure from freezing. Bylaw enforcement officers have proved ineffective at getting the water back on.

I and my neighbors at 1083 are sick, elderly and/or disabled. I've lived in the building since 2004; most remaining tenants are similarly longstanding. We're low-income and can't afford market rent anywhere else. We have nowhere to go.

I've suffered serious emotional and physical trauma from the lack of water. I know that at least some of my neighbors are as stressed as I am. Our health is at risk because we can't properly wash our hands or our dishes, or routinely flush our toilets. Perhaps the worst thing is the loss of the hope we initially had that our situation would be quickly remedied.

Tenants at 1083 have seen one slumlord after another buy the building, do little or nothing to improve it, then flip it for a huge profit. All the while, building inspectors have been unable or unwilling to ensure that much-needed repairs are undertaken.

The ongoing crisis at 1083 demonstrates clearly that tough new laws are necessary to curb the excesses of scofflaw landlords. But laws are not enough. Building inspectors and bylaw officers must be incentivized to take their mandates seriously and act with enthusiasm and vigor when vulnerable tenants are put at risk.

I wish to thank Olivia O'Conner of ACORN for her tireless efforts to assist the beleaguered tenants of 1083 Main Street East. I also wish to thank the city's water department, which has stepped up where the landlord would not and is making regular deliveries of containerized water. And of course I wish to thank the offices of Mayor Horwath and Councillor Nrinder Nann for their ongoing efforts to see this horrendous situation made right.

Thank you for considering my delegation.  
David Galvin



February 22nd 2023

**Written submission regarding 1083 Main St E**

7 remaining households at 1083 Main St E have gone 8 weeks without running water in their apartments. Since December 27th there has been no hot water and since December 28th no water at all.

Tenants first contacted the City of Hamilton bylaw services on December 28th and heard back on January 3rd that the city was giving the landlord a 19 day order to complete the repair work. The order expired on January 24th.

Tenants report that pipes exposed to the elements burst and water was shut off. The landlord's first communication to tenants said "Unfortunately, the extent of the repair required will create these extended water issues on and off for quite some time... In the interim, we suggest all tenants reach out to Caveat to readdress potential relocation for your health and safety."

Caveat is the paralegal service representing 1083 Main St Inc. in pursuing renoeviction of all remaining tenants in the building.

1083 Main St Inc. has attempted to use the situation as an opportunity to force tenants to move out. On December 28th there were 9 households and 2 moved because of the situation.

1083 Main St E has a long history of neglectful landlords. Between the previous owner Malleum and the current owner 1083 Main St Inc., the 60 unit apartment building is down to 8 occupied units. Through buyouts, N13s and deliberate building neglect, the apartment building has sat mostly vacant for the past two years while Hamilton experiences a housing crisis.

Since 1083 Main St Inc. took over ownership in June 2021 they have neglected to

maintain and clean common areas and exterior of the building, closed off access to the parking garage and laundry room.

The tenants have a hearing in March at the Landlord and Tenant Board regarding the landlord's N13 applications.

Yesterday February 21st, the appeal for the order was heard at the Property Standards Committee. Tenants were shocked to hear that the city was presenting a joint submission with the landlord to give more time for the landlord to repair the water and reconvene after the March 8 LTB hearing to see if evictions are secured to get vacancy of the building.

Tenants were in disbelief that the city would take this position and further delay repair to the pipes and the return of water to the tenant's apartments.

**ACORN is calling on the City of Hamilton to:**

- Explain to the public and tenants of 1083 Main St E why the city presented a joint submission with the landlord instead of seeking compliance or initiating the city to do the repairs themselves
- Investigate strengthening Hamilton's property standards bylaw and vital services bylaw to prevent a similar situation in the future
- Pass a city wide landlord licensing program to ensure landlords are keeping their properties in good repair and restricting renovation
- Improvements to the tenant defence fund and a proactive tenant education program

ACORN Contact Info

[hamilton@acorncanada.org](mailto:hamilton@acorncanada.org) / 905-393-5734

56 Mulberry Street Suite 8, Hamilton, Ontario

# CITY OF HAMILTON

## NOTICE OF MOTION

City Council: February 22, 2023

**MOVED BY COUNCILLOR M. TADESON.....**

**Amendment to Item 3 of Board of Health Report 22-008, respecting Physician Recruitment and Retention Steering Committee Report 22-002 – August 5, 2022, which was approved at Council on August 12, 2022 and Amended by Council on January 25, 2023**

WHEREAS, additional clarification is necessary respecting the delegated authority of the Medical Officer of Health to execute any and all agreements, amendments and ancillary documents necessary to transfer the Hamilton Physicians program to the Greater Hamilton Health Network, in a form satisfactory to the City Solicitor.

THEREFORE, BE IT RESOLVED:

That Item 3 of Board of Health Committee Report 22-008 respecting the Physician Recruitment and Retention Steering Committee Report 22-002 – August 5, 2022, be further **amended**, by adding the words, ***‘including those related to outstanding liabilities’***, to sub-section (a)(i)10, to read as follows:

3. **Physician Recruitment and Retention Steering Committee Report 22-002 - August 5, 2022 (Item 10.1)**
  - (a) Working Group of the Physician Recruitment and Retention Steering Committee Report 22-001 (Item 1)
    - (i) Proposal to Transfer Program into the Greater Hamilton Health Network & Formalize Existing Funding Relationships (Item 4.1)
      - (10) That the Medical Officer of Health be authorized to execute any and all agreements, amendments and ancillary documents, ***including those related to outstanding liabilities***, necessary to transfer the Hamilton Physicians program to the Greater Hamilton Health Network, in a form satisfactory to the City Solicitor.

**Authority:** Item 31, Economic Development  
and Planning Committee  
Report 06-005  
CM: April 12, 2006  
Ward: 14

**Bill No.032**

**CITY OF HAMILTON  
BY-LAW NO. 23 -**

**To Amend Zoning By-law No. 05-200  
Respecting Lands Located at 555 Sanatorium Drive, Hamilton**

**WHEREAS** the first stage of the new Zoning By-law, being By-law No. 05-200, came into force on the 25<sup>th</sup> day of May, 2005; and,

**WHEREAS** the Council of the City of Hamilton, in adopting Section 31 of Report 06-005 of the Planning and Economic Development Committee at its meeting held on the 12<sup>th</sup> day of April, 2006, recommended that the Director of Development and Real Estate be authorized to give notice and prepare by-laws for presentation to Council, to remove the "H" Holding Provision from By-laws where the conditions have been met.

**AND WHEREAS** the conditions of Holding Provision 35 for the lands located at 555 Sanatorium Road, Hamilton have been satisfied;

**NOW THEREFORE** the Council of the City of Hamilton enacts as follows:

1. That Map No. 1080 of Schedule "A" – Zoning Maps is amended by changing the zoning from the Major Institutional (I3, 740, H35) Zone to the Major Institutional (I3, 740) Zone, for the lands identified in Schedule "A" attached hereto.
2. That Schedule "D" – Holding Provisions is amended by deleting Holding Provision H35 from the lands identified in the Location Map attached as Schedule "A" to this By-law.
3. That the Clerk is hereby authorized and directed to proceed with the giving of notice of passing of this By-law in accordance with the *Planning Act*.



**PASSED** this February 22, 2023

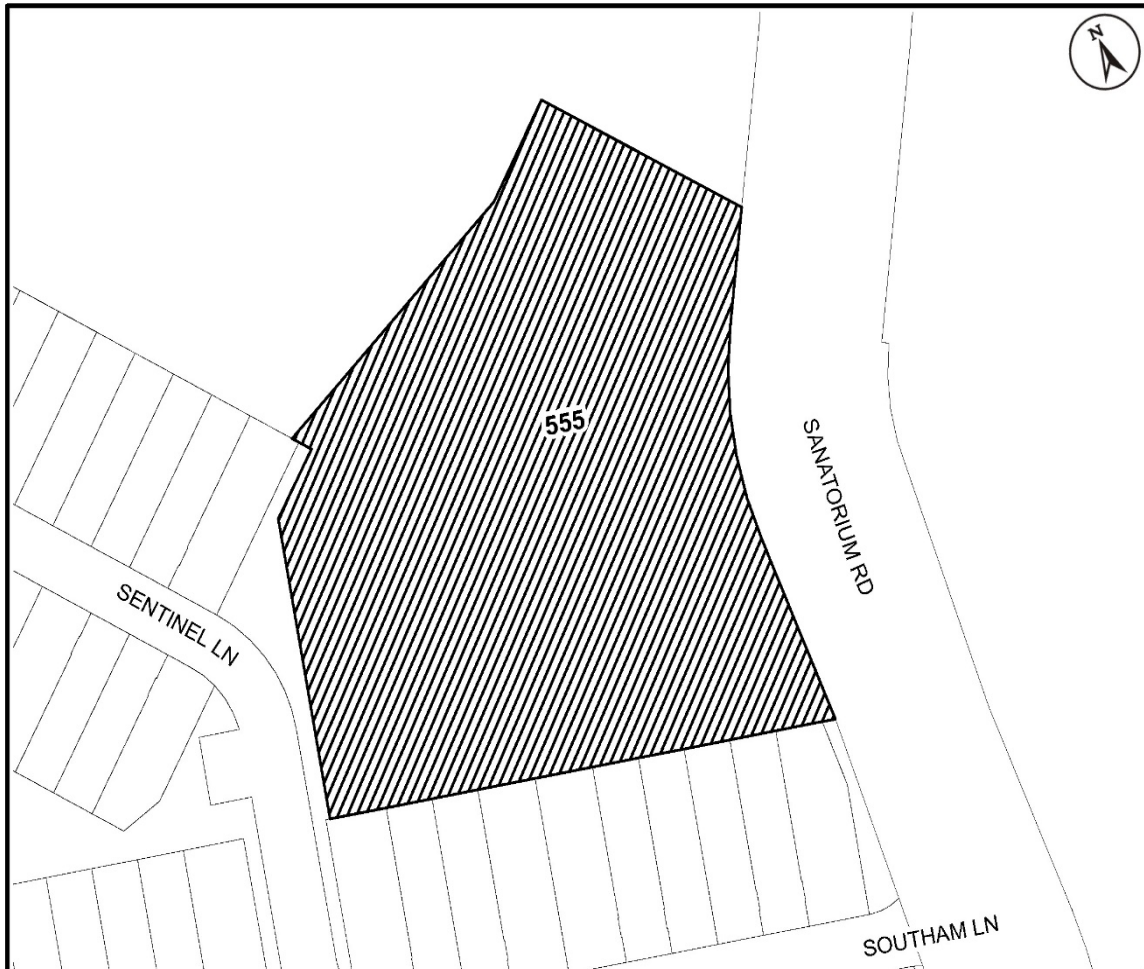
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A. Horwath  
Mayor


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A. Holland  
City Clerk

ZAH-23-013



<p>This is Schedule "A" to By-law No. 23-</p> <p>Passed the ..... day of ....., 2023</p>	<p>-----</p> <p>Mayor</p> <p>-----</p> <p>Clerk</p>
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<p><b>Schedule "A"</b></p> <p>Map forming Part of              By-law No. 23-_____</p> <p>to Amend By-law No. 05-200              Map 1080</p>	<p><b>Subject Property</b></p> <p>555 Sanatorium Road</p> <p> Change in Zoning from the Major Institutional (I3, 740, H35) Zone to the Major Institutional (I3, 740) Zone</p>
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<p>Scale: N.T.S</p>	<p>File Name/Number: ZAH-23-013</p>	
<p>Date: February 10, 2023</p>	<p>Planner/Technician: AB/AL</p>	
<p>PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT</p>		

**Authority:** Item 6, Emergency & Community  
Services Committee Report 23-002  
(HSC22001(a))  
CM: February 22, 2023  
Ward: City Wide  
**Bill No. 033**

**CITY OF HAMILTON**  
**BY-LAW NO. 23-**

**To Amend By-law No. 22-005, the Emergency Management Program By-law**

**WHEREAS;** Council enacted By-law 22-005 on January 19, 2022;

**AND WHEREAS** Council deems it necessary to amend and update Schedule 1: City of Hamilton Emergency Plan which forms part of By-law 22-005;

**AND WHEREAS** this Amending By-law amends By-law No. 22-005 by repealing and replacing Schedule 1 with an updated Emergency Plan;

**NOW THEREFORE** the Council of the City of Hamilton enacts as follows:

1. The amendments in this By-law include any necessary grammatical, numbering and lettering changes.
2. That By-law 22-005 be amended by repealing Schedule 1: City of Hamilton Emergency Plan and replacing it with Schedule 1 of this Amending By-law.
3. That in all other respects, By-law 22-005 is confirmed; and
4. That the provisions of this by-law shall become effective on the date approved by City Council.

**PASSED** this 22nd day of February, 2023.

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A. Horwath  
Mayor

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A. Holland  
City Clerk

Schedule 1



Hamilton

# **CITY OF HAMILTON EMERGENCY PLAN**

**Enacted Under:**

**Emergency Management Program By-law, 22-005**

**REVISED: December 6, 2022**

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#### **Appendix 1: EOC Activation Procedure (confidential)**



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# 1. Introduction

The City of Hamilton Emergency Plan, known throughout this document as the Emergency Plan, establishes a framework for responding to incidents or emergencies that may occur in the City. Developed with key officials, agencies and departments, it is a guideline that outlines collective and individual roles and responsibilities in responding to and recovering from an emergency.

The Emergency Plan describes the framework of how the City of Hamilton will respond to, recover from, and mitigate the impact of an emergency. It describes the legal authorities, plan concept of operations, functional responsibilities of the EOC Management Team, and notification procedures.

Several procedures and guidelines (listed in Section 4) exist as supporting documents and emergency response plans for the Emergency Plan. These documents outline an integrated response for responding to and recovering from emergencies. They can be stand-alone documents or grouped depending on the nature of the emergency and response required.

## 1.1. Purpose

The aim of the Emergency Plan is to make provision for the efficient administration, coordination, and implementation of extraordinary arrangements and response measures taken by the City of Hamilton to protect the health, safety, and welfare of the residents of Hamilton during any emergency by:

- Identifying the governance structure for emergency response within the City of Hamilton;
- Identifying the Incident Management System (IMS) roles and responsibilities required to respond and recover from emergencies and disasters;
- Identifying standard response goals for emergency response operations and decision making; and
- Providing for a coordinated response by the municipality and partner agencies in managing emergencies.

## 1.2. Legal Authorities

The legislation under which the municipality and its employees are authorized to respond to an emergency are:

- The *Emergency Management and Civil Protection Act*, RSO 1990, c.E.9, as amended (the “Act”); and

- The City of Hamilton Emergency Management Program By-Law 22-005

The *Act* requires municipalities to develop, implement, and maintain an emergency management program, and adopt it with a by-law. An emergency management program must consist of:

- An emergency plan;
- Training programs and exercises for employees of municipalities and other persons with respect to the provision of required services and procedures to be followed in emergency response and recovery activities;
- Public education on risks to public safety and on public preparedness for emergencies; and
- Any other element required for municipalities in standards of emergency management programs that may be developed by the Solicitor General of Ontario.

Ontario Regulation 380/04 describes emergency management standards for municipal emergency management programs. There are a number of required elements including:

- Development of an emergency response plan which includes a municipal control group to direct the municipal response to an emergency;
- Implementation of an Emergency Operations Centre with appropriate communications systems;
- Designation of an Emergency Information Officer; and
- Designation of an Emergency Management Program Coordinator.

The City of Hamilton Emergency Management Program By-Law approves the enactment of the City of Hamilton Emergency Plan and other requirements for the City's Emergency Management Program.

The Emergency Information Officer is the Communications Manager or designated alternate.

The Emergency Management Program Coordinator(s) are the City's Emergency Management Coordinators.

The Senior Official for the purposes of the City's Emergency Management Program Committee is the City Manager, or designated alternate.

### **1.3. Definition of an Emergency**

Emergencies are distinct from the normal daily operations carried out by municipal first response agencies and City departments.

The *Act* defines an emergency as:

‘A situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.’

### **1.4. Hazard Identification Risk Assessment**

The Emergency Management Program has identified realistic hazards that may occur in Hamilton and assessed them in terms of probability, frequency of occurrence, magnitude of consequence or impact, and changing risk. Results of the Hazard Identification and Risk Assessment (HIRA) assist the Emergency Management Program in developing training and exercise scenarios and may initiate the development of hazard-specific plans or procedures in the event of an emergency.

As a result of the HIRA process, risks in the City of Hamilton listed below represent major incidents involving multiple locations or having a significant impact on City facilities, infrastructure, operations, or the public.

- Infectious Disease
- Fire or Explosion
- Extreme Heat
- Building or Structural Failure
- Substance Use or Overdose
- Flooding
- Erosion
- Chemical Release
- Tornado
- High Wind

## **1.5. Emergency Management Program Committee**

The Emergency Management Program Committee (EMPC) as required by the *Act* consists of representatives from City departments and agencies, or designated alternates.

- Mayor
- City Manager
- City Solicitor
- Chief of Police
- Medical Officer of Health
- Fire Chief
- Paramedic Chief
- General Manager, Healthy & Safe Communities
- General Manager, Corporate Services
- General Manager, Planning & Economic Development
- General Manager, Public Works
- Executive Director, Human Resources
- Community Emergency Management Coordinators
- Director of Communications & Strategic Initiatives

The City Manager, or designated alternate, is the chair of the EMPC.

This committee reviews the Emergency Management Program for the purpose of legislated compliance and implementation of program initiatives including the review and updating of the Emergency Plan. The EMPC is not activated during an emergency.

## **1.6. Emergency Operations Centre Management Team**

In the City of Hamilton, the Emergency Operations Centre Management Team (EOC Management Team) (see Section 3.2) acts as the municipal control group as defined by Ontario Regulation 380/04. The EOC Management Team will be composed of the following municipal officials, or their designated alternates, holding the following appointments:

<b>EOC Management Team Position</b>	<b>Municipal Official</b>
Mayor	Mayor
City Manager	City Manager
EOC Director	GM Planning and Economic Development
Information Officer	Manager of Communications
Legal	City Solicitor
Human Resources and Labour Relations Officer	Executive Director, Human Resources
Liaison Officer	Emergency Management Coordinator
Operations Section Chief	<p>The Operations Section Chief will be chosen by the EOC Director at the time of emergency from the following designates:</p> <ul style="list-style-type: none"> <li>• Chief of Police</li> <li>• Fire Chief</li> <li>• Paramedic Chief</li> <li>• Medical Officer of Health</li> <li>• General Manager, Healthy and Safe Communities</li> <li>• General Manager, Public Works</li> <li>• Director, Planning &amp; Economic Development</li> </ul>
Planning Section Chief	Director, Planning and Economic Development
Logistics Section Chief	Director, Human Resources
Finance and Administration Section Chief	General Manager, Corporate Services

## 2. Concept of Operations

There are multiple response levels to any emergency within the City of Hamilton (see Diagram 1).

Site Response: The emergency responders at the site(s) of the emergency provide tactical response to the emergency as they attempt to mitigate its effects and bring the emergency under control.

Departmental Response: Departments that require local support to their operations may establish a Department Operations Centre (DOC). A DOC is primarily concerned with coordinating the department's activities in support of the department responsibilities and commitment to the emergency response. DOCs requiring further support to their response will activate the City EOC. DOCs will then interact with the City EOC, and their agency representatives or senior personnel at the scene. A DOC will focus on issues such as obtaining, coordinating and directing the department resources to respond to the emergency.

Corporate Response: The Emergency Operations Centre (EOC) is a physical location where the EOC personnel gather to collectively and collaboratively support emergency response and manage the consequences of an emergency. The EOC is utilized, where necessary, to centralize and coordinate efforts occurring at the site and any activated DOC's.

The EOC Management Team provides for the overall management and coordination of site support activities and consequence management. The EOC Management Team acts as the City's emergency control group under the *Act*. During an emergency, the EOC Management Team are notified and asked to respond to the EOC. The EOC Management Team has responsibility for:

- Notifying response agencies and coordinating the activities of the various departments and organizations which are needed to effectively respond to and recover from the emergency;
- Providing strategic direction and support to the response including the Incident Commander, site personnel and response agencies;
- Collecting as much information as possible on the status of the emergency and vetting the information, prioritizing it, evaluating it, summarizing it, disseminating/displaying it and acting upon required needs;
- Establishing priorities based on all the information gathered and developing EOC Action Plans that complement and enhance the response;
- Obtaining, coordinating and managing payment of any additional resources (both personnel and equipment) needed to support the

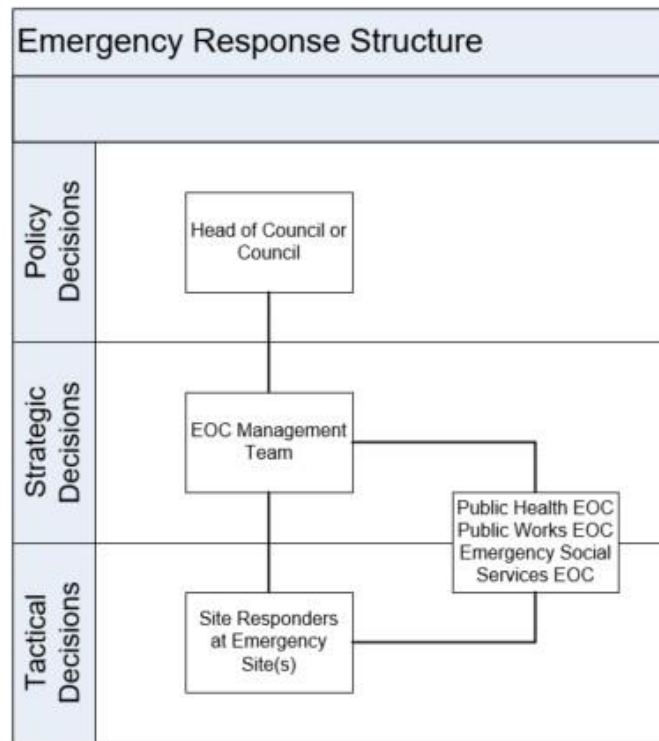
response;

- Coordinating all internal and external information and communicating advisories, warnings, and emergency information to staff and the general public.

The Mayor is considered the Head of Council during an undeclared or declared emergency. There may be the need for an Acting Head of Council during any period of the Mayor’s absence, inability or refusal of the Mayor to act as Head of Council or where the Office of the Mayor is vacant. The Head of Council has all the powers set out in the *Act* and Emergency Plan for purposes of an emergency and declared emergency.

The Policy Group is comprised of the Head of Council in their assigned role and authority during an emergency, or the Mayor and members of Council sitting as City Council at any regular or special meeting called during an emergency. The Policy Group may be established to receive information or reports during an emergency, and to provide any necessary policy direction to the EOC Management Team. The Policy Group does not have responsibility for emergency management during an emergency, but they do have power under the *Act* to end a declared emergency.

**Diagram 1 – Emergency Response Structure**



### 2.1. Reporting an Emergency

A responding agency or municipal department is likely to be the first on site



authority to an emergency. First responders will assume control at the site and assign a lead agency. If, in the judgment of the lead agency, the situation requires more support resources, or there are consequences to the community at large, the lead agency will contact their senior departmental staff to activate the EOC Management Team.

## **2.2. Emergency Notifications**

When an emergency exists, but has not yet been declared to exist, municipal employees are authorized to take such action(s) as detailed or authorized under the Emergency Plan.

The following City of Hamilton staff or designated alternates have the authority to activate the Emergency Notification Procedure and EOC by contacting the City of Hamilton Emergency Management Coordinators and requesting a Level 1, 2 or 3 activation;

- Head of Council
- City Manager
- Chief of Police
- Medical Officer of Health
- Fire Chief
- Paramedic Chief
- General Manager, Healthy & Safe Communities
- General Manager, Corporate Services
- General Manager, Planning & Economic Development
- General Manager, Public Works
- Executive Director, Human Resources
- Emergency Management Coordinators
- Director of Communications & Strategic Initiatives
- Manager of Communications

Once notified, the Emergency Management Coordinators will activate the notification system to contact EOC responders on the Level 1 or Level 2 Notification List and instruct them to respond to the EOC. The notification system will also be used to advise of a Level 3 activation which involves notification of key EOC members and asking them to participate via virtual conference.

Level 1 activation involves the EOC Director, City Manager, Human Resources/Labour Relations Officer, Information Officer, Legal, Risk Management, Liaison Officer, all Operations Section Branch Coordinators, Logistics Chief (including the IT Branch), the Planning Chief (including Scribe/Event Board) and the Finance and Administration Chief (see Diagram 3).

Level 2 activation involves all EOC personnel and is generally used for a large-scale emergency (see Diagram 4).

Level 3 activation is a virtual activation of EOC personnel. Its membership is similar to a Level 1 activation however it is conducted virtually. Physical response to the EOC is not necessary. Adding additional members to this activation will depend on the nature of the emergency event.

### **2.3. Declaration of Emergency**

Only the Head of Council or Acting Head of Council has the authority to make a declaration of an emergency within the boundaries of the municipality. The decision to declare an emergency will be made by the Head of Council in consultation with the EOC Management Team.

Upon making an Emergency Declaration, the Head of Council will ensure the following are notified:

- City of Hamilton Council members
- Solicitor General for Ontario via the Provincial Emergency Operations Centre

The following may also be notified of a declaration of emergency:

- Local Member(s) of Provincial Parliament (MPPs)
- Local Member(s) of Federal Parliament (MPs)
- Local media, and
- The public

### **2.4. Termination of Emergency**

Termination of an Emergency Declaration usually comes as the result of a significant reduction in the severity of the emergency and/or the impact on the community.

The Head of Council, Council, or the Premier of Ontario have the authority to declare that an emergency has terminated.

## **2.5. Requests for Assistance**

It is possible that assistance from other levels of government, or external partner agencies with specialized knowledge or expertise, may be required by the City of Hamilton to help successfully respond to an emergency.

Depending on the nature of the emergency and the assistance required, these agencies may be requested to attend the emergency site(s) and/or the EOC to provide assistance or provide information and advice to the EOC Management Team.

Where provincial assistance is required, which is outside of the normal departmental or service working agreements, the request will be made to the Provincial Emergency Operations Centre (PEOC) through the Liaison Officer.

Requests for personnel or resources from the Federal Government are requested through the PEOC who in turn liaises with the Federal Government Operations Centre.

## **3. Incident Management System**

The City's Emergency Management Program adopts the principles of the Incident Management System (IMS) based on five key functions (command, operations, logistics, planning and finance/admin) that must occur during any emergency. IMS can be used for any size or type of emergency to manage response personnel, facilities, and equipment. Principles of the IMS include the use of common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span of control, and comprehensive resource management.

The basic IMS response structure is outlined in Diagram 2.

Level 1 and Level 2 IMS Response Structures are outlined in Diagram 3 and 4 respectively.

Diagram 2 – Basic IMS Response Structure

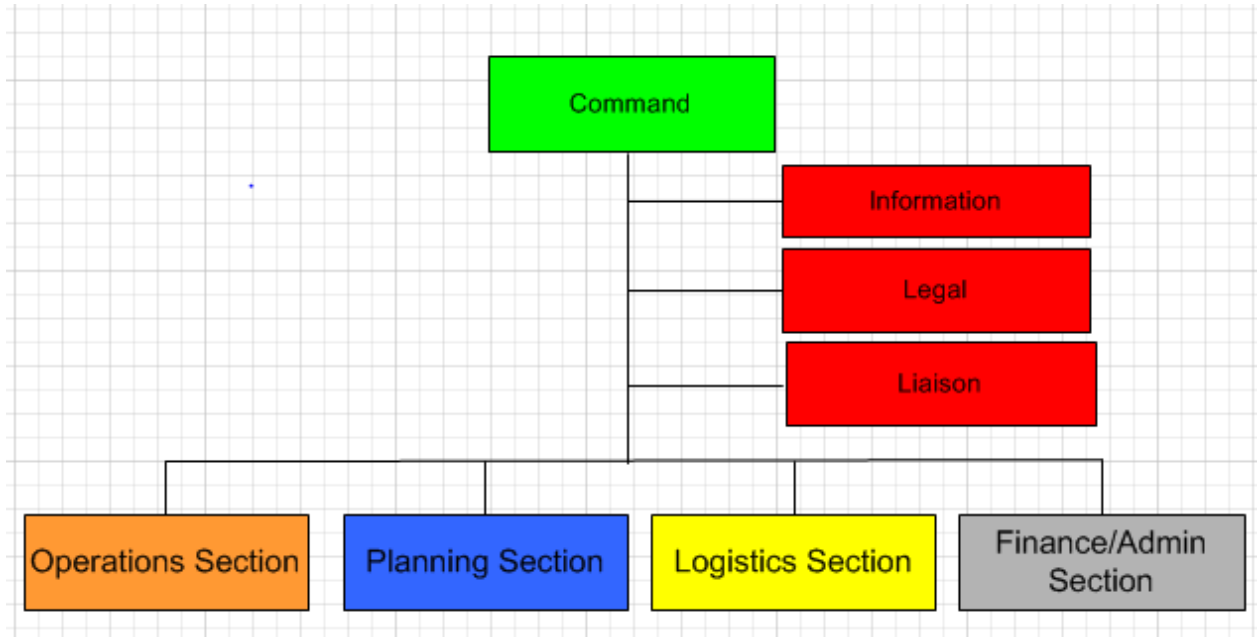


Diagram 3 – Level 1 IMS Response Structure

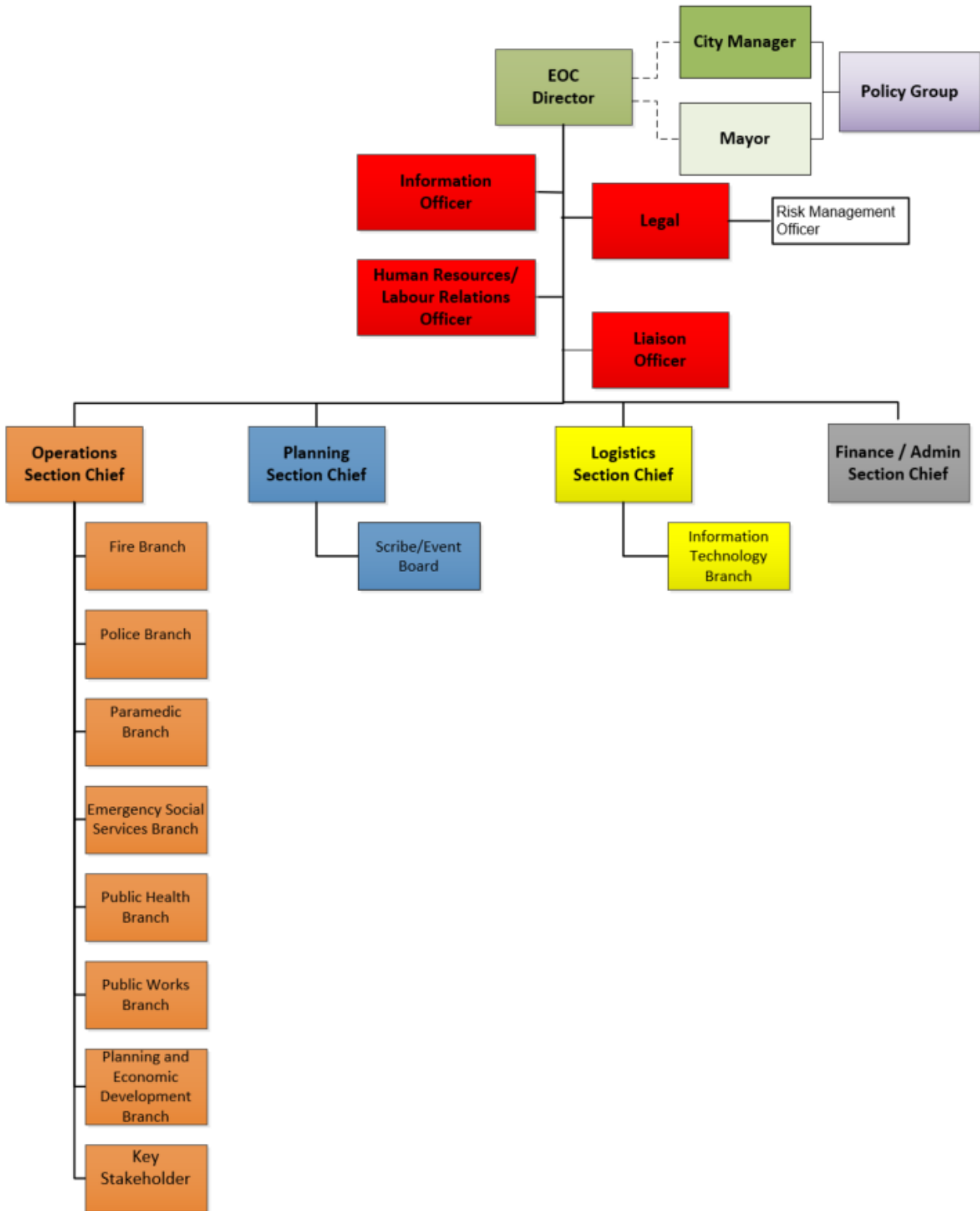
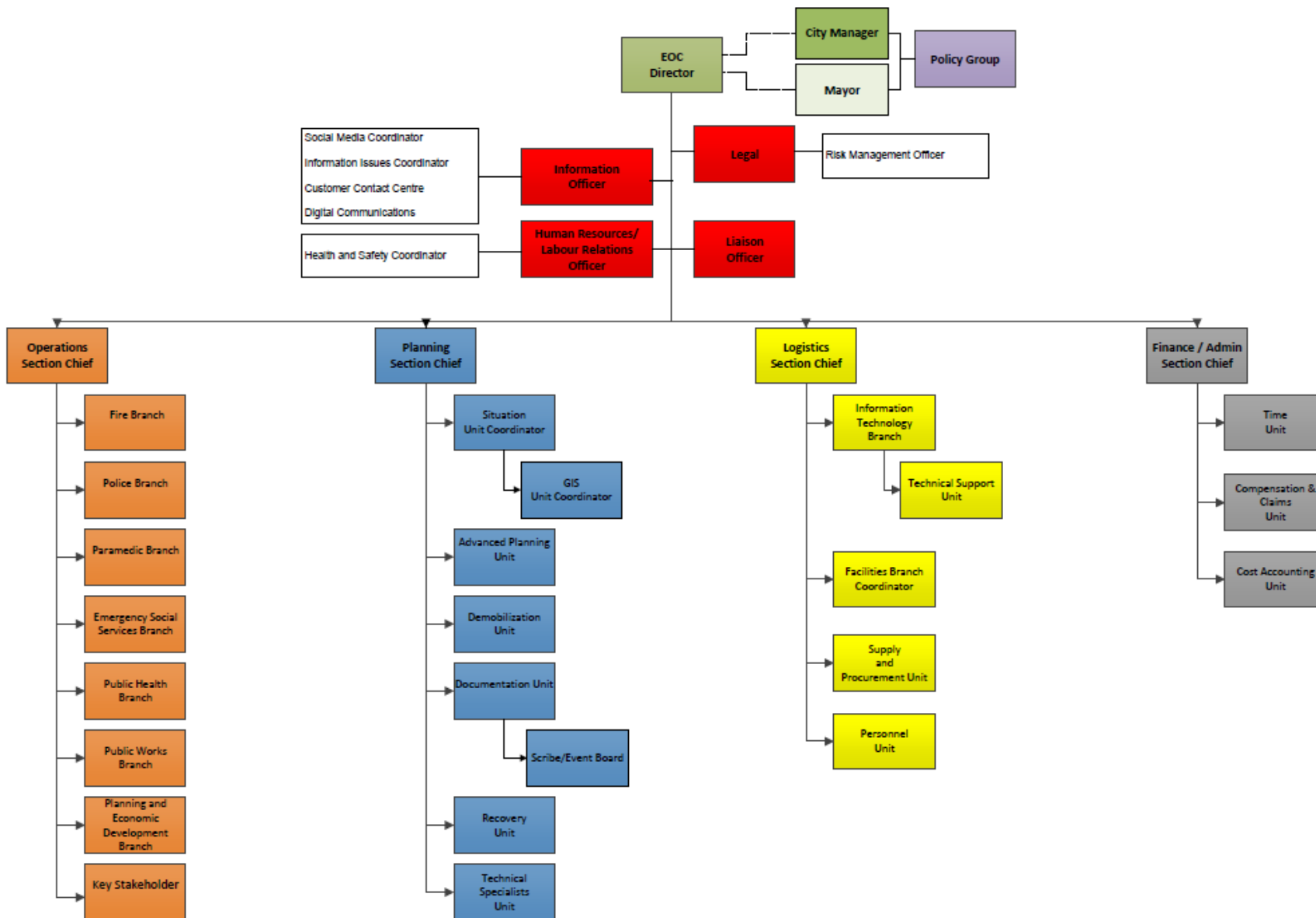


Diagram 4 – Level 2 IMS Response Structure



### **3.1. Response Goals**

The following response goals are applied to all emergency situations. The EOC Management Team will prioritize response objectives based on these goals. In order of priority:

1. Provide for the health and safety of all responders
2. Save lives
3. Reduce suffering
4. Protect public health
5. Protect critical infrastructure
6. Protect property
7. Protect the environment
8. Reduce economic and social losses

### **3.2. Roles and Responsibilities**

#### **Policy Group**

Responsibilities of the Policy Group include:

- Provides overall policy direction
- Changes/amends bylaws or policies
- Requests for Municipal level assistance
- Declares State of Local Emergency (Head of Council)
- Declares termination of State of Local Emergency
- Acts as an official spokesperson

#### **EOC Management Team**

The primary responsibility of the EOC Management Team is to provide for the overall management and coordination of the response and consequence management. It is the responsibility of the EOC Management Team to ensure that response priorities are established, and that planning, and response activities are coordinated, both within the EOC (i.e. between sections) and between sites, DOCs and other EOCs.

During the initial stages of an EOC activation, responding staff already holding one appointment may briefly take on the role of EOC Management Team appointees pending their arrival. This is consistent with the principles of the Incident Management System. The EOC Management Team consists of the following positions:

- Mayor
- City Manager
- EOC Director
- Information Officer
- Legal
- Human Resources and Labour Relations Officer
- Liaison Officer
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance and Administration Section Chief

### **Mayor**

- Receives information on the emergency and response efforts.
- Acts as primary spokesperson for the City.
- Makes the decision to declare an emergency in consultation with the EOC Management Team.
- Along with Council, approves changes to policies and by-laws resulting from the emergency.
- Liaises with Mayors of neighbouring municipalities as needed

### **City Manager**

- Liaises with Mayor to ensure Council is updated.
- Liaises with EOC Director on issues for discussion with Council or Senior



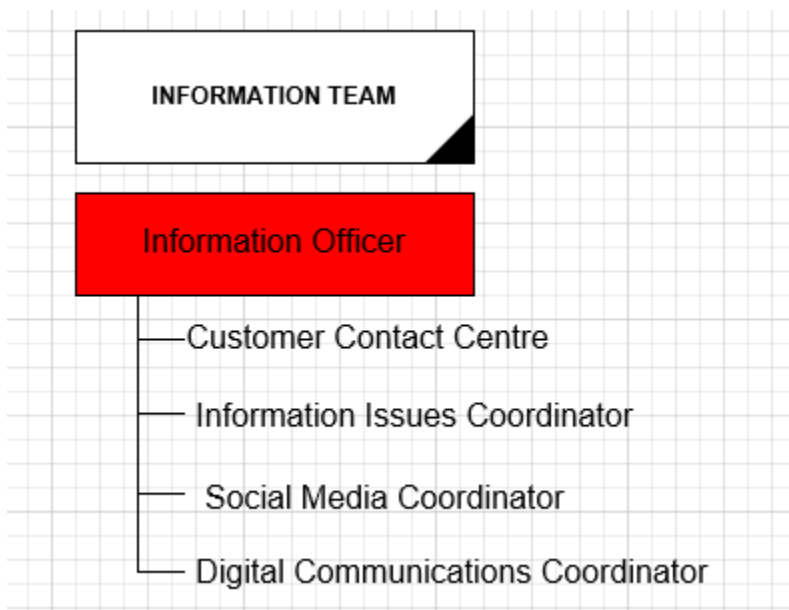
Leadership Team.

- Reviews and approves reports to Council.
- Attends media briefings as requested.
- Provides updates to City employees as required.
- Liaises with CAOs/City Managers in neighbouring municipalities.

**EOC Director**

- Overall authority and responsibility for response activities.
- Ensures organizational effectiveness.
- Establishes staffing levels on the EOC Management Team.
- Sets EOC priorities and objectives for each operational period and ensures objectives are carried out.
- Approves Incident Action Plan
- Liaises with the Policy Group and Senior Leadership Team.
- Approves emergency information releases.

**Information Officer**



- Staffs and manages the Information Section ensuring the appropriate

personnel, equipment, and supplies.

- Prepares for, and participates in, EOC Management Team meetings.
- Establishes a team of staff to oversee media updates, and coordinate interviews and media briefings, monitor social media, establish communication strategies, manage internal communications, and develop public information materials.
- Determines the need and obtains approval for an Emergency Information Centre.
- Liaises with other Information Officers.
- Obtains EOC Director approval for all internal and external messages.
- Ensures public communications is provided in accessible formats, as required.

#### **Customer Contact Centre Coordinator**

- Collects, processes, evaluates and shares situational information from Customer Contact Centre staff.
- Disseminates approved emergency information to the Customer Contact Centre staff for public inquiries.

#### **Information Issues Coordinator**

- Develops messaging and external communication strategies.
- Develops public information materials.
- Develops news releases.

#### **Social Media Coordinator**

- Collects and verifies relevant information on the emergency from news reports and social media.
- Implements social media response to the emergency event including developing proactive messages.
- Monitors and develops relevant hashtags on all social media platforms.

#### **Digital Communications Coordinator**

- Updates the City website with pertinent information as needed.

- Develops and maintains a recovery website to be used during large emergencies.

## Legal



- Provides advice and assistance on matters related to law and how they may be applicable to the actions of the City of Hamilton during the emergency.
- Gathers and organizes evidence that may assist in legal defense if required.
- Evaluates situations and advises the EOC Director of any conditions and actions that might result in liability.

## Risk Management

- Identifies and analyzes personnel, property and liability loss exposures.
- Assesses damage and financial loss resulting from the incident.
- Advises members of response organizations regarding options for risk control during EOC Management Team meetings or upon request.
- Provides risk/liability analysis where appropriate on any operations within or outside the scope of the EOC Action Plan.
- Identifies potential claimants and the scope of their needs and concerns.
- Conducts interviews and takes statements that address major risk management issues.
- Assists the EOC Director in reviewing press releases, public alerts and warnings, and public information materials.
- Organizes and prepares records for final audit.

### **Human Resources and Labour Relations Officer**

#### Human Resources/Labour Relations Officer

└ Health and Safety Coordinator

- Provides advice and assistance on matters related to Human Resources and Labour Relations.
- Engages City Unions as needed and provides updates to the EOC Management Team.
- As required, provides advice and assistance on matters related to diversity, equity and inclusion within the impacted community(s) related to the emergency.

### **Health and Safety Coordinator**

- Liaises with and provides advice to site Safety Officer regarding health and safety issues for site personnel, as required.
- Provides advice and assistance on matters related to occupational health and safety regulations for the response and for EOC personnel.

### **Liaison Officer**

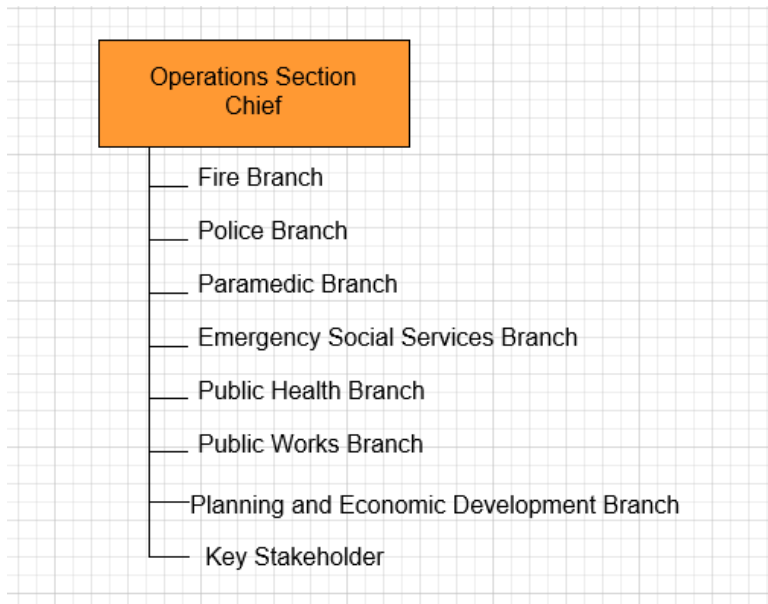
- Invites required or requested agencies to the EOC, as identified by the EOC Director and EOC Management Team.
- Liaises with the Provincial Emergency Operations Centre and Emergency Management Ontario Field Officer.
- Maintains contact with external agencies and other EOCs.

### **Operations Section**

The Operations Section communicates directly with emergency site(s), field personnel, activated Departmental EOCs and Command Centres. The function of the Operations Section is to gather situational information from site and share it with the Planning Section and other members of the EOC Management Team. The Operations Section also coordinates any resource requests from the site, supports site operations and coordinates multi-agency or multi-department support to the

site. The Operations Chief will also direct deployment of all EOC issued resources to the Incident Commander(s) at the site.

The Operations Section Chief will be designated at the time of the emergency by the EOC Director.



### **Operations Section Chief**

- Staffs and manages the Operations Section ensuring the appropriate personnel, equipment, and supplies.
- Prepares for and participates in EOC Management Team meetings.

### **Branch Coordinators**

Branch Coordinators oversee the operations of a City department, division, section or outside agency. A Branch Coordinator is responsible for coordinating the activities of their department/agency site personnel, dispatch centre (if one exists) and DOC (if one has been activated) with other Branches in the Operations Section. Additional Branch staff may be needed, dependent on the size of the emergency event and the support required.

Branch Coordinators may include, but are not limited to:

#### **Fire Branch Coordinator**

- Liaises with the Fire Incident Commander and Fire Dispatch regarding fire suppression, hazardous materials response, rope rescue, vehicle extrication, and any other site response initiated by

Fire.

- Provides site support and coordinates Fire resource requests such as arranging for mutual aid and additional equipment.
- Liaises with the Office of the Fire Marshall, as required.

#### **Police Branch Coordinator**

- Liaises with the Police Incident Commander and Police Dispatch regarding law enforcement, traffic control, perimeter control, access/egress of emergency vehicles, evacuations, emergency notifications, search and rescue, CBRNE, and any other site response initiated by Police.
- Provides site support and coordinates Police resource requests such as arranging for mutual aid and additional equipment.
- Liaises with federal, provincial and other municipal police agencies, as required.
- Liaises with the Coroner, as required.

#### **Paramedic Branch Coordinator**

- Liaises with the Paramedic Incident Commander and Central Ambulance Communication Centre regarding the triage, treatment, and transportation of victims, and any other site response initiated by the Paramedic service.
- Provides site support and coordinates Paramedic resource requests such as arranging for mutual aid and additional equipment.
- Liaises with hospitals regarding the number of casualties.

#### **Emergency Social Services Branch Coordinator**

- Liaises with the Emergency and Social Services Operations Centre (ESSOC) regarding the delivery of emergency social services (food, shelter, clothing, registration and inquiry, personal services), and any other site response initiated by the ESSOC.
- Provides site support and coordinates ESSOC resource requests such as facilities, security, volunteers, equipment, evacuee support, transportation, mutual aid, etc.
- Liaises with community partner agencies to support emergency social services response, as required.

- Coordinates with the ESSOC to arrange for Critical Incident Stress Debriefing for affected citizens.

#### **Public Health Branch Coordinator**

- Liaises with the Public Health Emergency Control Group (PHECG) regarding the provision of public health measures including immunization programs, food safety inspections, drinking and recreational water quality, indoor air quality testing and monitoring, communicable disease and infection control, and any other site response initiated by the PHECG.
- Provides site support and coordinates PHECG resource requests such as arranging for mutual aid and additional equipment.
- Liaises with other Public Health Units, the Ministry of Health and Long-Term Care, and the Ministry of the Environment, Conservation and Parks.
- Collaborates with the Health Sector for the support of health services, and the activation of assessment centres, vaccination clinics and the provincial Emergency Medical Assistance Team, as required.

#### **Public Works Branch Coordinator**

- Liaises with the Public Works Site Commander and Public Works Department Operations Centre (PWDOC) regarding facilities and infrastructure systems (roads, bridges and water systems), water for fire-fighting, road barriers, debris management, and any other site response initiated by Public Works.
- Provides site support and coordinates Public Works resource requests such as arranging for mutual aid and additional equipment.
- Liaises with the Ministry of the Environment, Conservation Authority, and utilities to coordinate the Public Works response, as required.

#### **Planning and Economic Development Branch Coordinator**

- Liaises with site personnel for a building collapse or infrastructure damage, building inspections, unsafe orders and emergency orders related to unsafe buildings as a result of the emergency.
- Liaises with the site related to all animal services issues.
- Liaises with the site regarding all municipal by-law, licensing and parking issues related to the emergency.

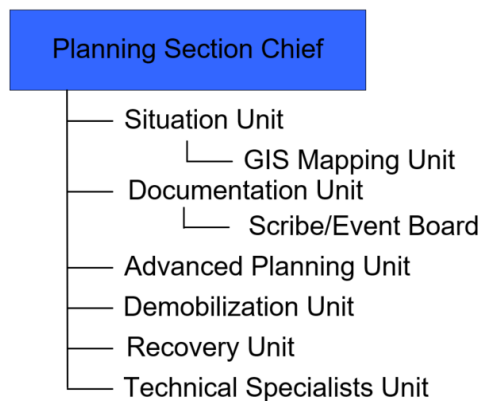
- Participates in the Post Disaster Recovery Team planning with regards to rebuilding infrastructure and site recovery in accordance with relevant legislation/standards i.e. Ontario Building Code, Planning Act, Municipal By-laws, Municipal Servicing etc.

### **Key Stakeholder**

Key Stakeholders are a representative from a city agency, or ministry that is directly involved in the response. For example, it could be Alectra providing intel to a large power outage or one of the Hamilton hospitals providing input to a specific event impacting the hospitals. Key Stakeholders are notified by the Liaison Officer or an Operations Branch Coordinator and will be in the Operations Section. Key Stakeholders will relay all pertinent information impacting the agency to the Operations Chief.

### **Planning Section**

The Planning section is responsible for collecting evaluating and disseminating information; developing the EOC Action Plans in coordination with other functions; maintaining all EOC documentation and anticipating the long-range planning needs of the emergency.



The Planning Section works closely with the EOC Management Team to ensure that information is shared effectively and results in an efficient planning process to meet the needs of the incident.

### **Planning Section Chief**

- Staffs and manages the Planning Section ensuring the appropriate personnel, equipment, and supplies.
- Prepares for and participates in EOC Management Team meetings.
- Prepares and distributes the EOC Action Plan.



**Situation Unit**

- Oversees the collection, organization, validation and analysis of disaster situation information.
- Assists in the development of the EOC Action Plan.
- Monitors the completion status of EOC Action Plan objectives and tasks.
- Oversees the GIS Mapping Unit that is responsible to ensure all maps contain current and accurate information.

**Advance Planning Unit**

- Reviews and assesses information sources to anticipate potential future impacts of an incident.
- Develops plans consisting of possible response and recovery related issues that are likely to occur beyond the next operational period.

**Documentation Unit**

- Collects, organizes, reproduces, distributes and files all completed incident-related forms including EOC Position Logs, EOC Action Plans, etc.
- Oversees the Scribe/Event Board Unit who scribes the EOC Management Team Meetings, drafts the EOC Action Plan for approval by the Planning Chief and then EOC Director, and maintains the event and status boards.
- May scribe for other positions as required.

**Demobilization Unit**

- Reviews pertinent EOC documentation and develops the Demobilization Plans for the EOC.

**Recovery Unit**

- Oversees the transition from response to recovery.
- Assesses the requirements for community and individual recovery.
- Identifies immediate short-term relief efforts that will initiate and speed recovery for an affected area.
- Identifies long-term actions to restore local services to pre-incident

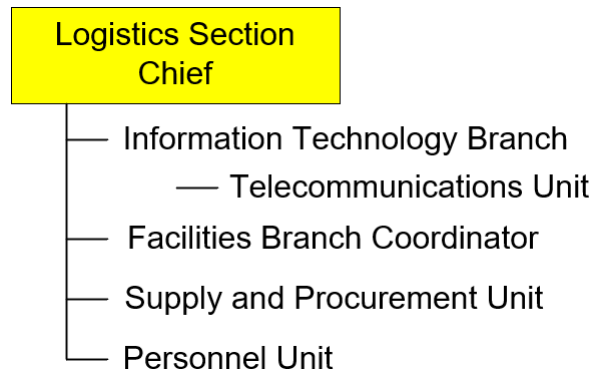
conditions.

### **Technical Specialists Unit**

- Obtains and manages technical specialists required for specialized, technical observations and recommendations within the EOC.

### **Logistics Section**

The Logistics section is responsible for ensuring that the EOC is operational; and providing facilities, services, personnel, equipment and materials.



### **Logistics Section Chief**

- Staffs and manages the Logistics Section ensuring the appropriate personnel, equipment, and supplies.
- Prepares for and participates in EOC Management Team meetings.
- Arranges for food and refreshments for EOC personnel.

### **Information Technology Branch**

- Ensures communications and computer systems are provided, supported and maintained within the physical EOC, for virtual activation, and at other facilities utilized for emergency response activities.
- Oversees the Telecommunications Unit that is responsible for the use of radio telecommunications and telephony at the EOC and other emergency sites/locations.

**Facilities Branch Coordinator**

- Ensures that the EOC and other facilities have required resources during the response effort.
- Secures access to facilities and provides the staff, furniture, supplies and materials necessary to configure the facilities in a manner adequate to accomplish the EOC Action Plan objectives.

**Supply and Procurement Unit**

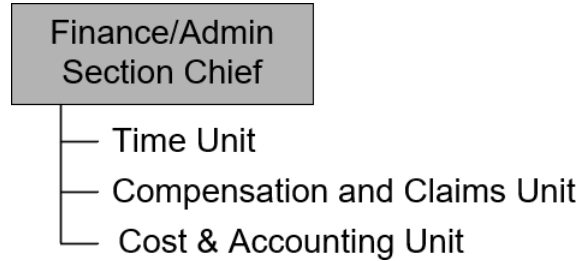
- Oversees the acquisition and allocation of supplies, materials or equipment not normally provided through mutual aid or normal department/agency channels.
- Clarifies and verifies requests to ensure accuracy and efficiency, communicating directly with suppliers/vendors and coordinating shipping/delivery arrangements.
- Coordinates resource tracking with the Operations and Logistics Sections.
- Tracks resources on a resource status board or other tracking or display system.
- Develops service agreements and/or contracts and oversees the purchasing processes.

**Personnel Unit**

- Coordinates staffing arrangements and tracks staffing assignments.
- Oversees worker care, feeding, credentialing (verification and identification) for volunteers, temporary employees, contractors, etc.
- Manages requested and convergent volunteers.

## **Finance and Administration Section**

The Finance and Administration section is responsible for financial activities and other administrative functions.



### **Finance & Administration Section Chief**

- Staffs and manages the Finance and Administration Section ensuring the appropriate personnel, equipment, and supplies.
- Prepares for and participates in EOC Management Team meetings.

#### **Time Unit**

- Tracks and reports personnel hours worked.
- Prepares forms, reports and statistical data for worker time.

#### **Compensation & Claims Unit**

- Ensures all documentation related to worker injuries are completed correctly and forwarded within designated timelines.
- Coordinates the investigation and review of property/equipment damage or loss claims arising from the event.

#### **Cost & Accounting Unit**

- Collects all cost information, reviews invoices, statements and other vendor documents, and reports on consolidated cost estimates.

## **4. Emergency Plan Supporting Documents**

### **4.1. Emergency Notification Procedure**

The Emergency Notification Procedure outlines the process for notification of EOC personnel to place them on alert or request that they respond to an emergency.

### **4.2. Emergency Information Plan**

This document outlines the flow of emergency communications from City departments and agencies to media outlets, City employees, businesses and residents. This includes the release of information to the media and public, issuing directives to the public, responding to requests for information, and monitoring media outlets and other sources of information. Methods of internal communications with City staff are also outlined.

If required, in the event of a major emergency requiring a response from other levels of government, or other municipalities, communications from the City of Hamilton will be coordinated with those entities.

### **4.3. Emergency Information Centre Plan**

This document outlines how the municipality would open a facility to coordinate the release of information to the media, facilitate media scrums/briefings, organize and host press conferences, and potentially even provide the media with a functional work area at an Emergency Information Centre (EIC).

This plan details the activation, concept of operations, roles and responsibilities of EOC and EIC personnel, and facility requirements for an EIC.

### **4.4. Emergency Operations Centre and IMS Standard Operating Guideline**

These guidelines outline the procedures involved in activation and operation of the EOC facility. This includes details on the facility setup, activation and notification of EOC responders, guiding principles, managing information and resources, and the implementation of the Incident Management System. It also further defines the roles of EOC positions in position checklists. As a supplement to the City of Hamilton Emergency Plan, it provides detailed information to enable EOC responders to fulfill their key responsibilities in managing an emergency situation.

### **4.5. Evacuation Standard Operating Guideline**

This document deals with planning and preparing for a decision to evacuate an area within the City of Hamilton as a result of an emergency, impending or

occurring. In order to provide guidance to ensure the safety and security of the community during an evacuation, it includes the responsibilities and procedures for staff and agencies to notify persons, move them out of an evacuation zone, and re-entry of the population once the affected area is deemed safe.

#### **4.6. Emergency Social Services Plan**

The aim of the Emergency Social Services (ESS) Plan is to make provision for the efficient administration, coordination and implementation of the extraordinary arrangements and measures taken to protect the health, safety and welfare of the residents of Hamilton during any emergency. This response includes both City staff and external partner agencies that work to provide services including, but not limited to, shelter, food, clothing, emergency first aid, registration and inquiry, personal services, and financial assistance.

#### **4.7. Evacuation Centre Plan**

This plan outlines how an evacuation centre will be opened, set up and operated in the City of Hamilton. It establishes operational responsibilities and reporting structures for City staff and community partner agencies in operating an evacuation centre to deliver emergency social services.

#### **4.8. Public Health Emergency Plan**

The purpose of this plan is to make provisions for the efficient administration, coordination and implementation of response measures by Public Health Services. This plan executed correctly aims to protect the health, safety and environment of the residents of Hamilton during an emergency by identifying a governance structure, roles and responsibilities, standard response goals, and coordinating the emergency response with partner agencies.

#### **4.9. Mass Casualty Incident Response Plan**

This document provides a general overview of roles and responsibilities of City departments and support agencies in response to mass casualties. The purpose of this Mass Casualty Incident Response Plan is to provide a plan of action for an efficient activation and response of agencies to a Mass Casualty Incident (MCI) where the number of patients or victims involved exceeds available resources, equipment, and facilities.

#### **4.10. Reunification Phone Line Procedure**

The purpose of the Reunification Phone Line Procedure is to provide friends/family of emergency casualties with a phone line to report information on missing persons. This information will be recorded in order to facilitate the exchange of information between health care facilities, Police Services and friends/family.

### **5. Emergency Plan Review and Maintenance**

The Emergency Management Coordinators are responsible to develop and implement the Emergency Management Program. A function of this is to coordinate, facilitate, implement and test the Emergency Plan based on the recommendations and direction of the EMPC.

The Emergency Plan will be reviewed on an annual basis. Any proposed changes to this Emergency Plan will be submitted to the Emergency Management Coordinators. Any proposed major revisions to the Emergency Plan must be presented to the EMPC upon whose recommendation it may be presented to Council for final approval. Minor revisions may be approved by the EMPC Chair.

#### **5.1. Plan Training**

The Emergency Management Coordinators will provide annual training on the implementation of the Emergency Plan to municipal employees.

#### **5.2. Plan Testing**

The Emergency Plan will be tested a minimum of once annually through an exercise coordinated by the Emergency Management Coordinators.

#### **5.3. Plan Distribution**

Copies of the Emergency Plan will be provided electronically to EMPC, EOC responders, partner organizations and agencies and the Province. The Emergency Plan is also available on the City of Hamilton website.