

# Staff Report to Council

**Title:** Municipality of Kincardine  
Emergency Response Plan

**Report Number:** Emergency Services-2023-03

**Director:** Community Services

**Manager:** Emergency Services

**Meeting Date:**  
Wednesday, September 27, 2023

**Date to be considered by Council:**  
Wednesday, September 27, 2023

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## Recommendation:

That the Council of the Municipality of Kincardine pass a by-law to adopt the 2023 Draft Municipality of Kincardine Emergency Response Plan as presented.

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## Executive Summary:

The existing municipal Emergency Response Plan was created in 1995. In 2006 it was revised to align with the provincial emergency management program structure. It again received minor revisions in 2016 and 2018. In 2022 staff identified the need to revise the plan to reflect changes in legislation, incident management command structures, and the Ministry that is responsible for emergency management in the province.

## Strategic Priorities:

C.13-Protect people, property and the environment from the effects of dangerous conditions caused by people and nature

## Financial Considerations:

There are no financial implications resulting from this recommendation.

## Policy:

Municipality of Kincardine By-law No. 2006-09 “2006 Emergency Plan By-law”

## **Context and Background Information:**

Early in 2021 the Province of Ontario adopted The Ontario Incident Management System (IMS) Guidance Version 2.0. replacing the system in use since 2008. An emergency can be categorized as a simple or complex emergency. In complex emergencies multiple agencies are typically involved, and the IMS structure allows for interoperability, and scaling of the response as needed. Moving to the IMS structure ensures compatibility with neighboring municipalities and stakeholders.

In reviewing the current Municipality of Kincardine Emergency Response plan, staff recognized revisions were required to ensure that the plan aligns with the new Guidance Version. Additionally, name changes in provincial legislation, the moving of Emergency Management Ontario to the oversight of the Treasury Secretariat, and the municipal administrative restructuring required changes be made to the current plan.

The Emergency Management and Civil Protection Act requires in section 3(1) that “Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan.”

Ontario Regulation 380/04 further requires that a municipality designates an Emergency Program Coordinator, an Emergency Management Program Committee, a Municipal Emergency Control Group (E.O.C.), an Emergency Information Officer, and establish an Emergency Operations Centre.

While the plan appears similar to the existing plan in many ways, the draft version has some significant changes. The Emergency Control Group has changed to reflect both the IMS 2.0 guidance as well as our current municipal structure. These changes have resulted in a reduced number of designated people to that group. Changes were made to the Emergency Information Officer responsibilities to capture the use of social media and other technological tools as an effective means of communication. Some of the Emergency Control Group designates had changes made to their responsibilities to reflect current best practices. All references to provincial legislation and the province’s emergency management reporting structure have been updated to align with the current organizational framework. The identified hazards list has been changed to capture the new classifications of hazards in the 2019 H.I.R.A. (Hazard Identification and Risk Analysis) methodology provided by the province. The annual review of the H.I.R.A. also identified changes (increased risk of human health pandemic). In addition, some of the E.O.C. responsibilities were also revised to reflect current emergency practices.

Once staff had completed a draft it was reviewed by a third-party Emergency Management Advisor to ensure the accuracy of the Plan. Those recommendations were incorporated in the final draft submitted for council’s consideration.

There are several appendices that accompany the plan that provide specific details or information to be used in the corresponding emergency. For example, there are appendices

that address radiological emergencies, severe weather events, etc. These appendices, while not part of the Emergency Response Plan presented for council's approval, additionally some appendices are not intended to be available to the public for safety and security reasons.

Attention has been given to ensure the plan aligns with County of Bruce and Province of Ontario emergency planning.

### **Consultation Overview:**

Stakeholders: Emergency Management Program Committee consisting of;

- OPP
- Bruce Power Emergency Management Coordinator
- Municipality of Kincardine CAO
- Municipality of Kincardine Director of Infrastructure & Development

and supporting agencies:

- Bruce County Paramedic Services
- Grey Bruce Public Health
- Bluewater District School Board
- Bruce-Grey Catholic District School Board
- Bruce County Emergency Management
- Bruce County Human Services
- Bruce Telecom
- Canadian Red Cross
- Hydro One
- Westario Power
- IMOS
- Ontario Power Generation
- South Bruce-Grey Health Centre
- Ministry of Transportation

The draft plan was circulated to all stakeholders for review. There were no concerns of significance reported. Suggested minor clerical corrections have been incorporated into the draft plan.

**Origin:**

- 1) Emergency Management and Civil Protection Act R.S.O., 1990
- 2) Municipality of Kincardine By-law 2006-09 “2006 Emergency Plan By-law”

**Implementation Considerations:**

Staff anticipates no implementation concerns. The draft plan is more streamlined in its execution than the current plan.

Council will be kept informed of updates and revisions through departmental quarterly status reports and FYI reports when necessary.

**Risk Analysis:**

Staff identifies no risk with the adoption of this draft Emergency Response Plan. There is risk associated with continuing forward with the current plan. Each year the municipality is required to submit our plan and associated documentation to Emergency Management Ontario for compliance certification. An outdated plan risks being graded not in compliance with the Emergency Management and Civil Protection Act.

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**Attachments:** MOK Emergency Response Plan – Final Draft

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**Submitted by:** Jayne K. Jagelewski, Director of Community Services