



**CITY OF HAMILTON**  
**HEALTHY AND SAFE COMMUNITIES DEPARTMENT**  
**Hamilton Fire Department**

<b>TO:</b>	Chair and Members Emergency and Community Services Committee
<b>COMMITTEE DATE:</b>	February 4, 2021
<b>SUBJECT/REPORT NO:</b>	Updates to Emergency Plan (HSC21002) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Connie Verhaeghe (905) 546-2424 Ext. 6038
<b>SUBMITTED BY:</b>	David Cunliffe Chief, Hamilton Fire Department Healthy and Safe Communities Department
<b>SIGNATURE:</b>	

## RECOMMENDATION

- (a) That the updated Emergency Management Program By-law attached as Appendix "A" to Report HSC21002 be passed; and,
- (b) The City of Hamilton Emergency Program By-law 17-277 be repealed.

## EXECUTIVE SUMMARY

As mandated by the *Emergency Management and Civil Protection Act*, (R.S.O. 1990, Chapter E.9), the City of Hamilton has developed, implemented, and maintained an Emergency Management Program. The *Act* requires that both the Emergency Management Program and the Municipal Emergency Plan be adopted by a By-law (Sections 2.1 and 3). In addition, municipalities are required to review and, if necessary, revise their Emergency Plan annually as per Section 3 (6) of the *Act*.

As part of the annual review of the City of Hamilton's Emergency Management Program, the Emergency Plan was updated. These operational updates include minor changes to the Incident Management System, and to the membership of both the Emergency Operations Centre (EOC) Management Team and the Emergency Management Program Committee. As a matter of housekeeping, and as per

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OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

regulations, there is a need to amend the Emergency Management Program By-law 17-277.

**Alternatives for Consideration – Not Applicable**

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: None

Staffing: None

Legal: None

**HISTORICAL BACKGROUND**

In 2003, the introduction of the *Emergency Management Act* (EMA) required municipalities to have an emergency management program in place. This includes a program coordinator, program committees, an emergency plan, training and education. Many, but not all elements contained in this legislation, were already in place in Hamilton.

New regulations were enacted under the EMA listing the specific objectives defined in the Act (Ontario Regulation 380/04). “Program Elements”, as they are called, were completed and continue to be maintained under the timelines given under the regulation. Finally, in 2006, several adjustments were made to the EMA and it was renamed the *Emergency Management and Civil Protection Act* (R.S.O. 1990, Chapter E.9).

In March 2017, the Office of the Fire Marshall and Emergency Management (OFMEM) provided municipalities with an Emergency Management and Civil Protection Act Compliance Guide for Municipalities. This guide distributed to municipalities was intended to provide clarification on the various requirements for municipalities within the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04. The result was changes to the Emergency Plan and By-law 13-167. The new By-law 17-277 for the Emergency Management program was approved on December 8, 2017.

In 2020, the City of Hamilton Emergency Plan was amended to reflect changes to the EOC Management Team, the Emergency Management Program Committee and modifications to the Incident Management System. Since the Emergency Plan was amended, By-law 17-277 will need to be repealed to ensure the Emergency Plan and by-law are in sync. These changes are outlined in the amended By-law attached.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

Adoption of the recommendations will ensure compliance with the *Emergency Management and Civil Protection Act*, including the standards under Ontario Regulation 380/04 as administered by the Office of the Fire Marshall and Emergency Management.

**RELEVANT CONSULTATION**

Legal was consulted in revisions to the By-law and the Emergency Plan. These revisions were reviewed with the Emergency Management Program Committee at the 2020 annual review meeting on November 30, 2020.

**ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)**

The recommendations will ensure compliance with the Emergency Management and Civil Protection Act, and the standards under Ontario Regulation 380/04. These standards are administered by the Officer of the Fire Marshall and Emergency Management. Annual review of the standards is completed by the Emergency Management program and submitted to the province for compliance and adherence to the regulations. By updating the Emergency Management Program By-law, the City of Hamilton will be compliant to the standards under the Ontario Regulation 380/04.

**ALTERNATIVES FOR CONSIDERATION**

None

**ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

**Healthy and Safe Communities**

Hamilton is a safe and supportive City where people are active, healthy, and have a high quality of life.

**APPENDICES AND SCHEDULES ATTACHED**

Appendix “A” to Report HSC21002: Emergency Management Program By-Law