




**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 8, 2024
<b>SUBJECT/REPORT NO:</b>	Updates to the Emergency Plan (HSC22001(b)) (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

That the by-law attached as Appendix “A” to Report HSC22001(b) which amends the City of Hamilton Emergency Management Program By-law (By-law 22-005) and repeals last year’s amending by-law 23-033, and which has been prepared in a form satisfactory to the City Solicitor, be enacted and effective immediately.

### EXECUTIVE SUMMARY

As mandated by the *Emergency Management and Civil Protection Act*, (R.S.O. 1990, Chapter E.9) (the *Act*), 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.

As a matter of updating as per regulations, and as a matter of housekeeping, staff are recommending that the By-law attached as Appendix “A” be passed to update and replace the Emergency Plan with a new updated version and to repeal the amending by-law from last year that contains the older, outdated Emergency Plan.

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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.

## **FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: N/A

Staffing: N/A

Legal: N/A

## **HISTORICAL BACKGROUND**

In 2022, the City of Hamilton Emergency Plan was amended to reflect changes to the Hazard Identification Risk Analysis and a minor change to the Incident Management Structure with the Health and Safety Coordinator reporting to the Human Resources and Labour Relations Lead. The Emergency Plan was amended by By-Law 23-033 and was approved by Council on February 22, 2023.

At a Special GIC on January 12, 2023, the Emergency Management program presented an overview of the program to Council. At that time, Emergency Management received direction from Council to identify an approach to integrate equity into the Emergency Plan and to ensure residents made vulnerable were included. After consultation with the Emergency Social Services Control Group, the Vulnerable Sector Liaison was added to the Emergency Social Services Branch in the Operations Sections. This change was presented to Council at the July 10, 2023, GIC meeting.

The Emergency Operations Centre Council Liaison position, which was first used in the COVID-19 response structure, was formalized, and added to the Information Team. This position provides support to inquiries from Council and their staff during emergencies.

In an update to the Emergency Operations Centre Management Team, the role of Human Resources/Labour Relations Lead, previously held by the Executive Director, Human Resources is now held by the Director, Employee Health and Labour Relations. A final review of the Emergency Plan and lessons learned during the emergency exercise in the Fall of 2023 resulted in removing references to “Departmental Emergency Operations Centre(s)” and replacing this terminology with “City Services Response”. This change in terminology supports the activation of the Emergency Operations Centre within Public Health Services.

Lastly, the role of the Fire Branch has been updated to include the provision of additional information relevant to evacuations.

As a result of these changes, staff are recommending an amendment to the By-law, specifically Schedule 1 - the Emergency Plan. The changes are captured in the By-law and Emergency Plan attached as Appendix "A".

### **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

Adoption of the recommendation will ensure compliance with the *Emergency Management and Civil Protection Act R.S.O. 1990, Chapter E.9*, including the standards under *Ontario Regulation 380/04* as administered by Emergency Management Ontario.

### **RELEVANT CONSULTATION**

Legal was consulted regarding revisions to the By-law and the Emergency Plan.

### **ANALYSIS AND RATIONALE FOR RECOMMENDATION**

The recommendations will ensure compliance with the *Emergency Management and Civil Protection Act R.S.O. 1990, Chapter E.9* and the standards under *Ontario Regulation 380/04*. These standards are administered by Emergency Management Ontario. An 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

### **APPENDICES AND SCHEDULES ATTACHED**

Appendix 'A' to Report HSC22001(b): Amending By-law 22-005, the City of Hamilton Emergency Management Program By-Law and to repeal By-law 23-033