



REPORT

Council

Meeting Date: April 29, 2024

FROM: Oakville Fire Department

DATE: April 16, 2024

SUBJECT: **Emergency Plan**

LOCATION: Town of Oakville

WARD: Town-wide

Page 1

RECOMMENDATION:

1. That the Oakville Emergency Plan 2024 attached as Appendix A to this report be approved and adopted.
2. That By-law 2024-071, a by-law to adopt an Emergency Plan governing the provision of necessary services during an emergency and the procedures and manner in which employees of the Municipality and other persons will respond to the emergency, and to repeal By-law 2018-003, attached as Appendix B to this report, be passed.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The Town of Oakville's Emergency Plan (EP) was updated in 2023.
- The EP has been reviewed and exercised in November 2023 with the members of the town's Emergency Control Group (ECG) and Emergency Operations Centre (EOC) Group.
- It is recommended that Council approve the revised EP.
- By-Law 2024-071 is attached as Appendix B. Adopting the By-Law will constitute approval of the EP.
- The EP will be reviewed and updated as necessary, to ensure that is current and accurately reflects the town's response structure.
- The EP is required for Emergency Management Ontario Provincial annual compliance and the plan is a foundation that allows for specific appendices to be generated as additions for risk and probability circumstances.

BACKGROUND:

The Town of Oakville's Emergency Plan was updated in 2023 with the following key revisions:

- Incorporated the lessons learned from the COVID-19 response to ensure that the EP aligns with actual operational practices.
- The Hazard Identification and Risk Assessment (HIRA) update which is a legislative requirement was also completed in 2023. Emerging issues and/or significant identified threats are identified and actioned through appendices that are added to this foundational plan. Such emerging issues include climate related emergencies, pandemic considerations and cyber attacks.
- Clarification of the roles and responsibilities of the ECG, EOC and Recovery Committee.
- Acknowledged that climate change events pose additional risks that may require an enhanced response from the Town of Oakville.
- Revised to reflect industry recommended practices and alignment with Halton Region's Emergency Plan to ensure a seamless coordination of services that will be delivered by the Region in a large-scale incident.
- Consultation with internal town divisions to ensure accuracy of roles and responsibilities.

COMMENT:

The Emergency Management and Civil Protection Act (EMCPA) establishes the Province of Ontario's legal basis and framework for managing emergencies. It does this by defining the authority, responsibilities and safeguards accorded to provincial ministries and municipalities.

The Town of Oakville was assessed as being compliant with the requirements of the EMCPA, positioning the town to have a coordinated response to emergencies or planned events.

By-law approval of the Emergency Plan is required through the provisions of the Emergency Management and Civil Protection Act, R.S.O. 1990. By-law 2024-071, attached as Appendix B is provided for approval. As noted in the By-law, the Emergency Plan will form Schedule 1 to the by-law upon approval. In addition, the By-law will repeal the previous plan, adopted by by-law 2018-003.

considerations:

CONSIDERATIONS:

(A) PUBLIC

Copies of the Plan in the form attached as Appendix A to this report, upon approval will be available for public viewing at the Clerks Department or through the Town's Website.

(B) FINANCIAL

Emergency Management Program costs are provided for in the Oakville Fire Department budget.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

Future work includes alignment of the overall EP with other department/division plans.

- Continue to deliver training members of the town's ECG and EOC Group.
- Incorporate relevant aspects of the Security Emergency Response Plan in the EP.
- Continued discussions about business continuity/continuity of operations with other town divisions and enhancements where necessary.

(D) COUNCIL STRATEGIC PRIORITIES

- This report addresses the Council priority of Accountable Government, by ensuring that the lessons learned from the town's response to COVID have been incorporated in the EP.
- The Town of Oakville's Emergency Plan and Program have achieved compliance with the Province's EMCPA requirements.

(E) CLIMATE CHANGE/ACTION

- The Town of Oakville acknowledges that the more intense and frequent extreme weather events caused by our changing climate poses additional risks (e.g. urban flooding, extreme rain events and snowstorms) related to emergency management.
- The EP recognizes these challenges and ensures that the response can be adapted to the size, scope, and scale of the emergency.

APPENDICES:

Appendix A – Oakville Emergency Plan 2024

Appendix B – By-Law 2024-071

Prepared by:

Kalpna Rajgopalan, Deputy Fire Chief

Recommended by:

Paul Boissonneault, Fire Chief

Jane Clohecy, CAO & A/Commissioner, Community Services

Submitted by:

Kalpna Rajgopalan, Deputy Fire Chief