

# Committee of the Whole (1) Report

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**DATE:** Tuesday, January 17, 2023

**WARD(S):** ALL

**TITLE: EMERGENCY PLAN AND APPOINTMENT OF EMERGENCY  
MANAGEMENT TEAM MEMBERS**

**FROM:**

Nick Spensieri, City Manager

**ACTION:** DECISION

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**Purpose**

To provide the Mayor and Members of Council with the revised Emergency Plan (Attachment 1) that reflects the recommendations made by the Emergency Management Team during consultations, exercises and emergency responses. To provide the list of the Emergency Management Team members by job position (Attachment 2) to be appointed for the term of Council as required by the legislation.

**Report Highlights**

- An extensive review process of the City's Emergency Plan was conducted through consultations, evaluations of exercises and lessons learned from emergency responses.
- Several enhancements were recommended to strengthen our emergency management capabilities.
- The Emergency Plan was revised to reflect the recommendations, changes in processes and the evolving needs of the community.
- Appointment of members to the Emergency Management Team by Council in accordance with the legislation.

**Recommendations**

1. That Council approve the revised Emergency Plan (attachment 1); and
2. That Council appoint City personnel as listed by professional job title (attachment 2) to the Emergency Management Team.

## **Background**

*The Emergency Management and Civil Protection Act* (R.S.O 1990) and Regulation 380/04 mandate that municipal emergency plans are reviewed annually and revised as necessary. The emergency response plan is evaluated through exercises, responses to actual emergencies and consultations with the members of the Emergency Management Team. Additionally, the Act mandates that members of the Emergency Management Team be appointed by Council.

Throughout the course of the pandemic emergency response, the Lessons Learned Team gathered critical data from staff and stakeholders to enhance our emergency management systems. Additional feedback was obtained through exercises and consultations on enhancements to ensure effective and efficient responses to future emergencies. The information gathered was incorporated into the revised emergency response plan.

## **Previous Reports/Authority** [Appointment of Members to the Emergency Management Team](#)

**Analysis and Options** The Program received valuable feedback from consultations with members of the Emergency Management Team, recommendations from evaluations of the 2021 and 2022 emergency exercises, lessons learned reports from the pandemic response and the Internal Audit Report. This feedback resulted in substantive changes to the Plan which are summarized below:

<b>Plan Section</b>	<b>Changes Made</b>
Section 2	<ul style="list-style-type: none"><li>• Emergency Response Goals have been updated to align with those stated in the provincial emergency plan.</li></ul>
Section 3	<ul style="list-style-type: none"><li>• The notification fan-out chart has been updated to reflect the changes to the positions in the incident management system.</li><li>• Partial activation list has been updated to reflect changes in the incident management system.</li><li>• Activation levels of the emergency operations centre was added.</li></ul>
Section 4	<ul style="list-style-type: none"><li>• Incident Management System Chart updated to reflect changes to the Sections</li><li>• Addition of the Data and Analytics Unit to the Strategy Section.</li><li>• Addition of a Business Data Officer to the Strategy Section.</li><li>• All external agencies (except for York Regional Police and York Region Paramedic Service representatives) will report</li></ul>

Plan Section	Changes Made
	<p>and coordinate through the Liaison Officer initially and may be reassigned to a specific Section as needed.</p> <ul style="list-style-type: none"> <li>• Research Unit and Lessons Learned Unit have been created and report through to the Liaison Officer.</li> <li>• Operations Infrastructure Section was streamlined. The mapping unit function was reallocated to the Strategy Section Situational Awareness Unit. The Response Sector Lead position was eliminated and the Mitigation/Recovery Sector Lead has been changed to an officer/unit position.</li> <li>• The Public Information Section added two new positions of Business Liaison Officer and Section Liaison.</li> <li>• The NGO Alliance of Ontario has been added an external agency that can provide the assistance of any or all of their 13 member organizations in an emergency.</li> </ul>
Section 5	<ul style="list-style-type: none"> <li>• Virtual emergency operations centre process added.</li> <li>• Hybrid emergency operations centre process added.</li> <li>• Incident Point Software procedures added.</li> <li>• Incident Action Planning process revised.</li> <li>• Process on taskforces added.</li> </ul>
Section 7	<ul style="list-style-type: none"> <li>• Emergency Management Program Committee members' job titles were updated to reflect the current organizational chart.</li> </ul>

With the revisions to the emergency plan, new positions have been created. To comply with the Act and Regulations, the members of the Team must be appointed by Council. To account for attrition, members are appointed by their job titles for the term of Council.

**Financial Impact** Any costs related to adoption of the revised Emergency Plan are within the Council approved operating budget of the program.

**Broader Regional Impacts/Considerations** A copy of the updated Emergency Plan will be provided to York Region Emergency Management, York Regional Police, York Region Paramedic Services, and York Region Community and Health Services as members of our response system.

**Conclusion** Through consultation, evaluation, and feedback from exercises and emergency responses; enhancements to the City's Emergency Plan were identified. The revised Emergency Plan incorporates the recommendations that strengthen our emergency management capabilities. In accordance with the Act, the revised

Emergency Plan requires approval and appointment of Emergency Management Team members by Council.

**For more information**, please contact: Sharon Walker, Manager of Emergency Planning, extension 6322.

**Attachments**

1. Emergency Plan 2022
2. Emergency Management Team Members

**Prepared by:** Sharon Walker, Manager of Emergency Planning, extension 6322.

**Approved by**

A handwritten signature in black ink, appearing to read 'Nick Spensieri', with a long horizontal line extending to the right.

Nick Spensieri, City Manager