

ORDRE DU JOUR

Agenda

Séance régulière du conseil qui aura lieu
à 18 h 30, le mercredi 25 novembre 2020
*Regular Council meeting scheduled for
Wednesday, November 25, 2020 at 6:30 p.m.*

1. OUVERTURE
CALL TO ORDER

2. PRÉSENCE
ROLL CALL

	In attendance	Absent	With Notice	Without Notice
Mayor Beverly Nantel				
Councillor Chantal Croft				
Councillor Hélène Perth				
Councillor Luc Lévesque				
Councillor Gérard Lévesque				
CAO-Clerk				
Treasurer/Tax Collector				
Infrastructure Superintendent				
Misc. Staff				
Misc. Staff				

3. APPEL ET DÉCLARATION D'INTÉRÊT PÉCUNIAIRE
DECLARATION OF CONFLICT

4. ADOPTION DE L'ORDRE DU JOUR
APPROVAL OF AGENDA

5. ADOPTION DES PROCÈS-VERBAUX
ADOPTION OF MINUTES

- 5.1 Procès-verbal daté du 11 novembre 2020 de la réunion régulière du conseil municipal / *Regular Municipal Council meeting minutes dated November 11, 2020; (Resolution)*

6. DÉLÉGATIONS
DELEGATIONS

7. CORRESPONDANCE
CORRESPONDENCE

- 7.1 Procès-verbal daté du 15 septembre 2020 de la Corporation du développement économique et communautaire de Dubreuilville / *CDEC meeting minutes dated September 15, 2020*; et / and **(Information)**
- 7.2 Lettre datée du 11 novembre 2020 de la Santé publique Algoma au sujet de l'ajustement de l'avis de prélèvement municipal 2020 / *Letter dated November 11, 2020 from the Algoma Public Health with regards to the 2020 Municipal Levy Notice Adjustment* ; et / and **(Information)**
- 7.3 Lettre datée du 16 novembre 2020 du Ministère des Affaires Municipales et du Logement, Bureau de la sous-ministre au sujet de l'exécution des décrets émis aux termes de la Loi de 2020 sur la réouverture de l'Ontario / *Letter dated November 16, 2020 from the Ministry of Municipal Affairs and Housing, Office of the Deputy Minister with regards to Enforcement of Orders under the Reopening Ontario Act, 2020*; et / and **(Information)**
- 7.4 Courriel daté du 18 novembre 2020 de la Société d'évaluation foncière municipale au sujet d'une mise à jour de l'évaluation 2020/2021 / *Email dated November 18, 2020 from the Municipal Property Assessment Corporation with regards to 2020/2021 Assessment update*; et / and **(Information)**
- 7.5 Courriel daté du 14 novembre 2020 de la Sensibilisation communautaire FedNor (IC) au sujet de la participation au défi 50-30 du Nord de l'Ontario / *Email dated November 14, 2020 from the FedNor Outreach with regards to joining the Northern Ontario's 50-30 Challenge*; **(Information)**

8. RAPPORT DES COMITÉS ET/OU DÉPARTEMENTS
REPORTS FROM COMMITTEES AND/OR DEPARTMENTS

- 8.1 Rapport pour le conseil daté du 16 novembre 2020 du Chef pompier au sujet de la position Député-Chef pompier / *Council report dated November 16, 2020 from the Fire Chief with regards to the position of Deputy Fire Chief*; et / and **(Resolution)**
- 8.2 Rapport pour le conseil daté du 20 novembre 2020 de la Directrice administrative – Greffière au sujet de l'embauche d'un nouveau Assistant au département de la récréation / *Council report dated November 20, 2020 from the CAO-Clerk with regards to the hiring of a new Assistant to the*

- 8.3 Rapport pour le conseil daté du 30 octobre 2020 du Surintendant de l'infrastructure au sujet du plan financier d'eau et d'égoût / *Council report dated October 30, 2020 from the Infrastructure Superintendent with regards to the water and wastewater financial plan; (Resolution)*
- 8.4 Rapport de planification daté du 19 novembre 2020 de Fotenn Consultants Inc. au sujet du nouveau règlement de contrôle du plan d'implantation / *Planning report dated November 19, 2020 from Fotenn Consultants Inc. with regards to a new Site Plan Control By-law; et / and (Resolution)*
- 8.5 Discussion au sujet du problème de drainage au long du chemin du Lac / *Discussion with regards to the drainage issue along Lac Road; et / and (Resolution)*
- 8.6 Discussion et mise à jour au sujet de COVID-19 / *Discussion and update with regards to COVID-19; (Information / Resolution)*

9. APPROBATION DES RÉGISTRES DE CHÈQUES **APPOVAL OF CHECK REGISTER**

- 9.1 Rapport pour le Conseil (registre des chèques pour 2020) daté du 20 novembre 2020 (liste A) / *Council Board Report (cheque register for 2020) dated November 20, 2020 (list A); et / and (Resolution)*
- 9.2 Rapport pour le Conseil (registre des chèques pour 2020) daté du 19 novembre 2020 (liste B - Visa) / *Council Board Report (cheque register for 2020) dated November 19, 2020 (list B - Visa); (Resolution)*

10. RÉGLEMENTS **BY-LAWS**

- 10.1 Arrêté-municipal no. 2020-58, étant un règlement visant à confirmer les travaux du Conseil de la Corporation du Canton de Dubreuilville à sa séance régulière tenue le 25 novembre 2020 / *By-Law No. 2020-58, being a By-law to confirm the proceedings of the Council of the Corporation of the Township of Dubreuilville at its regular meeting held on November 25, 2020; et / and (Resolution)*
- 10.2 Arrêté-municipal no. 2020-59, étant un règlement pour autoriser l'exécution d'une entente de contribution de FedNor envers le salaire et les bénéfiques de notre Agente de développement économique sous le programme de Développement Nord Ontario / *By-Law No. 2020-59, being a By-law to authorize the execution of a FedNor contribution agreement*

towards our Economic Development Officer's salary and benefits under the Northern Ontario Development Program; et / and **(Resolution)**

- 10.3 Arrêté-municipal no. 2020-60, étant un règlement pour formuler un plan d'intervention d'urgence pour protéger les biens et la santé, la sécurité et le bien-être des habitants d'une zone d'urgence / *By-Law No. 2020-60, being a By-law to formulate an emergency response plan for protecting property and the health, safety and welfare of the inhabitants of an emergency area*; et / and **(Resolution)**
- 10.4 Arrêté-municipal no. 2020-61, étant un règlement en vertu des dispositions de l'article 41 de la Loi sur l'aménagement du territoire, L.R.O., 1990, C.1, telle que modifiée, pour désigner une zone de contrôle du plan d'implantation / *By-Law No. 2020-61, being a By-law under the provisions of Section 41 of the Planning Act, R.S.O., 1990, C. 1, as amended, to designate an area of Site Plan Control*; **(Resolution)**

11. AJOUT
ADDENDUM

12. ASSEMBLÉE A HUIS CLOS
CLOSED SESSION

- 12.1 Discussion au sujet des renseignements privés concernant une personne qui peut être identifiée, y compris des employées de la municipalité ou du conseil local / *Discussion with regards to personal matters about an identifiable individual, including municipal or local board employees*; **(Municipal Act, 2001, S.O. 2001, c. 25, Section 239 (2) (b))**

13. AJOURNEMENT
ADJOURNMENT

THE CORPORATION OF THE TOWNSHIP OF DUBREUILVILLE

-MINUTES-

Regular Council Meeting held on
November 11, 2020 at 6:30 p.m.
Council Chambers

PRESENT: Mayor, B. Nantel
Councillor, H. Perth
Councillor, L. Lévesque
Councillor, C. Croft
Councillor, G. Lévesque (few minutes late)

ABSENT:

STAFF: CAO-Clerk, Shelley B. Casey

Mayor, Beverly Nantel called the meeting to order at 6:30 p.m.

20-295 Moved by: Councillor Croft
Seconded by: Councillor Perth

Whereas that the agenda for the regular municipal council meeting dated November 11, 2020 be adopted as submitted with the addition of:

11.1 Remembrance Day Recognition

Carried

20-296 Moved by: Councillor L. Lévesque
Seconded by: Councillor Croft

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to receive and approve the following municipal council meeting minutes as submitted:

- Regular Municipal Council meeting minutes dated October 14, 2020; and
- Regular Municipal Council meeting minutes dated October 28, 2020.

Carried

20-297 Moved by: Councillor Perth
Seconded by: Councillor Croft

Whereas that the following be received as information only:

7.1 Algoma Public Health Board of Health meeting minutes dated September 23, 2020; and

7.2 Email dated November 2, 2020 from the Municipal Property Assessment Corporation with regards to year-end initiatives update; and

7.3 Media release dated November 3, 2020 from the Federation of Northern Ontario Municipalities (FONOM) with regards to the 2021 Ontario Municipal Partnership Funding (OMPF); and

7.4 Algoma Power Inc. Notice of Electrical Service Interruption.

Carried

20-298 Moved by: Councillor Croft
Seconded by: Councillor L. Lévesque

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to receive the attached resolution from the Corporation of the Municipality of St. Charles with regards to a request for support concerning the implementation of broadband in the under-serviced areas.

Carried

20-299 Moved by: Councillor L. Lévesque
Seconded by: Councillor L. Perth

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to receive and approve the attached inter-office memo dated November 4, 2020 from the CAO-Clerk with regards to the upcoming Christmas Holiday Schedule, as presented.

Carried

20-300 Moved by: Councillor Croft
Seconded by: Councillor Perth

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to receive and approve the attached inter-office memo dated November 3, 2020 from the Treasurer / Tax Collector with regards to the renewal of our yearly Municipal Insurance Program, as presented.

Carried

20-301 Moved by: Councillor Croft
Seconded by: Councillor Perth

Whereas that the attached Council Board Report (cheque register for 2020, list A) dated November 6, 2020 in the amount of \$90,126.46, be approved for payment.

Carried

20-302 Moved by: Councillor L. Lévesque
Seconded by: Councillor Croft

Whereas that the attached Council Board Report (cheque register for 2020, list B - Visa) dated November 4, 2020 in the amount of \$8,308.98, be approved for payment.

Carried

20-303 Moved by: Councillor Perth
Seconded by: Councillor Croft

Whereas that By-Law No. 2020-54, being a By-law to confirm the proceedings of the Council of the Corporation of the Township of Dubreuilville at its regular meeting held on November 11, 2020, be adopted as presented.

Carried

20-304 Moved by: Councillor Perth
Seconded by: Councillor Croft

Whereas that By-Law No. 2020-55, being a By-law to amend several employment agreements between the Corporation of the Township of Dubreuilville and its Management Team, be adopted as presented.

Carried

20-305 Moved by: Councillor Croft
Seconded by: Councillor L. Lévesque

Whereas that By-Law No. 2020-56, being a By-law to amend the employment agreement between the Corporation of the Township of Dubreuilville and its Non-unionized full-time permanent hourly employees, be adopted as presented.

Carried

20-306 Moved by: Councillor L. Lévesque
Seconded by: Councillor Perth

Whereas that By-Law No. 2020-57, being a By-law to determine winter road maintenance standards and procedures within the Corporation of the Township of Dubreuilville, be adopted as presented.

Carried

20-307 Moved by: Councillor Perth
Seconded by: Councillor Croft

Whereas that we adjourn to go in-camera session at 7:08 p.m.

12.2 Discussion regarding a proposed or pending acquisition or disposition of land by the municipality or local board (*Municipal Act, 2001, S.O. 2001, c. 25, s. 239 (2) (c)*).

Carried

20-308 Moved by: Councillor Perth
Seconded by: Councillor G. Lévesque

Whereas that we reconvene in the regular municipal council meeting at 7:40 p.m.

Carried

20-309 Moved by: Councillor Croft
Seconded by: Councillor Perth

Whereas Council accepts the \$2,000 offer for the land at 122 rue des Épinettes (Plan M398 Lot 28 RP 1R4399 Part 57 PCL 9707 AWS) by Michel Courty who resides at 124 rue des Épinettes (abutting land), along with his \$400 deposit; and

Whereas that this property was unsuccessful during the tax sale process and the Township chose not to vest for reason of associated liens for Radio-Television Dubreuilville Corporation (RTDC); and

Whereas that our solicitor has negotiated with the Canada Revenue Agency and associated liens have been removed; therefore, the property can be transferred over with a clean title;

Therefore, be it resolved that Council agrees to the offer as presented where the new owner shall be responsible for any legal fees for both parties involved. In addition, consolidation of adjacent lot will be required for future development. Furthermore, this property is surplus to our needs and the Township does not wish to take it over, other than helping to administer this transaction between the parties involved.

Carried

20-310 Moved by: Councillor Perth
Seconded by: Councillor G. Lévesque

Whereas that this regular municipal council meeting dated November 11, 2020 hereby adjourn at 7:43 p.m.

Carried

Mayor

CAO/Clerk

7.1

**CORPORATION DU DÉVELOPPEMENT ÉCONOMIQUE
ET COMMUNAUTAIRE DE DUBREUILVILLE**

PROCÈS-VERBAL / MINUTES

Rencontre du 15 septembre 2020 / September 15, 2020 Meeting
Téléconférence / Teleconference

PRÉSENTS: Roger Lemoyne, Président
Shelley B. Casey, Secrétaire-trésorier
Beverly Nantel
Laurianne Lavoie
John Van De Langerijt
Patrice Dubreuil
Alain Lacroix
Mélanie Pilon, Agente de Développement Économique / EDO

ABSENT: Steve Lévesque, Vice-Président
Austin Hemphill

Roger Lemoyne ouvre la séance à 19 h 00

Roger Lemoyne *called the meeting to order at 7:00 p.m.*

20-039 Proposé par / *Moved by:* John Van De Langerijt
Appuyé par / *Seconded by:* Beverly Nantel

Approbation de l'ordre du jour avec les ajouts suivants:

- **7.1 – Informal discussion sur les réunions futures.**

Approval of the agenda with the following additions:

- *7.1 – Informal discussion around future meetings.*

Carried

20-040 Proposé par / *Moved by:* John Van De Langerijt
Appuyé par / *Seconded by:* Laurianne Lavoie

Adoption du procès-verbal de:

Approval of the minutes of:

**4.1. Procès-verbal de la rencontre régulière du 2 juin 2020 / June 2, 2020
Regular Meeting Minutes**

**4.2. Procès-verbal de la rencontre spéciale du 2 juin 2020 / June 2, 2020
Special Meeting Minutes**

Carried

20-041

Proposé par / *Moved by*: John Van De Langerijt
Appuyé par / *Seconded by*: Alain Lacroix

Qu'il soit donc décidé que le conseil d'administration de la Corporation du Développement économique et communautaire (CDEC) de Dubreuilville accepte de ratifier la résolution no. 20-038, en date du 20 juillet 2020, autorisant le Conseil d'administration à procéder et à continuer d'agir en tant que principal contact avec les clients au nom du Réseau régional à large bande supérieur du Nord-Est (NSRBN) pour le projet à large bande et d'accepter que la CDEC exécute la lettre de retenue présentée, comme la résolution initiale a été adoptée par courriel.

Be it therefore resolved that the Board of Directors of the Corporation du Développement Économique et Communautaire (CDEC) of Dubreuilville agrees to ratify Resolution No. 20-038, dated July 20th, 2020, authorizing the Board to proceed and continue to act as the main client contact on behalf of the Northeast Superior Regional Broadband Network (NSRBN) for the Broadband project and agree that the CDEC execute the retainer letter presented, as the initial Resolution was passed by email.

Carried

20-042

Proposé par / *Moved by*: Beverly Nantel
Appuyé par / *Seconded by*: Shelley B. Casey

Qu'il soit résolu que le conseil d'administration de la Corporation du Développement économique et communautaire (CDEC) de Dubreuilville accepte de participer au projet Balado Discoveries – GPS Guided Tours. De plus, nous approuvons une contribution communautaire de 4,800\$ qui ira à

nos collectivités à l'avance et/ou à la création de contenu pour le projet, avec l'idée que 1000\$ seront couverts par AKTA et 1000\$ seront couverts par LRIC, Pat Dubreuil dans un partenariat officiel.

Be it therefore resolved that the Board of Directors of the Corporation du Développement Économique et Communautaire (CDEC) of Dubreuilville agrees to participate in the Balado Discoveries – GPS Guided Tours project. Additionally, we approve a community contribution of \$4,800 that shall go towards our communities' upfront cost and/or content creation for the project, with the understanding that \$1,000 will be covered by AKTA and \$1,000 will be covered by LRIC, Pat Dubreuil in an official partnership.

**Please note that Pat Dubreuil abstained from voting.*

Carried

20-043

Proposé par / *Moved by*: Laurianne Lavoie
Appuyé par / *Seconded by*: John Van De Langerijt

Qu'il soit donc décidé que le conseil d'administration de la Corporation du Développement économique et communautaire (CDEC) de Dubreuilville accepte de procéder à la couverture d'assurance et de renouveler la police annuelle présentée par Algoma Insurance Brokers Ltd., en particulier le numéro de police 002088-10, couvrant la période de police de 2020-10-22 – 2021.

Be it therefore resolved that the Board of Directors of the Corporation du Développement Économique et Communautaire (CDEC) of Dubreuilville agrees to proceed with the insurance coverage and renew the annual policy as presented by Algoma Insurance Brokers Ltd., specifically the policy number 002088-10, covering the policy period of 2020-10-22 – 2021-10-22.

Carried

20-044

Proposé par / *Moved by*: Beverly Nantel
Appuyé par / *Seconded by*: Shelley B. Casey

Qu'il soit donc résolu que les rapports financiers pour les dates suivantes soient adoptés :

Be it therefore resolved that financial statements for the following dates be adopted:

6.1 État de compte 6 mai – 6 juin 2020 / *May 6 – June 6, 2020 Bank Statement*

6.2 État de compte 6 juin – 6 juillet 2020 / *June 6 – July 6, 2020 Bank Statement*

6.3 État de compte 6 juillet – 6 août 2020 / *July 6 – August 6, 2020 Bank Statement*

6.4 État de compte 6 août - septembre 2020 / *August 6 – September 4, 2020 Bank Statement*

Carried

20-045

Proposé par / *Moved by*: Alain Lacroix
Appuyé par / *Seconded by*: John Van De Langerijt

Qu'il soit entendu que cette séance régulière du September 15, 2020 soit levée à 20h 15.

Whereas that this regular meeting dated September 15, 2020 adjourn at 8:15 p.m.

Carried

Président

Agente de Développement Économique

7.2



November 11, 2020

Dear Mayor and Council,

RE: Township of Dubreuilville, 2020 Municipal Levy Notice Adjustment

We are reaching out to our Algoma municipalities to update you on changes regarding the provincial funding to public health units.

You will recall that in April 2019, the Provincial Government announced that as of January 1, 2020, the provincial funding share to public health would be reduced from 75% to 70% while municipalities will contribute 30% from 25%. Additionally, the majority of programs that were previously 100% provincially funded would be cost-shared at the new ratios. To help provide additional stability as municipalities began to adapt to shifting funding models, the Government announced they would provide one-time mitigation funding in 2020 to assist all public health units and municipalities to manage this increase. Municipalities were protected from any cost increases resulting from this new cost-sharing formula by capping the increase at no more than 10% of existing municipal costs (based on 2018 expenditures). As a result, APH management budgeted approximately \$808,535 in expected provincial one-time mitigation funding. At that time, we also undertook to minimize any increases in our overall operating costs such that any increase to the municipal levy would only be reflective of the change in the funding formula.

On August 21, 2020, APH received its 2020-2021 Public Health funding approval letters from the Ministry of Health and Long-Term Care. The letter indicated that APH would receive one-time mitigation funding in the amount \$1,037,800 for both the 2020 and 2021 funding years. This funding is designed to ensure that municipalities do not experience any increase as a result of the previously announced cost-sharing changes. Since the levy increase, you received last year from APH was based entirely on the proposed new funding formula, The Board of Health has directed that these funds be returned to the respective municipalities. It should be noted that this process is not consistent in all health units across the province. Other agencies may have included increased operational costs along with the funding formula changes and may not be providing a reimbursement.

Blind River
P.O. Box 194
9B Lawton Street
Blind River, ON P0R 1B0
Tel: 705-356-2551
TF: 1 (888) 356-2551
Fax: 705-356-2494

Elliot Lake
ELNOS Building
302-31 Nova Scotia Walk
Elliot Lake, ON P5A 1Y9
Tel: 705-848-2314
TF: 1 (877) 748-2314
Fax: 705-848-1911

Sault Ste. Marie
294 Willow Avenue
Sault Ste. Marie, ON P6B 0A9
Tel: 705-942-4646
TF: 1 (866) 892-0172
Fax: 705-759-1534

Wawa
18 Ganley Street
Wawa, ON P0S 1K0
Tel: 705-856-7208
TF: 1 (888) 211-8074
Fax: 705-856-1752

Your municipality's apportionment of the reimbursement is based on the same formula we use to apply your levy annually.

The total 2020 levy reimbursement amount for the Township of Dubreuilville is \$1,349.69, and you should receive this on November 13, 2020.

As APH continues to provide Public Health leadership and guidance to the communities within the District of Algoma, the Board continues to take steps to control costs while delivering programs and services outlined in the Ontario Public Health Standards. However, it is not possible to maintain operational costs at a zero increase for two consecutive years. We are in the process of finalizing our 2021 budget during the month of November and will communicate the 2021 projected levy as soon as our budget has been approved. Thank you for your understanding and support during what has been an extremely challenging year.

Yours truly,

A handwritten signature in black ink, appearing to read 'Marlene Spruyt', is written over a light gray grid background.

Marlene Spruyt, BSc., MD, CCFP, FCFP, MSc-PH
Medical Officer of Health/CEO

7,3



**Ministry of Municipal
Affairs and Housing**

Office of the Deputy Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7100

**Ministère des Affaires
Municipales et du Logement**

Bureau de la sous-ministre

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Téléphone : 416 585-7100

Le 16 novembre 2020

NOTE DE SERVICE

DESTINATAIRES : Directeurs municipaux, directrices municipales et secrétaires

OBJET : Exécution des décrets émis aux termes de la *Loi de 2020 sur la réouverture de l'Ontario*

Comme vous le savez, les agents d'application des règlements municipaux sont chargés d'assurer l'application des décrets provinciaux émis aux termes de la *Loi de 2020 sur la réouverture de l'Ontario (mesures adaptables en réponse à la COVID-19)* (LRO). Je tiens à vous remercier pour vos efforts soutenus visant à limiter la propagation du virus et à gérer les répercussions de la pandémie sur vos collectivités.

En raison de la hausse récente des cas de COVID-19 dans la province, je vous transmets ci-joint les renseignements partagés par le ministre du Solliciteur général aux chefs de police concernant des modifications supplémentaires aux décrets émis aux termes de la LRO, y compris le Règl. de l'Ont. 263/20 Règles pour les régions à l'étape 2 (« décret de l'étape 2 »), le Règl. de l'Ont. 364/20 Règles pour les régions à l'étape 3 (« décret de l'étape 3 ») et le Règl. de l'Ont. 363/20 – Étapes de la réouverture (« décret sur les étapes de la réouverture »). Ces renseignements vous aideront à réaliser vos activités d'application des règlements municipaux.

Les municipalités de l'Ontario ont fait preuve d'un grand leadership à l'échelle locale. En vue de continuer de soutenir les efforts de conformité aux restrictions de la santé publique et l'exécution coordonnée des décrets à l'échelle locale, le ministre du Solliciteur général et le ministre du Travail, de la Formation et du Développement des compétences collaborent avec des partenaires d'application des règlements de divers ministères et les bureaux de santé publique locaux afin de favoriser une approche proactive en matière de sensibilisation, de conformité, d'application et de collaboration auprès de tout le personnel d'application, y compris la police, les administrateurs de la santé publique, les agents d'application des règlements municipaux et les autres agents des infractions provinciales.

Une équipe d'application des règlements multiministérielle, dirigée par le ministère du Travail, de la Formation et du Développement des compétences, a été mise sur pied pour soutenir cette initiative et ses activités seront coordonnées par le personnel d'application des règlements municipaux local, les services de police et autres partenaires d'application des règlements. De nombreuses municipalités en Ontario ont fait preuve de leadership en participant activement aux activités d'application des règlements et de surveillance de la conformité, comprenant tout règlement municipal local que vous avez adopté. Afin de nous assurer d'avoir une meilleure réponse en fonction des besoins locaux, vous pouvez coordonner vos activités d'application des règlements avec ceux des agents d'application provinciaux et les administrateurs de la santé publique pour obtenir une réponse encore plus importante. En vue de déterminer la personne-ressource principale pour toute activité de conformité prévue dans votre collectivité, vous pouvez envoyer un courriel à Natasha Bartlett à l'adresse natasha.bartlett@ontario.ca.

Je vous encourage également à soutenir les efforts du ministère du Solliciteur général visant à collecter des données sur l'application des règlements de façon hebdomadaire dans le but de surveiller et d'évaluer les effets de l'accélération des activités d'application et de conformité à l'échelle de la province, et dans les secteurs où la transmission communautaire est plus élevée. Pour en savoir plus sur la façon de contribuer aux efforts de collecte hebdomadaire des données du ministère du Solliciteur général, communiquez avec Jeanette Gorzkowski ou Agata Falkowski, à Jeanette.Gorzkowski@ontario.ca ou à Agata.Falkowski@ontario.ca.

Nous vous remercions encore de vos efforts soutenus permettant d'assurer la santé et la sécurité de nos collectivités.

Je vous prie d'accepter mes salutations distinguées.

Kate Manson-Smith
Sous-ministre des Affaires municipales et du Logement

Pièce jointe :

- Correspondance du ministère du Solliciteur général adressée à tous les chefs de police – version anglaise. Si vous voulez obtenir une version en français, écrivez à Richard.Stubbings@ontario.ca.

**Ministry of Municipal
Affairs and Housing**

Office of the Deputy Minister

777 Bay Street, 17th Floor
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Tel.: 416 585-7100

**Ministère des Affaires
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777, rue Bay, 17^e étage
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Tél. : 416 585-7100

November 16, 2020

MEMORANDUM TO: Municipal Chief Administrative Officers and Clerks

SUBJECT: Enforcement of Orders under the *Reopening Ontario Act, 2020*

As you are aware, municipal by-law officers are designated to enforce provincial orders under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 (ROA). I want to thank you for your sustained efforts in limiting the spread of infection and managing the impact of the pandemic on your communities.

Given the recent rise in COVID-19 cases in the province, I am attaching information the Ministry of the Solicitor General has shared with Chiefs of Police regarding additional amendments to orders made under the ROA, including O. Reg. 263/20 Rules for Areas in Stage 2 ("Stage 2 Order"), O. Reg. 364/20 Rules for Areas in Stage 3 ("Stage 3 Order"), and O. Reg. 363/20 - Stages of Reopening ("Stages of Reopening Order"). These will be of help to support any municipal enforcement activities.

Ontario's municipalities have shown great leadership locally. To further support efforts to ensure compliance with public health restrictions and coordinated local enforcement of orders, the Ministry of the Solicitor General and the Ministry of Labour, Training and Skills Development are working together with ministry enforcement partners and local public health units to encourage a proactive approach to awareness, compliance and enforcement and collaboration across all enforcement personnel, including police, public health officers, municipal by-law officers and other provincial offences officers.

A multi-ministry enforcement team, led by the Ministry of Labour, Training and Skills Development, has been developed to support this initiative and their activities will be coordinated with local by-law enforcement personnel, police services and other enforcement partners. Many of Ontario's municipalities have shown leadership and actively engaged in enforcement and compliance, including of any local by-laws you may have enacted. To ensure we are achieving greater successes given the local need, you may wish to coordinate enforcement activities with provincial enforcement officers and public health officers to achieve greater impact. To identify the lead contact for any

potential planned compliance activity in your community, you can e-mail Natasha Bartlett at natasha.bartlett@ontario.ca.

I would also encourage you to support the Ministry of the Solicitor General's efforts to collect enforcement data on a weekly basis to help monitor and measure the impact of accelerated enforcement and compliance activities province-wide, and in areas reporting higher rates of community transmission. You can find out more on how you may contribute to the Ministry of Solicitor General's weekly data collection efforts by contacting Jeanette Gorzkowski or Agata Falkowski at Jeanette.Gorzowski@ontario.ca or Agata.Falkowski@ontario.ca respectively.

Thank you, once again, for your continued efforts to help keep our communities safe and healthy.

Sincerely,

Kate Manson-Smith
Deputy Minister, Municipal Affairs and Housing

Enclosure:

- Correspondence from the Ministry of the Solicitor General to all Chiefs of Police- English version. If a French version is desired, please contact Richard.Stubbings@ontario.ca.

7.4

Shelley Casey

From: Carmelo Lipsi <carmelo.lipsi@mpac.ca>
Sent: November-18-20 11:05 AM
To: scasey@dubreuilville.ca
Subject: MPAC: 2021 Values and COVID-19

To: Chief Administrative Officers, Clerks, Treasurers and Tax Administrators

Good morning Shelley,

As you know, the Ontario government postponed our 2020 Assessment Update due to COVID-19 and 2021 property values will continue to be based on the current legislated valuation date, January 1, 2016.

This means all property assessments in Ontario must reflect the price a property would have reasonably been expected to sell for on that day.

The Assessment Act requires that MPAC use the January 1, 2016 date to assess all properties. We are unable to adjust 2020 property assessments for 2021 tax year based on the current impacts of COVID-19, significant as they may be.

We are advising property owners that Requests for Reconsideration filed in 2021 that exclusively cite COVID-19 as the reason for review will not result in a change to the property's value. MPAC understands its municipal partners are looking for certainty as they plan their 2021 budgets. That said, we cannot account for how appeals citing COVID-19 may be handled by the Assessment Review Board, so there always remains some risk that our municipal partners should account for in their planning.

It is our commitment during this challenging time to continue to support your municipalities through the processing of new assessment, sharing of best practices and keeping you up to date with news to help you manage your assessment base.

This includes sharing relevant highlights of the Ontario budget released on November 5, 2020, including:

Postponing the Property Tax Reassessment

The budget mentioned the government's decision to postpone the Assessment Update but did not provide a future date for the next reassessment.

Enabling Property Tax Relief for Small Businesses

In response to concerns about the property tax burden on small businesses, the Province plans to provide municipalities with the flexibility to target property tax relief to small businesses.

To ensure appropriate flexibility, the government is proposing an amendment to the Assessment Act that would allow municipalities to define small business eligibility in a way that best meets local needs and priorities.

Reducing Property Taxes for Employers

The Province announced immediate action to reduce high Business Education Tax (BET) rates by \$450 million in 2021. As a result, the BET will be lowered to a rate of 0.88 per cent for both commercial and industrial properties beginning in 2021.

Property Tax Exemptions

The budget proposes amendments to the Assessment Act to apply the existing property tax exemption for Ontario branches of the Royal Canadian Legion, for 2019 and subsequent tax years, to Ontario units of the Army, Navy and Air Force Veterans in Canada.

As we learn more about these announcements, we will aim to update all of you and identify ways to work together.

We know these are challenging times and we are here to answer questions from property owners and support you in

every way we can.

Please feel free to share this with your staff as appropriate.

Stay well and safe,

Carmelo Lipsi
Vice President, Valuation & Customer Relations
Chief Operating Officer

mpac.ca
Municipal Property Assessment Corporation
1340 Pickering Parkway, Suite 101 L1V 0C4

Copy MPAC Regional and Account Managers

7,5

Shelley Casey

From: Melanie Pilon <mpilon@dubreuilville.ca>
Sent: November-17-20 9:38 AM
To: mpilon@dubreuilville.ca
Subject: FW: Join Northern Ontario's 50-30 Challenge! / Participer au Défi 50-30 du Nord de l'Ontario! IC:00233069832

FYI – Please consider joining (or encouraging the leadership in your workplace to join) Northern Ontario's 50-30 Challenge to increase the representation and inclusion of diverse groups within corporate Canada.

Please share this email broadly across your networks using member or client mailing lists, as appropriate.

Thank you,

M.

From: FedNor Outreach / Sensibilisation communautaire FedNor (IC) <ic.fednoroutreach-sensibilisationcommunautairefednor.ic@canada.ca>
Sent: November-14-20 1:12 AM
To: Développement Communautaire et Economique de Dubreuilville <mpilon@dubreuilville.ca>
Subject: Join Northern Ontario's 50-30 Challenge! / Participer au Défi 50-30 du Nord de l'Ontario! IC:00233069832

To our valued partners across Northern Ontario,

As many of you know, Canada's greatest resource is its people - and businesses benefit from having the right people in the right places to reflect Canada's diverse population. As you are likely aware, labour force gaps in Northern Ontario pose a challenge to organizations looking to fill job vacancies. Hiring a diverse work force can help fill those vacancies and provide invaluable contributions to organizations across our region.

Yet, the reality is that women, racialized persons, those who identify as LGBTQ2, Indigenous persons, and people living with disabilities are under-represented in positions of economic influence and leadership, including on corporate boards and in senior management.

On Monday, October 19, 2020, the Honourable Navdeep Bains, Minister of Innovation, Science and Industry, announced that the Government of Canada is partnering with private sector and diversity organizations to develop a 50 – 30 Challenge to increase the representation and inclusion of diverse groups within corporate Canada. The 50 – 30 Challenge will be a bottom-up, co-created and nationally recognized achievement in the business world.

Participating companies and not-for-profits will agree to voluntarily take action towards achieving and supporting diversity and inclusion within their organization. The objective of the challenge is to advance diversity and inclusion with the aim of improving the under-representation on corporate boards and in senior management of women and under-represented groups, and, over time, to strive to reach 50% gender parity and 30% representation of under-represented groups in senior positions – including racialized persons, those who identify as LGBTQ2S+, people living with disabilities, as well as First Nations, Inuit and Métis peoples.

FedNor supports strengthening diversity and inclusion through a number of its [programs](#) so that all Canadians can participate fully as members of Canadian society. The economic development and participation of all individuals, including of members of under-represented and marginalized groups, is essential to helping Northern Ontario businesses become more competitive, innovative and productive.

The 50 – 30 Challenge is an opportunity to champion an important and growing effort in the Canadian business world, and I am asking your organization to take a leadership role by registering on the [50-30 Challenge webpage](#). Let's show the world Northern Ontario understands the importance of diversity and inclusion, and stands ready to meet this challenge.

Please share this email broadly across your networks using member or client mailing lists, as appropriate.

By working together, we can make a difference.

Aime Dimatteo

Director General
FedNor

Chers partenaires du Nord de l'Ontario,

Comme bon nombre d'entre vous le savent, la plus grande ressource du Canada est son peuple, et les entreprises bénéficient d'avoir les bonnes personnes aux bons endroits pour refléter la diversité de la population du Canada. Comme vous le savez sans doute, le manque de main-d'œuvre dans le Nord de l'Ontario pose un défi aux organisations qui cherchent à pourvoir des postes vacants. L'embauche d'une main-d'œuvre diversifiée peut aider à doter ces postes vacants et contribuer de façon inestimable aux organisations de notre région.

Pourtant, la réalité est que les femmes, les personnes racialisées, celles qui s'identifient comme LGBTQ2, les Autochtones et les personnes handicapées sont sous-représentées dans les postes d'influence économique et de leadership, y compris au sein des conseils d'administration et de la haute direction.

Le lundi 19 octobre 2020, le ministre Bains a annoncé que le gouvernement du Canada s'associait au secteur privé et aux organismes de diversité pour élaborer un défi 50-30 afin d'accroître la représentation et l'inclusion de divers groupes au sein des entreprises canadiennes. Le Défi 50-30 sera une réalisation ascendante, créée conjointement et reconnue à l'échelle nationale dans le monde des affaires.

Les entreprises participantes et les organismes sans but lucratif accepteront de prendre volontairement des mesures pour atteindre et soutenir la diversité et l'inclusion au sein de leur organisation. L'objectif du défi est de promouvoir la diversité et l'inclusion dans le but d'améliorer la sous-représentation des femmes et des groupes sous-représentés dans les conseils d'administration et dans la haute direction des entreprises et, au fil du temps, de s'efforcer d'atteindre 50 % de la parité entre les sexes et 30 % de la représentation des groupes sous-représentés dans les postes de direction, y compris les personnes racialisées, celles qui s'identifient comme LGBTQ2S+, les personnes handicapées, ainsi que les membres des Premières Nations, les Inuits et les Métis.

FedNor contribue à renforcer la diversité et l'inclusion grâce à de nombreux programmes afin que tous les Canadiens puissent participer pleinement en tant que membres de la société canadienne. Le développement économique et la participation de toutes les personnes, y compris les membres des groupes sous-représentés et marginalisés, sont essentiels pour aider les entreprises du Nord de l'Ontario à devenir plus compétitives, plus novatrices et plus productives.

Le Défi 50-30 est l'occasion de soutenir un effort important et croissant dans le monde des affaires canadien, et je demande à votre organisation de jouer un rôle de chef de file en vous inscrivant au Défi sur la [page Web du Défi 50-30](#). Montrons au monde que le Nord de l'Ontario comprend l'importance de la diversité et de l'inclusion, et qu'il est prêt à relever ce défi.

Veuillez diffuser largement ce courriel au sein de vos réseaux en vous servant de vos listes de distribution des membres ou des clients, selon le cas.

En travaillant ensemble, nous pouvons changer les choses.

Aime Dimatteo
Directeur general
FedNor



Council Report

From: Patrick Sigouin

Date: November 16, 2020

Subject: Deputy Fire Chief Position

Recommendation: It is recommended that Mr. Eric Lajoie be offered the position of Deputy Fire Chief per the Township hiring policy. Since Mr. Justin Leclair stepped down not that long ago, receiving this new interested candidate is perfect timing.

Analysis: Mr. Lajoie was an active member of the Wawa Fire Dept. from 2012 to 2017. Eric has completed many training courses, and along with his experience, I believe he would be a great asset to fulfill the duties of Deputy Fire Chief. All current Captains are also in accordance with allowing him the opportunity to tryout this vacant position.

History: Eric Lajoie has been a fireman with our volunteer fire department for four (4) months now. He's had much training and courses with Wawa and mine rescue. I am confident that Eric can fulfill all the requirements for this position, through on the job training, and further education and practice.

Financial: As per approved budget.

Looking forward to receiving a positive response in order for Eric to begin his duties as Deputy Fire Chief as soon as possible.

Thank you!

Patrick Sigouin
Dubreuilville Fire Chief



Council Report

From: Francis DeChamplain
 Infrastructure Superintendent

Date: 30/10/2020

Subject: Water and wastewater financial plan (per O. Reg. 453/07)

Purpose: To update our water and wastewater financial plan, which is needed for our Municipal Drinking Water Licence renewal in accordance with the Safe Drinking Water Act (SDWA)

Recommendation: It is recommended that we hire an external professional engineering firm to prepare our water and wastewater financial plan. During the last months, licence application data was collected and then sent to the Ministry of the Environment before our October 19, 2020 submission deadline. During the initial review of our data, our financial plan was found to have expired before the end of our Drinking Water License term. Therefore, our financial plan needs to be updated for a further 10 years from 2021 to 2030 to meet O. Reg. 493/07;

Therefore be it resolved that Ontario Clean Water Agency (OCWA) be chosen as the preferred organization to complete our mandatory water and wastewater financial plan in order to renew our drinking water license and remain compliant, as per attached proposal as presented.

Analysis: Our Municipal Drinking Water Licence expires in April 2021. As the licence is valid for a period of 5 years once issued, there is a possibility to have our financial plan prepared for a 10-year period, which would cover the next licence renewal as well. As part of the compliance reporting for O. Reg. 493/07, municipalities are required to prepare financials plans along with details of the proposed financial position and operations for water (and recommended for wastewater) for a minimum of six years. The financial plan must be submitted with the Township’s renewal application for its water licence and must start in the year the water licence is to be renewed, which is 2021. The financial plan must be approved by Council and contain a summary of financial details for the drinking water system.

Three (3) proposals were received, per attached, OCWA, Watson & Associates Economics Ltd and PSD Research Consulting Software. In reviewing all the proposals, the preferred firm we wish to choose is Ontario Clean Water Agency (OCWA) to complete the required

financial plan. We work very closely with OCWA on a daily basis, as they are our Overall Responsible Operator (ORO) through our Service Agreement for providing operations and maintenance services for our drinking water and wastewater facilities. They are familiar with our assets, with our capital budget requirements and our annual operational budget.

Financial:

The total cost proposed by OCWA is \$5,800, exclusive of HST for their professional fees and disbursements to complete the required water and wastewater financial plan to renew our municipal drinking water license per the Safe Drinking Water Act (SDWA).

A positive response to this request would be greatly appreciated.

Thanks!

Francis DeChamplain
Infrastructure Superintendent

October 26, 2020

Shelley Casey
CAO / Clerk
Township of Dubreuilville

Re: Proposal: Financial Plan Update for the Dubreuilville Drinking Water System

Dear Ms Casey

The Ontario Clean Water Agency (OCWA) is pleased to submit a proposal to prepare a Financial Plan under O. Reg. 493/07 for the Township of Dubreuilville (Township).

1 Background

In accordance with the Drinking Water License requirements of the Safe Drinking Water Act (SDWA) 2002, the Township is required to develop a Financial Plan that meets the requirement of O. Reg. 453/07. This Financial Plan must be approved by Council and apply for a period of at least six years, in this case, from 2021 to 2026. In addition, the Financial Plan must contain the following summary of financial details for the drinking water system:

- six year projected financial position of the system
- six year projected operations for the system
- six year projected gross cash receipts and gross cash payments

The Ministry of Environment, Conservation and Parks (MECP) has published guidelines designed to assist in the preparation of the required Financial Plan. These guidelines will be used to assist in the preparation of the Financial Plan for the Township's drinking water system.

2 Scope of Work and Methodology

Preparing a Financial Plan requires three main steps:

- Determining the water system expenses for a minimum 10 year study period (2021-2030).
- Determining the necessary revenue for the Financial Plan study period (2021-2030)
- Preparing the financial statements and Financial Plan document to meet the requirements of O. Reg. 453/07.

Although a Financial Plan is not required for wastewater system, the Township's previous Financial Plan included it, therefore, this proposal also includes calculating the expenses and required revenue for the wastewater system.

2.1 Task 1: System Expenditures (2020-2029)

As the first step, OCWA will identify the Township's capital and major maintenance needs to sustain the drinking water and wastewater systems over a ten year planning horizon. OCWA proposes to use the

Tangible Capital Asset (TCA) inventory, valuation, life cycle and annual depreciation information that have been prepared by the Township in accordance with the Public Sector Accounting Board (PSAB) requirements, together with interviews with operation staff.

OCWA will also review any other documents that pertain to the water system expenditures (existing debt, administration fees, etc.). Combined with the capital and major maintenance costs, this information will provide a forecast of the revenues required to sustain the water and wastewater systems over the term of the Financial Plan.

2.2 Task 2: System Revenues (2021-2026)

Using the Township's current rate structure, OCWA will estimate the expected revenue over the six year Financial Plan study period.

To adequately determine the infrastructure expenses and revenues expected over the study period the following information will be required:

- A complete and current systems tangible capital asset (TCA) inventory data (in Excel format if available), including valuation, life expectancies, annual depreciation, when the asset was constructed, current book values and TCA policy;
- Anticipated annual systems capital and major maintenance expenditures for the treatment and distribution system.
- A copy of existing user rates and revenue plan for 2018, 2019 and 2020;
- Number of current users, water production data and water use billed to metered users (if applicable);
- Financial statements (2018-2019 actuals and 2020 budget) detailing all water and wastewater system revenues including revenues raised through taxes, all operating costs, past debt charges, reserve assignments;
- If applicable, current debt, annual debt repayment (interest and principal), term;
- Current water and wastewater system reserves and interest rates;
- Population, population growth projections and development charges information (if applicable);
- Information on costs related to source protection (if any); and
- Information on costs related to planned lead service replacements (if any).

2.3 Task 3: Financial Statements and Plan (2021-2026)

The last step will involve OCWA taking the data generated in the preceding steps and placing it in an overall document that will factor all revenues and expenditures in compliance with the Financial Plan requirements cited in O. Reg. 453/07. This document will be provided in draft format for review by the Township. A conference call will be conducted, if necessary, to discuss the document and any feedback, which will be incorporated into the final plan.

3 Schedule

OCWA will be ready to begin the study in December 2020. The full project is expected to take eight weeks to complete according to the following timetable, assuming the project is approved by December 1, 2020 and documents are provided in a timely manner.

Table 1: Schedule

TASK	DATE
Notice to Proceed	December 1, 2020
Collect and Review Documents	December 1-15, 2020
Financial Plan Draft	January 8, 2021
Financial Plan Final	January 22, 2021

In the preparation of this tentative schedule, OCWA has allowed two weeks for the Township to provide requested documents and one week to review the draft plan. The last two weeks of December have been excluded from the schedule for the holiday break.

4 Project Budget

In reviewing the above scope of work, OCWA proposes a project budget of **\$5,800** (exclusive of HST) for our professional fees and disbursements. OCWA will invoice only for time, disbursements and expenses incurred (see attached rate schedule).

In an effort to expedite the deliverables while keeping costs to a minimum, we have not included any site meetings. Should you have any questions on the above, please feel free to contact the undersigned at 905-491-3058.

Sincerely,



Sonya M Semanuik, P.Eng. PMP,
 Senior Project Manager – Studies & Condition Assessments

COUNTERSIGNATURE:

By signing below, I accept the scope of work described in the above proposal and provide permission on behalf of the Town to proceed.

 (Signature)

 Date

Corporation of the Township of Dubreuilville Planning Report

Prepared for:	Shelley Casey, CAO/Clerk	Prepared by:	Jaime Posen, MCIP RPP
Prepared by:	Jaime Posen, MCIP RPP	Report Date:	November 19, 2020

Recommendations

That Council:

- / **Enact the recommended Site Plan Control by-law for the Township of Dubreuilville, included as Appendix 2.**

Background

As requested by the Township of Dubreuilville, Fotenn Planning + Design has researched and prepared a draft Site Plan Control by-law to control large-scale and impactful developments in the Township.

Planning Act

Section 41 of the Ontario Planning Act permits municipalities to establish a site plan control area, where enabled through an Official Plan policy:

- (2) Where in an official plan an area is shown or described as a proposed site plan control area, the council of the local municipality in which the proposed area is situate may, by by-law, designate the whole or any part of such area as a site plan control area.

The Planning Act further stipulates that no development is permitted within a site plan control area, unless the council of the municipality has approved plans or drawings of the development. However, the Act also specifies that interior design, the layout of interior areas (except for certain common areas), and the manner of construction, building height, and development density are not permitted to be regulated site plan control provisions.

As a condition to the approval of plans and drawings, the Planning Act permits a municipality to require a development proponent to provide road widenings, transportation infrastructure, lighting, landscaping, waste collection facilities, infrastructure easements, appropriate grading, and snow removal. The municipality may also require the development proponent to enter into an agreement with the municipality to ensure proper and orderly development according the submitted plans and conditions applied.

Township of Dubreuilville Official Plan

The Planning Tools section of the Township of Dubreuilville Official Plan contains policies expressing Township Council's intent to utilize various powers under the Planning Act to ensure proper and orderly development. Policy 14.2 of the Official Plan enables the Township to apply Site Plan Control powers under the Planning Act to new development. Multiple policies throughout the Official Plan reference the Site Plan Control process as an additional development control measure.

Township of Dubreuilville Site Plan Control By-law 88-11

Development applications in the Township are currently subject to By-law 88-11, which applies Site Plan Control powers in Dubreuilville. The By-law designates "all of the lands within the corporate boundary of the Improvement District of Dubreuilville" as the Site Plan Control Area, but excludes single-family dwellings,

seasonal dwellings, semi-detached dwellings, and accessory buildings and structures from by-law requirements.

Proposed Provisions

The proposed provisions are formulated based on best practices, experience with development in the Township through Fotenn's Planning Services contract, the existing Township Site Plan Control by-law, and reference to other Site Plan Control by-laws in other Ontario municipalities.

The proposed Site Plan Control By-law, included as Appendix 2, includes the following provisions:

Section 1: Interpretation

- / While a provision is proposed to interpret words, terms and phrases with their normal and ordinary meaning, an additional provision is included to reference defined terms from the Township of Dubreuilville Zoning By-law.
- / The proposed provisions continue to apply the existing designation of the entire municipality as an area of site plan control.

Section 2: Classes of Development Exempt

- / The proposed classes of development exempt from Site Plan Control has been expanded to include other dwelling types that are defined in the Zoning By-law, including duplex dwellings, mobile home dwellings, and modular dwellings. These dwelling types are of an identical density to dwelling types exempted in the current by-law, and impacts will be similarly limited.
- / Slightly denser forms of residential dwellings are also exempt from Site Plan Control, including row / townhouse dwellings and triplex dwellings. These dwelling types generate comparable impacts to less-dense housing types, and benefits deriving from the Site Plan Control process would be limited. Additionally, the additional financial and time cost required to undertake a Site Plan Control application for these dwelling types would discourage gentle forms of densification and development of affordable housing forms.
- / New exemptions are proposed for low-impact forms of development and infrastructure, including patios, resource-based development, temporary buildings, utility installations, community gardens, farmer's markets, and parks. Accessory buildings or structures with a gross floor area of less than 200 square metres are also exempt from Site Plan Control. The limitation on floor area is applied to account for large-scale development, where a large building or structure may be considered "accessory."
- / In the case of exemptions for resource-based buildings and structures, a caveat is included to clarify that the exemption does not apply to accommodations for workers.
- / Additions to buildings of a limited size are added to account for the more limited extent of controls required for additions to existing development, as compared with new development.
- / Parking lots of 10 new parking spaces or less are proposed to be exempt, whether an independent use or accessory to a permitted use. Where of a limited scale, parking lots do not require the degree of control needed for more extensive parking lots.

- / Limited alterations to existing residential and non-residential development are exempt from Site Plan Control, on the basis that impacts will be limited.

Section 3: Replace or Rebuild

- / The provision in the Replace or Rebuild section is proposed to permit replacement or reconstruction of a building without the need for a Site Plan Control application, where the original building is damaged or destroyed by fire or natural hazard.

Section 4: Minor Deviations

- / Where minor deviations from an approved Site Plan application are required, they may be approved in writing by the Township without the need for further approval.

Recommendation

We recommend that Township Council enact the proposed Site Plan Control By-law, as shown in Appendix 2. The new by-law maintains and enhances the list of exempt classes of development to permit and encourage development without a strain on municipal resources, while ensuring that more impactful developments are reviewed in more detail prior to approval.

Fotenn Consultants Inc.

Appendix 1
Existing Site Plan Control By-law 88-11

THE CORPORATION OF THE IMPROVEMENT DISTRICT OF DUBREUILVILLE

BY-LAW NO. 88-11

Being a by-law under the provisions of Section 40 of the Planning Act, s.o., 1983, C. 1, as amended, to designate a "Site Plan Control area" for the Improvement District of Dubreuilville.

WHEREAS in accordance with Section 40 (2) of The Planning Act, s.o. , 1983, c.1, as amended, all of the lands within the Improvement District are described as a proposed " Site Plan Control Area", in the Official Plan, as amended by Amendment No. 3, which has been submitted to the Minister for approval;

AND WHEREAS the Improvement District considers it advisable to require the approval of certain Plans and Drawings as a condition of development, with " Development", in general terms, meaning the construction, erection or placement of one or more buildings or structures, additions or alterations which substantially increase the size or usability of buildings or structures . the establishment or commercial parking lots or the location of 3 or more trailers or mobile homes;

AND WHEREAS the Improvement District considers it advisable that highway widenings be made a condition of development in accordance with the provisions of the Official Plan, as amended by Amendment No. 3, in effect;

AND WHEREAS the Board of Trustees deems it necessary and advisable, as hereinafter provided, that an Owner of land enter into a Site Plan Development Agreement with the Improvement District with respect to any or all of the items listed in Section 40 of the Planning Act, s.o., 1983, c.1., as amended;

AND WHEREAS pursuant to the said Section 40 of the Planning Act, the Site Plan Development Agreement may be registered in the Land Registry Office against the land to which it applies;

AND WHEREAS Section 325 fo the Municipal Act, R.S.O. 1980, c. 302, as amended, provides that in the event of default of any of the provisions of the Site Plan Development Agreement by the Owner of the land, the Improvement District may complete the matter or thing at the expense of the Owner of the land, or complete the work itself and recover the expenses, with interest, in a like manner as Improvement District taxes.

NOW THEREFORE be it enacted as a by-law of the Improvement District of Dubreuilville:

1. Site Plan Control Area

The areas described in Schedule "A" , attached hereto and by this reference forming part of this By-Law, are hereby designated as a Site Plan Control Area in accordance with Section 40 of The Planning Act,s.o., 1983,c.1., as amended, and no person shall undertake any "Development" until plans drawings and required agreements have been approved pursuant to Section 40 of The Planning Act,s.o.,1983,c.1., as amended.

2. Classes of Development Excluded

Those classes of development specifically described in Schedule "B" attached hereto and by this reference forming part of this By-Law, may be undertaken without the approval of Plans and Drawings as required by Section 1 above.

3. THAT any other By-Law previously enacted by the Board of Trustees of the Improvement District of Dubreuilville pursuant to the provisions of the predecessor of Section 40 of the Planning Act, s.o. 1983,c.1., as amended, are hereby replaced in their entirety.
4. That this By-Law shall come into force and effect upon the date it receives approval from the Ministry of Municipal Affairs -Sudbury Field Office.

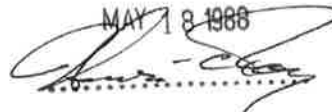
THIS By-Law read a first time and second time this 26 day of April 1988.

THIS By-Law read a third time and finally passed this 26 day of April 1988.


CHAIRMAN


SECRETARY - TREASURER

APPROVED
MINISTRY OF MUNICIPAL AFFAIRS

MAY 18 1988


**SCHEDULE "A"
TO BY-LAW NO. 88-11**

THIS IS SCHEDULE "A" TO THE SITE PLAN CONTROL AREA BY-LAW NO.88-11
OF THE IMPROVEMENT DISTRICT OF DUBREUILVILLE.

Description of Site Plan Control Area

All of the lands within the corporate boundary of the Improvement District of
Dubreuilville.

**SCHEDULE "B"
TO BY-LAW NO. 88-11**

THIS IS SCHEDULE "B" TO THE SITE PLAN CONTROL AREA BY-LAW NO. 88-11
OF THE IMPROVEMENT DISTRICT OF DUBREUILVILLE.

Description of Class or Classes Which Are Excluded

a) Single - family dwelling houses, seasonal dwelling houses, semi-detached
dwelling houses and building and structures accessory thereto, which are in
accordance with the Zoning By-Law in effect.

Appendix 2
Proposed Site Plan Control By-law



By-law No. 2020-61

Being a By-law under the provisions of Section 41 of the Planning Act, R.S.O, 1990, C. 1, as amended, to designate an area of Site Plan Control.

WHEREAS Section 41 of the Planning Act provides that, where in an official plan an area is shown or described as a proposed site plan control area, the council of the local municipality in which the proposed area is situated may, by by-law designate the whole or any part of such area as a site plan control area;

AND WHEREAS the Official Plan for the Corporation of the Township of Dubreuilville enables the municipality to define a Site Plan Control area under Section 41(2) of the Planning Act;

AND WHEREAS Section 41 of the Planning Act provides that no person shall undertake any development in an area designated under a by-law passed under that section without first having received approval;

AND WHEREAS Section 41 of the Planning Act provides that the Council of the Township of Dubreuilville may define any class or classes of development that may be undertaken without approval;

THEREFORE the Council of the Corporation of the Township of Dubreuilville, pursuant to Section 41 of the Planning Act, enacts as follows:

Section 1: Interpretation

The following rules apply to this by-law:

1. Unless otherwise defined, the words, terms and phrases used in this by-law have their normal and ordinary meaning.
2. The Legislation Act, 2006 applies to this by-law.
3. Despite the tense used in a provision,
 - a. every provision of this by-law is to be applied to the circumstances as they exist at the time in question; and

- b. every obligation imposed by this by-law is a continuing one so long as either the use, the circumstances, the reason for the obligation, or the events which caused, precipitated or gave rise to the obligation continue.
4. This by-law may be cited by its by-law number of the "Site Plan Control By-law," and any such citation is to be taken as meaning the by-law as amended.
5. Where a word or term used in this by-law is defined in the Zoning By-law of the Township of Dubreuilville, as amended, the word or term has the same meaning as defined in the Zoning By-law.

Designated Site Plan Control Area

1. The whole of the area located within the territorial limits of the Township of Dubreuilville is hereby designated as an area of site plan control.
2. The approval of plans and drawings in accordance with subsection 41(4) of the Planning Act is required before development is undertaken within the site plan control area described, unless otherwise exempt from approval as set out in this by-law.

Section 2 - Classes of Development Exempt

The following classes of development may be undertaken without site plan control approval:

1. The construction, erection or placing on land of:
 - a. A residential use building that contains a single-detached dwelling, duplex dwelling, semi-detached dwelling, mobile home dwelling, modular dwelling, row or townhouse dwelling containing no more than four units, seasonal dwelling, triplex dwelling, or accessory dwelling.
2. The construction, erection or placing on land of:
 - a. An outdoor commercial patio;
 - b. A building or structure used as part of one or more of the following uses, where the building or structure does not provide accommodations for workers:
 - i. Forestry operation;
 - ii. Mineral extraction operation; or
 - iii. Agricultural use;
 - c. A temporary building or structure if it is:
 - i. Part of a special event or construction on the lot;
 - ii. A garden suite;
 - iii. Used as an office for the sale of residential lots or dwelling units; or
 - iv. A mobile home used as temporary accommodation;
 - d. An accessory building or structure with a gross floor area of less than 200 square metres;
 - e. A utility installation;
 - f. A community garden;
 - g. A farmer's market; or
 - h. A park.
3. The making of an addition to a residential use dwelling, excluding those dwelling types listed in 1(a) above, where the addition does not exceed the greater of:

- a. 55 square metres; or
 - b. 30% of the existing gross floor area of the dwelling, to a maximum of 300 square metres.
4. The making of an addition to any non-residential use building or mixed-use building where the addition does not exceed 30% of the existing gross floor area, to a maximum of 500 square metres.
5. The establishment or expansion of a parking lot, or parking lot accessory to an existing land use, where the number of new parking spaces to be added does not exceed 10 spaces.
6. Alterations to a building where:
 - a. Dwelling units are added to a residential building or converted to a group home, where the proposed building contains no more than four dwelling units, including the added dwelling units;
 - b. A non-residential building is altered to add other non-residential uses where:
 - i. The uses are contained entirely within the existing building;
 - ii. The proposed land uses are permitted in the underlying zone in the Dubreuilville Zoning By-law; and
 - iii. The proposed development is compliant with all applicable zoning provisions in the Dubreuilville Zoning By-law.
 - c. A non-residential building is altered to add residential dwelling units where no more than four dwelling units are proposed.

Section 3 – Replace or Rebuild

Despite Section 2, any development subject to site plan control that is damaged or destroyed by fire or natural hazard may be replaced or rebuilt without the need for site plan approval if it is within the same building envelope that existed before the damages occurred, the use remains the same, and no new dwelling units are added.

Section 4 – Minor Deviations

Minor deviations to a development that has received site plan approval may take place without further approval where written permission is provided by the Township of Dubreuilville.

Section 5 – Repeal of Existing By-law

By-law 88-11 entitled “a by-law under the provisions of Section 40 of the Planning Act, S.O., 1983, C. 1, as amended, to designate a ‘Site Plan Control area’ for the Improvement District of Dubreuilville” is hereby repealed.

Section 6 – Short Title

This by-law may be cited as the Site Plan Control By-law.

That this by-law shall come into full force and take effect immediately upon the passing thereof.

READ a first, second and third time and be finally passed this 25th day of November 2020

Mayor

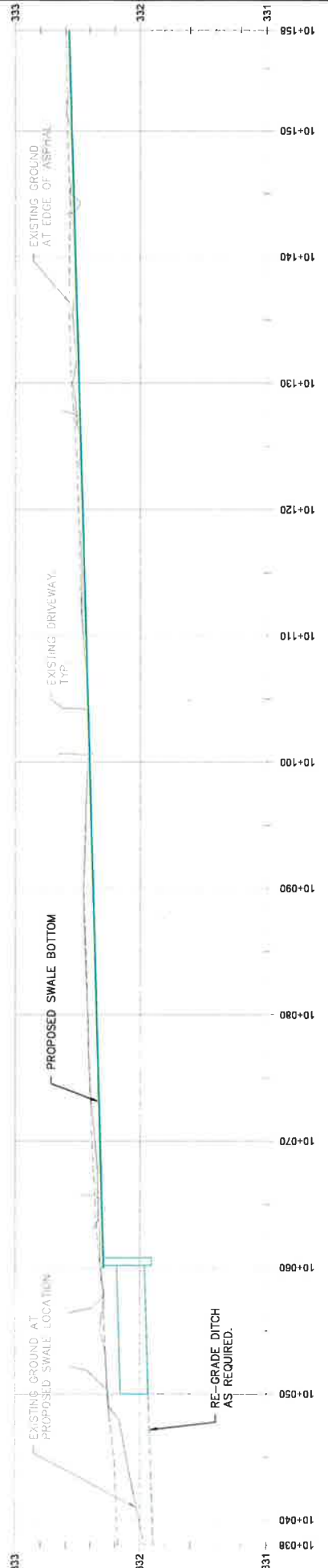
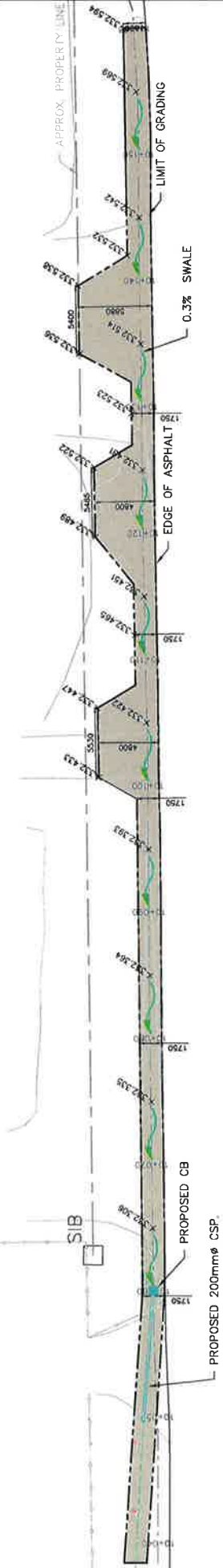
CAO-Clerk



208

266 264

270 268



KRESIN Engineering Corporation South St., Merks, Ontario (705) 940-1800	NOTES	DATE: 02/20/2018 DRAWN: J. KRESIN CHECKED: J. KRESIN PROJECT: 2018-01 CLIENT: 2018 PLAN AND PROFILE SCALE: 1:300	TOWNSHIP OF DUBREUILVILLE CHEMIN DU LAC DRAINAGE	1	Rev	0
	PLAN AND PROFILE					

8.5

Council Board Report



9.1 list A

Vendor : 1372101 to ZOOM01
 Fund : 1 GENERAL FUND
 Include all Payment Types : No

Date Range: 25-Nov-2020 to 25-Nov-2020
 Sequence by: Cheque/EFT#
 Fund No. Masked: No

Vendor Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Algoma District School Board	5485	25-Nov-2020	Education Taxe - September 2020 - Public Englis	14,431.36
CSC du Nouvel-Ontario	5486	25-Nov-2020	Education Taxe - September 2020 - Separate Fre	3,807.16
CONSEIL SCOLAIRE PUBLIC DU GRAND NORD DE L'OI	5487	25-Nov-2020	Education Taxe - September 2020 - Public Frenc	841.86
DG Excavating	5488	25-Nov-2020	Water Distribution - Labour - Repair Water Servic	2,391.81
Hoffmann, Jeff	5489	25-Nov-2020	Public Work Department - Employee Contract Fc	101.69
HSCD School Board	5490	25-Nov-2020	Education Taxe - September 2020 - Separate En	5,454.09
J.Provost Contracting Ltd.	5491	25-Nov-2020	Fire Vehicle - Annual Safety Check - Rescue Uni	2,899.15
Kresin Engineering Corporation	5492	25-Nov-2020	Landfill Site - Misc Service Professional - Closur	9,148.54
Lacroix Enterprises Ltd.	5493	25-Nov-2020	Arena - Supplies - Joint Tape	20.32
Ontario Clean Water Agency	5494	25-Nov-2020	Water Well Supply & Wastewater - November 20	24,954.27
Pilon, Melanie	5495	25-Nov-2020	Prepays - Eco Dev - Training - Registration - ED	770.30
Praxair Canada Inc.	5496	25-Nov-2020	Garage - Cylinder Rental - October 2020	39.32
Purolator Inc.	5497	25-Nov-2020	Admin - Misc Service Courier	84.54
STEEL Communications	5498	25-Nov-2020	Fire Department - Buying - Batteries for Portable	671.22
Villeneuve Construction Co Ltd	5499	25-Nov-2020	A/R - Municipal Water & Sewer Service - Certifici	258,186.16
Total:				323,801.79

Council Board Report



Visa

9.2 list B

Vendor : 1372101 to ZOOM01
 Fund : 1 GENERAL FUND
 Include all Payment Types : No

Date Range: 26-Nov-2020 to 26-Nov-2020
 Sequence by: Cheque/EFT#
 Fund No. Masked: No

Vendor Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Algoma Power Inc.	1262	26-Nov-2020	Hydro - September 2020 - Street Lights	7,154.78
Amazon.ca	1263	26-Nov-2020	Admin - Supplies Office - Headset	62.49
Canada Post Corporation	1264	26-Nov-2020	Economic Development - Supplies Postage - Let	13.98
Canadian Tire Store	1265	26-Nov-2020	Credit - Admin - X-Mas Lights	390.92
CTRL2MARKET (1887486 Ontario Inc.)	1266	26-Nov-2020	Public Work Truck - Supplies Gas - Nov11/2020	597.32
Donald L. Davidson Fuels Ltd.	1267	26-Nov-2020	Garage - Supplies - Nozzles	505.42
Fenlon's Pharmacy	1268	26-Nov-2020	Admin - Supplies - X-Mas Cards	6.77
Hi Vis Safety	1269	26-Nov-2020	Public Work Department - Supplies Health & Saf	160.46
ONTERA	1270	26-Nov-2020	A/R - Library - Internet Service - November 2020	79.04
Occupational Safety Group	1271	26-Nov-2020	Admin - Supplies - Online Training - WHMIS	65.54
Pragmatic	1272	26-Nov-2020	Admin - Conference Call - October 2020	112.95
TBAYtel	1273	26-Nov-2020	Cell Phone Usage - Nov10 to Dec9/2020	111.31
ViaNet	1274	26-Nov-2020	Admin - Monthly Fees - November 2020	116.27
Total:				9,377.25



10.1

By-Law No. 2020-58

Being a By-law to confirm the proceedings of the Council of the Corporation of the Township of Dubreuilville at its regular meeting held on November 25, 2020.

WHEREAS Section 9 of the Municipal Act, 2001, S.O. 2001, Chapter 25, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS Section 5(1) of the Municipal Act, 2001, S.O. 2001, Chapter 25, provides that the powers of a municipal corporation are to be exercised by its Council; and

WHEREAS Section 5(3) of the said Municipal Act provides that the powers of every Council are to be exercised by by-law; and

WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Dubreuilville at the November 25, 2020 meeting be confirmed and adopted through a confirmatory by-law;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Dubreuilville enacts the following as a By-Law:

1. The actions of the Council of the Corporation of the Township of Dubreuilville in respect of each recommendation and in respect of each motion and resolution passed, and other action taken by Council at the November 25, 2020 meeting is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-Law.
2. That where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the above-mentioned minutes or with respect to the exercise of any powers by the Council in the above-mentioned minutes, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing and taking of any action authorized therein or thereby, or required for the exercise of any powers therein by the Council.
3. That the Mayor and the CAO-Clerk of the Corporation of the Township of Dubreuilville are hereby authorized and directed to do all things necessary to give effect to the said action of the Council or to obtain approvals where required and, except where otherwise provided, the Mayor and the CAO-Clerk are hereby directed to execute all documents necessary on behalf of the Corporation of the Township of Dubreuilville and to affix the Corporate Seal thereto.

4. That this By-law shall come into force and take effect upon the passing thereof.

READ a first, second and third time and be finally passed this 25th day of November, 2020.

MAYOR

CAO-CLERK



10,2

By-Law No. 2020-59

Being a By-law to authorize the execution of a FedNor contribution agreement towards our Economic Development Officer's salary and benefits under the Northern Ontario Development Program

WHEREAS Section 5 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, provides that the powers of a municipal corporation are to be exercised by its Council; and

WHEREAS Section 5 (3) of the said Municipal Act provides that the powers of every Council are to be exercised by by-law; and

WHEREAS the Municipal Act, 2001, S.O. 2001, Chapter 25, Section 8, provides the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

WHEREAS the Municipal Act, S.O. 2001, Chapter 25, Section 9, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS the Municipal Act, 2001, S.O. 2001, Chapter 25, Section 10, provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public and may pass a by-law respecting the economic, social and environmental well-being of the municipality; and

WHEREAS the Corporation of the Township of Dubreuilville deems it desirable to enact a by-law that provides funding under FedNor's Northern Ontario Development Program to retain our Economic Development Officer (EDO) for a another three (3) year period per Project Number 851-513085);

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Dubreuilville enacts the following:

1. That the Mayor and the CAO-Clerk be authorized to adopt the attached FedNor contribution agreement between Her Majesty the Queen in Right of Canada (the "Minister") and the Corporation of the Township of Dubreuilville towards funding for the retention of our Economic Development Officer (EDO) on a decreasing scale (90 percent for year One, 75 percent for year Two and 50 percent for year Three) over another three (3) year term as per

Schedule A attached to this By-Law, as presented.

2. This by-law shall come into full force and take effect immediately upon the passing thereof.

READ a first, second and third time and be finally passed this 25th day of November 2020.

MAYOR – BEVERLY NANTEL

CAO-CLERK - SHELLEY B. CASEY



FedNor
19 Lisgar Street
Suite 307
Sudbury, Ontario
P3E 3L4

FedNor
19 rue Lisgar
Bureau 307
Sudbury (Ontario)
P3E 3L4

November 9, 2020

Project Number: 851-513085

Ms. Shelley Casey
Chief Administrative Officer/Clerk
Corporation of the Township of Dubreuilville
23 rue des Pins P.O. Box 367
Dubreuilville ON P0S 1B0

Dear Ms. Casey:

Re: Contribution to Corporation of the Township of Dubreuilville

I am pleased to advise that FedNor is prepared to provide support of up to \$231,807 towards your Economic Development Officer's salary and benefits for another three-year period.

Enclosed you will find a Contribution Agreement setting out the terms for our support. Please make note of section 9.0 of your Agreement referring to announcements and FedNor funding acknowledgement. You will be contacted by FedNor to arrange details for the official announcement and until then we ask that you refrain from publicly referencing or announcing the project approval. Ms. Kim Lefebvre of our Timmins office is available to answer any questions you may have and may be reached at (705) 477-5982 or toll-free at 1-877-333-6673 ext. 4934. I would ask that you return a signed copy of the contract to my attention in our Sudbury office to acknowledge your acceptance.

This Contribution Agreement is open for acceptance for 60 days from the date that appears on its face after which time it will become null and void. The date of acceptance shall be the date the duplicate copy of this Agreement, unconditionally accepted and duly executed by the Recipient, is received by my office.

May I offer my best wishes to Corporation of the Township of Dubreuilville .

Yours sincerely,

Dimatteo, Aime
Aime J. Dimatteo
Director General
FedNor

Digitally signed by Dimatteo,
Aime
Date: 2020.11.09 12:58:03 -05'00'

By-Law No. 2020-60

Being a By-law to formulate an emergency response plan for protecting property and the health, safety and welfare of the inhabitants of an emergency area.

WHEREAS Section 5 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, provides that the powers of a municipal corporation are to be exercised by its Council; and

WHEREAS Section 5 (3) of the said Municipal Act provides that the powers of every Council are to be exercised by by-law; and

WHEREAS the Municipal Act, 2001, S.O. 2001, Chapter 25, Section 8, provides the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

WHEREAS the Municipal Act, S.O. 2001, Chapter 25, Section 9, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS the Municipal Act, 2001, S.O. 2001, Chapter 25, Section 10, provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public and may pass a by-law respecting the health, safety and well-being of persons; and

WHEREAS the Province of Ontario has passed the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and Ontario Regulation 380/04 (the "Act"), which requires the development and implementation of an emergency management program by the Council of a municipality; and

WHEREAS this Act requires the emergency management program to conform to standards promulgated by Emergency Management Ontario in accordance with international best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery; and also makes provision for the municipality and council to develop and implement an emergency management program to protect public safety, public health, the environment, the critical infrastructure and property, and to promote economic stability and a disaster-resilient community; and

WHEREAS this Act makes provision for the Head of Council to declare that an emergency exists in the community or in any part thereof and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and not contrary to law, to implement the emergency response plan and respond to an emergency; and

WHEREAS the Act provides for the designation of one or more members of council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act;

WHEREAS the Act authorizes employees of a community to respond to an emergency in accordance with the emergency plan where an emergency exists, but has not yet been declared to exist;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Dubreuilville enacts the following as a by-law:

1. That the Head of Council or designated alternate as provided in the plan be, empowered to declare an emergency and implement the emergency response plan;
2. That certain appointed officials or their designated alternates, as provided in the approved community emergency response plan are empowered to cause an emergency notification to be issued to members of the Community Control Group and to respond to an emergency in accordance with the emergency response plan where an emergency exists, but has not been declared to exist;
3. That the Emergency Management Program Committee will cause the emergency management program to be reviewed annually and to recommend changes to the program as considered appropriate and refer recommendations to Council for further review and approval; and
4. That the emergency response plan attached hereto as Schedule "A" of this by-law is hereby adopted; and
5. That By-law 2017-34, being a By-Law to adopt and maintain an Emergency Management Program and Emergency Response Plan and to meet other requirements under the Emergency Management and Civil Protection Act is hereby repealed.
6. That this by-law shall come into full force and take effect immediately upon the passing thereof.

READ a first, second and third time and be finally passed this 25th day of November 2020.

MAYOR – BEVERLY NANTEL

CAO-CLERK - SHELLEY B. CASEY

EMERGENCY RESPONSE PLAN



Revised 2020/11/17

The Township of Dubreuilville Emergency Response Plan is a controlled document. All copies of this document and revisions thereof are controlled by Council and administered by the CAO/Clerk.

This plan, and any of its annexes, shall not be copied or reproduced in whole or in part, by any means, in any format, including electronic, without the express written permission of the municipal Administrator.

This plan may be updated electronically without being reprinted. Therefore, if viewing this plan in paper format please check with the municipal Administrator or the CEMC to ensure it is the latest version.

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Introduction

This plan is written in a manner that will facilitate the Community Control Group's (CCG) response to an emergency or potential emergency. Sections are ordered in which they typically occur during an emergency, beginning with the Site and ending with Recovery. Sections after Recovery are Annexes including contact lists, legislation and by-laws, history of the community, plan maintenance and distribution etc. This plan contains several annexes that may be used during an emergency response or aid in the maintenance and updating of this plan. This plan may be viewed at the municipal office at 23, rue des Pins Dubreuilville ON. However since Annexes contain personal information such as addresses and phone numbers, Annexes will not be available for viewing and will only be distributed to approved agencies.

Aim

The aim of this plan is to make provisions for the extraordinary arrangements and measures that may have to be taken to protect public safety, health, welfare, and property, as well as environmental and economic health of the residents, businesses, and visitors of the Township of Dubreuilville when faced with an emergency beyond normal procedures.

This Emergency Response Plan enables a centralized controlled and coordinated response to emergencies in the Township of Dubreuilville and meets the legislated requirements of the Emergency Management and Civil Protection Act (EMCPA).

Generally, the plan outlines how to utilize local resources effectively and efficiently during an emergency so that:

- There is an effective response to and overall control of an emergency situation;
- Immediate action is taken to save lives and protect property;
- Immediate action is taken to minimize or eliminate all sources of danger;
- There is an efficient evacuation of all persons considered to be in danger;
- Facilities are established for the reception and care of evacuees and casualties;
- If required, there is the provision of essential social services of evacuees;
- Information is distributed in a timely, factual, and official manner to media and the public;
- Effective local government and the essential services it provides is maintained throughout the community while the emergency takes place;

Site

An emergency may or may not be bounded by a defined site. A chemical spill or fire, for example, will have a defined site. A flood or power outage may not have a defined site. At the site, the agency which is the authority having jurisdiction for the site will generally be the Incident Commander (IC). First responding agencies will determine who the IC will be. For an emergency that has an undefined site, such as a flood, the Community Control Group (CCG) will determine the IC. Some emergencies, such as a long-term power outage, there may be no need for a site IC.

During the course of an emergency, it is not unusual for the IC to change from one agency to another. The outgoing IC will notify the CCG (if activated) of changes in IC. The CCG can also direct a change in IC if the CCG believes another agency to be better able to manage the site.

The IC will be responsible for managing the response at the site including establishing an inner and outer perimeter, notifying the CCG if required, communicating with the CCG (if activated), and requesting additional resources as required. If activated, the CCG will support the site with resources, advice, and assistance; as well as managing any response required beyond the outer perimeter.

The IC should notify the CCG of the possibility of an emergency if any of the following criteria are met:

- resources assigned to the site are inadequate
- resources available locally are inadequate
- repercussions outside the site will have to be managed by municipal officials in a controlled manner
- response at the site will be long term and will cause disruptions or delays in municipal services or affect other critical infrastructure
- other support or resources will be required by the site

If there is no defined site, the CCG should be notified of the severity of the situation as soon as possible by any of the first responding agencies.

Notification of the Community Control Group

The Community Control Group (CCG) will be the members of the community who have an official capacity in responding to the emergency. The CCG consists of:

- Mayor;
- CAO/Clerk;
- Fire Chief;
- Public Works;
- CEMC;

and will have advisors from:

- EMS;
- OPP;
- Algoma Public Health.

The CCG can decide, depending on the nature of the emergency, to add other advisors to the CCG. For example, if it is a forest fire emergency, then the MNRF can be added to the list of advisors to the CCG.

Once the Incident Commander (IC) at the site determines the need to notify the CCG, the IC shall call the CAO/Clerk, who as EOC Commander, will then activate the notification system by having the EOC Commander's Assistant call each member of the CCG listed above.

CCG members will be notified in the order listed above and if any of these members cannot be contacted, their alternate should be contacted.

A list of CCG contact numbers and CCG alternates can be found in Annex A

A standardized script for the EOC Commander's Assistant to follow when calling the CCG can be found in Annex B.

Where a threat of an impending emergency exists, the CCG will be notified and placed on standby.

When calling each member of the CCG the following information should be provided:

- Description of the emergency
- Which emergency operations centre to assemble at
- When to assemble
- Any supplies that need to be brought by member (i.e. emergency response plan, cell phone and charger, etc.)

If neither the CCG member nor their alternate can be contacted, then the caller will move onto the next CCG member on the list.

Once the caller has completed the list, the caller shall try to contact those CCG members who were not available the first time.

The caller and CCG member shall note the exact time contact was made.

All members of the CCG must be notified but not all members must be present for the CCG to function.

When telephones and cellphones are not working, the EOC Commander's Assistant is tasked with contacting the CCG member directly at their business or place of residence. This information can be found in the CCG contact list in Annex A.

Activation of the Emergency Operations Center

The EOC Commander should begin to set-up the Emergency Operations Centre (EOC) until the EOC Commander's Assistant is done contacting the CCG who will then complete the set-up of the EOC. Set-up of the EOC will involve the following general steps:

- Unlock either the EOC or alternate EOC
- Ensure there are enough table and chairs for CCG members
- Ensure materials for CCG members are available such as personal logs, emergency response plans, pens, paper, etc.
- Set-up a sign in/sign out log
- Ensure maps of the municipality are displayed
- Computers are operating
- Informational display boards are available

The primary EOC will be located in council chambers at 23 Rue des Pins. In the event that the primary EOC cannot be used, the alternate EOC will be used.

The alternate EOC will be located at 148 Avenue du Parc.

Upon arrival at the EOC, each CCG member will;

- a. Sign In
- b. Check telephone/communications devices
- c. Open personal log using Activity Log IMS 214 – attached as Annex C
- d. Contact their own agency and obtain a status report
- e. Participate in the Operations Cycle
- f. Participate in determining priorities and tasks
- g. Pass CCG decisions on to member's agencies/areas of responsibility
- h. Continue participation in the EOC Operations Cycle

Upon leaving the Emergency Operations Centre, each Control Group member will;

- a. Conduct a hand over with the person relieving them
- b. Sign their personal log and give it to the Operations Officer for retention
- c. Sign out in EOC log

The EOC is to remain a restricted room with access to only CCG members and support staff.

Operations Cycle

At the beginning of an emergency the Operations Cycle (OC) should be only one hour long. Therefore the OC would be set-up in this manner:

- 1st 5 minutes – communicating with staff and colleagues to get latest information on the emergency
- Next 15 minutes – Community Control Group (CCG) Meeting – discussing with the CCG members the latest information, setting priorities, and assigning tasks
- Next 5 minutes – communicating with staff decisions made and task assigned
- Next 35 minutes – staff complete tasks

Chair of CCG Meeting

The EOC Commander will Chair the CCG meeting and will:

- Set time allotments for CCG members and ensure each CCG member keeps to their allotted time;
- Ensure all tasks are assigned and prioritized;
- Status of last meeting tasks are provided by each agency responsible;
- Ensure notes of meetings are recorded and relevant information is displayed in the EOC;
- Ensure cell phones are not answered during the meeting.

CCG Meeting

During the CCG meeting the following must be accomplished:

- Each CCG member must provide latest information or update from their agency;
- Determine as a group the tasks that must be accomplished and assign a priority to each task;
- Determine who the tasks will be assigned to.

When providing an update, CCG members must:

- Keep information concise and accurate;
- Request assistance from other agencies, if required;
- Request any resources needed to complete task;
- Provide an update on previous tasks assigned.

When holding meetings the option of teleconferencing should be made available for those who cannot make it to the EOC. The Office of the Fire Marshal and Emergency Management can assist in setting up teleconference options for the municipality.

Tasks

During the CCG meeting, some of the tasks that should be discussed and determined if action is required are (but not limited to):

- Get an update from the site;
- Does an emergency need to be declared;
- Does an evacuation need to be conducted;
- What messaging to the public and media needs to be released;
- Does the Emergency Information Plan need to be enacted;
- Does the Emergency Telecommunications Plan need to be enacted;
- Is outside assistance required;
- Are outside resources required;
- Determine the timings of the OC – longer or shorter;
- Determine if current make-up of the CCG is appropriate.

Declaration of an Emergency

Definition of an Emergency

As per the Emergency Management and Civil Protection Act (EMCPA), an emergency is defined 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 other health risk, an accident or an act whether intentional or otherwise.***

Who can declare an Emergency

As per the EMCPA section 4. *(1) 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).*

If the head of council is not available then the alternate head of council may declare an emergency. If the alternate is not available then the succession of councillors will follow the list in the [Support Staff and Council Contact List – Annex L](#).

Also as per the EMCPA section 4 (3) *The head of council shall ensure that the [Solicitor General](#) is notified forthwith of a declaration made under subsection (1) or (2). R.S.O. 1990, c. E.9, s. 4 (3).* [Contacting the Office of the Fire Marshal and Emergency Management is considered contacting the Solicitor General]

Action Prior To Declaration

When an emergency exists but has not yet been declared, community employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Township of Dubreuilville. 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.

Why Declare

Listed are some reasons why an emergency may be declared in Dubreuilville:

- Has critical infrastructure failure occurred or likely to occur
 - Water Treatment Plant;
 - Waste Water Treatment Plant;
 - Electrical Grid;
 - Telephone Grid;
- Has an evacuation occurred or likely to occur;
- Is the municipal response capability strained;
- Is outside assistance or resources required;
- Is the event likely to have a long-term financial impact on the municipality, businesses, or its citizens;
- Is the event attracting significant media attention?

For a full guideline on why to declare an emergency please consult the *Checklist in Consideration of a Declaration of Emergency* in [Annex D](#).

An emergency should only be declared after consideration with all Community Control Group (CCG) members. It should not be made in isolation with only one or two CCG members.

The Emergency Declaration form may be found in [Annex E](#).

In addition to notifying the Office of the Fire Marshal and Emergency Management, upon such declaration, the Mayor will notify:

- Council
- Municipal staff
- Public
- [Local MP and MPP](#) (Annex F)
- [Neighbouring municipal officials](#) (Annex F) as required

For provincially declared emergencies the EMCPA section 7.0.1 (1) Subject to subsection (3), *the Lieutenant Governor in Council or the Premier, if in the Premier's opinion the urgency of the situation requires that an order be made immediately, may by order declare that an emergency exists throughout Ontario or in any part of Ontario. 2006, c. 13, s. 1 (4).*

Employees Protected

As per the Emergency Management and Civil Protection Act section 11 (1) *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).*

Municipality Not Relieved of Liability

As per the Emergency Management and Civil Protection Act section 11, paragraph (3) - *Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality. 2006, c. 13, s. 1 (6).*

Roles and Responsibilities

Community Control Group

The roles and responsibilities of the Community Control Group (CCG) are as follows:

- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the CCG and its support staff are appropriate;
- Advising the Head of Council as to whether the declaration of an emergency is recommended;
- Designating the entire community or any part of the community as an “emergency area”;
- Ensuring that an Incident Commander is appointed and an Incident Command Post is established to ensure the flow of information between the CCG and Site Command;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered being in danger;
- Ensuring the discontinuation of utilities or services provided by public or private concerns, i.e. hydro, water, and gas;
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, volunteer agencies, and service clubs;
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if transportation is required for evacuation or transport of volunteers and/or supplies;
- Ensuring that information regarding the emergency is promptly forwarded to the Emergency Information Officer, for dissemination to the media and public;
- Determining the need to establish advisory group(s) and/or sub-committees;
- Authorizing expenditure of money required dealing with the emergency;
- Notifying the services, agencies or groups under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting logs to the Operations Officer when departing the emergency operations centre;
- Participating in the debriefing following the emergency.

Log Protocols

- All members of the CCG must maintain a log.
- All members are to record all activities that they perform in the EOC in the log (ie. Phone calls, emails, decisions made, arrival and departure times etc.)
- [IMS Form 214 – Activity Log](#) (Annex C) will be used as a log.
- Each person is to have their own log.
- At the end of the day/shift each person will sign their log and give it to the Operations Officer for safe keeping.
- Do not use white-out or scratch anything out in a log.
- If a mistake is made, simply put one line through it, initial it, and then include proper information.
- If a full page is not used, put a line through the unused portion
- Include name, position, date, time, emergency, and page # of ? on each page
- Date shall be written as YY/MM/DD

- Time shall be written in the 24 hour clock format
- Keep comments factual and without sentiments
- Never use pencil, only pen.

Mayor

- Activating the Community Control Group notification system;
- Declaring an emergency to exist;
- Providing overall leadership in responding to an emergency;
- Take such action and make such orders, as considered necessary and not contrary to law, in order to protect the health, safety, welfare, environment and property of residents of the Township of Dubreuilville;
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- Notifying Office of the Fire Marshal and Emergency Management of the declaration of the emergency and termination of the emergency;
- Notify the local MPP and MP, and neighboring municipalities of the declaration and termination, and kept informed of the emergency situation;
- Approving information to be released to the public and media;
- Act as spokesperson for the municipality;
- Ensuring the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation;
- Maintain a log of all actions taken and following proper log protocols.

EOC Commander (CAO/Clerk)

- Activating the Community Control Group notification system
- Chairing the Community Control Group meeting;
- Notifying staff of the emergency and any actions that need to be taken;
- Coordinating all operations within the Emergency Operations Centre;
- Set the Operations Cycle time– ensuring an operating cycle for CCG members to gather at regular intervals;
- Approving information to be released to the public and media;
- Getting a briefing of what has happened – checking operational status of each department;
- Keeping the mayor informed of what has happened, next steps, and any issues or challenges that need further input;
- Advise the Mayor of any necessary actions that should be taken that are not covered in the emergency plan;
- Approving in conjunction with the Head of Council, major announcements, and media releases, in consultation with the CCG and EIO;
- Securing all personal logs at the end of each shift/day and at the end of the emergency;
- Calling in additional support staff as needed (i.e. Master Logger)
- Maintaining a personal log of all action taken and following proper log protocols.

CEMC

- Activate the Community Control Group notification system
- Ensure liaison with the Office of the Fire Marshal and Emergency Management;
- Ensure security is in place for the EOC and registration of CCG members;
- Ensure that all members of the CCG have necessary plans, resources, supplies, maps, and equipment;
- Provide advice and clarifications about the implementation details of the Emergency Response Plan;
- Provide advice and assistance in relation to the municipality's response to the emergency;
- Ensure flow of communication between emergency partners;
- Maintaining a personal log of all actions taken and following proper log protocols.

Fire Chief

- Activating the community control group notification system;
- Notifying staff of the emergency and of any actions that need to be taken;
- Providing the CCG with information and advice on firefighting and rescue matters;
- Providing an Incident Commander (IC), if required;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional fire fighters and equipment, if needed;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and or to arrange for the provision of alternate services or functions;
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Provide the CCG with information and advice on firefighting and rescue matters;
- Maintain a personal log of all actions taken and following proper log protocols.

Ontario Provincial Police

- Activating the Community Control Group notification system;
- Notifying staff of the emergency and any actions that need to be taken;
- Media liaison in collaboration with the municipality;
- Providing an Incident Commander (IC), if it is an OPP lead response;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Crowd Management;
- Traffic control at site and surrounding areas;
- Assisting in the evacuation of persons from affected area, notice to evacuate affected areas;
- Ensuring the protection of life and property and the provision of law and order;
- Investigation of Crime;
- Providing police service in EOC, evacuee centres, morgues, and other facilities, as required;
- Assist the Coroner;
- Search and Rescue;
- Vital Services Directory which is maintained annually
- Canine Cadaver Recovery Dogs
- Underwater search and Rescue
- Dangerous goods specialists;
- Maintain a personal log of all actions taken and following proper log protocols.

Emergency Medical Services

- Activation of the Community Control Group notification system
- Implementing the hospital and emergency medical services Emergency Response Plans;
- Acting as a coordinating link for all emergency health services at the CCG:
- Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- Ensuring emergency medical services at the emergency site;
- Providing an Incident Commander (IC) if it is an EMS lead response
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- Obtaining EMS from other municipalities for support, if required;
- Ensuring triage at the site;
- Advising the CCG if other means of transportation is required for large scale response;
- Ensuring liaison with the receiving hospitals;
- Ensuring liaison with the Public Health Inspector, as required;
- Maintaining a personal log of all actions taken and following proper log protocols.

Infrastructure

- Activation of the Community Control Group notification system;
- Notifying staff of the emergency and any actions that need to be taken;
- Providing the Community Control Group with information and advice on Public Works matters;
- Providing an Incident Commander if it is a Public Works lead response;
- Liaison with the senior public works officers from the neighboring community(ies) to ensure a coordinated response;
- The provision of engineering assistance;
- The construction, maintenance and repair of public roads;
- Assistance with road closures and/or roadblocks;
- Calling in additional staff as required to carry out his/her responsibilities;
- Discontinuing any public works service to any consumer, as required, and restoring these services when appropriate;
- Liaise with Electrical and Gas utilities;
- Providing public works vehicles and resources to any other emergency service, as required;
- Maintain liaison with flood environmental agencies and being prepared to take preventative action;
- Maintaining a personal log and following proper log protocols.

Medical Officer of Health

- Activation of the Community Control Group notification system;
- Notifying staff of the emergency and any actions that need to be taken;
- Provide public health information, advice and direction to the community and the Municipal Emergency Control Group;
- Institute control measures, where necessary, regarding communicable diseases including immunization, isolation and quarantine;
- Monitor food distribution to ensure a safe food supply;
- Monitor drinking water supplies to ensure a safe water supply;
- Recommend specific responses to conditions that could affect the health of the community;
- Monitor evacuation centres to prevent the occurrence of communicable diseases;
- Coordinate efforts to prevent or control the spread of disease;
- Provide direction on the disposal of solid waste and sewage as required;
- Ensure the proper storage and disposal of human remains to prevent the spread of communicable diseases;
- Provide direction on pest control, disinfection procedures and personal sanitation;
- Coordinate the response to disease related emergencies (epidemics);
- Communicate the health effects and treatment of exposure to toxic chemicals, emerging infectious diseases, chronic diseases and environmental hazards;
- Take the lead in communicating to the community any health related issues with respect to the emergency or disaster;
- Respond to health related issues associated with acts of bioterrorism in conjunction with first responders (fire, police, Emergency Medical Services);
- Maintaining a personal log and following proper log protocols.

Support Staff

Support staff is required in the EOC to provide support, logistics and advice to the Control Group.

Support staff can be municipal employees or staff and experts from outside agencies.

In recognition of limited human resources within the municipality, council can assist with some support staff functions. In doing, the councillor(s) must recognize and respect the fact they are acting as support staff or as a volunteer, and not as a councillor. Therefore the councillor(s) has no authority or influence as a councillor.

Although Support Staff work in the EOC they are not considered as part of the Community Control Group yet should follow the same protocols as the CCG does when in the EOC (i.e. signing in and out, maintaining logs, etc.).

Not all support staff need to be contacted and/or utilized during an emergency. For support staff and councillor contact information please refer to [Annex L](#). Support staff can vary greatly from one emergency to another, but in general, the following positions are usually required in an EOC:

EOC Commander's Assistant

Filled by Town Staff

- Call members of the Community Control Group as per the [notification system protocols](#)
- Unlock the EOC and set it up ensuring space for each CCG member along with logs, pens and paper, maps, display boards, etc.;
- Initiating the operation and staffing of telephones at the community offices, as the situation dictates;
- Ensuring there is a log for all emergency operations centre staff to sign in and out of the EOC;
- Providing Identification cards to CCG members and support staff, if required;
- Assisting the Mayor as required;
- Assisting the Operations Officer as required;
- Maintaining a personal log of all actions taken and following proper [log protocols](#).

Master Logger

Filled by Town Staff

- Taking minutes of CCG meetings
- Ensuring pertinent information is displayed for all to see;
- Ensuring that maps and status boards are kept up to date;
- Ensuring all information is collated chronologically and kept secured for future use (i.e. debriefings and after action reports)
- Maintaining a personal log of all actions taken and following proper [log protocols](#).

Emergency Information Officer

Filled by CAO/Clerk

- Liaising with the Community Control Group to obtain up to date information for media releases, drafting media releases for approval, coordinating interviews and organizing press conferences;
- Activating the Emergency Information Plan and opening the Emergency Information Centre when necessary;
- Developing media releases and ensuring that the media releases are approved by the Mayor before dissemination and distributing hard copies;
- Monitor social media and correcting false information;
- Establishing a regular communication link with the CCG and any other media coordinators, i.e. provincial, federal, public or private industry, involved in the emergency and ensuring that all information released to the media and public is consistent and accurate;
- Scheduling Mayor and/or official visits (MPP/MP), to the emergency site, evacuation centers, etc;
- Coordinating with the site media spokesperson for site visits by the media, arranging for transportation of media to the site;
- Ensuring that the following are advised of telephone numbers of the EIC;
 - Media
 - Control Group
 - Town Hall
 - Site media Spokesperson
 - Neighboring Municipalities
 - Any other appropriate persons, agencies or businesses;
- Coordinating with the CCG in providing self-help information to the public;
- Providing direction and regular updates to the General Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;
- Monitoring news coverage and correcting any erroneous information;
- Setting up registration of media;
- Maintaining copies of all media releases and newspaper articles pertaining to the emergency;
- Maintaining a personal log and following proper log protocols.

Evacuation Coordinator

Red Cross to fill this role

- Ensuring or arranging for the care, feeding and temporary shelter of evacuees;
- Management of reception and evacuation Centre;
- Liaison with the Medical Officer of Health in areas regarding public health in evacuation centers;
- Liaison with the public and separate school boards regarding the use of school facilities for reception and evacuation Centre;
- Liaison with Canadian Red Cross if required;
- Liaison with local volunteer groups regarding care of citizens at local reception or evacuation Centre;
- Maintaining a personal log of all actions taken and following proper log protocols.

Finance Officer

Filled by Treasurer

- Providing information and advice on financial matters as they relate to the emergency;

- Liaison, if necessary, with the treasurer(s) of neighbouring communities;
- Ensure records of expenses are maintained for future claim purposes;
- Ensure prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency;
- Maintaining a personal log of all actions taken and following proper [log protocols](#).

Donations Management Officer

Filled by Town councillor

- Co-ordinating and processing requests for donations;
- Under the direction of the Community Control Group, co-ordinating offers of, and appeals for donations;
- Selecting the most appropriate 3rd party agency for the management of financial donations;
- Ensuring records of financial donations are maintained;
- Arranging for the proper storage of donations of material goods;
- Ensuring specific details of material goods requests are provided to the media via the EIO;
- Arranging for proper distribution system of material and financial donations;
- Maintaining a personal log of all actions taken and following proper [log protocols](#).

Requests for Assistance

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. Such requests can be done by contacting the [Office of the Fire Marshal and Emergency Management](#) 24/7/365 – Annex F.

Assistance from neighbouring municipalities or industry may be made by direct contact.

When making any request for assistance the following information should be relayed to the agency providing assistance:

- Exactly what type of assistance is needed, i.e.;
 - Generators – what type, size, gas or diesel etc
 - Personnel – what certification or licensing is required
 - Sand bags – how many
- How soon is the assistance required;
- How long the assistance is required for;
- What quantities of resources will be needed;
- Who will transport resources to emergency;
- Where resources will be delivered;
- Who is responsible for feeding/sheltering personnel resources;
- Who is responsible for care and maintenance of resources.

Military assistance - All requests for military assistance must be made via the Office of the Fire Marshal and Emergency Management. Do not contact the military directly for assistance.

Termination of Declaration

As per the Emergency Management and Civil Protection Act (EMCPA) section 4 (2) 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).

As well, as per the EMCPA 4 (4) The Premier of Ontario may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (4).

The Emergency Termination form may be found in [Annex G](#).

In addition to notifying the [Office of the Fire Marshal and Emergency Management](#) (Annex F), upon such termination, the Mayor will notify:

- Council
- Municipal staff
- Public
- [Local MP and MPP](#) (Annex F)
- [Neighbouring municipal officials](#) (Annex F) as required

When to Terminate Declaration

When deciding to terminate a declaration, the following should be considered:

- Have all evacuees returned home;
- Have all outside resources returned;
- Does the municipality need any further outside assistance;
- Has a semblance of normalcy returned to the municipality;
- Have all outstanding invoices been paid;
- Has all damage been repaired;
- Is all critical infrastructure in place and working properly;
- Has all money donated/promised by other levels of government been received;
- Do other municipalities or levels of government still have declarations in place;
- Are any special instructions directed to the public still in place;
- Are there any benefits to keeping the emergency declaration in place?

Recovery

Recovery is the process of restoring a stricken community to a pre-disaster level of functioning. This may include the provision of financial assistance, repairing buildings and/or restoration of the environment.

Recovery can occur simultaneously with response and will likely last long after the emergency is over.

What needs to be recovered will depend on who, what, and how people and things were affected by the emergency.

Critical Infrastructure

Identify the essential services that will be needed to ensure the health, safety, and well-being of the public. If any of these services were compromised during the emergency steps will need to be taken to restore these services as soon as possible.

Basic services required would be – water, electricity, shelter (permanent or temporary), food supply, and basic health services (EMS).

In an evacuation, any essential services lost will need to be re-established before people can return to the municipality and their homes.

Other services to be considered when restoring are fuel (for vehicles and homes), building and home supplies (especially if homes have been damaged), telephone, and internet.

Social Services

Algoma District Services Administration Board should be contacted to assist with the provision of social services after an emergency.

Services that may need to be started or expanded include:

- Ontario Works (for those that lost employment, homes etc.);
- Employment Insurance (for those that lost employment);
- Mental health services for victims;
- Personal support services.

Landfill and Recycling

If the emergency has caused a great amount of damage to homes and personal belongings the landfill site may be filled quickly, with years taken off its life expectancy. Proper steps need to be taken to ensure:

- minimal waste is sent to the landfill;
- debris and waste is not left in homes or yards for long periods promoting rodents and other infestations;
- as much material as possible is recycled or repurposed.

Tipping fees at landfills could be waived for a limited time after the emergency along with extended landfill hours.

Collection of hazard materials will need to be managed including building materials that may contain asbestos.

Debris from trees and other plant material can be diverted to another location where it can be shredded and used as mulch or cut into firewood for use by the public.

Steel and other metal material should be separated and recycled.

Concrete, cement and blocks can be separated and crushed to be used later as road base or fill.

If power has been out for multiple days, fridges and freezers will need to be discarded properly ensuring Freon is captured. Food waste will need to be discarded properly according to public health guidelines.

Municipal Disaster Recovery Assistance Program

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.

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 per cent 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.

How to Apply

Municipalities can request Municipal Disaster Recovery Assistance guidelines, claim forms, and additional documentation from their Municipal Services Office.

More information can be found at www.ontario.ca/disasterassistance (must have internet connection for link to work).

Disaster Recovery Assistance for Ontarians

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

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.

Homeowners, tenants, small owner-operated businesses, farmers, and not-for-profit organizations are eligible to apply for financial assistance through Disaster Recovery Assistance for Ontarians. The program does not provide assistance for costs covered by insurance.

How to Apply

Applicants are strongly encouraged to read the “Disaster Recovery Assistance for Ontarians” program guidelines. The guidelines contain important eligibility information and include easy-to-follow checklists that may help you with completing your application.

More information can be found at www.ontario.ca/disasterassistance (must have internet connection for link to work).

Donations Management

People from across the municipality, province or country may want to donate goods, services, or money. It is important early on in the recovery phase to establish with the public what exactly is needed. It is **strongly recommended** that if a message for donations is sent to the public, that **only financial donations are requested**. Financial donations are much easier to manage logistically and donations can be made from around the world. The money can then be used to purchase exactly what is needed or given to victims in the form of gift cards. It is also recommended that a third party non-government organization be utilized to manage financial donations such as Red Cross or the Salvation Army. Any remaining funds when the emergency is over can be donated to local volunteer charity.

If material goods must be requested please ensure the following:

- be very specific about goods requested
 - for example if asking for clothes include information such as size, gender, age and season;
- Food donations must be professionally packaged with security seals intact and prior to expiration dates;
- **Absolutely no personally prepared food donations accepted;**
- Food donations from restaurants, caterers, church groups, etc. must have been prepared in facilities pre-approved by the public health unit;
- Proper refrigeration will be required for food donations
- Warehousing and security of all donations must be considered;

Distribution of goods will need to be planned in advance. Some items can be boxed as packages for each person and/or family. Other goods can be arranged so that people can choose what they need. The distribution centre will need to be readily accessible and large enough to contain all donated goods. Also a distribution system for those who are not mobile will need to be considered. Local volunteer groups such as Meals on Wheels may be able to provide this service.

[Debriefing and After Action Report](#)

A [debriefing](#) should take place with all stakeholders as soon as possible after the emergency. The idea of the debriefing is to identify what went well during the emergency and what the challenges were. The debriefing is not to place blame or to voice opinions regarding actions taken or not taken.

The debriefing will be chaired by the Operations Officer and follow a structured format where each phase of the response and recovery is discussed and participants are allowed to provide input on what they did or did not do.

Input from participants must be based on facts and void of speculation, presumptions and hearsay.

Minutes and notes from the debriefing will be gathered by the Operations Officer's Assistant. The information will then be written into an [After Action Report](#) (AAR) that will detail changes that need to be made to the emergency response plan or the municipality's emergency management program. The AAR will feature who is responsible for implementing changes and timelines for those changes. Once complete, the AAR will be presented to the emergency management committee and/or council who will then decide on any changes requiring budget approvals, by-law amendments, etc.

[Critical Incident Stress Management](#)

[Critical Incident Stress Management](#) should be considered for the public and for staff whenever there is a traumatic event. It will help with the personal recovery process and help prevent post-traumatic stress.

CISM resources can be found under [Emergency Resources – Annex K](#)

Annex A – CCG Notification Contact List

Position	Name	Home #	Work #	Cell #	Address	Email
Mayor	Beverly Nantel			705-941-8342	11 Rue Lacroix, Dubreuilville, ON	bnantel@dubreuilville.ca
Alternate	Chantal Croft			705-852-0948	40 Rue des Pin, Dubreuilville, ON	ccroft@dubreuilville.ca
CAO/Clerk	Shelley Casey	705-884-2340 x 22		705-852-1310	31 Rue Lacroix, Dubreuilville, ON	scasey@dubreuilville.ca
Alternate	Suzanne Bouchard	705-884-2340 x 28		705-852-1035	156 Avenue du Parc Dubreuilville, ON	sbouchard@dubreuilville.ca
Fire Chief	Patrick Sigouin	705-884-2340 x 32		705-852-0506	785 Rue des Rosier, Dubreuilville, ON	firechief@dubreuilville.ca
Alternate						
Infrastructure	Francis DeChamplain	705-884-2340 x 24		705-852-0753	2 rue St-Cecile, Dubreuilville, ON	fdechamplain@dubreuilville.ca
Alternate						
OPP	Richard Bordin	705-856-2233			34 Pinewood Dr, Wawa, ON	Richard.Bordin@opp.ca
Alternate	Derek Shopoff	705-856-2233			34 Pinewood Dr, Wawa, ON	Derek.Shoppoff@opp.ca
EMS	Anita Kraly	705-856-2303 x 407		705-992-4192		akraly@adsab.on.ca
Alternate	24/7 Duty Officer	1-888-959-9433				
Public Health	Nicole Lindahl	705-255-1451		705-221-0460		nlindahl@algotmapublichealth.com
Alternate	On-call Manager			705-254-6611		
CEMC	Shelley B. Casey	705-884-2340 x 22		705-852-1310	31 Rue Lacroix, Dubreuilville, ON	scasey@dubreuilville.ca
Alternate	Suzanne Bouchard	705-884-2340 x 28		705-852-1035	156 Avenue du Parc, Dubreuilville, ON	sbouchard@dubreuilville.ca

ABOUT IMS 214: Activity Log

Purpose:	The Activity Log (IMS 214) records details of notable activities of individual or team resources at various IMS organizational levels, including Units, single resources, Strike Teams, Task Forces, etc. Activity Logs should be maintained by all individuals involved in incident response (where feasible) Activity Logs may also be maintained at the group level (units, strike teams, task forces, etc). These logs provide a basic reference from which to extract information for inclusion in any after-action report.
Preparation:	When used as an individual's activity log, each individual is responsible for initiating and maintaining their own log. When used as a team level activity log, the supervisor of that team assumes responsibility for the Log and completes it or assigns a member of the team to complete it.
Distribution:	Completed IMS 214 forms are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all IMS 214 forms. It is recommended that individuals retain a copy for their own records.
Note:	The IMS 214 can be printed as a two-sided form. Use additional copies as continuation sheets as needed, and indicate pagination as used.

INSTRUCTIONS for completing IMS 214: Activity Log

Item #	Item Title	Instructions
1.	Incident Name	Print the name assigned to the incident.
2.	Date/Time Prepared	Enter the date prepared (YYYY/MM/DD) and time (24-hour clock).
3.	Operational Period	Enter the time interval for which the form applies. Record the start time and the end time with dates.
4.	Name	Enter the title of the organizational unit or resource designator (e.g. Facilities Unit, Safety Officer, Sector Leader, etc.). When used as an individual's activity log, each individual enters his or her name in this section.
5.	Home Organization	Enter the home agency of the individual completing the IMS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6.	Resource Assigned (if any)	Enter the following information for resources assigned:
	▪ Name	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Contact information (email, phone, mobile phone) can be added as an option.
	▪ IMS Position	Use this section to enter the resource's IMS position (e.g., Finance Section Chief).
	▪ Home Organization (and Unit)	Use this section to enter the resource's home agency and/or unit (e.g., Remora Public Works Department, Water Management Unit).
7.	Activity Log	Enter the time (24-hour clock) and briefly describe notable activities. If the operational period covers more than one day, note the date also.

		Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8.	Prepared By	Enter the name and position of the person completing the Log and sign it. Note: each page of the Activity Log should be signed if more than one page is used.
9.	Approved By	Enter the name and position of the person approving the form. Note: each page of the Activity Log should be signed (if more than one page is used).

Annex D - Checklist in Consideration of a Declaration of Emergency

(Note: All references in this document refer to the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E.9, as amended 2006)



** This checklist is for use by municipal heads of council considering the declaration of an emergency within their municipality. This checklist is not intended to provide any sort of legal advice – it is merely a reference tool.*

An emergency is defined under the *Emergency Management and Civil Protection Act* 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 other health risk, an accident or an act whether intentional or otherwise” [Section 1, definition of an emergency].

Under the *Emergency Management and Civil Protection Act*, only the head of council of a municipality (or his or her designate) and the Lieutenant Governor in Council or the Premier have the authority to declare an emergency. The Premier, the head of council, as well as a municipal council, have the authority to terminate an emergency declaration [Sections 4 (1), (2), (4)].

An emergency declaration may extend to all or any part of the geographical area under the jurisdiction of the municipality [Section 4 (1)].

If the decision is made to declare an emergency, the municipality must notify Emergency Management Ontario (on behalf of the Minister of Community Safety and Correctional Services) as soon as possible [Section 4 (3)]. Although a verbal declaration of emergency is permitted, all declarations should ultimately be made in writing to ensure proper documentation is maintained. Written declarations should be made on municipal letterhead, using the template provided by Emergency Management Ontario, and should be faxed to (416) 314-0474. When declaring an emergency, please notify the Provincial Emergency Operations Centre at 1-866-314-0472.

When considering whether to declare an emergency, a positive response to one or more of the following criteria *may* indicate that a situation, whether actual or anticipated, warrants the declaration of an emergency:

General and Government:

- Is the situation an extraordinary event requiring extraordinary measures?**
[Section 4 (1) permits a head of council to “take such action and make such orders as he or she considers necessary and are not contrary to law” during an emergency.]
- Does the situation pose a danger of major proportions to life or property?** [Section 1, definition of an emergency]
- Does the situation pose a threat to the provision of essential services (e.g., energy, potable water, sewage treatment/containment, supply of goods or medical care)?**
[Some situations may require extraordinary measures be taken or expenditures be made to maintain or

restore essential services. A declaration of emergency may allow a head of council to expend funds outside of his or her spending resolutions and/or the regular approval process of the municipality.]

- ❑ **Does the situation threaten social order and the ability to govern?** [Whether due to a loss of infrastructure or social unrest (e.g., a riot), a crisis situation has the potential to threaten a council's ability to govern. In such cases, extraordinary measures may need to be taken. Section 4 (1) provides for extraordinary measures, not contrary to law. Section 55 (1) of the *Police Services Act* provides for the creation of special policing arrangements during an emergency.]
- ❑ **Is the event attracting significant media and/or public interest?** [Experience demonstrates that the media and public often view the declaration of an emergency as a decisive action toward addressing a crisis. It must be made clear that an "emergency" is a legal declaration and does not indicate that the municipality has lost control. An emergency declaration provides an opportunity to highlight action being taken under your municipal emergency response plan.]
- ❑ **Has there been a declaration of emergency by another level of government?** [A declaration of emergency on the part of another level of government (e.g., lower-tier, upper-tier, provincial, federal) may indicate that you should declare an emergency within your municipality. For example, in the event of a widespread disaster affecting numerous lower-tier municipalities within a county, the county will likely need to enact its emergency response plan and should strongly consider the declaration of an emergency. In some cases, however, a declaration of emergency by a higher level of government may provide sufficient authorities to the lower-tier communities involved (e.g., municipalities operating under the authority of a provincial or federal declaration).]

Legal:

- ❑ **Might legal action be taken against municipal employees or councilors related to their actions during the current crisis?** [Section 11 (1) states that "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 Crown employee 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." Section 11 (3), however, states "subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality...."]
- ❑ **Are volunteers assisting?** [The *Workplace Safety and Insurance Act* provides that persons who assist in connection with a declared emergency are considered "workers" under the Act and are eligible for benefits if they become injured or ill as a result of the assistance they are providing. This is in addition to workers already covered by the Act.]

Operational:

- ❑ **Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel?** [Section 4 (1) permits the head of council to "take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan." Section 13 (3) empowers a municipal council to "make an agreement with the council of any other municipality or with any person for the provision of any personnel, service, equipment or material during an emergency."]

- ❑ **Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis?** [Some situations may require the creation of special response agreements between the municipality and other jurisdictions, private industry, non-government organizations, etc. Section 13 (3) states that the “council of a municipality may make an agreement with the council of any other municipality or with any person for the provision of personnel, service, equipment or material during an emergency.”]
- ❑ **Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations?** [In the event of a large-scale crisis, such as an epidemic or prolonged natural disaster, municipal resources may not be able to sustain an increased operational tempo for more than a few days. This is particularly true if emergency workers are injured or become ill as a result of the crisis. In such a case, the municipality may need to utilize outside emergency response personnel. Section 13 (3) provides for mutual assistance agreements between municipalities.]
- ❑ **Does, or might, the situation require provincial support or resources?** [Provincial response (e.g., air quality monitoring, scientific advice, airlift capabilities, material resources, etc.) may involve numerous ministries and personnel. Activation of the municipal emergency response plan, including the opening of the Emergency Operations Centre and meeting of the Community Control Group, can greatly facilitate multi-agency and multi-government response.]
- ❑ **Does, or might, the situation require assistance from the federal government (e.g., military equipment)?** [Section 13 (2) authorizes the Solicitor General, with the approval of the Lieutenant Governor in Council, to make agreements with the federal government. In Canada, federal emergency assistance is accessed through, and coordinated by, the province. The declaration of an emergency may assist a municipality in obtaining federal assistance.]
- ❑ **Does the situation involve a structural collapse?** [Structural collapses involving the entrapment of persons *may* require the deployment of one or more Heavy Urban Search and Rescue (HUSAR) teams. Ontario has a HUSAR team. This team is specially equipped and trained to rescue persons trapped as a result of a structural collapse. Any municipality in the province can request a HUSAR deployment to a declared emergency. Requests for HUSAR resources should be made through your local mutual aid fire coordinator. Approval for the dispatch of the HUSAR team comes from the Commissioner of Emergency Management.]
- ❑ **Is the situation a large-scale or complex chemical, biological, radiological, or nuclear (CBRN) incident?** [Response to CBRN incidents requires specialized resources and training. Ontario is developing three CBRN teams to respond to incidents throughout the province. CBRN teams are only dispatched to declared emergencies. Requests for a CBRN deployment should be made through your local mutual aid fire coordinator. Approval for the dispatch of CBRN teams comes from the Commissioner of Emergency Management.]
- ❑ **Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals [livestock] from your municipality?** [Evacuee and reception centres often use volunteers as staff. As noted above, the declaration of an emergency enacts certain parts of the *Workplace Insurance and Safety Act* related to volunteer workers. Secondly, an evacuation or sheltering of citizens has the potential to generate issues pertaining to liability. Section 11 of the *Emergency Management and Civil Protection Act* may provide municipal councilors and employees with certain protections against personal liability.]

- **Will your municipality be receiving evacuees from another community?** [The issues discussed in the previous bullet may apply equally to municipalities accepting evacuees.]

Economic and Financial:

- **Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles?** [The rerouting of people and vehicles poses a potential liability risk. Keeping persons from their homes and delaying commercial traffic are both sensitive issues. Section 11 of the Act may provide certain protection from liability. Section 4 (1) allows for extraordinary measures to be taken, providing they are not contrary to law.]
- **Is an event likely to have a long term negative impact on a community's economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity?** [The declaration of an emergency may facilitate the ability of the municipality to respond to economic losses.]
- **Is it possible that a specific person, corporation, or other party has caused the situation?** [Section 12 states that "where money is expended or cost is incurred by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost...."]

Annex E - Declaration of Emergency

I, _____, as Mayor of the Township of Dubreuilville hereby declare an emergency in accordance with the Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9, s.4. (1) due to the emergency described herein:

for the entire municipality or part thereof described as:

Signed by Mayor:

Signature

This ____ day of _____ 20__ at _____ AM/PM in Dubreuilville, Ontario.

Send to Provincial Emergency Operations Centre Duty Officer by fax @ 416-314-0474 or email at peocdo01@ontario.ca when completed.

Annex F – Outside Organizations Contact List

Organization	Contact	Contact Information
Office of the Fire Marshal and Emergency Management	Duty Officer 24/7/365 Field Officer Roger Lord	1-866-314-0472 Fax 1-866-314-0474 peocdo01@ontario.ca 705-542-1916 cell Roger.Lord@Ontario.ca
Member of Parliament	Carol Hughes	(705) 848-8080
Member of Provincial Parliament	Michael Mantha	705-461-9710
Mayor of Wawa	Ron Rody	705-856-2244
Mayor of White River	Angelo Bazzoni	(807) 822-2450
Red Cross	Jenni MacDonald	705-759-4547 m-f 8-4 866-579-4357 – after hours answering service for Red Cross. Provide name and number and Red Cross will return call
211	Primary - Marie Klassen Alternate - Karen Milligan	Marie.klassen@tbaytel.net Karen.Milligan@211ontario.ca
Algoma District Services Administration Board		705-842-3370
Municipal Services Office (MMA)		705-564-0120 1-800-461-1193
Amateur Radio Emergency Services (ARES)	Al Boyd	705-368-2779 Home 705-869-8284 Cell
Bell Canada		1-888-870-3911 24/7/365
HydroOne	Customer Support	1-800-434-1235 – 24/7/365 – identify yourself as a municipal emergency responder
Environment Canada	Geoff Coulson Ontario Storm Prediction Centre	416-739-4466 m-f 8-4 416-739-4420 -24/7/365
Canutec Hazmat		1.613.996.6666 Cell *666
Dubreuilville Fire Department	Patrick Sigouin	705-884-2340 x 32
Salvation Army	Sean Furey	sean_furey@can.salvationarmy.org 705-848-5316
St. John Ambulance		Sudbury (705) 524-7223 Sault Ste. Marie (705) 945-1224
Mennonite Disaster Services		(866) 261-1274 (204) 261-1274 mdscn@mds.mennonite.net

Samaritan's Purse		1-800-663-6500
Sault Search & Rescue		705-759-5878
Victim Services of Algoma	Robin Kerr	(705) 945-6905 M-F 8-4 1-888-822-7792
Ontario Society for the Prevention of Cruelty to Animals		705-566-9582

For any other service or resource required please consult the OPP's Vital Services Directory.

Annex G - Termination of Declaration of Emergency

I, _____, as Mayor of the Township of Dubreuilville hereby declare an emergency **terminated** in accordance with the Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9, s.4. (1) due to the emergency described herein:

for the entire municipality or part thereof described as:

Signed by Mayor:

Signature

This ____ day of _____ 20__ at _____ am/pm in Dubreuilville, Ontario.

Send to Provincial Emergency Operations Centre Duty Officer by fax @ 416-314-0474 or email at peocdo01@ontario.ca when completed.

Annex H - Emergency Information Plan

Purpose

Upon implementation of the Emergency Response Plan, it will be very important to coordinate the release of accurate information to the news media, issue authoritative instructions and concise information to the public, and respond to or redirect individual requests for information concerning any aspect of the emergency. These goals will be accomplished through the Emergency Information Plan (EIP)

Emergency Information Officer

Filled by the CAO/Clerk

The Emergency Information Officer (EIO) will be responsible for implementing the EIP. For a complete listing of the EIO's responsibilities please see the [support staff section](#).

Coordination with Other Agencies

The EIO will ensure coordination with partner agencies (i.e. OPP, health unit, MNR) regarding information released to the public. It is important that all media releases contain the same information and do not contradict one another.

Also the EIO will monitor the social media websites of other agencies to ensure consistent and accurate messaging by all partner agencies.

Authority for the Release of Information

Only the Head of Council or Operations Officer has the authority to approve information to be released by the municipality to the public or media.

Spokesperson

The Head of Council shall be the spokesperson for the municipality during the emergency. The Head of Council will lead all news conferences and will conduct all interviews. Other than the Head of Council, no other municipal representative should answer media inquiries or conduct interviews unless approved by the Head of Council.

Council

During any emergency it is important to keep council up to date on what is happening. Therefore council should be updated on events and latest news before or at the same time as the media and public. Council should not operate in an information vacuum and can share approved information with their constituents.

In order to keep council updated, each member must keep themselves contactable and ready to receive the latest information.

Council is not to talk to the media unless authorized by the mayor.

AlertReady

The Office of the Fire Marshal and Emergency Management (OFMEM) will issue emergency alerts on behalf of municipalities in situations where there is an immediate significant threat to life or public safety. These alerts, when issued, will immediately interrupt television and radio broadcasts in a defined area and provide the necessary information to allow residents to take appropriate actions to

protect themselves. In order to request that the OFMEM issue one of these alerts, contact the [OFMEM](#) with the following information:

1. The nature of the incident (i.e. what is happening);
2. Where is it happening (as precisely as is possible); and
3. What members of the public should do to protect themselves from the threat (e.g. evacuate, shelter in place, move to the basement, etc.)

It is not necessary to draft the entire text of the alert. The OFMEM Duty Officer has prepared templates that they will use to draft the precise message.

Public Inquiry Line

During emergencies, especially prolonged or complex emergencies, a Public Inquiry Line will be established by the EIO. It will be led by the [Public Inquiry Officer](#) (PIO) and its function is to provide a telephone number which the public may call to ask emergency related questions. Once established, the public inquiry line number shall be made public via media releases.

The PIO will only answer questions with approved information provided to him/her by the EIO.

The PIO will not answer any questions related to personal evacuees, or where they may be staying. The PIO will refer the person asking the question to the Red Cross who handles [Registration and Inquiry Services](#).

If additional staff is required to answer the public inquiry line, councillors will be asked to fill this need.

211 may alleviate the necessity of having a public inquiry line. See [211 services](#) below.

Public Inquiry Officer

Filled by town staff or councillor

The main duties of the Public Inquiry Officer (PIO) are as follows:

- Establishing a Public Inquiry Line, including the appointment of personnel and designation of telephone lines;
- Informing the Emergency Information Officer of the establishment of the Public Inquiry Line and designated telephone number(s);
- Liaison with the Emergency Information Officer to obtain current information on the emergency;
- Liaison with the Emergency Information Officer to obtain information on the most frequently asked questions;
- Procuring staff to assist, as required;
- Providing staff with authorized statements for release of information and ensuring that unknown queries are referred and not speculated upon;
- Maintaining a personal log of all actions taken and following proper [log protocols](#).

Emergency Information Centre

The Emergency Information Centre (EIC) will be located at 148 Avenue du Parc, Arena Hall. The EIC will be opened by the EIO and if additional staff is needed, council members could be used to assist in the EIC.

The EIC needs to be equipped with telephones, a fax and internet service. It should provide enough space for news conferences and briefings.

Media members should be issued identification tags, and only media should be allowed to use the EIC.

211 Services

211's Information & Referral professionals are available 24/7/365 to provide live answer information about Ontario's community, social, health and government services. During the response to and recovery from emergency events, 211 supports communities by providing authoritative, non-emergency information to residents (e.g. road closures, the location of evacuation centres, services, safety precautions etc.) 211 alleviates the burden of non-emergency calls to 911 and allows emergency responders to focus on response. 211 providers welcome opportunities to participate in municipal emergency exercises and training.

211 may alleviate the necessity of the public inquiry line.

To contact 211 please refer to [Annex F](#).

For more information on [211](#) see the end of this annex.

News Conferences

News conferences will be used by the Head of Council to speak directly to the community, through the media, and to convey significant information. Although the Head of Council will be the primary spokesperson for the municipality, senior first response officials and other experts should be available during a news conference to answer technical questions.

News conferences should be announced ahead of time to the media by way of a news advisory. These advisories can be emailed or faxed to media outlets ahead of time.

The Head of Council and senior first response officials are to be available to the media at least once a day.

Fact Sheets

Media Fact Sheets should be given to representatives of the media who are not local and may not have much knowledge of the surrounding area. These sheets can also be given to agency representatives who are from out of town responding to the emergency. A media fact sheet for Dubreuilville can be found in the [Media Information Kit](#).

Social Media

Twitter and Facebook pages for the emergency should be set up immediately and used to get information out to the public quickly during as an official municipal page. It should be communicated that the municipal social media pages are the only official social media pages for emergency information. Other pages and web sources cannot be verified for accuracy.

Staff familiar with social media should be assigned by the EIO to update the municipal's official pages and to monitor social media for false information or concerns from the public.

Information sent out via Facebook or Twitter should be approved before hand by the Head of Council or Operations Officer.

Employees and council of the municipality, along with its partner agencies, will not post any information or pictures related to the emergency to their personal pages of any social media site. As well, no personal comments, observations, inferences, or sensitive information shall be posted on any personal pages on any social media website by any employee or council of the municipality and its partner agencies.

Website

The municipality's official website will be used to post up to date information about the emergency, instructions for the public, and other pertinent information such as road closures and evacuation centres.

Site Visits

All visits to the site should be cleared with the Emergency Site Manager, and the media representatives should be taken in under escort and kept together at the site.

Within the bounds of safety they should be allowed as close as possible to the site to get stories and pictures, without disruption of the emergency response. Media members should also be instructed on where they can go and cannot go at the site and who the senior leaders are and their availability for interviews.

Where numbers of media representatives present a problem, it may be necessary to create a media "pool" in which a limited number of media representatives are escorted to the site. The media representatives themselves should choose the members of the pool.

Site Spokesperson

A Site Spokesperson can be appointed by the Incident Commander (IC). The Site Spokesperson will only answer questions related to the response at the site and should not answer any questions pertaining to the municipality's response to the emergency.

The Site Spokesperson and the EIO must collaborate to ensure that all messaging is consistent and accurate.

Local Media

Long after the emergency is over and other media outlets have left, the municipality will still have to work with local media on a day to day basis. A cooperative working relationship with local media can be a benefit to both the municipality and the local media outlets. Local media can be an excellent source to project an image of an efficient and effective municipal emergency response. This can be achieved by providing information to local media before national or international media, encouraging local media as the lead of the media pool, and promoting the public to follow local media outlets for the latest information.

Internal Staff

It is important to let municipal staff know what is happening as soon as possible, however some information may need to be confidential. Ideally information should be shared with internal staff immediately before sharing with the media and public.

Staff is instructed not to talk to the media unless authorized by the mayor.

Staff should not post any critical or confidential information or pictures regarding the emergency to personal social media pages.

Things that internal staff need to know are:

- Their role during this emergency (they may have different roles during different emergencies);
- What has happened and what the municipality is doing;
- Immediate tasks and responsibilities they have;
- What is public information that can be shared and what cannot be shared;
- Who their supervisor will be during this emergency;
- Any special instructions regarding their role during the emergency

Regular updates to staff should be conducted daily at the beginning of an emergency and then as required as the emergency unfolds.

Town Hall Meetings

Town hall meetings can be used to provide accurate and timely information to a large number of citizens quickly. The meetings can also be used as an opportunity for citizens to ask emergency responders questions.

Meetings should be advertised at least 24 hours in advance and a definitive start and stop time should be kept.

Meetings should be led by the Mayor with other municipal officials in attendance to answer technical questions.

Pre-scripted information needs to be provided to the Mayor to ensure accurate and consistent messaging.

Town hall meetings should occur as the situation dictates and if a reoccurrence of meetings is required, they should be kept to a regular schedule and place (i.e. every 2nd day at the same time and place).

List of local media outlets and contact information

Media	Outlet	Contact Information
Radio	Wawa JJAM FM 107.1	1-705-856-4555 jjamfmnews@bellnet.ca
	97.5 CBC	English and French Broadcasts 705-688-3240 M-F 8-4 705-688-3232 M-F 8-4 sudburynews@cbc.ca 24/7/365

TV	CTV Northern Ontario	705-674-8301
News Services	Wawa-news.com	Brenda Stockton Wawa-news.com (705) 943-6847 brenda@wawa-news.com b.grundt@gmail.com
	Canadian News Wire	www.newswire.ca
	Sootoday.com	

**MAYOR ORDERS PARTIAL EVACUATION OF THE
MUNICIPALITY OF THE TOWNSHIP OF DUBREUILVILLE**

A chemical spill/microburst/forest fire/power outage/etc. has occurred in the Township of Dubreuilville overnight. Mayor _____, along with other response agencies, is advising that all people with health conditions that may be worsened by the chemical spill/microburst/forest fire/power outage to evacuate to the municipality of _____ because the situation is expected to worsen as the day progresses.

A reception centre has been set up at the _____ in _____ and evacuees can go directly to the complex to be registered. If people have transportation requirements, they may call the Municipal Office at 705-884-2340 to request assistance.

Mayor _____ suggests that people bring bedding, personal supplies, and medications for up to a 3 day stay.

This is the first time such a situation has occurred in Dubreuilville and the municipality and its response partners are working to rectify the situation as soon as possible.

The public is advised to listen to local radio stations for further updates and possible instructions as the situation evolves.

-30-

Contact:

Emergency Information Officer
Township of Dubreuilville
705-884-2340

Media Information Kit

The media information kit is to be given to media representatives who are not local.

Media Fact Sheet

History

In 1945 Napoléon, Joachim, Augustin, and Marcel Dubreuil decided to enter into the sawmill business; and with \$1,000 in equity the famous partnership, Dubreuil Brothers Ltd. was established. In 1947, the brothers left Taschereau, Québec and ventured to Ontario to earn a living.

While working as a small lumber harvesting contractor in Northern Ontario, the Dubreuil brothers were successful in obtaining lot concessions from the Algoma Central Railway (ACR) in 1951. With this new contract they recruited approximately thirty men from the Taschereau region, built two sawmills and nearly thirty homes. The small town of Magpie was born some 18 kms from the current town of Dubreuilville.

In 1961, the Dubreuil brothers obtained additional cutting rights twenty-three kilometres north-east of the Magpie town site and decided to relocate the entire community. Consequently, Dubreuilville was created when roughly 200 people were moved from the Magpie town site to the new Dubreuilville location along the shore of the Magpie River. Additional homes were built while several were transported from the existing site to the new location. In 1962, the road, now known as highway 519, connecting Dubreuilville to the Trans-Canada highway 17 was constructed and funded by the Dubreuil Brothers. From 1961 – 1977, Dubreuilville was considered an unincorporated municipality which made a private company site.

The Dubreuil Brothers sawmill was sold to one of the four brothers children; Jean-Paul Dubreuil who ran and operated the sawmill from 1988 to 1989 after which he had to sell it to Ken Buchanan and James River Paper due to fiber access disputes and production limitations. The Buchan and/James River partnership renamed the sawmill operations Dubreuil Forest Products and operated the facility until November 2008 after which it closed its doors due to harsh economic times and depressed lumber prices. The cyclical nature of the lumber industry is always very challenging for single industry towns such as Dubreuilville.

Governance

Our municipal government consists of a mayor and four councillors elected at large.

The township is administered by a CAO/Clerk overseeing municipal Infrastructure, fire department, recreation, along with other municipal services.

Vision Statement – “A prosperous, vibrant and healthy rural community, the Township of Dubreuilville is able to adapt to a changing world and to offer diverse opportunities and a high quality of life to all its citizens.”

Industry

Dubreuilville has benefited from other industries over the years, namely the mining industry and the tourism industry. Both have thrived at different times. The Gold mining industry is currently being

spearheaded by Alamos Gold Island Gold mine site which is located 18 kms from the town of Dubreuilville. The mine produces more than 100,000 ounces of gold per year and is one of the top performers in the industry.

Dubreuilville has always benefited from a strong tourism industry, it is especially known for its winter snowmobile trails as several Ontario Federation of Snowmobile Club TOP trails intersect in Dubreuilville.

Services

Dubreuilville enjoys the benefit of a variety of both private and public services throughout the township.

The nearest hospital is in Wawa, about 45 minutes south of Dubreuilville.

Policing services are provided by the Ontario Provincial Police and Emergency Medical Service is provided by the Algoma District Services Administration Board.

Dubreuilville Medical Centre provides health services with two registered nurses on staff, and doctor visits throughout the month.

Population

The population of Dubreuilville is approximately 700 people.

Location

The Township of Dubreuilville is located on Highway 519 off of Highway 17. The junction of 519 and 17 is approximately 30 minutes north of Wawa. Dubreuilville, is approximately 15 minutes from the junction of 519 and 17.

Getting Here

Travelling to the Twp. of Dubreuilville is predominantly by vehicle along highway 17 and then highway 519. Ontario Northland Bus Service does provide ‘flap-stop’ service at the junction of Hwy 519 and 17.

Via Rail offers passenger rail service twice-weekly to Sudbury, Ontario via the “Budd Car”. To travel via the “Budd Car” passengers must catch the train using the ‘flap-stop’ method at mile 77.98 accessed by the Magpie Industrial Park Road.

The nearest commercially scheduled flights are in Sault Ste. Marie.

Accommodations

Motels	Phone Number/Address
Relais Magpie Relay Resort	705-884-2909 24 Pine Street
Wabatong Lodge	705-884-2787

Restaurants

Restaurants	Address
LOL!!! Resto Bar	705-884-1288



211 Notification and Communication Protocol to be inserted in emergency plan

Purpose

This information sheet provides an overview of municipal and 211 (service in Ontario) responsibilities in the event of an emergency event.¹

2-1-1 is an easy to remember phone number available throughout Ontario to support residents, municipalities, businesses and others. 211's Information & Referral professionals are available 24/7/365 to provide live answer information about Ontario's community, social, health and government services. During the response to and recovery from emergency events, 211 supports communities by providing authoritative, non-emergency information to residents (e.g. road closures, the location of evacuation centres, services, safety precautions etc.) 211 alleviates the burden of non-emergency calls to 911 and allows emergency responders to focus on response. 211 providers welcome opportunities to participate in municipal emergency exercises and training.

211 also maintains an extensive database of community, social, health and government services at www.211ontario.ca or www.211north.ca.

Responsibilities

1. Municipality, city, town or county:

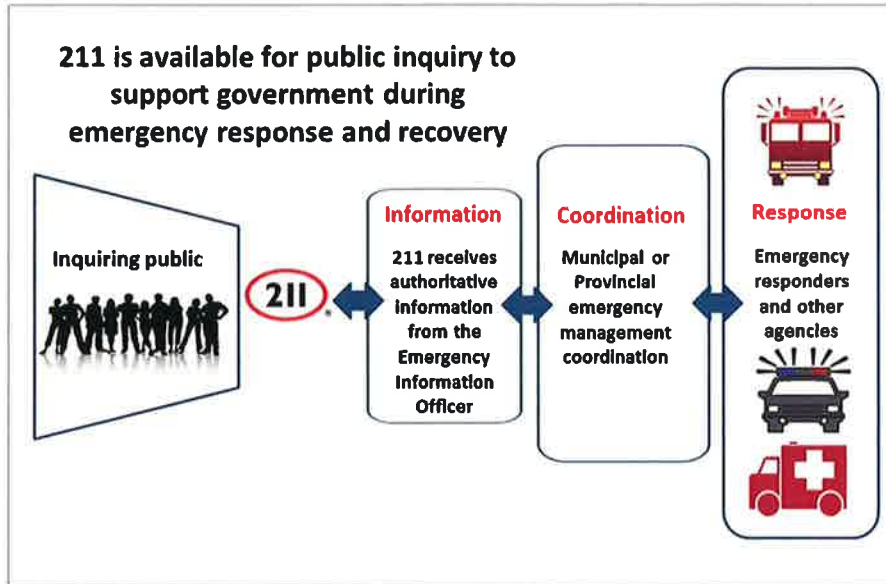
- Prior to an emergency event, provide 211 with the names and contact information of Community Emergency Management Coordinators (CEMCs), Emergency Information Officers (EIO) and others authorized to notify 211 and invoke the assistance of 211.
- Notify 211 when an event has occurred by dialling 211 or one of the contact numbers provided by the 211 contact centre in your region.
- Maintain a line of communication with 211 throughout the event providing authoritative, accurate information that can be relayed to the public. This can be done by phone or email.
- Inform residents that they can call 211 for non-emergency information. This can be done through street signs, press releases, the media and other means.
- Inform 211 when the emergency event ends.

2. 211 (service in Ontario):

- The 211 staff person who receives notification of an emergency event will document the information using a form that captures what, where, who, when etc. and the name and contact information of the person providing the information.

¹ An emergency event may be declared or undeclared e.g. weather, health alert, fire, industrial or road accident, infrastructure failure etc.

- Answer non-emergency calls from the public 24/7/365. Ensure the network of 211 service providers in Ontario is notified, can access the most current information about the event and is available to provide support if needed.
- Track the nature of calls received and convey relevant information to the EIO, CEMC or designated person.
- Prepare an After-Action Report and submit it to the municipality.



Annex I - Emergency Telecommunications Plan

Purpose

During any emergency, it is imperative to keep communication lines open between the emergency operations centre (EOC) and the emergency site. This can be complicated during complex events, telephone outages, and power outages. This plan seeks to outline redundant telecommunication strategies to help ensure communication between the EOC and the site remains open. It will also outline how the public can still contact 911 services during 911 outages.

Under normal circumstances communications between the site and the EOC will be maintained using telephones, cellphones, and/or two-way radios. Each agency is responsible for maintaining communication between its representative in the EOC and its representative at the site.

Radios

To ensure communication between agencies and the Incident Commander (IC) at the site, each agency responding should provide a radio to the IC. As well, the IC should provide a radio to the EOC.

It should be noted that transmitting sensitive information via radio is not advisable due to the use of scanners by private individuals.

The use of first response specific language should not be used when communicating between different departments and the EOC. Other personnel or agencies may not know what specific terms or phrases mean. Plain language should always be used.

Radios can be used during telephone/cellphone outages as well as power outages as long as there is back up power to charge radio batteries, repeater towers, and base stations. Radios should not be the only contingency communication means during these situations.

Telephone Outages

Telephones will be used as a primary telecommunications device during all emergencies. However, floods, windstorms, construction accidents, etc. can all cause telephone systems to fail. Once it has been determined that there is a telephone failure, the following should also be determined:

- Geographic area of the outage;
- Can local calls be made;
- Can long distance calls be made;
- Can inter-exchange calls be made;
- Can 911 calls be made;
- Do cellphones still work;
- What messaging should be given to the public.

Bell Canada should be called to report the outage and to define:

- Whether or not Bell knows about it
- The area of the outage
- What services are lost
- What the repair timeline will be
- What additional steps the municipality should take

In an emergency and activation of the EOC during a telephone outage, the back-up telecommunication system to the emergency site, evacuation centre, and emergency information centre will be cell phones and two-way radios.

Cellular Phones

Cellular (cell) phones will be used as a primary telecommunications device during all emergencies, especially during telephone and power outages. For cell phones to be used during a telephone and/or power outage the following information needs to be taken into account.

During telephone and power outages, cell phone systems may be overwhelmed and therefore calls on cell phones may not connect every time. Re-dialing may be required in order to connect. Also more calls are dropped in a power outage so calls should be kept concise.

Cell phone service providers can only maintain cell service during power outages if the tower site batteries are charged or a generator is available. Therefore the municipality should work with the cell service provider(s) to assist in the sourcing of proper generators for the cell tower sites.

Text Messaging

As cell towers become overwhelmed, calling service can be lost. When this occurs, text messaging may still be an option since it operates on a different system from the calling service. Due to its limitations text messaging should only be used as a last resort for emergency telecommunications.

Social Media Apps

There are several social media applications (Apps) that can be used during an emergency to keep all responders communicating effectively with one another. Apps such as Telegram Messenger can be very useful in getting information out to responders very quickly.

Power outages

A power outage on its own may not cause the loss of telephone service, however people who use cordless landline phones will not be able to make phone calls. Telephones that do not require an electrical outlet may be able to make telephone calls. Phones that do have an electrical cord may be able to still make calls during a power outage depending on the make and model of the telephone.

Due to the complexities of which telephones work during a power outage, the back-up communication system during a power outage will be in the following order:

1. Cellphones and two-way radios as long as back-up power can be provided to keep required infrastructure powered
2. Satellite phones as long as back-up power can be provided to keep required infrastructure powered
3. [ARES](#)
4. [Runners](#)

Sat Phones

Satellite (sat) Phones are a valuable tool for telecommunications. Although not ideal as a primary means of communication, sat phones are an excellent back up alternative.

Sat phones can be [rented](#) during prolonged power outages when cell phone services are unreliable or non-existent. However the following limitations of sat phones must be known.

Sat phones can only be used outdoors away from buildings or overhangs, unless equipped with an indoor antenna. Some sat phones may not be able to call cell phones and cell phones may not be able to call some sat phones. As well, there may be special dialing instructions to call from or to a sat phone.

Amateur Radio Emergency Services

Like sat phones, Amateur Radio Emergency Services (ARES) is a valuable tool for telecommunications. Not ideal as a primary means of communication but ARES is an excellent back up alternative.

ARES can relay information locally, nationally, or internationally and is connected to the provincial government's ARES station.

[ARES](#) should be contacted when telephone and cell phone services have failed and to supplement sat phone back up. ARES are self-sufficient but efforts should be made by the municipality to support ARES with a generator to charge batteries, a quiet place to send and receive messages, food and water, and accommodations if necessary.

Runners

Runners can be used when all other means of communicating have failed or to ensure an important message is received. Runners hand deliver messages between the emergency operations centre and the site.

Runners could be municipal workers or volunteer fire fighters who may not be utilized during the emergency.

911 outages

When a 911 outage occurs the following steps need to be taken:

1. Contact [Bell Canada](#) to determine estimated repair time and geographic area of the outage;
2. Determine if it affects landline and cell services;
 - a. If it is only one of the services, notify the public of the issue with instructions to use the working service to contact 911;
 - b. If calls can be made but not to 911, notify the public of the issue with instructions to call the [fire department](#) directly for 911 services. The fire department, manned by volunteer fire fighters can then contact the required 1st response service;
 - c. If telephone and cell services are non-functioning, have 1st responders stage at the fire department and notify the public of the issue with instructions to drive to the fire department for 911 services;
3. Ensure all three 1st response services are aware of the issue and instructions provided to the public.

Messaging to the public

When providing messaging and instructions to the public regarding telecommunications issues the following steps need to be taken:

1. Develop a press release stating:
 - a. What the issue is;
 - b. What the municipality is doing about it;
 - c. Instructions on how to reach 911 services;
 - d. Timeline for repairs (provided by Bell Canada);
 - e. Time of next update;
2. Send release to the following local media found in the Emergency Information Plan
3. Update municipal Facebook and Twitter pages with info and instructions

Annex J – Emergency Resources










Resource Required	Company	Contact Information	Additional Information
Satellite Phones	Beyond Wireless Sudbury	705-525-2019	Only available during regular business hours
	Beyond Wireless Sault Ste. Marie	705-254-4988	Only available during regular business hours
	Roadpost	1.888.290.1616 www.Roadpost.ca	24/7/365 Can ship overnight
Sand bags	Acklands-Grainger Sudbury	705-675-1111	
	Uline	1-800-295-5510 Uline.ca	
	Ministry of Natural Resources	705-856-2396	Will lend sandbags if all other options are depleted
Road Barricades	Echo Rental - Sudbury	1-800-219-7612	
	Barricade Traffic Systems	905-669-6473	Barricades and other traffic management equipment
	See equipment listing of other municipalities below		
Generators and Pumps	Battlefield Equipment Sault Ste. Marie	705-946-0124	24/7/365
	Battlefield Equipment Sudbury	705-671-3745	24/7/365
	Service Rentals and Sales – Sault Ste. Marie	705-949-6650	Regular business hours
	Echo Rental - Sudbury	1-800-219-7612	
Cots	Red Cross	705-759-4547 866-579-4357	Business Hours 24/7/365
Sleeping Bags	Red Cross	705-759-4547 866-579-4357	Business Hours 24/7/365
Bottled Water	Wholesale Club	1-844-557-3479	7 Days a week 8am-11pm
Port-a-Potties	J. Provost Contracting	705-856-4513	
Critical Incident Stress Management	See NGO Alliance Annex L		

Annex K – Support Staff and Council Contact List

Position	Name	Home #	Work	Cell #
Councillor	Chantal Croft			705-852-0948
Councillor	Hélène Perth			705-852-0931
Councillor	Luc Lévesque			705-852-0331
Councillor	Gerald Lévesque			705-884-2741
Support Staff	Brigitte Tremblay		705-884-2340 x 21	705-852-0945
Support Staff	Nathalie Gendron		705-884-2340 x 30	705-852-0689
Support Staff	Jeffrey Hoffmann			705-852-1029

Annex L – Non-Government Organizations

NGO ALLIANCE of ONTARIO CONTINUUM

 EVENT	PREPAREDNESS	RESPONSE	RECOVERY	REBUILDING
	<ul style="list-style-type: none"> Public messaging as a trusted agent Deliver public education to help communities prepare for disasters Help build resiliency Joint exercises and planning with communities 	<ul style="list-style-type: none"> Registration, Family reunification, Emergency food, clothing and shelter services, medical care and psychosocial support Reception Center and Shelter Management province-wide Coordinate with all levels of government Volunteer management and mobilization 	<ul style="list-style-type: none"> Support to self-recovery (direct aid and community initiatives), shelter and lodging services and supports, Livelihood and small business support Case management, cash transfer programs, community grant programs and community engagement Donation management Volunteer management 	<ul style="list-style-type: none"> Ongoing Case Management (as required)
	<ul style="list-style-type: none"> Training (internal curriculum & through EMO) Participation in joint exercises Frequent deployment & conditioning Integration in routine response procedures with partner agencies. Public messaging as a trusted agent 	<ul style="list-style-type: none"> Feeding (up to 10,000 people) CISM Debriefings Clothing Distribution 	<ul style="list-style-type: none"> Feeding (Survivors, Responders and Volunteers) CISM Debriefings (as needed) Clothing Distribution 	
	<ul style="list-style-type: none"> Lighthouse Church & Teams Program Training of Site Leadership Public messaging as a trusted agent 	<ul style="list-style-type: none"> Disaster Assessment Team Deployments Deployment of Leadership Teams and Assets Engagement with Provincial, Regional EM Coordinators Engagement with Municipal EM Coordinator & ESS 	<ul style="list-style-type: none"> Home & Property Clean-Up and Reclamation Roof Tarping Mold Abatement (flood events) Episodic Volunteer Management Rapid Response Chaplaincy 	<ul style="list-style-type: none"> Assist Long Term Recovery Organizations to develop definite recovery systems and programs Assist LTRO with initial Case Management information
	<ul style="list-style-type: none"> Public messaging as a trusted agent Create study material 'Preparing for Disaster' 	<ul style="list-style-type: none"> MDS Executive assess disaster situation to determine response needs in collaboration with partner agencies Volunteers with equipment and volunteers 	<ul style="list-style-type: none"> Cleanup and debris removal of residences after floods and windstorms Works in collaboration with partner agencies Recovery assessment & physical & emotional support 	<ul style="list-style-type: none"> Repair and rebuilding of owner-occupied homes after floods, windstorms and fires if owner cannot with own resources Collaboration and nurturing of Long-Term Recovery Orgs MDS does not supply building supplies
	<ul style="list-style-type: none"> Regional Managers (USA & Canada) meet semi-annually Personnel Resource Management allocations aligned Public messaging as a trusted agent Monthly coordination calls 	<ul style="list-style-type: none"> Regional Managers assess disaster situation (on-site if possible) to determine how World Renew could respond Some capability for Rapid Response: e.g. tree limb removal, muck-out 	<ul style="list-style-type: none"> Volunteer Support for Clean-Up efforts (usually in partnership with SPC or MDS) 	<ul style="list-style-type: none"> Assist in minor or major repairs and home rebuilding Provide community needs assessment Assist Long Term Recovery Organizations to develop definite recovery systems and programs
	<ul style="list-style-type: none"> Internal / External Exercises Public education, training and products to encourage personal self-sufficiency and community resiliency Public messaging as a trusted agent 	<ul style="list-style-type: none"> Evacuation Centre First Aid Medical first response and health care support services Assist with transportation of ill, injured, or vulnerable persons Health-related screening and residential inspections Assist in the evacuation of hospitals and other health care facilities 	<ul style="list-style-type: none"> Assisting in the search for missing or lost persons 	
	<ul style="list-style-type: none"> Public messaging as a trusted agent Provide communities and individuals with awareness and education on being prepared for emergency situations 	<ul style="list-style-type: none"> Deploys a team of professionals to assist with sheltering and evacuating animals 	<ul style="list-style-type: none"> Will assist in the reunification of animals and their owners 	
	<ul style="list-style-type: none"> Public messaging as a trusted agent Personal preparedness workshops for members Church preparedness and safety plans Volunteer training and equipping 	<ul style="list-style-type: none"> In kind donation management Crisis Care (trauma counselling) Volunteer management 	<ul style="list-style-type: none"> In kind donation management Crisis Care (trauma counselling) Volunteer management 	

For more information on each NGO please visit their websites:

www.redcross.ca

www.Salvationarmy.ca

www.samaritanspurse.ca

www.mds.mennonite.net

www.worldrenew.net

www.sja.ca

www.ontariospca.ca

www.acscentre.ca

Annex M - Emergency Plan Distribution

The Emergency Response Plan along with updates and revisions will be automatically provided to all agencies/persons with named duties and responsibilities. These copies will be referred to as a controlled document. As such controlled copies shall not be photocopied or electronically reproduced in any manner or format without the express written approval of council.

Both electronic and paper copy versions of the plan will be distributed accordingly:

Agency	Number of Copies	Copy Numbers	Restrictions
CAO	2	#1, #2	
Mayor	1	#3	
CEMC	1	#4	
Fire Chief	1	#5	
Infrastructure	1	#6	
Municipal Office	2	#7 & #8	#7 for staff #8 Paper version only and without Annexes – for public viewing
Town Council	1	#9	
OPP	1	#10	
EMS	1	#11	
Public Health	1	#12	
Red Cross	1	#13	Main plan and only Annex H Evacuation Plan
Office of the Fire Marshal and Emergency Management	1		Electronic version only and without Annexes
Emergency Operations Centre	3	#14, #15, #16,	

A controlled copy is a copy assigned to an individual who takes responsibility to safeguard it, have it available when and as required, and maintain it up-to-date by adding or replacing portions of it when these are issued by the CEMC.

Photocopies of a controlled copy are not a controlled copy.

The Controlled Copy must be kept in a safe place, where needed.

If an extra controlled copy is required, the CEMC is to be contacted.

If a controlled copy is misplaced or lost, the CEMC is to be contacted.

The Emergency Response Plan was formulated under Section 3 of the Emergency Management and Civil Protection Act and accordingly, any member of the public may view the ERP at the municipal office. Should they wish a copy of the plan, this would be made available at their cost by making written request to the:

Community Emergency Management Coordinator (CEMC)
The Township of Dubreuilville
23, rue des Pins
P.O. Box 367
Dubreuilville ON
POS 1B0

It is understood that Community Control Group members are not expected to carry a copy of the Township of Dubreuilville Emergency Response Plan with them at all times. Complete copies of the Township's Emergency Response Plan including appendices will be used primarily for training or Emergency response. Since the nature of an Emergency notification normally requires an immediate response to the Municipal EOC, therefore complete copies, including all appendices, will be kept at the Emergency Operations Centre for issue during training or an actual municipal emergency. Every member of the primary Community Control Group, along with Council, will be issued a copy of the main body of the Emergency Plan.

Annex N - Definitions

After Action Report - A report that documents the performance of tasks related to an emergency, exercise or planned event and, where necessary, makes recommendations for improvements.

Authority Having Jurisdiction - The organization (political or private), office, or individual responsible for approving a plan, program, procedure or expenditure or having ownership of equipment, materials, or a facility.

Community Control Group (CCG) - 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.

Critical Incident Stress Management - is an intervention practice recognized specifically for secondary victims (such as 1st responders) dealing with traumatic events. It is a prescribed, highly controlled and professionally recognized process for helping those involved in a critical incident to share experiences, share emotions, discuss and learn about stress reactions and symptoms and possible further referral.

Critical Infrastructure (CI) - Interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, protect public safety and security, and maintain continuity of and confidence in government.

Debriefing – is information sharing and processing session where participants can discuss an event in an open and non-accusatory manner, identifying what worked well and challenges and improvements. Emergency debriefings should occur once the event is over but before details and important information is forgotten.

Declaration of Emergency - 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. This declaration is usually based on a situation or an impending situation that threatens public safety, public health, the environment, critical infrastructure, property, and/or economic stability and exceeds the scope of routine community emergency response.

- municipal declaration of emergency: A declaration of emergency made by the Head of Council of a municipality, based on established criteria.
- provincial declaration of emergency: A declaration of emergency made by the Lieutenant Governor in Council or the Premier of Ontario, based on established criteria.

Emergency - 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 other health risk, an accident or an act whether intentional or otherwise.

Emergency Information (EI) - Information about an emergency that can be disseminated in anticipation of an emergency or during an emergency. It may provide situational information or directive actions to be taken by the public.

Emergency Information Centre (EIC) - A designated facility that is properly equipped to monitor and coordinate emergency information activities including the dissemination of information to the public.

Emergency Information Officer (EIO) - An individual responsible for acting as the primary public and media contact for emergency information requirements. This person is not a spokesperson.

Emergency Operations Centre (EOC) - A designated and appropriately equipped facility where officials from an organization(s) assemble to manage the response to an emergency or disaster.

Emergency Plan - A plan developed and maintained to direct an organization's external and/or internal response to an emergency.

Incident Command/Incident Commander (IC) - The entity/individual responsible for all incident response activities at the site, including the development of strategies and tactics, and the ordering and release of resources. The IC has overall authority for conducting incident operations at the site and is responsible for the management of all incident operations.

Operations Cycle (OC) - a standardized method that all responding agencies and staff follow during an emergency in order to ensure information is shared, priorities are developed, tasks are assigned, work is completed and follow-up is achieved.

Recovery - The process of restoring a stricken community to a pre-disaster level of functioning. This may include the provision of financial assistance, repairing buildings and/or restoration of the environment.

Recovery Plan – A plan that is developed and maintained to recover from an emergency or disaster.

Registration and Inquiry - Is a process that allows evacuees to record their personal location within a formal controlled database during an emergency so that family and friends may find where evacuees are located. Red Cross fills the registration and inquiry role.

Spokesperson – A person that is authorized to speak to the media and public on behalf of the municipality.

Standby – A state of readiness maintained by Community Control Group members and support staff that will allow them to remain contactable through normal means (i.e. telephone/cellphone) and able to report to the emergency operations centre within 30 minutes, not under the influence of alcohol or drugs.

Telecommunications - Is the transmission and/or receipt of messages, for the purpose of communicating over some distance, via a range of technical systems including radio and microwave communications, as well as fiber optics, satellites and the Internet.

Annex O – By-Law

Annex P - Legislation and Regulations

Emergency Management and Civil Protection Act

R.S.O. 1990, CHAPTER E.9

Consolidation Period: From December 15, 2009 to the e-Laws currency date.

Last amendment: 2009, c. 33, Sched. 9, s. 4.

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Definitions

1. In this Act,

“emergency” means 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 other health risk, an accident or an act whether intentional or otherwise; (“situation d’urgence”)

“emergency area” means the area in which an emergency exists; (“zone de crise”)

“emergency management program” means a program developed under section 2.1 or 5.1; (“programme de gestion des situations d’urgence”)

“emergency plan” means a plan formulated under section 3, 6, 8 or 8.1; (“plan de mesures d’urgence”)

“employee of a municipality” means an employee as defined in section 278 of the Municipal Act, 2001 or a designated employee as defined in section 217 of the City of Toronto Act, 2006, as the case may be; (“employé municipal”)

“head of council” includes a chair of the board of an improvement district; (“président du conseil”)

“local board” means a local board as defined in the Municipal Affairs Act; (“conseil local”)

“local services board” means a Local Services Board established under the Local Services Boards Act; (“régie locale des services publics”)

“member of council” includes a trustee of the board of an improvement district; (“membre du conseil”)

“public servant” means a public servant within the meaning of the Public Service of Ontario Act, 2006. (“fonctionnaire”) R.S.O. 1990, c. E.9, s. 1; 1999, c. 12, Sched. P, s. 3; 2002, c. 14, s. 3; 2002, c. 17, Sched. C, s. 10 (1, 2); 2006, c. 13, s. 1 (2); 2006, c. 32, Sched. C, s. 17; 2006, c. 35, Sched. C, s. 32 (1, 2).

Administration of Act

2. The Solicitor General is responsible for the administration of this Act. R.S.O. 1990, c. E.9, s. 2.

Cabinet advisory committee

2.0.1 The Lieutenant Governor in Council may appoint, from among the members of the Executive Council, a committee to advise the Lieutenant Governor in Council on matters relating to emergencies. 2006, c. 13, s. 1 (3).

Municipal emergency management programs

2.1 (1) Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program. 2002, c. 14, s. 4. Same

(2) The emergency management program shall consist of,

(a) an emergency plan as required by section 3;

(b) 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;

(c) public education on risks to public safety and on public preparedness for emergencies; and

(d) any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s. 4.

Hazard and risk assessment and infrastructure identification

(3) 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. 2002, c. 14, s. 4.

Confidentiality for defence reasons

(4) Subject to subsection (5), a head of an institution, as defined in the Municipal Freedom of Information and Protection of Privacy Act, may refuse under that Act to disclose a record if,
(a) the record contains information required for the identification and assessment activities under subsection (3); and
(b) its disclosure could reasonably be expected to prejudice the defence of Canada or of any foreign state allied or associated with Canada or be injurious to the detection, prevention or suppression of espionage, sabotage or terrorism. 2002, c. 14, s. 4.

Same

(5) A head of an institution, as defined in the Municipal Freedom of Information and Protection of Privacy Act, shall not disclose a record described in subsection (4),
(a) if the institution is a municipality and the head of the institution is not the council of the municipality, without the prior approval of the council of the municipality;
(b) if the institution is a board, commission or body of a municipality, without the prior approval of the council of the municipality or, if it is a board, commission or body of two or more municipalities, without the prior approval of the councils of those municipalities. 2002, c. 14, s. 4.

Confidentiality of third party information

(6) A head of an institution, as defined in the Municipal Freedom of Information and Protection of Privacy Act, shall not, under that Act, disclose a record that,
(a) contains information required for the identification and assessment activities under subsection (3); and
(b) reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly. 2002, c. 14, s. 4.

Meetings closed to public

(7) The council of a municipality shall close to the public a meeting or part of a meeting if the subject matter being considered is the council's approval for the purpose of subsection (5). 2002, c. 14, s. 4.

Application of Municipal Freedom of Information and Protection of Privacy Act

(8) Nothing in this section affects a person's right of appeal under section 39 of the Municipal Freedom of Information and Protection of Privacy Act with respect to a record described in this section. 2002, c. 14, s. 4.

Municipal emergency plan

3. (1) 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).

(2) Repealed: 2002, c. 14, s. 5 (1).

Co-ordination by county

(3) The council of a county may with the consent of the councils of the municipalities situated within the county co-ordinate and assist in the formulation of their emergency plans under subsection (1). R.S.O. 1990, c. E.9, s. 3 (3).

Specific emergencies may be designated

(4) The Lieutenant Governor in Council may designate a municipality to address a specific type of emergency in its emergency plan and, if so required, the municipality shall include the type of emergency specified in its emergency plan. 2002, c. 14, s. 5 (2).

Training and exercises

(5) Every municipality shall conduct training programs and exercises to ensure the readiness of employees of the municipality and other persons to act under the emergency plan. 2002, c. 14, s. 5 (3).

Review of plan

(6) Every municipality shall review and, if necessary, revise its emergency plan every year. 2002, c. 14, s. 5 (3).

Declaration of emergency

4. (1) 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).

Declaration as to termination of emergency

(2) 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).

Solicitor General to be notified

(3) The head of council shall ensure that the Solicitor General is notified forthwith of a declaration made under subsection (1) or (2). R.S.O. 1990, c. E.9, s. 4 (3).

Premier may declare emergency terminated

(4) The Premier of Ontario may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (4).

Conformity with upper-tier plan

5. The emergency plan of a lower-tier municipality in an upper-tier municipality, excluding a county, shall conform to the emergency plan of the upper-tier municipality and has no effect to the extent of any inconsistency and, for the purposes of this section, The Corporation of the County of Lambton shall be deemed to be an upper-tier municipality. 2002, c. 17, Sched. C, s. 10 (3).

Emergency management programs of provincial government bodies

5.1 (1) Every minister of the Crown presiding over a ministry of the Government of Ontario and every agency, board, commission and other branch of government designated by the Lieutenant Governor in Council shall develop and implement an emergency management program consisting of,

- (a) an emergency plan as required by section 6;
- (b) training programs and exercises for public servants and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- (c) public education on risks to public safety and on public preparedness for emergencies; and
- (d) any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s. 7; 2006, c. 35, Sched. C, s. 32 (3).

Hazard and risk assessment and infrastructure identification

(2) In developing an emergency management program, every minister of the Crown and every designated agency, board, commission and other branch of government 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 for which the minister or agency, board, commission or branch is responsible that are at risk of being affected by emergencies. 2002, c. 14, s. 7.

Confidentiality of third party information

(3) A head of an institution, as defined in the Freedom of Information and Protection of Privacy Act, shall not, under that Act, disclose a record that,

(a) contains information required for the identification and assessment activities under subsection (2); and

(b) reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly. 2002, c. 14, s. 7.

Application of Freedom of Information and Protection of Privacy Act

(4) Nothing in this section affects a person's right of appeal under section 50 of the Freedom of Information and Protection of Privacy Act with respect to a record described in this section. 2002, c. 14, s. 7.

Emergency plans of provincial government bodies

6. (1) It is the responsibility of,

(a) each minister of the Crown presiding over a ministry of the Government of Ontario; and

(b) each agency, board, commission or other branch of government designated by the Lieutenant Governor in Council,

to formulate an emergency plan for the ministry or branch of government, as the case may be, in respect of the type of emergency assigned to it by the Lieutenant Governor in Council, governing the provision of necessary services during an emergency and the procedures under and the manner in which public servants and other persons will respond to the emergency. R.S.O. 1990, c. E.9, s. 6 (1); 2006, c. 35, Sched. C, s. 32 (3).

Training and exercises

(2) Every minister of the Crown described in clause (1) (a) and every agency, board, commission or other branch of government described in clause (1) (b) shall conduct training programs and exercises to ensure the readiness of public servants and other persons to act under their emergency plans. 2002, c. 14, s. 8; 2006, c. 35, Sched. C, s. 32 (3).

Review of plan

(3) Every minister of the Crown described in clause (1) (a) and every agency, board, commission or other branch of government described in clause (1) (b) shall review and, if necessary, revise its emergency plan every year. 2002, c. 14, s. 8.

Chief, Emergency Management Ontario

6.1 The Lieutenant Governor in Council shall appoint a Chief, Emergency Management Ontario who, under the direction of the Solicitor General, shall be responsible for monitoring, co-ordinating and assisting in the development and implementation of emergency management programs under sections 2.1 and 5.1 and for ensuring that those programs are co-ordinated in so far as possible with emergency management programs and emergency plans of the Government of Canada and its agencies. 2002, c. 14, s. 9.

Emergency plans submitted to Chief

6.2 (1) Every municipality, minister of the Crown and designated agency, board, commission and other branch of government shall submit a copy of their emergency plans and of any revisions to their emergency plans to the Chief, Emergency Management Ontario, and shall ensure that the Chief, Emergency Management Ontario has, at any time, the most current version of their emergency plans. 2002, c. 14, s. 10.

Repository for emergency plans

(2) The Chief, Emergency Management Ontario shall keep in a secure place the most current version of every emergency plan submitted to him or her. 2002, c. 14, s. 10.

Definitions

7. In sections 7.0.1 to 7.0.11,

“animal” means a domestic animal or bird or an animal or bird that is wild by nature that is in captivity; (“animal”)

“Commissioner of Emergency Management” means the person appointed from time to time by order in council as the Commissioner of Emergency Management; (“commissaire à la gestion des situations d’urgence”)

“municipality” includes a local board of a municipality, a district social services administration board and, despite subsection 6 (2) of the Northern Services Boards Act, a local services board; (“municipalité”)

“necessary goods, services and resources” includes food, water, electricity, fossil fuels, clothing, equipment, transportation and medical services and supplies. (“denrées, services et ressources nécessaires”) 2006, c. 13, s. 1 (4).

Declaration of emergency

[7.0.1 \(1\)](#) Subject to subsection (3), the Lieutenant Governor in Council or the Premier, if in the Premier's opinion the urgency of the situation requires that an order be made immediately, may by order declare that an emergency exists throughout Ontario or in any part of Ontario. 2006, c. 13, s. 1 (4).

Confirmation of urgent declaration

[\(2\)](#) An order of the Premier that declares an emergency is terminated after 72 hours unless the order is confirmed by order of the Lieutenant Governor in Council before it terminates. 2006, c. 13, s. 1 (4).

Criteria for declaration

[\(3\)](#) An order declaring that an emergency exists throughout Ontario or any part of it may be made under this section if, in the opinion of the Lieutenant Governor in Council or the Premier, as the case may be, the following criteria are satisfied:

1. There is an emergency that requires immediate action to prevent, reduce or mitigate a danger of major proportions that could result in serious harm to persons or substantial damage to property.
2. One of the following circumstances exists:
 - i. The resources normally available to a ministry of the Government of Ontario or an agency, board or commission or other branch of the government, including existing legislation, cannot be relied upon without the risk of serious delay.
 - ii. The resources referred to in subparagraph i may be insufficiently effective to address the emergency.
 - iii. It is not possible, without the risk of serious delay, to ascertain whether the resources referred to in subparagraph i can be relied upon. 2006, c. 13, s. 1 (4).

Emergency powers and orders

Purpose

[7.0.2 \(1\)](#) The purpose of making orders under this section is to promote the public good by protecting the health, safety and welfare of the people of Ontario in times of declared emergencies in a manner that is subject to the Canadian Charter of Rights and Freedoms. 2006, c. 13, s. 1 (4).

Criteria for emergency orders

[\(2\)](#) During a declared emergency, the Lieutenant Governor in Council may make orders that the Lieutenant Governor in Council believes are necessary and essential in the circumstances to prevent, reduce or mitigate serious harm to persons or substantial damage to property, if in the opinion of the Lieutenant Governor in Council it is reasonable to believe that,

- (a) the harm or damage will be alleviated by an order; and
- (b) making an order is a reasonable alternative to other measures that might be taken to address the emergency. 2006, c. 13, s. 1 (4).

Limitations on emergency order

[\(3\)](#) Orders made under this section are subject to the following limitations:

1. The actions authorized by an order shall be exercised in a manner which, consistent with the objectives of the order, limits their intrusiveness.
2. An order shall only apply to the areas of the Province where it is necessary.
3. Subject to section 7.0.8, an order shall be effective only for as long as is necessary. 2006, c. 13, s. 1 (4).

Emergency orders

[\(4\)](#) In accordance with subsection (2) and subject to the limitations in subsection (3), the Lieutenant Governor in Council may make orders in respect of the following:

1. Implementing any emergency plans formulated under section 3, 6, 8 or 8.1.
2. Regulating or prohibiting travel or movement to, from or within any specified area.
3. Evacuating individuals and animals and removing personal property from any specified area and making arrangements for the adequate care and protection of individuals and property.
4. Establishing facilities for the care, welfare, safety and shelter of individuals, including emergency shelters and hospitals.

5. Closing any place, whether public or private, including any business, office, school, hospital or other establishment or institution.
6. To prevent, respond to or alleviate the effects of the emergency, constructing works, restoring necessary facilities and appropriating, using, destroying, removing or disposing of property.
7. Collecting, transporting, storing, processing and disposing of any type of waste.
8. Authorizing facilities, including electrical generating facilities, to operate as is necessary to respond to or alleviate the effects of the emergency.
9. Using any necessary goods, services and resources within any part of Ontario, distributing, and making available necessary goods, services and resources and establishing centres for their distribution.
10. Procuring necessary goods, services and resources.
11. Fixing prices for necessary goods, services and resources and prohibiting charging unconscionable prices in respect of necessary goods, services and resources.
12. Authorizing, but not requiring, any person, or any person of a class of persons, to render services of a type that that person, or a person of that class, is reasonably qualified to provide.
13. Subject to subsection (7), requiring that any person collect, use or disclose information that in the opinion of the Lieutenant Governor in Council may be necessary in order to prevent, respond to or alleviate the effects of the emergency.
14. Consistent with the powers authorized in this subsection, taking such other actions or implementing such other measures as the Lieutenant Governor in Council considers necessary in order to prevent, respond to or alleviate the effects of the emergency. 2006, c. 13, s. 1 (4).

Terms and conditions for services

(5) An order under paragraph 12 of subsection (4) may provide for terms and conditions of service for persons providing and receiving services under that paragraph, including the payment of compensation to the person providing services. 2006, c. 13, s. 1 (4).

Employment protected

(6) The employment of a person providing services under an order made under paragraph 12 of subsection (4) shall not be terminated because the person is providing those services. 2006, c. 13, s. 1 (4).

Disclosure of information

(7) The following rules apply with respect to an order under paragraph 13 of subsection (4):

1. Information that is subject to the order must be used to prevent, respond to or alleviate the effects of the emergency and for no other purpose.
2. Information that is subject to the order that is personal information within the meaning of the Freedom of Information and Protection of Privacy Act is subject to any law with respect to the privacy and confidentiality of personal information when the declared emergency is terminated. 2006, c. 13, s. 1 (4).

Exception

(8) Paragraph 2 of subsection (7) does not prohibit the use of data that is collected as a result of an order to disclose information under paragraph 13 of subsection (4) for research purposes if,
(a) information that could be used to identify a specific individual is removed from the data; or
(b) the individual to whom the information relates consents to its use. 2006, c. 13, s. 1 (4).

Authorization to render information anonymous

(9) A person who has collected or used information as the result of an order under paragraph 13 of subsection (4) may remove information that could be used to identify a specific individual from the data for the purpose of clause (8) (a). 2006, c. 13, s. 1 (4).

Powers of the Premier

Powers delegated to Premier

[7.0.3 \(1\)](#) If an order is made under section 7.0.1, the Premier may exercise any power or perform any duty conferred upon a minister of the Crown or an employee of the Crown by or under an Act of the Legislature. 2006, c. 13, s. 1 (4); 2006, c. 35, Sched. C, s. 32 (4).

Powers of Premier, municipal powers

[\(2\)](#) If an order is made under section 7.0.1 and the emergency area or any part of it is within the jurisdiction of a municipality, the Premier, where he or she considers it necessary, may by order made under this section,

(a) direct and control the administration, facilities and equipment of the municipality in the emergency area, and, without restricting the generality of the foregoing, the exercise by the municipality of its powers and duties in the emergency area, whether under an emergency plan or otherwise, is subject to the direction and control of the Premier; and

(b) require any municipality to provide such assistance as he or she considers necessary to an emergency area or any part of the emergency area that is not within the jurisdiction of the municipality and direct and control the provision of such assistance. 2006, c. 13, s. 1 (4).

By-law not necessary

[\(3\)](#) Despite subsection 5 (3) of the Municipal Act, 2001, a municipality is authorized to exercise a municipal power in response to an order of the Premier or his or her delegate made under subsection (2) without a by-law. 2006, c. 13, s. 1 (4).

Delegation of powers

[7.0.4 \(1\)](#) After an order has been made under section 7.0.1, the Lieutenant Governor in Council may delegate to a minister of the Crown or to the Commissioner of Emergency Management any of the powers of the Lieutenant Governor in Council under subsection 7.0.2 (4) and the Premier may delegate to a minister of the Crown or to the Commissioner of Emergency Management any of the Premier's powers under section 7.0.3. 2006, c. 13, s. 1 (4).

Same

[\(2\)](#) A minister to whom powers have been delegated under subsection (1) may delegate any of his or her powers under subsection 7.0.2 (4) and section 7.0.3 to the Commissioner of Emergency Management. 2006, c. 13, s. 1 (4).

Proceedings to restrain contravention of order

[7.0.5](#) Despite any other remedy or any penalty, the contravention by any person of an order made under subsection 7.0.2 (4) may be restrained by order of a judge of the Superior Court of Justice upon application without notice by the Crown in right of Ontario, a member of the Executive Council or the Commissioner of Emergency Management, and the judge may make the order and it may be enforced in the same manner as any other order or judgment of the Superior Court of Justice. 2006, c. 13, s. 1 (4).

Reports during an emergency

[7.0.6](#) During an emergency, the Premier, or a Minister to whom the Premier delegates the responsibility, shall regularly report to the public with respect to the emergency. 2006, c. 13, s. 1 (4).

Termination of emergency

[7.0.7 \(1\)](#) Subject to this section, an emergency declared under section 7.0.1 is terminated at the end of the 14th day following its declaration unless the Lieutenant Governor in Council by order declares it to be terminated at an earlier date. 2006, c. 13, s. 1 (4).

Extension of emergency, L.G. in C.

[\(2\)](#) The Lieutenant Governor in Council may by order extend an emergency before it is terminated for one further period of no more than 14 days. 2006, c. 13, s. 1 (4).

Extension of emergency, Assembly

[\(3\)](#) The Assembly, on the recommendation of the Premier, may by resolution extend the period of an emergency for additional periods of no more than 28 days. 2006, c. 13, s. 1 (4).

Same

[\(4\)](#) If there is a resolution before the Assembly to extend the period of the emergency, the declaration of emergency shall continue until the resolution is voted on. 2006, c. 13, s. 1 (4).

Revocation of orders

[7.0.8 \(1\)](#) Subject to this section, an order made under subsection 7.0.2 (4) is revoked 14 days after it is made unless it is revoked sooner. 2006, c. 13, s. 1 (4).

Commissioner's orders

[\(2\)](#) An order of the Commissioner of Emergency Management made under subsection 7.0.2 (4) is revoked at the end of the second full day following its making unless it is confirmed before that time by order of the Lieutenant Governor in Council, the Premier or the Minister who delegated the power to make the order. 2006, c. 13, s. 1 (4).

Extension of orders, L.G. in C., etc.

[\(3\)](#) During a declared emergency, the Lieutenant Governor in Council or a Minister to whom the power has been delegated may by order, before it is revoked, extend the effective period of an order made under subsection 7.0.2 (4) for periods of no more than 14 days. 2006, c. 13, s. 1 (4).

Extension of order after emergency

[\(4\)](#) Despite the termination or disallowance of the emergency, the Lieutenant Governor in Council may by order extend the effective period of an order made under subsection 7.0.2 (4) for periods of no more than 14 days where the extension of the order is necessary to deal with the effects of the emergency. 2006, c. 13, s. 1 (4).

Disallowance of emergency by Assembly

[7.0.9 \(1\)](#) Despite section 7.0.7, the Assembly may by resolution disallow the declaration of emergency under section 7.0.1 or the extension of an emergency. 2006, c. 13, s. 1 (4).

Same

[\(2\)](#) If the Assembly passes a resolution disallowing the declaration of emergency or the extension of one, any order made under subsection 7.0.2 (4) is revoked as of the day the resolution passes. 2006, c. 13, s. 1 (4).

Report on emergency

[7.0.10 \(1\)](#) The Premier shall table a report in respect of the emergency in the Assembly within 120 days after the termination of an emergency declared under section 7.0.1 and, if the Assembly is not then in session, the Premier shall table the report within seven days of the Assembly reconvening. 2006, c. 13, s. 1 (4).

Content of report

[\(2\)](#) The report of the Premier shall include information,

(a) in respect of making any orders under subsection 7.0.2 (4) and an explanation of how the order met the criteria for making an order under subsection 7.0.2 (2) and how the order satisfied the limitations set out in subsection 7.0.2 (3); and

(b) in respect of making any orders under subsection 7.0.3 (2) and an explanation as to why he or she considered it necessary to make the order. 2006, c. 13, s. 1 (4).

Consideration of report

[\(3\)](#) The Assembly shall consider the report within five sitting days after the report is tabled. 2006, c. 13, s. 1 (4).

Commissioner's report

[\(4\)](#) If the Commissioner of Emergency Management makes any orders under subsection 7.0.2 (4) or 7.0.3 (2), he or she shall, within 90 days after the termination of an emergency declared under subsection 7.0.1 (1), make a report to the Premier in respect of the orders and the Premier shall include it in the report required by subsection (1). 2006, c. 13, s. 1 (4).

Offences

7.0.11 (1) Every person who fails to comply with an order under subsection 7.0.2 (4) or who interferes with or obstructs any person in the exercise of a power or the performance of a duty conferred by an order under that subsection is guilty of an offence and is liable on conviction,

(a) in the case of an individual, subject to clause (b), to a fine of not more than \$100,000 and for a term of imprisonment of not more than one year;

(b) in the case of an individual who is a director or officer of a corporation, to a fine of not more than \$500,000 and for a term of imprisonment of not more than one year; and

(c) in the case of a corporation, to a fine of not more than \$10,000,000. 2006, c. 13, s. 1 (4).

Separate offence

(2) A person is guilty of a separate offence on each day that an offence under subsection (1) occurs or continues. 2006, c. 13, s. 1 (4).

Increased penalty

(3) Despite the maximum fines set out in subsection (1), the court that convicts a person of an offence may increase a fine imposed on the person by an amount equal to the financial benefit that was acquired by or that accrued to the person as a result of the commission of the offence. 2006, c. 13, s. 1 (4).

Exception

(4) No person shall be charged with an offence under subsection (1) for failing to comply with or interference or obstruction in respect of an order that is retroactive to a date that is specified in the order, if the failure to comply, interference or obstruction is in respect of conduct that occurred before the order was made but is after the retroactive date specified in the order. 2006, c. 13, s. 1 (4).

Orders in emergency

Purpose

7.1 (1) The purpose of this section is to authorize the Lieutenant Governor in Council to make appropriate orders when, in the opinion of the Lieutenant Governor in Council, victims of an emergency or other persons affected by an emergency need greater services, benefits or compensation than the law of Ontario provides or may be prejudiced by the operation of the law of Ontario. 2006, c. 13, s. 1 (5).

Order

(2) If the conditions set out in subsection (3) are satisfied, the Lieutenant Governor in Council may, by order made on the recommendation of the Attorney General, but only if the Lieutenant Governor in Council is of the opinion described in subsection (1),

(a) temporarily suspend the operation of a provision of a statute, regulation, rule, by-law or order of the Government of Ontario; and

(b) if it is appropriate to do so, set out a replacement provision to be in effect during the temporary suspension period only. 2006, c. 13, s. 1 (5).

Conditions

(3) The conditions referred to in subsection (2) are:

1. A declaration has been made under section 7.0.1.

2. The provision,

i. governs services, benefits or compensation, including,

A. fixing maximum amounts,

B. establishing eligibility requirements,

C. requiring that something be proved or supplied before services, benefits or compensation become available,

D. restricting how often a service or benefit may be provided or a payment may be made in a given time period,

E. restricting the duration of services, benefits or compensation or the time period during which they may be provided,

ii. establishes a limitation period or a period of time within which a step must be taken in a proceeding, or

iii. requires the payment of fees in respect of a proceeding or in connection with anything done in the administration of justice.

3. In the opinion of the Lieutenant Governor in Council, the order would facilitate providing assistance to victims of the emergency or would otherwise help victims or other persons to deal with the emergency and its aftermath. 2006, c. 13, s. 1 (5).

Maximum period, renewals and new orders

(4) The period of temporary suspension under an order shall not exceed 90 days, but the Lieutenant Governor in Council may,

(a) before the end of the period of temporary suspension, review the order and, if the conditions set out in subsection (3) continue to apply, make an order renewing the original order for a further period of temporary suspension not exceeding 90 days;

(b) at any time, make a new order under subsection (2) for a further period of temporary suspension not exceeding 90 days. 2006, c. 13, s. 1 (5).

Further renewals

(5) An order that has previously been renewed under clause (4) (a) may be renewed again, and in that case clause (4) (a) applies with necessary modifications. 2006, c. 13, s. 1 (5).

Effect of temporary suspension: time period

(6) If a provision establishing a limitation period or a period of time within which a step must be taken in a proceeding is temporarily suspended by the order and the order does not provide for a replacement limitation period or period of time, the limitation period or period of time resumes running on the date on which the temporary suspension ends and the temporary suspension period shall not be counted. 2006, c. 13, s. 1 (5).

Effect of temporary suspension: fee

(7) If a provision requiring the payment of a fee is temporarily suspended by the order and the order does not provide for a replacement fee, no fee is payable at any time with respect to things done during the temporary suspension period. 2006, c. 13, s. 1 (5).

Restriction

(8) This section does not authorize,

(a) making any reduction in respect of services, benefits or compensation;

(b) shortening a limitation period or a period of time within which a step must be taken in a proceeding; or

(c) increasing the amount of a fee. 2006, c. 13, s. 1 (5).

Orders, general

Commencement

7.2 (1) An order made under subsection 7.0.2 (4) or 7.1 (2),

(a) takes effect immediately upon its making; or

(b) if it so provides, may be retroactive to a date specified in the order. 2006, c. 13, s. 1 (5).

Notice

(2) Subsection 23 (2) of the Legislation Act, 2006 does not apply to an order made under subsection 7.0.2 (4) or 7.1 (2), but the Lieutenant Governor in Council shall take steps to publish the order in order to bring it to the attention of affected persons pending publication under the Legislation Act, 2006. 2006, c. 13, s. 2 (3).

General or specific

(3) An order made under subsection 7.0.2 (4) or 7.1 (2) may be general or specific in its application. 2006, c. 13, s. 1 (5).

Conflict

(4) In the event of conflict between an order made under subsection 7.0.2 (4) or 7.1 (2) and any statute, regulation, rule, by-law, other order or instrument of a legislative nature, including a licence or approval, made or issued under a statute or regulation, the order made under subsection 7.0.2 (4) or 7.1 (2) prevails unless the statute, regulation, rule, by-law, other order or instrument of a legislative nature specifically provides that it is to apply despite this Act. 2006, c. 13, s. 1 (5).

Chief Medical Officer of Health

(5) Except to the extent that there is a conflict with an order made under subsection 7.0.2 (4), nothing in this Act shall be construed as abrogating or derogating from any of the powers of the Chief Medical Officer of Health as defined in subsection 1 (1) of the Health Protection and Promotion Act. 2006, c. 13, s. 1 (5).

Limitation

(6) Nothing in this Act shall be construed or applied so as to confer any power to make orders altering the provisions of this Act. 2006, c. 13, s. 1 (5).

Same

(7) Nothing in this Act affects the rights of a person to bring an application for the judicial review of any act or failure to act under this Act. 2006, c. 13, s. 1 (5).

Occupational Health and Safety Act

(8) Despite subsection (4), in the event of a conflict between this Act or an order made under subsection 7.0.2 (4) and the Occupational Health and Safety Act or a regulation made under it, the Occupational Health and Safety Act or the regulation made under it prevails. 2006, c. 13, s. 1 (5).

Lieutenant Governor in Council to formulate plan

8. The Lieutenant Governor in Council shall formulate an emergency plan respecting emergencies arising in connection with nuclear facilities, and any provisions of an emergency plan of a municipality respecting such an emergency shall conform to the plan formulated by the Lieutenant Governor in Council and are subject to the approval of the Solicitor General and the Solicitor General may make such alterations as he or she considers necessary for the purpose of co-ordinating the plan with the plan formulated by the Lieutenant Governor in Council. R.S.O. 1990, c. E.9, s. 8; 1999, c. 12, Sched. P, s. 6.

Other emergency plans

8.1 The Solicitor General may, if he or she thinks it is necessary or desirable in the interests of emergency management and public safety, formulate emergency plans respecting types of emergencies other than those arising in connection with nuclear facilities. 2002, c. 14, s. 12.

What plan may provide

9. An emergency plan formulated under section 3, 6 or 8 shall,

(a) in the case of a municipality, authorize employees of the municipality or, in the case of a plan formulated under section 6 or 8, authorize public servants to take action under the emergency plan where an emergency exists but has not yet been declared to exist;

(b) specify procedures to be taken for the safety or evacuation of persons in an emergency area;

(c) in the case of a municipality, designate one or more members of council who may exercise the powers and perform the duties of the head of council under this Act or the emergency plan during the absence of the head of council or during his or her inability to act;

(d) establish committees and designate employees to be responsible for reviewing the emergency plan, training employees in their functions and implementing the emergency plan during an emergency;

(e) provide for obtaining and distributing materials, equipment and supplies during an emergency;

(e.1) provide for any other matter required by the standards for emergency plans set under section 14; and

(f) provide for such other matters as are considered necessary or advisable for the implementation of the emergency plan during an emergency. R.S.O. 1990, c. E.9, s. 9; 2002, c. 14, s. 13; 2006, c. 35, Sched. C, s. 32 (5).

Public access to plans

10. Except for plans respecting continuity of operations or services, an emergency plan formulated under section 3, 6 or 8 shall be made available to the public for inspection and copying during ordinary business hours at an office of the municipality, ministry or branch of government, as the case may be. R.S.O. 1990, c. E.9, s. 10; 2009, c. 33, Sched. 9, s. 4.

Protection from action

11. (1) 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).

Crown not relieved of liability

(2) Despite subsections 5 (2) and (4) of the Proceedings Against the Crown Act, subsection (1) does not relieve the Crown of liability for the acts or omissions of a minister of the Crown or a public servant referred to in subsection (1) and the Crown is liable under that Act as if subsection (1) had not been enacted. 2006, c. 13, s. 1 (6); 2006, c. 35, Sched. C, s. 32 (7).

Municipality not relieved of liability

(3) Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality. 2006, c. 13, s. 1 (6).

Application of subs. (1)

(4) In the case of an order that is made retroactive to a date specified in the order, subsection (1) applies to an individual referred to in that subsection in respect of any act or any neglect or default that occurs before the order is made but on or after the date specified in the order. 2006, c. 13, s. 1 (6).

Definitions

(5) In this section,

“member of council” includes a member of a local board, a local services board or a district social service administration board; (“membre du conseil”)

“municipality” includes a local board of a municipality. (“municipalité”) 2006, c. 13, s. 1 (6).

Right of action

12. Where money is expended or cost is incurred by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost, and for the purposes of this section, “municipality” includes a local board of a municipality and a local services board. R.S.O. 1990, c. E.9, s. 12; 1999, c. 12, Sched. P, s. 8.

Agreements

13. (1) The Solicitor General, with the approval of the Lieutenant Governor in Council, may make agreements with the Crown in right of Canada in respect of the payment by Canada to Ontario of any part of the cost to Ontario and to municipalities of the development and implementation of emergency management programs and the formulation and implementation of emergency plans. R.S.O. 1990, c. E.9, s. 13 (1); 2002, c. 14, s. 15.

Idem

(2) The Solicitor General, with the approval of the Lieutenant Governor in Council, may make agreements with the Crown in right of Canada and with the Crown in right of any other province for the

provision of any personnel, service, equipment or material during an emergency. R.S.O. 1990, c. E.9, s. 13 (2).

Idem

(3) The council of a municipality may make an agreement with the council of any other municipality or with any person for the provision of any personnel, service, equipment or material during an emergency. R.S.O. 1990, c. E.9, s. 13 (3); 1999, c. 12, Sched. P, s. 9.

Action not an expropriation

13.1 (1) Nothing done under this Act or under an order made under subsection 7.0.2 (4) constitutes an expropriation or injurious affection for the purposes of the Expropriations Act or otherwise at law and there is no compensation for the loss, including a taking, of any real or personal property except in accordance with subsection (3). 2006, c. 13, s. 1 (7).

Payment of cost of assistance

(2) The Lieutenant Governor in Council may by order authorize the payment of the cost of providing any assistance that arises under this Act or as the result of an emergency out of funds appropriated by the Assembly. 2006, c. 13, s. 1 (7).

Compensation for loss of property

(3) If, as the result of making an order under subsection 7.0.2 (4), a person suffers the loss, including a taking, of any real or personal property, the Lieutenant Governor in Council may by order authorize the reasonable compensation of the person for the loss in accordance with such guidelines as may be approved by the Lieutenant Governor in Council. 2006, c. 13, s. 1 (7).

Compensation for municipalities

(4) Without limiting the generality of subsection (2), the Lieutenant Governor in Council may by order authorize the payment of the costs incurred by a municipality in respect of an order made under this Act out of funds appropriated by the Assembly. 2006, c. 13, s. 1 (7).

Standards for emergency management programs and emergency plans

14. (1) The Solicitor General may make regulations setting standards for the development and implementation of emergency management programs under sections 2.1 and 5.1 and for the formulation and implementation of emergency plans under sections 3 and 6. 2002, c. 14, s. 16.

General or particular

(2) A regulation made under subsection (1) may be general or particular in its application. 2002, c. 14, s. 16.

Conformity to standards required

(3) Every municipality, minister of the Crown and designated agency, board, commission and other branch of government shall ensure that their emergency management programs and emergency plans conform to the standards set under this section. 2002, c. 14, s. 16.

Crown bound

15. This Act binds the Crown. 2006, c. 13, s. 1 (8).

Regulation 380/04

ONTARIO REGULATION 380/04

STANDARDS

Consolidation Period: From December 31, 2004 to the [e-Laws currency date](#).

No amendments.

This is the English version of a bilingual regulation.

PART I

MINISTRY STANDARDS

Emergency management program co-ordinator

1. (1) Every minister shall designate an employee of the ministry as the ministry's emergency management program co-ordinator and another employee as an alternate. O. Reg. 380/04, s. 1 (1).

(2) The emergency management program co-ordinator and the alternate emergency management program co-ordinator shall complete the training that is required by the Chief, Emergency Management Ontario. O. Reg. 380/04, s. 1 (2).

(3) The emergency management program co-ordinator shall co-ordinate the development and implementation of the ministry's emergency management program within the ministry and shall co-ordinate the ministry's emergency management program in so far as possible with the emergency management programs of other ministries, of municipalities and of organizations outside government that are involved in emergency management. O. Reg. 380/04, s. 1 (3).

(4) The emergency management program co-ordinator shall report to the ministry's emergency management program committee on his or her work under subsection (3). O. Reg. 380/04, s. 1 (4).

Emergency management program committee

2. (1) Every ministry shall have an emergency management program committee. O. Reg. 380/04, s. 2 (1).

(2) The committee shall be composed of,

- (a) the ministry's emergency management program co-ordinator;
- (b) a senior ministry official appointed by the minister; and
- (c) such ministry employees who are responsible for emergency management functions as may be appointed by the minister. O. Reg. 380/04, s. 2 (2).

(3) The senior ministry official appointed under clause (2) (b) shall be the chair of the committee. O. Reg. 380/04, s. 2 (3).

(4) The committee shall advise the minister on the development and implementation of the ministry's emergency management program. O. Reg. 380/04, s. 2 (4).

(5) The committee shall conduct an annual review of the ministry's emergency management program and shall make recommendations to the minister for its revision if necessary. O. Reg. 380/04, s. 2 (5).

Ministry action group

3. (1) Every ministry shall have a ministry action group. O. Reg. 380/04, s. 3 (1).

(2) The group shall be composed of,

- (a) each deputy minister of the ministry or their designates;
- (b) the senior ministry official appointed to the ministry's emergency management program committee under clause 2 (2) (b);
- (c) the ministry's emergency management program co-ordinator; and
- (d) such other ministry employees as may be appointed by the minister. O. Reg. 380/04, s. 3 (2).

(3) The senior ministry official who is a member of the group pursuant to clause (2) (b) may also be a deputy minister's designate to the group under clause (2) (a). O. Reg. 380/04, s. 3 (3).

(4) The members of the group shall complete the annual training that is required by the Chief, Emergency Management Ontario. O. Reg. 380/04, s. 3 (4).

(5) The group shall direct the ministry's response in an emergency, including the implementation of the ministry's emergency plan. O. Reg. 380/04, s. 3 (5).

(6) The group shall develop procedures to govern its responsibilities in an emergency. O. Reg. 380/04, s. 3 (6).

(7) The group shall conduct an annual practice exercise for a simulated emergency incident in order to evaluate the ministry's emergency plan and its own procedures. O. Reg. 380/04, s. 3 (7).

(8) If determined necessary as a result of the evaluation under subsection (7), the group shall revise its procedures and shall make recommendations to the minister for the revision of the ministry's emergency plan. O. Reg. 380/04, s. 3 (8).

(9) A member of the group must be available to be contacted on a 24-hour a day basis seven days a week. O. Reg. 380/04, s. 3 (9).

(10) The group may at any time seek the advice and assistance of the following:

1. Officials or employees of any ministry.
2. Officials or employees of any other level of government who are involved in emergency management.
3. Representatives of organizations outside government who are involved in emergency management.
4. Persons representing industries that may be involved in emergency management. O. Reg. 380/04, s. 3 (10).

Emergency operations centre

4. (1) Every minister shall establish an emergency operations centre to be used by the ministry action group in an emergency. O. Reg. 380/04, s. 4 (1).

(2) The emergency operations centre must have appropriate technological and telecommunications systems to ensure effective communication in an emergency. O. Reg. 380/04, s. 4 (2).

Emergency information officer

5. (1) Every minister shall designate an employee of the ministry as the ministry's emergency information officer. O. Reg. 380/04, s. 5 (1).

(2) The emergency information officer shall act as the primary media and public contact for the ministry in an emergency. O. Reg. 380/04, s. 5 (2).

Ministry co-ordination

6. (1) Despite subsections 1 (1), 2 (1), 3 (1), 4 (1) and 5 (1), two or three ministers whose ministries have not been assigned additional responsibility for a specific type of emergency under subsection 6 (1) of the Act may jointly do any one or more of the following:

1. Designate one employee of one of the ministries as emergency management program co-ordinator for the ministries and one employee of one of the ministries as an alternate.
2. Establish a joint emergency management program committee for the ministries.
3. Establish a joint ministry action group for the ministries.
4. Establish a joint emergency operations centre for the ministries.
5. Designate one employee of one of the ministries as emergency information officer for the ministries. O. Reg. 380/04, s. 6 (1).

(2) Subsections 1 (2) to (4) apply with necessary modifications to the emergency management program co-ordinator and alternate emergency management program co-ordinator for the ministries. O. Reg. 380/04, s. 6 (2).

(3) The joint emergency management program committee shall be composed of,

- (a) the ministries' emergency management program co-ordinator;
- (b) a senior official of one of the ministries appointed jointly by the ministers; and
- (c) such employees of the ministries who are responsible for emergency management functions as may be appointed jointly by the ministers. O. Reg. 380/04, s. 6 (3).

(4) Subsections 2 (3) to (5) apply with necessary modifications to the joint emergency management program committee. O. Reg. 380/04, s. 6 (4).

(5) The joint ministry action group shall be composed of,

- (a) each deputy minister of the ministries or their designates;

(b) the senior ministry official appointed to the joint emergency management program committee under clause (3) (b);

(c) the ministries' emergency management program co-ordinator; and

(d) such other employees of the ministries as may be appointed jointly by the ministers. O. Reg. 380/04, s. 6 (5).

(6) Subsections 3 (3) to (10) apply with necessary modifications to the joint ministry action group. O. Reg. 380/04, s. 6 (6).

(7) Section 4 applies with necessary modifications to the joint emergency operations centre. O. Reg. 380/04, s. 6 (7).

(8) Subsection 5 (2) applies with necessary modifications to the emergency information officer for the ministries. O. Reg. 380/04, s. 6 (8).

(9) If two ministers designate one employee of one of the ministries as emergency management program co-ordinator for the ministries and one employee of one of the ministries as an alternate, but do not establish a joint emergency management program committee for the ministries or do not establish a joint ministry action group for the ministries, the ministries' emergency management program co-ordinator shall serve on one of the ministries' emergency management program committee or ministry action group, as the case may be, and the ministries' alternate emergency management program co-ordinator shall serve on the other ministry's emergency management program committee or ministry action group, as the case may be, as determined jointly by the ministers. O. Reg. 380/04, s. 6 (9).

(10) If three ministers designate one employee of one of the ministries as emergency management program co-ordinator for the ministries and one employee of one of the ministries as an alternate, but do not establish a joint emergency management program committee for the ministries or do not establish a joint ministry action group for the ministries, the ministers shall jointly appoint a second alternate emergency management program co-ordinator for the ministries and the ministries' emergency management program co-ordinator, alternate and second alternate shall each serve on the emergency management program committee or ministry action group, as the case may be, for one of the ministries, as determined jointly by the ministers. O. Reg. 380/04, s. 6 (10).

Emergency plan

7. The emergency plan that a minister is required to formulate under subsection 6 (1) of the Act shall be composed of,

(a) a continuity of operations plan, as described in section 8 of this Regulation; and

(b) if the minister's ministry has been assigned additional responsibility for a specific type of emergency under subsection 6 (1) of the Act, an emergency response plan for the specific type of emergency, as described in section 9 of this Regulation. O. Reg. 380/04, s. 7.

Continuity of operations plan

8. A continuity of operations plan shall,

(a) assign responsibilities to ministry employees, by position, for continuity planning and implementation;

(b) identify the critical functions and services for which the minister is responsible;

(c) assess the importance of the systems, infrastructure, assets and resources used in providing the critical functions and services for which the minister is responsible;

(d) establish priorities for the resumption of any services that are made temporarily unavailable by an emergency;

(e) contain a communications strategy;

(f) contain an information technology plan; and

(g) contain a strategy for the resumption of services. O. Reg. 380/04, s. 8.

Emergency response plan for specific types of emergencies

- 9.** An emergency response plan for a specific type of emergency shall,
- (a) assign responsibilities to ministry employees, by position, respecting implementation of the emergency response plan;
 - (b) set out the procedures for notifying the members of the ministry action group of the emergency;
 - (c) set out the procedures for alerting the public of the emergency and for keeping the public informed throughout the emergency; and
 - (d) be co-ordinated in so far as possible with the emergency response plans of other ministries. O. Reg. 380/04, s. 9.

PART II

MUNICIPAL STANDARDS

Emergency management program co-ordinator

- 10. (1)** 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).
- (2)** The emergency management program co-ordinator shall complete the training that is required by the Chief, Emergency Management Ontario. O. Reg. 380/04, s. 10 (2).
- (3)** The emergency management program co-ordinator shall co-ordinate the development and implementation of the municipality's emergency management program within the municipality and shall co-ordinate the municipality's emergency management program in so far as possible with the emergency management programs of other municipalities, of ministries of the Ontario government and of organizations outside government that are involved in emergency management. O. Reg. 380/04, s. 10 (3).
- (4)** The emergency management program co-ordinator shall report to the municipality's emergency management program committee on his or her work under subsection (3). O. Reg. 380/04, s. 10 (4).

Emergency management program committee

- 11. (1)** Every municipality shall have an emergency management program committee. O. Reg. 380/04, s. 11 (1).
- (2)** The committee shall be composed of,
- (a) the municipality's emergency management program co-ordinator;
 - (b) a senior municipal official appointed by the council;
 - (c) such members of the council, as may be appointed by the council;
 - (d) such municipal employees who are responsible for emergency management functions, as may be appointed by the council; and
 - (e) such other persons as may be appointed by the council. O. Reg. 380/04, s. 11 (2).
- (3)** The persons appointed under clause (2) (e) may only be,
- (a) officials or employees of any level of government who are involved in emergency management;
 - (b) representatives of organizations outside government who are involved in emergency management;
- or
- (c) persons representing industries that may be involved in emergency management. O. Reg. 380/04, s. 11 (3).
- (4)** The council shall appoint one of the members of the committee to be the chair of the committee. O. Reg. 380/04, s. 11 (4).
- (5)** The committee shall advise the council on the development and implementation of the municipality's emergency management program. O. Reg. 380/04, s. 11 (5).
- (6)** The committee shall conduct an annual review of the municipality's emergency management program and shall make recommendations to the council for its revision if necessary. O. Reg. 380/04, s. 11 (6).

Municipal emergency control group

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

- (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).
- (3) The members of the group shall complete the annual training that is required by the Chief, Emergency Management Ontario. O. Reg. 380/04, s. 12 (3).
- (4) The group shall direct the municipality's response in an emergency, including the implementation of the municipality's emergency response plan. O. Reg. 380/04, s. 12 (4).
- (5) The group shall develop procedures to govern its responsibilities in an emergency. O. Reg. 380/04, s. 12 (5).
- (6) The group shall conduct an annual practice exercise for a simulated emergency incident in order to evaluate the municipality's emergency response plan and its own procedures. O. Reg. 380/04, s. 12 (6).
- (7) If determined necessary as a result of the evaluation under subsection (6), the group shall revise its procedures and shall make recommendations to the council for the revision of the municipality's emergency response plan. O. Reg. 380/04, s. 12 (7).
- (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).

Emergency operations centre

13. (1) Every municipality shall establish an emergency operations centre to be used by the municipal emergency control group in an emergency. O. Reg. 380/04, s. 13 (1).

(2) The emergency operations centre must have appropriate technological and telecommunications systems to ensure effective communication in an emergency. O. Reg. 380/04, s. 13 (2).

Emergency information officer

14. (1) Every municipality shall designate an employee of the municipality as its emergency information officer. O. Reg. 380/04, s. 14 (1).

(2) The emergency information officer shall act as the primary media and public contact for the municipality in an emergency. O. Reg. 380/04, s. 14 (2).

Emergency response plan

15. (1) The emergency plan that a municipality is required to formulate under subsection 3 (1) of the Act shall consist of an emergency response plan. O. Reg. 380/04, s. 15 (1).

(2) An emergency response plan shall,

(a) assign responsibilities to municipal employees, by position, respecting implementation of the emergency response plan; and

(b) set out the procedures for notifying the members of the municipal emergency control group of the emergency. O. Reg. 380/04, s. 15 (2).

PART III

STANDARDS FOR DESIGNATED ENTITIES

Ministry standards apply to designated agencies, boards, commissions, branches

16. (1) Part I applies with necessary modifications to an agency, board, commission or other branch of government designated by the Lieutenant Governor in Council. O. Reg. 380/04, s. 16 (1).

(2) For the purpose of subsection (1), a reference in Part I to a minister or ministry shall be read as a reference to the agency, board, commission or other branch of government and a reference to a deputy minister shall be read as a reference to the chair of the agency, board, commission or the head of the other branch of government. O. Reg. 380/04, s. 16 (2).

17. Omitted (provides for coming into force of provisions of this Regulation). O. Reg. 380/04, s. 17.



By-law No. 2020-61

Being a By-law under the provisions of Section 41 of the Planning Act, R.S.O, 1990, C. 1, as amended, to designate an area of Site Plan Control.

WHEREAS Section 41 of the Planning Act provides that, where in an official plan an area is shown or described as a proposed site plan control area, the council of the local municipality in which the proposed area is situated may, by by-law designate the whole or any part of such area as a site plan control area;

AND WHEREAS the Official Plan for the Corporation of the Township of Dubreuilville enables the municipality to define a Site Plan Control area under Section 41(2) of the Planning Act;

AND WHEREAS Section 41 of the Planning Act provides that no person shall undertake any development in an area designated under a by-law passed under that section without first having received approval;

AND WHEREAS Section 41 of the Planning Act provides that the Council of the Township of Dubreuilville may define any class or classes of development that may be undertaken without approval;

THEREFORE the Council of the Corporation of the Township of Dubreuilville, pursuant to Section 41 of the Planning Act, enacts as follows:

Section 1: Interpretation

The following rules apply to this by-law:

1. Unless otherwise defined, the words, terms and phrases used in this by-law have their normal and ordinary meaning.
2. The Legislation Act, 2006 applies to this by-law.
3. Despite the tense used in a provision,
 - a. every provision of this by-law is to be applied to the circumstances as they exist at the time in question; and

- b. every obligation imposed by this by-law is a continuing one so long as either the use, the circumstances, the reason for the obligation, or the events which caused, precipitated or gave rise to the obligation continue.
4. This by-law may be cited by its by-law number of the "Site Plan Control By-law," and any such citation is to be taken as meaning the by-law as amended.
5. Where a word or term used in this by-law is defined in the Zoning By-law of the Township of Dubreuilville, as amended, the word or term has the same meaning as defined in the Zoning By-law.

Designated Site Plan Control Area

1. The whole of the area located within the territorial limits of the Township of Dubreuilville is hereby designated as an area of site plan control.
2. The approval of plans and drawings in accordance with subsection 41(4) of the Planning Act is required before development is undertaken within the site plan control area described, unless otherwise exempt from approval as set out in this by-law.

Section 2 - Classes of Development Exempt

The following classes of development may be undertaken without site plan control approval:

1. The construction, erection or placing on land of:
 - a. A residential use building that contains a single-detached dwelling, duplex dwelling, semi-detached dwelling, mobile home dwelling, modular dwelling, row or townhouse dwelling containing no more than four units, seasonal dwelling, triplex dwelling, or accessory dwelling.
2. The construction, erection or placing on land of:
 - a. An outdoor commercial patio;
 - b. A building or structure used as part of one or more of the following uses, where the building or structure does not provide accommodations for workers:
 - i. Forestry operation;
 - ii. Mineral extraction operation; or
 - iii. Agricultural use;
 - c. A temporary building or structure if it is:
 - i. Part of a special event or construction on the lot;
 - ii. A garden suite;
 - iii. Used as an office for the sale of residential lots or dwelling units; or
 - iv. A mobile home used as temporary accommodation;
 - d. An accessory building or structure with a gross floor area of less than 200 square metres;
 - e. A utility installation;
 - f. A community garden;
 - g. A farmer's market; or
 - h. A park.
3. The making of an addition to a residential use dwelling, excluding those dwelling types listed in 1(a) above, where the addition does not exceed the greater of:

- a. 55 square metres; or
 - b. 30% of the existing gross floor area of the dwelling, to a maximum of 300 square metres.
4. The making of an addition to any non-residential use building or mixed-use building where the addition does not exceed 30% of the existing gross floor area, to a maximum of 500 square metres.
5. The establishment or expansion of a parking lot, or parking lot accessory to an existing land use, where the number of new parking spaces to be added does not exceed 10 spaces.
6. Alterations to a building where:
 - a. Dwelling units are added to a residential building or converted to a group home, where the proposed building contains no more than four dwelling units, including the added dwelling units;
 - b. A non-residential building is altered to add other non-residential uses where:
 - i. The uses are contained entirely within the existing building;
 - ii. The proposed land uses are permitted in the underlying zone in the Dubreuilville Zoning By-law; and
 - iii. The proposed development is compliant with all applicable zoning provisions in the Dubreuilville Zoning By-law.
 - c. A non-residential building is altered to add residential dwelling units where no more than four dwelling units are proposed.

Section 3 – Replace or Rebuild

Despite Section 2, any development subject to site plan control that is damaged or destroyed by fire or natural hazard may be replaced or rebuilt without the need for site plan approval if it is within the same building envelope that existed before the damages occurred, the use remains the same, and no new dwelling units are added.

Section 4 – Minor Deviations

Minor deviations to a development that has received site plan approval may take place without further approval where written permission is provided by the Township of Dubreuilville.

Section 5 – Repeal of Existing By-law

By-law 88-11 entitled “a by-law under the provisions of Section 40 of the Planning Act, S.O., 1983, C. 1, as amended, to designate a ‘Site Plan Control area’ for the Improvement District of Dubreuilville” is hereby repealed.

Section 6 – Short Title

This by-law may be cited as the Site Plan Control By-law.

That this by-law shall come into full force and take effect immediately upon the passing thereof.

READ a first, second and third time and be finally passed this 25th day of November 2020

Mayor

CAO-Clerk