

CITY OF MARKHAM
ONTARIO



BY-LAW 2017-73

**A By-law to adopt Markham's Emergency Management Program
and Emergency Response Plan**

This By-law is printed under and
by authority of the Council of
the City of Markham

(Consolidated for convenience only
to December 16, 2020)

(Schedule/Attachment Included)

Amended by:
By-law 2020-150 – December 16, 2020



By-law 2017-73

A By-law to adopt Markham's Emergency Management Program and Emergency Response Plan

Whereas the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended, requires that every municipality shall develop and implement an emergency management program consisting of an emergency plan, training programs and exercises for employees of the municipality and other persons with respect to the provisions of necessary services and the procedures to be followed in emergency response and recovery activities, and public education on risks to public safety and on public preparedness for emergencies; and,

Whereas the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended, requires 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; and,

Whereas the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended, requires that the Council of the municipality shall by By-Law adopt the Emergency Management Program and the Emergency Plan;

Now therefore be it resolved:

1. That the Emergency Management Program attached hereto as "Schedule A" to this by-law, be and is hereby adopted in accordance with the provisions of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended.
2. That the Emergency Plan attached hereto as "Schedule B" to this by-law be and is hereby adopted in accordance with the provisions of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended.
3. That the Fire Chief or their designate(s) is hereby appointed as the Community Emergency Management Coordinator, pursuant to the Emergency Management Program.

(Amended by By-law 2020-150)

4. That the Sr. Manager Corporate Communications & Community Engagement, under the Legislative Services Department, is hereby appointed as the Emergency Information Officer.
5. That By-law 2011-229 hereby be repealed in its entirety.

Read a first, second, and third time and passed on June 27, 2017.

Kimberley Kitteringham
City Clerk

Jack Heath
Deputy Mayor

Schedule A to By-law 2017-73

City of Markham Emergency Management Program

1.0 Background

Pursuant to subsection 2.1(1) of the *Emergency Management Civil Protection Act*, R.S.O. 1990, c.E.9 (the “**Act**”), every municipality in the province of Ontario is required to adopt an Emergency Management Program. The Act requires that such programs consist of:

- i. an emergency plan (the “**Plan**”) as required by Section 3 of the Act;
- ii. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- iii. public education on risks to public safety and on public preparedness for emergencies; and
- iv. any other element required by the standards for emergency management programs established under Section 14 of the Act.

2.0 The City of Markham’s Emergency Management Program

The City of Markham shall develop and implement an Emergency Management Program (the “**Program**”) which consists of:

A. Emergency Management Program Coordinator

- i. An employee of the City of Markham shall be designated as the City of Markham’s Emergency Management Program Coordinator in accordance with Ontario Regulation 380/04 (the “**Regulation**”). For the purposes of the Program and the Plan, and in keeping with the terminology used by the Office of the Fire Marshal and Emergency Management of Ontario in its emergency management training programs, the City of Markham’s Emergency Management Program Coordinator shall be referred to as the Community Emergency Management Coordinator (“**CEMC**”).
- ii. The CEMC shall undertake and complete the training that is required by the Fire Marshal and Chief, Office of the Fire Marshal and Emergency Management of Ontario.
- iii. The CEMC shall assist the Emergency Preparedness Coordinator (“**EPC**”) in the coordination, development and implementation of City of Markham’s Emergency Management Program.
- iv. The CEMC shall report to the City of Markham’s Emergency Management Program Committee on his or her work under paragraph (iii) above.
- v. The CEMC shall assume the role of Liaison Officer in the Emergency Operations Centre (“**EOC**”) when activated.
- vi. The CEMC shall have three alternates who will undertake and complete the training that is required by the Fire Marshal and Chief, Office of the Fire Marshal and Emergency Management of Ontario. The three alternates shall be designated by the Commissioner, Community and Fire Services.

B. Emergency Preparedness Coordinator

- i. An employee of the City of Markham shall be designated as the City of Markham’s Emergency Preparedness Coordinator (“**EPC**”).
- ii. The EPC shall report to the Commissioner, Community and Fire Services and the Emergency Management Program Committee.

- iii. The EPC is responsible for coordinating the development and implementation of all components of City of Markham's Emergency Management Program which includes:
 - Promoting and providing emergency preparedness education to staff, stakeholders and the general public.
 - Developing, conducting or coordinating emergency management training for Markham Staff and stakeholders.
 - Maintaining of Markham's Emergency Response Plan and associated appendices.
 - Developing and conducting an emergency exercise annually testing all or components of Markham's Emergency Response Plan and staff assigned to work in the Emergency Operations Centre (EOC).
 - Collaborating with the CEMC to ensure that the EOC is equipped and functional when activated in the event of an emergency.
 - Consulting with Markham departments regarding components of their departmental emergency plans and procedures to ensure consistency with Markham's Emergency Response Plan and Business Continuity Plan
 - Coordinating Markham's Emergency Management Program in so far as possible with the emergency management programs of other municipalities, ministries of the Ontario government and organizations outside government that are involved in emergency management.
- iv. The EPC shall report to the City of Markham's Emergency Management Program Committee on his or her work under paragraph (b) above.

C. Emergency Management Program Committee

- i. The Emergency Management Program Committee (**the "Committee"**) shall be established by the City of Markham in accordance with the Regulation. For the purposes of the Program and the Plan, the City of Markham's Emergency Management Program Committee shall be referred to as the Emergency Management Program Committee .
- ii. The Emergency Management Program Committee shall be comprised of holding the following positions
 - Chief Administrative Officer, (Chair)
 - Commissioner of Community and Fire Services, (alt. Chair)
 - Commissioner of Development Services
 - Commissioner of Corporate Services
 - Fire Chief
 - Markham Clerk
 - Markham Solicitor
 - Markham Treasurer
 - Community Emergency Management Coordinator (Deputy Fire Chief) and alternates
 - Chief Information Technology
 - Director of Asset Management and Sustainability
 - Director of Building Standards
 - Director of Engineering
 - Director of Environmental Services
 - Director of Operations

- Director of Recreation Services
 - Senior Manager, Corporate Communications & Community Engagement
 - Senior Manager, Human Resources
 - Senior Health and Safety Specialist
 - Manager, By-law Enforcement and Licensing
 - Manager, Strategic Initiatives, CAO Office
 - Emergency Preparedness Coordinator
- iii. Council shall appoint the Chief Administrative Officer as the Chair of the Emergency Management Program Committee and the Commissioner, Community and Fire Services as alternate Chair of the Emergency Management Program Committee .
- iv. The Emergency Management Program Committee shall advise Council on the development and implementation of the City of Markham's Emergency Management Program.
- v. The Emergency Management Program Committee shall conduct an annual review of the City of Markham's Emergency Management Program and shall make recommendations to Council for its revision, if necessary.

D. Municipal Control Group

- i. A Municipal Emergency Control Group shall be established by the City of Markham in accordance with the Regulation. For the purposes of the Program and the Plan, the City of Markham's Municipal Control Group shall be refer to as the "**Municipal Control Group**".
- ii. The Municipal Control Group shall be comprised of holding the following positions:
- Mayor
 - Chief Administrative Officer
 - Commissioner of Community and Fire Services
 - Commissioner of Development Services
 - Commissioner of Corporate Services
 - Fire Chief
 - Markham Solicitor
 - Director of Environmental Services
 - Senior Manager of Corporate Communications & Community Engagement
 - Senior Manager of Human Resources
 - Community Emergency Management Coordinator
 - Emergency Preparedness Coordinator
- iii. The members of the Municipal Control Group and their alternates shall complete the annual training that is required by the Fire Marshal and Chief, Office of the Fire Marshal and Emergency Management.
- iv. The Municipal Control Group shall direct the City of Markham's response in an emergency, including the implementation of the City of Markham's Emergency Response Plan.
- v. The Municipal Control Group shall develop procedures to govern its responsibilities in an emergency.
- vi. The Municipal Control Group shall conduct an annual practice exercise for a simulated emergency incident in order to evaluate the City of Markham's Emergency Response Plan.
- vii. If determined necessary as a result of the evaluation under (vi) above, the

Municipal Control Group shall revise the Plan and shall make recommendations to the Council for the revision of the City of Markham's Emergency Response Plan.

E. An Emergency Operations Centre (EOC)

- i. An Emergency Operations Centre shall be established by the City.
- ii. The EOC shall have appropriate technological and telecommunications systems to ensure effective communication in an emergency.

F. An Information Officer

- i. The Emergency Information Officer shall be appointed by by-law.
- ii. The Emergency Information Officer shall act as the primary media and public contact for the municipality in an emergency

G. Community Hazard and Risk Analysis and Critical Infrastructure Identification

- i. The City shall undertake a Community Hazards and Critical Infrastructure analysis of risk.
- ii. The analysis shall include the associated likelihood and consequence of those hazards occurring.

H. An Emergency Response Plan and Continuity of Operations Plan and Procedures

- i. The City shall prepare and establish an Emergency Response Plan (**the "Plan"**) which outlines the actions to be taken in the event of an emergency and who is responsible for those actions;
- ii. The Plan shall assign responsibilities to municipal employees, by position, respecting implementation of the Emergency Response Plan and set out the procedures for notifying the members of the Municipal Emergency Control Group of the emergency and Emergency Operations Centre (EOC) staff.
- iii. The Plan may be modified from time to time without amendment to this bylaw.
- iv. The Plan shall be made available to the public for inspection and shall be available on the City's Web Site www.markham.ca and during ordinary business hours at the municipal offices located at:
101 Town Centre Boulevard
Markham, Ontario
L3R 9W3
- v. The City shall also establish a **Business Continuity Plan (BCP)** also known as a Continuity of Operations Plan and Procedures, which shall identify what services will be provided during an emergency or business disruption and the procedures and manner in which employees and other persons will respond to and recover from the emergency or business disruption.
- vi. The City shall designate BCP leads in each department to collaborate with the EPC and CEMC in the development and maintenance of the BCP.
- vii. The BCP, excluding the Plan, by virtue of the information contained therein, is a confidential document that shall be developed, maintained, amended and managed by the EPC and Departmental Leads.

I. Training Programs and Exercises for Employees

- i. The City shall conduct training programs and exercises annually to ensure the readiness of City employees and other persons, and;
- ii. Training and exercises shall be developed under the supervision of the Emergency Management Program Committee .

J. Public Education on risks to Public Safety and on Public Preparedness for Emergencies;

- i. The City of Markham shall establish Public Education and Awareness programs that notify the public of the various hazards and risks to public safety that could give rise in emergencies and;
- ii. These programs shall be developed by the EPC and CEMC, and be implemented regularly in a manner and with those persons designated by the Emergency Management Program Committee.

K. Annual review of Emergency Management Program

- i. The Program, including but not limited to the Plan and the Business Continuity Plan will be reviewed annually by the Emergency Management Program Committee, and where necessary, the Program will be amended to ensure that identified risks have not changed and that listed resources and services are available, training programs are current, the public education program is adequate and the risk to public safety is managed.