RESCINDED BY 2025-56

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW 2024- 53

EMERGENCY MANAGEMENT PLAN BY-LAW

A By-law to Adopt an Emergency Plan under the
Emergency Management and Civil Protection Act

WHEREAS the Council of the Municipality passed By-law # 2024-07 to adopt an Emergency Management Program under the *Emergency Management and Civil Protection Act* and to meet other Requirements under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and (the "Act") Ontario Regulation 380/04 (the "Reg") including to Adopt an Emergency Plan;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Magnetawan hereby adopts the Emergency Response Plan as attached.

Force and Effect
This By-law comes into effect on the date of its passing.

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this 6th day of November 2024.

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

Mayor

CAO/Clerk

Municipality of Magnetawan

EMERGENCY RESPONSE PLAN

2024

VERSION CONTROL

Version

This is version 2.0 of the Municipality of Magnetawan's Emergency Response Plan (ERP), this version supersedes all previously published Emergency Response Plans for the municipality.

Publication of New Versions

The Municipality of Magnetawan's Emergency Management Program Committee will review this emergency plan annually and make those revisions necessary to ensure the document and any associated annexes are current and accurately reflect the community's risks and capabilities.

Record of Review and Revisions

Revisions of this document can occur at any time with the approval of the municipality's Emergency Management Program Committee. Some revisions[1] require the approval of the municipal council.

Version	Description of Change(s)	Date	Revised By	Approved By

[1] Formal Council approval is not required for the following:

- Changes, additions or revisions to the annexes
- Editorial changes (i.e. editorial changes to text, section numbering, references, or changes to references to provincial statutes)
- Additions or deletions of contact information

DOCUMENT MANAGEMENT

Distribution

This document is to be widely distributed to all municipal stakeholders including Emergency Services, Provincial Ministries, the private sector, not-for-profit organizations, elected officials and the general public residing, or operating within the municipality.

Comment and suggestions related to this Emergency Response Plan should be directed to:

The Municipality of Magnetawan
Magnetawan Fire Department
Attention: Chief Derek Young
4304 Hwy 520, PO Box 70
Magnetawan, ON
P0A 1P0

705-349-8477
dyoung@magnetawan.com

DOCUMENT APPROVAL

Approval by Municipal Council

Be it resolved that this Emergency Response Plan has been adopted by the Council of the Municipality of Magnetawan by way of By-Law 2024-53

This document supersedes all previously published emergency response plans for the Municipality of Magnetawan.

Sam Dunnett, Mayor — November 6, 24 — Date

Kerstin Vroom, CAO/Clerk — November 6, 24 — Date

The ***Emergency Management and Civil Protection Act, RSO 1990*** (EMCPA) defines an emergency as:

"a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or health risk, an accident or an act whether intentional or otherwise."

Community Risk Profile

The community risk profile[2] details community vulnerabilities and capacities as determined through a Hazard Identification and Risk Assessment process.

Identified Risks for the Municipality

The Hazard Identification and Risk Assessment (HIRA)[3] process identified the following situations as the six highest risks to all or part of Magnetawan.

- Extreme Cold
- Extreme Heat
- Fire/Explosion
- Infectious Disease
- Winter Weather
- Wildland Fire

[2] *In developing its emergency management program, every municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. EMCPA R.S.O. 1990, c.3, s.5.1(2)*

[3] A structured process for identifying those hazards which exist within a selected area and defining their causes and characteristics.

PURPOSE

The Corporation of the Municipality of Magnetawan herein referred to as the 'Municipality', has developed this emergency response plan (ERP)[4] in accordance with the *EMCPA, RSO 1990, Ontario Regulation 380/04 and local by-laws.*

- This emergency response plan has been prepared to facilitate a controlled and coordinated response to any type of emergency occurring within or affecting the Municipality[5].
- This ERP is an important component of an integrated emergency management program, which works within the parameters outlined by the Emergency Management Doctrine for Ontario.
- The aim of this plan is to provide key officials, agencies and the municipal departments with an overview of their collective and individual responsibilities in an emergency.
- This plan also makes provisions for the extraordinary arrangements and measures that may have to be taken to safeguard the health, safety, welfare and property of the inhabitants of the Municipality.
- In order to protect residents, businesses, visitors and the economic well-being of the Municipality a coordinated emergency response by a number of agencies under the direction of the Emergency Control Group (ECG)[6] may be required.
- The arrangements and procedures in this emergency response plan are distinct from the normal, day-to-day operations carried out by emergency services.
- This ERP does not provide direction for site specific health and safety issues such as fire alarms, workplace violence, etc.
- The annexes to this ERP contain essential and supporting information, which is confidential, and they shall be maintained separate from this document.

Authority

The ***Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9***, ***Ontario Regulation 380/04*** and local by-laws provide the legal authority for this emergency response plan[7].

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[4] A plan developed and maintained to direct an organization's external response to an emergency.

[5] "Municipality" means a geographic area whose inhabitants are incorporated (Municipal Act).

[6] A group composed of senior staff and employees of an organization, and others that may be involved in directing that organization's response to an emergency including, the implementation of its emergency response plans and procedures.

[7] *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. 2002, c.14, s 5(1).*

Specific details about the legal authority that a municipality may invoke during an emergency are those that are not contrary to law. The following are the most likely Acts to be relevant during a declared emergency:

- ***Municipal Act, 2001, S.O. 2001, c. 25***
- ***Planning Act, R.S.O. 1990, c. P.13***
- ***Highway Traffic Act, R.S.O. 1990, c. H.8***

Action Prior to a Declaration of Emergency

When a situation or an impending situation that constitutes a danger of major proportions exists but has not yet been declared to exist, employees of the Municipality may take such action(s) under this emergency response plan as may be required to protect the health, safety, welfare of people, as well as any property and the environment within the Municipality. The subordinate plans, attached as annexes to this document, may also be implemented, in whole, or in part in the absence of a formal declaration of emergency.

Details for activating the Emergency Control Group and declaring an emergency can be found in this plan.

Application and Scope

This ERP applies to the Municipality and all lands and waterways located therein.

This plan supersedes and replaces all previous plans for emergency response enacted by the Municipality.

Good Faith

The EMCPA provides protections for council, employees, public servants and others who, acting pursuant to the EMCPA, for acts done in good faith[8]

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[8] *No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a public servant or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty. 2006, c.13, s.1(6); 2006, c.35,*

Sched. C, s.32 (6). are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990, c. E.9, s.4 (1).

Community Emergency Management Coordinator

The Community Emergency Management Coordinator (CEMC) has been appointed as the primary CEMC for the municipality[9]. In the absence of the primary CEMC the municipality may, at its discretion, appoint an alternate CEMC to assume all responsibilities outlined in this plan [10].

The CEMC will monitor potential and impending threats[11] that may impact the health, safety or economic stability across the Municipality.

The CEMC acts as an advisor to the Senior Municipal Official, municipalities, departments, groups, and agencies on matters of emergency response and recovery by:

- Providing expertise regarding the implementation of the emergency plan.
- Fulfilling any role within the EOC as needed.
- Providing guidance, direction and/or assistance to any emergency or support personnel at the Emergency Operations Centre, and/or incident sites.
- Assisting the Incident Commander as needed.
- Coordinating post-emergency debriefings.

24/7 Notification of Incidents

Given the unpredictable nature of emergencies and the likelihood of an 'after-hours' request for assistance the CEMC is available 24/7.

The CEMCs 24/7 telephone number is listed in the Emergency Contact List.

Notification of Senior Municipal Official

In the event of a real or potential emergency requiring the activation of the Municipal Emergency Control Group (MECG), any member of the MECG or the Incident

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[9] In accordance with the Municipal By-Law ####.

[10] *Every municipality shall designate an employee of the municipality or a member of the council as its emergency management program co-ordinator. O. Reg. 380/04, s. 10 (1).*
The emergency management program coordinator shall complete the training that is required by the Chief, Office of the Fire Marshal and Emergency Management. O. Reg. 380/04, s. 10 (2).

[11] A person, thing or event that has the potential to cause harm or damage.

Commander[12] may initiate the activation procedure by notifying the Senior Municipal Official (see Emergency Contact List).

In the event of an imminent or occurring emergency the Senior Municipal Official[13] shall be notified if the incident commander determines that one of the following criteria is present.

- Any incident requiring evacuation of or excluding access to residential or institutional settings.
- Any incident that is extraordinary or distinct from normal, day-to-day operations carried out by emergency and/or municipal services.

If the CEMC has not been notified of an incident the Senior Municipal Official will notify the CEMC.

Plan Testing, Maintenance and Review

Annual testing

This ERP will be tested for effectiveness through emergency exercises[14] on an annual basis.

Annual Review

This plan will be reviewed annually for accuracy by the Emergency Management Program Committee[15] and will be revised as required.

Additional Emergency Response Procedures

Each service, agency, department and division involved or identified in this ERP is encouraged to develop their own emergency operating plans and/or procedures. Such plans and/or procedures must not conflict with this ERP.

The training of staff in these additional plans and procedures is the responsibility of the municipality, service, agency, department or division.

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[12] The entity/individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority for conducting incident operations and is responsible for the management of all incident operations.

[13] The municipal employee with overall responsibility for all municipal functions.

[14] A simulated emergency in which players carry out actions, functions, and responsibilities that would be expected of them in a real emergency. Exercises can be used to validate plans and procedures, and to practice prevention, mitigation, preparedness, response, and recovery capabilities.

[15] A management team that oversees the development, implementation and maintenance of an organization's emergency management program.

Approval of Amendments by Council

Amendments to this plan require formal Council approval, however formal Council approval is not required for the following:

- Changes, additions or revisions to the annexes
- Editorial changes (i.e. editorial changes to text, section numbering, references, or changes to references to provincial statutes)
- Additions or deletions of contact information.

Flexibility

The safety and well-being of the community are the priority during any emergency response, therefore deviations from the emergency response plan and annexes may be necessary to address specific threats. During the implementation of this plan the members of the ECG may exercise flexibility.

EMERGENCY CONTROL GROUP (ECG)

The Emergency Control Group[16] is responsible for initiating, coordinating and implementing the emergency response plan. The Emergency Control Group is responsible for the following:

- Coordinating municipal operations prior to, during and after the event;
- Prioritizing municipal operations;
- Supporting the response to the event/incident(s).

Activating the Municipal Emergency Control Group (MECG)

The MECG will be activated[17] under the following conditions:

- Any member of the ECG requests activation;
- When an incident commander requests activation;
- When the Premier of Ontario or designate orders activation;
- When there is an extraordinary, imminent or occurring risk to the health, safety or well-being to members of the community.
- When municipal facilities and/or critical infrastructure are threatened or an extraordinary demand is placed on municipal resources, or;
- When a significant event is anticipated to impact or is impacting the municipality.

Emergency Control Group (ECG) Membership

The composition of the ECG[18] is as follows:

- Chief Administrative Officer
- Fire Chief
- Public Works Superintendent

Any other officials, experts or representatives from the public or private sector[19] as deemed necessary by the MECG may be appointed to the group on an as needed basis.

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[16] 12. (1) Every municipality shall have a municipal emergency control group. O. Reg. 380/04, s. 12 (1).

[17] Decisions and actions taken to implement a plan, a procedure or to open an emergency operations centre.

[18] *(2) The emergency control group shall be composed of, (a) such officials or employees of the municipality as may be appointed by the council; and*
(b) such members of council as may be appointed by the council. O. Reg. 380/04, s. 12 (2).

[19] *(8) The group may at any time seek the advice and assistance of the following:*
1. Officials or employees of any level of government who are involved in emergency management.
2. Representatives of organizations outside government who are involved in emergency management.
3. Persons representing industries that may be involved in emergency management. O. Reg. 380/04, s. 12 (8).

The MECG may not require the participation of everyone listed, however all members shall be notified and advised of developments and progress.

ECG Alternates

Each member of the ECG should have one or more designated alternates who will be trained and authorized to fulfill the primary member's role.

Activation Procedure

In the event of an imminent or occurring emergency requiring the activation of the MECG, any member of the MECG or the Incident Commander may initiate the activation procedure by notifying the Senior Municipal Official or designated alternate.

When ECG activation is required:

- The requestor will immediately contact the CAO or designated alternate.
- The CAO will contact the Community Emergency Management Coordinator (CEMC) to initiate the emergency notification procedures.

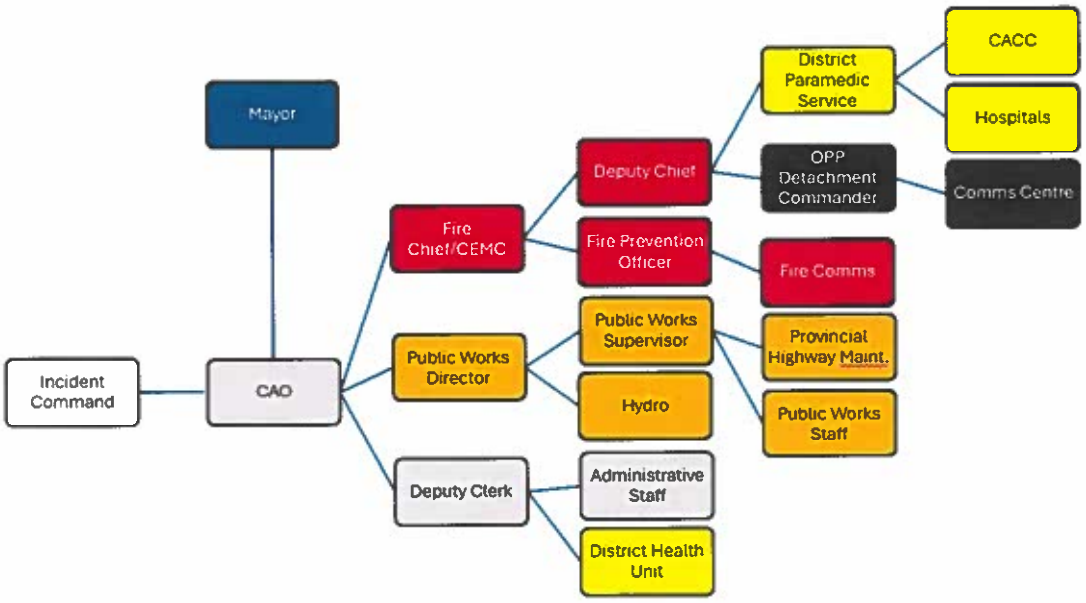
MECG Notification Procedure

When activating the MECG it is important to ensure all members are contacted even if they are not required to attend the Emergency Operations Centre[20].

All emergency contact information is located in the Emergency Contact List.

1. Direct contact by voice or in-person is the preferred notification method. SMS, email or other messaging technology may be used if direct contact is not possible.
2. Make every effort to notify the primary contact person before contacting the alternate(s).
3. Do not allow the notification process to cease if a person cannot be contacted, make their notifications in their absence.
4. Confirm that those members you contact know whom they must contact and what is expected of them.

[20] A designated and appropriately equipped facility where officials from an organization(s) assemble to manage the response to an emergency or disaster.



MECG Authority

In the event of an emergency or impending emergency, whether declared[21] or not, the MECG is authorized to:

- Initiate, coordinate, direct and otherwise bring about the implementation of this emergency response plan and undertake such other activities as they consider necessary to address the emergency
- Expend funds for the purpose of responding to and recovering from the emergency, including obtaining and distributing emergency materials, equipment and supplies, notwithstanding the requirements of any by-law governing the commitment of funds and the payment of accounts.
- Ensuring the safety of residents and visitors by coordinating evacuations, ordering the disconnection of utilities, suspending business operations, implementing restrictions and any other such measures to protect the community.
- Obtain support from public agencies, the private sector, NGOs and other persons as considered necessary and to indemnify such agencies, their personnel and other persons engaged in response efforts which have been authorized and are consistent with the emergency response plan, from liability for any acts or omissions resulting from any actions taken pursuant to this emergency response plan.

[21] A signed declaration made in writing by the Head of Council or the Premier of Ontario in accordance with the Emergency Management and Civil Protection Act.

RESPONSIBILITIES

Chief Administrative Officer

Reporting to the Head of Council this position provides overall leadership to the Emergency Control Group

- ☐ Initiating the emergency notification system through AlertReady or Other (If applicable)
- ☐ Chairing the ECG meetings.
- ☐ Liaising with Emergency Management Ontario,
- ☐ Notifying EMO of a declaration or termination of emergency.
- ☐ Managing the Emergency Operations Centre, including the scheduling of meetings.
- ☐ Advise the Mayor on policies and procedures, as appropriate.
- ☐ Serving as the municipalities Emergency Information Officer.
- ☐ Approving media releases prior to distribution.
- ☐ Ensuring a communication link between the EOC and the Incident Commander.
- ☐ Requesting personnel and/or resources from other municipalities, agencies, NGOs and volunteers, as required.
- ☐ Ensure that volunteers are registered and provided with identification badges.

Mayor or Head of Council

This position serves as the official spokesperson for the municipality.

- ☐ Declaring an emergency within the designated area;
- ☐ Ensuring that all of Council is advised of the emergency, actions being taken and progress being made.
- ☐ Act as the primary media spokesperson for the municipality.

Fire Chief/CEMC

Reporting to the CAO this position serves as the senior fire department official for the municipality.

- Providing the ECG with information and advice on fire fighting and rescue matters.
- Ensuring a communication link between the EOC and the Incident Commander.
- Activating Mutual Aid for the provision of additional personnel and equipment, when required.
- Anticipating the need for, and requesting additional or specialized personnel, equipment or other resources.
- Providing assistance to other departments and agencies and contributing to, non-firefighting operations if necessary

As the CEMC the Fire Chief is also responsible for the following tasks.

- Maintaining the Emergency Operations Centre.
- Providing advice and clarifications to the ECG about the Emergency Plan.

Public Works Superintendent

Reporting to the CAO this position serves as the senior public works official for the municipality.

- Providing the ECG with information and advice on public works matters.
- Liaising with the public works' representatives from neighbouring municipalities.
- Ensuring provision of engineering assistance.
- Ensuring construction, maintenance and repair of municipal roads.
- Providing waste management services.
- Liaising with public utilities to disconnect any service representing a hazard and/or arrange for the provision of alternate services.
- Liaising with the Ministry of Natural Resources regarding flood control, prevention and recovery.
- Coordinating with the Amateur Radio Emergency Service.
- Acquiring equipment and supplies not owned by the municipality.

Parks & Maintenance Manager

Reporting to the CAO this position serves as the evacuation coordinator for the municipality.

- ☐ Anticipating and managing the emergency lodging, clothing, feeding, and personal services required by residents.
- ☐ Ensuring the opening and operation of reception centres (shelters) and ensuring they are adequately staffed.
- ☐ Liaising with support agencies (St. John Ambulance, Red Cross, etc.)
- ☐ Liaising with the Medical Officer of Health regarding operations in reception centres.
- ☐ Ensuring the maintenance of sanitary sewage and water systems.
- ☐ Liaising with the Fire Chief regarding emergency water supplies.
- ☐ Providing potable water, supplies and sanitation facilities as required by the Medical Officer of Health.
- ☐ Liaising with the appropriate school board when a facility is required as a reception centre.
- ☐ Establishing temporary kennel facilities for the care of domestic pets.

Support Staff

Reporting to the CAO the municipal administrative staff

- ☐ Assisting the Chief Administrative Officer, as required.
- ☐ Ensuring all important decisions made and actions taken by the ECG are recorded.
- ☐ Ensuring that maps and status boards are kept up to date.
- ☐ Ensuring that security is in place for the EOC.
- ☐ Establishing an EOC sign-in/sign-out process.
- ☐ Ensuring that all members of the ECG have necessary plans, resources, supplies, maps, and equipment.
- ☐ Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- ☐ Assist with the responsibilities of the Emergency Information Officer;
- ☐ Arranging for printing of material, as required;
- ☐ Procuring resources as required;
- ☐ Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- ☐ Recording any action items that may result from meetings in the EOC.

- Maintaining the records and logs for the purpose of debriefings and post-emergency reporting that will be prepared. Cont'd

Treasurer

Reporting to the CAO this position monitors expenditures and ensures necessary financial supports are in place.

- Providing information and advice on financial matters as they relate to the emergency.
- Implementing a cost tracking procedure specific to the event.
- Ensuring that records of expense are maintained.
- Ensuring the prompt payment and settlement of all approved invoices and claims.
- Providing advice to the ECG on the Municipal Disaster Recovery Assistance Program (MDRAP) and the Disaster Recovery Assistance for Ontarians (DRAO) program.

Responsibilities - Partners

When necessary, the CAO or CEMC may request one, or more, of the following partners to be present in the EOC. All partners, whether in the EOC or not, will be kept informed of the current situation, actions taken, plans created, and resources acquired.

OPP - Detachment Commander

This position serves as the senior law enforcement representative for the municipality.

- Liaising with emergency and community services as required.
- Establishing a police command post, if required, with communication to the Emergency Control Group.
- Establishing necessary security perimeters within the emergency area.
- Implementing traffic control measures.
- Providing police services in EOC, reception centres, temporary morgues and other centres as required.
- Notifying the coroner of fatalities

Medical Officer of Health

Reporting to the District Public Health Unit Board this position serves as the senior public health official for the municipality.

- Coordinates the provision of public health services.
- Provides advice to the public and local health care professionals on matters which may adversely affect public health.
- Liaises with Public Health Ontario to augment and coordinate the public health response.
- Coordinates the surveillance and response to communicable disease-related emergencies.
- Ensures the coordination of vaccine/antiviral storage, handling and distribution.
- Make such orders, as required, to prevent, mitigate or respond to public health threats.
- Initiates and implements mass vaccination clinics during outbreaks of disease.
- Liaises with Director of Public Utilities or alternate within affected municipalities to ensure the provision of potable water, sanitation, and sanitary facilities.
- Provides inspection of evacuation centres, makes recommendations and initiates remedial action in areas of accommodation standards related to:
  - overcrowding, sewage, and waste disposal,
  - monitoring of water supply, air quality, sanitation
  - food handling, storage, preparation, distribution and service.
- Advises on any necessary evacuation, isolation or quarantine measures.
- Provides instruction and health information through public service announcements and information networks.
- Monitor mass casualty situations to ensure early and sanitary disposition of human remains.
- Liaise with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance when necessary.

Manager - District Social Services

Reporting to the District Social Services Administration Board this position serves as the emergency support services liaison for the municipality.

- Ensuring emergency financial assistance for residents who have been displaced from their homes.
- Assist with emergency lodging, clothing, feeding, registration and inquiries and personal services in the reception centre.
- Assisting with the operation of reception centres.
- Liaising with all social service providers.
- Assisting with the long-term sheltering of displaced residents.

Superintendent - District Paramedic Service

Reporting to the District Paramedic Services Chief this position serves as the emergency medical services liaison for the municipality.

- Ensuring emergency medical services at the emergency site.
- Ensuring a communications link with the paramedics at the scene of the emergency.
- Liaising with the Central Ambulance Communications Centre (CACC) for additional resources, if required.
- Advising the ECG if other means of transportation is required for large scale response.
- Liaising with all receiving hospitals.
- Liaising with the Medical Officer of Health, as required.

Utility Provider - Electrical

This position serves as the link between the municipal EOC and the providers response network.

- Monitoring the status of power outages and customers without services.
- Providing updates on power outages and estimated time of restoration.
- Advise and assist with accessing generators for essential services.

Delegation of Authority

Head of Council (HoC)

Where the Head of Council is not available to fulfill their role, the Deputy Mayor will assume the role of Head of Council for the municipality.

Should the Mayor and Deputy Mayor both be unavailable to fulfill their roles the Councilor with the longest, uninterrupted, time on Council will assume the role of Head of Council for the municipality.

Chief Administrative Officer (CAO)

Where the CAO is going to be absent from their role due to vacation, leave or other circumstance they shall appoint a staff member to act on their behalf.

Where the CAO is unexpectedly unavailable the Fire Chief will fulfill the emergency role of the CAO.

Community Emergency Management Coordinator (CEMC)

Where the CEMC is going to be absent from their role due to vacation, leave or other circumstance the Alternate CEMC shall assume the role of the CEMC.

Declaration of an Emergency

The Head of Council, or designate, has the legislative authority[22] to declare an emergency to exist in all or any part of the municipality. The declaration of an emergency permits for the taking of such action and making of such orders as is necessary to implement the emergency response plan and to protect the health, safety, welfare and property of inhabitants in the emergency area. Such actions and orders shall not be contrary to law.

The ***Municipal Act, 2001, S.O. 2001, c. 25*** provides the legislative authority and spheres of jurisdiction for municipal actions and orders[23].

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[22] *The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990, c. E.9, s. 4 (1).*

[23] ***11*** *(1) A lower-tier municipality and an upper-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in subsection (4). 2006, c. 32, Sched. A, s. 8.*

***Note**:" In the absence of an emergency declaration municipal staff may take any necessary actions to protect the lives, health, safety, and property of the inhabitants of the Municipality."*

The Head of Council may consider several factors whether an emergency declaration is warranted including, but not limited to, the following:

General and Continuity of Government

- Is it an extraordinary event requiring extraordinary measures?
- Does it pose a danger of major proportions to life or property?
- Does it pose a threat to the provision of essential services (e.g. energy, potable water, and sewage treatment/containment, medical care, etc.)?
- Does it threaten social order and the ability to govern?
- Is it attracting significant media and/or public interest?
- Has there been a declaration of emergency by another level of government?

Legal

- Could legal action be taken against municipal employees or councillors related to their actions during the current crisis?
- Are volunteers assisting?

Operational

- Does it require a response that exceeds, or threatens to exceed the capabilities of the municipality?
- Does it strain the municipal response capability, thereby further endangering life and property outside areas directly affected by the current crisis?
- Are additional personnel and resources required to maintain the continuity of operations?
- Could it require assistance from the provincial or federal government (e.g. military equipment)?
- Does it involve a structural collapse?
- Is it a complex chemical, biological, radiological, nuclear or explosives (CBRNE) incident?
- Could it require the evacuation and/or sheltering of people or animals?
- Could you receive evacuees from another community?

Economic and Financial

- Does it pose a disruption to routine transportation, rerouting large numbers of people and vehicles?

- Could it have a long-term impact on the economic viability/sustainability resulting in unemployment, or lack of restorative measures necessary to re-establish commercial activity?
- Is it possible that the municipality may take legal action against a specific person, corporation, or other party that caused the emergency to occur?

A positive response to one or more of these factors may warrant a declaration of emergency.

Upon declaration of an emergency, the MECG will complete the appropriate Declaration of an Emergency form, and ensure that the following are notified:

- The public
- All members of Council
- Provincial Emergency Operations Centre[24]
- All contiguous municipalities
- District Social Services Administration Board
- District Health Unit
- Local Member of the Provincial Parliament (MPP)
- Local Member of Parliament (MP)

Delegation of Authority - Council

During a declared emergency the Council of the municipality shall be deemed to have delegated its authority to the Emergency Control Group.

The authority delegated to the ECG shall be utilized in accordance with the following criteria;

- Facilitate a rapid response to the situation
- Alleviate harm or damage
- Exercising the delegated authority is a reasonable alternative to other measures that might be implemented
- The delegated authority only applies to the necessary areas/functions of the municipality
- The delegated authority is in effect for 30 days or until the emergency declaration is terminated, whichever comes first.
- Council may extend the delegated authority for up to 30 additional days as often as is required.

[24] Notification of the emergency declaration to the PEOC Duty Officer is considered official notification to the minister responsible for Emergency Management.

Note: An emergency declaration is not deemed to be terminated when the delegation of authority expires or is withdrawn by Council.

Role of Elected Council Members

Council members will not be present in the EOC but will be expected and encouraged to liaise with their constituents and relay any concerns or pertinent information to the Head of Council. The Head of Council will liaise directly with the Senior Municipal Official.

Council members will be encouraged to share all official updates, media releases and public information through their existing channels (social media, websites, community bulletin boards, etc.)

Termination of an Emergency

A municipal emergency may be terminated at any time.[25] When terminating an emergency, the Head of Council will complete the appropriate Termination of Declared Emergency form, and will ensure the following are notified:

- The public
- All members of Council
- Provincial Emergency Operations Centre
- All contiguous municipalities
- District Social Services Administration Board
- District Health Unit
- Local Member of the Provincial Parliament (MPP)
- Local Member of Parliament (MP)

After-Action Report

Within 60 days of the termination of an emergency, the CAO shall present a staff report to the municipal council providing:

- An overview of the event and subsequent incidents
- The justification for having exercised the delegated authority
- An outline of the actions taken
- An assessment of the recovery process as of the date of the report
- Recommendations of lessons learned arising from the emergency

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[25] *The head of council or the council of a municipality may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (2).*
The Premier of Ontario may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (4).

EMERGENCY ALERTING

The Alert Ready emergency alerting system is used by authorized officials when there is, an imminent threat to life;

- a serious threat to public health
- a serious threat to community safety or security
- or substantial damage to property

Emergency alert messages will contain the following information;

- A description of the threat
- Alert area boundaries
- Actions the public should take to protect themselves
- Expiry date and time
- Details on how recipients can receive additional information

Actions Upon Receiving an Emergency Alert

When an emergency alert is received it is important to act immediately.

- Stop what you are doing, when it is safe to do so, and read the emergency alert.

The alert will include the information you need and guidance for the general public to take. This could include but is not limited to: limiting unnecessary travel, evacuating a specified area, seeking shelter, etc.

Emergency Alerts While Driving

It is important to act safely, especially if the emergency alert is received while operating a vehicle. If you are driving, it is important to remain calm and pull over at your earliest opportunity to view the emergency alert.

EVACUATIONS

Where a threat to all or part of the population is imminent or occurring, the municipality is authorized to direct those members of the community to take protective actions including, but not limited to, evacuating the area.

Evacuation Types

There are three (3) types of evacuations that a municipality or jurisdiction may take. These include evacuations that occur prior to (pre-emptive), during (hasty), or after (post-incident) an incident has occurred.

Pre-emptive Evacuation

Given adequate warning about a hazard, sufficient resources, and a likely threat, it is advisable to conduct pre-emptive evacuations. A pre-emptive evacuation may be undertaken when it is clear that if delayed, conditions (weather or other hazard) would impede evacuation.

Hasty Evacuation

A hasty evacuation may be necessary while a threat is actively affecting a community. With a hasty evacuation, decisions are made with limited information, usually by front-line personnel.

Evacuations of this nature are done when there is an immediate threat to life or well-being. Hasty evacuations pose increased risks to all involved and require resources to expedite the evacuation.

Post-Incident Evacuation

After a threat has already impacted a community, it might be necessary to:

- ☐ Remove residents from an environment that is not able to safely sustain their needs
- ☐ Prevent or mitigate additional threats to the well-being of an individual or community

Evacuation Scope

The scope of an evacuation may encompass the majority of the population (widespread) or be limited to a small segment (localized).

Wide-Spread Evacuation

Larger incidents may affect an entire populated area. Evacuations of this type often involve a large number of evacuees, possibly from more than one municipality. This will require intensive effort by emergency management personnel to coordinate, transport, and shelter the affected populations, and will place greater demands on staff and resources.

Localized Evacuation

A localized evacuation is smaller in scope and the evacuees are likely to be hosted at another location within the same municipality using local resources with some assistance from NGOs and/or volunteer groups.

Spontaneous Evacuation

People may choose to self- evacuate without explicit direction to do so from the municipality. This frequently occurs when a threat is discovered before the involvement of emergency services or the municipality. If people spontaneously evacuate, they will likely have a destination and support network established and will not require municipal assistance. In some cases, spontaneous evacuees may require shelter or other emergency support services.

SHELTER-IN-PLACE

If the present location affords adequate protection against the particular incident, emergency managers should consider having people shelter-in-place[26] to reduce the number of persons who become part of an evacuation. While the primary goal of any response action is to save lives, the ability to evacuate people quickly and efficiently should be weighed against the risks of remaining in place.

There are certain instances when 'Shelter-in-place' is the most appropriate strategy, such as if:

- ✓ The risk to health is low
- ✓ The situation is dissipating

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[26] People are directed to shelter-in-place by going to an interior room of their house, shutting off heating, cooling, and air ventilation systems, and blocking cracks in doors with fabric.

- ✓ The situation can be controlled before an evacuation would be completed
- ✓ An evacuation would expose people to more risk

Examples of situations where people may be more at risk should they evacuate include:

- ✓ transportation infrastructure is compromised
- ✓ aftershocks are occurring
- ✓ toxic or radiological contaminants are present
- ✓ impending weather conditions may pose a risk
- ✓ there are secondary fires and explosions

It may be advisable to conduct evacuations (and returns) in phases to minimize traffic congestion and to ensure those with the greatest risk of harm are not hindered by those at less risk.

DIRECTIVES TO THE PUBLIC

Evacuation Directive

Evacuations may take place prior to, during, or after an incident has occurred. An evacuation may encompass all or any part of the municipality.

It may be necessary to carry out an evacuation while a threat is impacting the community. With an evacuation of this type, any delay may have a significant impact on public safety.

Shelter-in-Place Directive

In certain circumstances and when the present location affords adequate protection against the threat, emergency officials may direct people to shelter-in-place.

While the primary goal of any response action is to save lives, the ability to evacuate people quickly and efficiently should be weighed against the risks of remaining in place.

Notifying the Public of Directive

When it is necessary to direct an evacuation or shelter-in-place the Incident Commander will determine the most appropriate manner of notifying those affected. Such notification may include, but is not necessarily limited to the following,

- ✓ door-to-door visit by uniformed personnel.
- ✓ notification broadcast on local radio.
- ✓ telephone notifications.
- ✓ issuance of an Alert Ready emergency alert.

PARTNERS AND RESOURCES

Federal Resources

All federal resources, military equipment, aircraft, services, and activation of emergency plans and procedures must be requested via the Provincial Emergency Operations Centre.

Provincial Resources

Communities requiring assistance can contact the Provincial Emergency Operations Centre (PEOC)[27] at any time for advice related to managing emergencies.

Requests to the Province of Ontario can be made at any time without any loss of control or authority. Any request for assistance can be initiated through the Provincial Emergency Operations Centre (PEOC).

Treasury Board Secretariat

Provincial Emergency Operations Centre (PEOC)

If an emergency is declared, OFMEM may deploy a Field Officer to the local Emergency Operations Centre to assist the community. The Field Officer will be the link between the municipality and the province for both provincial, and if necessary, federal resources.

Ministry of the Solicitor General

The Office of the Fire Marshal and Emergency Management (OFMEM) oversees, administers and supports Memorandums of Understanding that enable trained responders to be deployed throughout Ontario as needed in support of local services dealing with large scale natural or man-made emergencies that exceed local capacity.

Chemical, Biological, Radiological, Nuclear, Explosives (CBRNE)

The OFMEMs CBRNE resources include the following;

- € Three specialized expert (technician) Level 3 Chemical / Biological / Radiological / Nuclear/Explosive (CBRNE) Response Teams (Toronto, Windsor and Ottawa)
- € Six operational support Level 2 teams (Peterborough, Cornwall, Sault Ste. Marie, Thunder Bay, North Bay, and Cambridge/Waterloo/Kitchener)

[27] A fully equipped facility maintained by Emergency Management Ontario (EMO) that can be activated in response to, or in anticipation of, emergencies. The PEOC is staffed with appropriate representatives from ministries that have been delegated responsibilities for those emergencies as well as EMO staff. It serves as an initial point-of-contact for the affected municipality and federal interests.

Heavy Urban Search and Rescue (HUSAR)

The OFMEMs HUSAR resources are based in Toronto and can be deployed anywhere in Ontario.

Activation of Provincial CBRNE or HUSAR Resources

The municipality requiring the assistance of a CBRNE or HUSAR team ***DOES NOT*** have to, or be in the process of, declaring an emergency pursuant to the Emergency Management Act, R.S.O. 1990, c. E-9.

All requests for assistance from a CBRNE or HUSAR team will be received and coordinated through the Provincial Emergency Operations Centre (PEOC).

- Should an emergency occur, that in the opinion of the district fire coordinator or designate, cannot be addressed through the resources of the local fire department, the mutual aid system or contracted service providers, the PEOC can request the response of a CBRNE or HUSAR team.
- The decision to activate one or more of the teams as part of the provincial response to an emergency will be approved by the appropriate Ministry of the Solicitor General representative through the PEOC.
- The PEOC, in conjunction with the Office of the Fire Marshal will be responsible for overall coordination and direction of the response, and the PEOC will be responsible for coordinating any necessary funding to support the activation of a CBRNE or HUSAR team.
- Local personnel will be in overall command of the emergency situation and will be responsible for coordination of local resources and those of the responding fire department(s).
- The individual activities of a CBRNE or HUSAR team will be under the command of the officer-in-charge of the CBRNE or HUSAR team.
- The CBRNE response teams are not intended to fight fires involving hazardous materials. When fire departments respond to hazardous material fires, the normal method of activating mutual aid is to be followed for additional fire suppression assistance.
- The CBRNE or HUSAR team will not respond outside its home municipality as part of the memorandum of understanding unless deployed by the PEOC.

Ministry of Health

Emergency Medical Assistance Team (EMAT)

The EMAT is a mobile medical field unit that can be deployed anywhere in Ontario with road access within 24 hours. The EMAT can set-up a 56 bed unit that provides a staging and triage base and has the capability to treat 20 acute care patients and 36 intermediate care patients. In addition, the EMAT can provide:

- € Patient isolation in the case of an infectious diseases outbreak;
- € Medical support and decontamination in the case of a chemical, biological or radiological incident;
- € Case management and triage of patients in a mass casualty situation.

Conditions for EMAT Deployment

All of the following elements must be present prior to EMAT deployment

- € Emergency is focused on a severe respiratory illness or mass casualty incident or requires medical care for victims of chemical, biological, radiological, nuclear or explosive (CBRNE) incidents.
- € Code Orange invoked by hospital
- € Municipal emergency response plan implemented
- € Efforts to transfer patients out of hospital/region have been, or will rapidly become, inadequate
- € Resolution of emergency is predicted to be greater than six hours plus EMAT response and travel time.

Activation of Emergency Medical Assistance Team

Activation of EMAT can be arranged through:

- € District hospital incident management team; or,
- € Community Emergency Management Coordinator or designate.

Ministry of the Environment, Conservation & Parks

Aviation, Forest Fires and Emergency Services (AFFES)

AFFES provides the forest firefighting crews that respond to wildland fires. These crews are often supported by aviation assets and all terrain vehicles. AFFES can also provide assistance with other natural threats such as floods.

Spills Action Centre (SAC)

The Spills Action Centre, staffed on a 24-hour basis, receives and records province-wide reports of spills and coordinates appropriate responses.

Spills are defined[28] as the uncontrolled release of a hazardous chemical, either as a solid, liquid or a gas.

Spills must be reported[29] immediately to the Ministry of the Environment and to the municipality when they cause or are likely to cause any of the following:

- Impairment to the quality of the natural environment – air, water, or land
- Injury or damage to property or animal life
- Adverse health effects
- Risk to safety
- Making property, plant, or animal life unfit for use
- Loss of enjoyment of normal use of property
- Interference with the normal conduct of business

The Spills Action Centre has access to extensive chemical database systems and often provides clean-up advice over the phone. Depending on the nature and impact of an incident, the Spills Action Centre can activate various levels of ministry response.

Ministry of Municipal Affairs and Housing

Disaster Recovery Assistance for Ontarians (DRAO)

Disaster Recovery Assistance for Ontarians is designed to provide financial assistance to home and business owners in the aftermath of a natural disaster that causes costly, widespread damage to eligible private property.

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[28] Ministry of Energy, Northern Development and Mines, 2018.

[29] O.Reg. 675/98 Classification and Exemption of Spills and Reporting of Discharges

The Minister of Municipal Affairs and Housing may activate the program for areas affected by natural disasters. Applicants within an area for which the program has been activated can apply to be reimbursed for basic, necessary costs related to the disaster.

Municipal Disaster Recovery Assistance Program (MDRAP)

The Municipal Disaster Recovery Assistance program helps municipalities that have incurred extraordinary costs because of a natural disaster.

Eligible expenses may include capital costs to repair public infrastructure or property to pre-disaster condition, and operating costs over and above regular budgets that are necessary to protect public health, safety or access to essential services.

Costs are not eligible if they are covered by insurance or if they would have been incurred anyway had the natural disaster not occurred.

Recovery Assistance Program Activation and Delivery

The Minister of Municipal Affairs and Housing makes the decision to activate the program based on evidence demonstrating that the event meets the eligibility criteria for Municipal Disaster Recovery Assistance. The minister considers both the cause and extent of damage, along with the initial claim and supporting documentation provided by the municipality.

If the program is activated, the province and municipality enter into a grant agreement. All payments under the grant agreement are based on eligible costs actually incurred by the municipality as a result of the natural disaster.

Eligibility Requirements

In order to be eligible for the program, a municipality must have:

- Experienced a sudden, unexpected and extraordinary natural disaster.
- Incurred costs over and above regular budgets that can be demonstrably linked to the disaster. These costs must equal at least three percent (3%) of the municipality's Own Purpose Taxation levy.
- Passed a resolution of council and submitted an initial Municipal Disaster Recovery Assistance claim (with supporting documentation) within 120 calendar days of the date of the onset of the disaster.

District Social Services Administration Board

A provincially mandated agency tasked with delivering social services within the municipality. Services provided by the DSSAB include:

- ✓ Ontario Works
- ✓ Housing Services
- ✓ Early Years Services
- ✓ Esprit Place Shelter

Public and Separate School Boards

The school boards within the municipality are responsible for the care of the school population, all school buildings and facilities, and school buses in accordance with their own emergency response plans.

Non-Government Organizations (NGOs)

Salvation Army

The Salvation Army Emergency and Disaster Services (EDS), under the direction of the municipal EOC, provide qualified personnel to assist in their mandate to deliver clothing, food and personal services.

Canadian Red Cross

Should an emergency shelter need to be set up to receive and shelter evacuees the Canadian Red Cross may be assigned responsibility for:

- ✓ Registering evacuees
- ✓ Handling inquiries about evacuees
- ✓ Personal needs
- ✓ Food and Beverage services
- ✓ Clothing services
- ✓ Temporary lodging