



## **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 25<sup>th</sup> day of November 2020.

  
\_\_\_\_\_  
MAYOR - BEVERLY NANTEL

  
\_\_\_\_\_  
CAO-CLERK / SHELLEY B. CASEY



## COUNCIL RESOLUTION

Moved By: Luc  
 Seconded By: Hélène

DATE: November 25, 2020  
 Resolution No. 20-322

Whereas that 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, be adopted as presented.

<p style="font-size: 2em; margin: 0;">✓</p> <hr style="border: 0.5px solid black;"/> <p><b>Carried</b></p>	<hr style="border: 0.5px solid black;"/> <p><b>Defeated</b></p>	<hr style="border: 0.5px solid black;"/> <p><b>Deferred</b></p>
--	---	---

RECORDED VOTE:	YES	NO
Councillor Chantal Croft	_____	_____
Councillor Hélène Perth	_____	_____
Councillor Luc Lévesque	_____	_____
Councillor Gérard Lévesque	_____	_____
Mayor Beverly Nantel	_____	_____

Declaration of Pecuniary Interest and General Nature Thereof:

# 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.

Introduction.....	6
Aim .....	6
Site.....	6
Notification of the Community Control Group.....	7
Activation of the Emergency Operations Center .....	8
Operations Cycle .....	9
Chair of CCG Meeting.....	9
CCG Meeting .....	9
Tasks.....	10
Declaration of an Emergency .....	11
Definition of an Emergency.....	11
Who can declare an Emergency.....	11
Action Prior To Declaration.....	11
Why Declare .....	11
Employees Protected .....	12
Municipality Not Relieved of Liability.....	12
Roles and Responsibilities.....	13
Community Control Group.....	13
Log Protocols.....	13
Mayor .....	15
EOC Commander (CAO/Clerk).....	16
CEMC .....	17
Fire Chief .....	18
Ontario Provincial Police.....	19
Emergency Medical Services.....	20
Infrastructure .....	21
Medical Officer of Health .....	22
Support Staff .....	23
EOC Commander’s Assistant.....	23
Master Logger .....	23

Emergency Information Officer.....	23
Evacuation Coordinator .....	24
Finance Officer .....	24
Donations Management Officer .....	25
<b>Requests for Assistance .....</b>	<b>25</b>
Military assistance.....	25
<b>Termination of Declaration.....</b>	<b>26</b>
When to Terminate Declaration .....	26
<b>Recovery.....</b>	<b>27</b>
Critical Infrastructure .....	27
Social Services .....	27
Landfill and Recycling.....	27
Municipal Disaster Recovery Assistance Program .....	28
Disaster Recovery Assistance for Ontarians.....	29
Donations Management .....	29
Debriefing and After Action Report .....	30
Critical Incident Stress Management .....	30
<b>Annex A – CCG Notification Contact List .....</b>	<b>31</b>
<b>Annex B – CCG Notification Message Format/Script.....</b>	<b>32</b>
<b>Annex C - Activity Log IMS 214.....</b>	<b>33</b>
<b>Annex D - Checklist in Consideration of a Declaration of Emergency .....</b>	<b>37</b>
<b>Annex E - Declaration of Emergency .....</b>	<b>41</b>
<b>Annex F – Outside Organizations Contact List.....</b>	<b>42</b>
<b>Annex G - Termination of Declaration of Emergency .....</b>	<b>44</b>
<b>Annex H - Emergency Information Plan .....</b>	<b>45</b>
Purpose .....	45
Emergency Information Officer.....	45
Coordination with Other Agencies.....	45
Authority for the Release of Information .....	45
Spokesperson .....	45
Council.....	45

AlertReady.....	45
Public Inquiry Line .....	46
Public Inquiry Officer.....	46
Emergency Information Centre.....	47
211 Services.....	47
News Conferences.....	47
Fact Sheets .....	47
Social Media .....	47
Website .....	48
Site Visits.....	48
Site Spokesperson .....	48
Local Media .....	48
Internal Staff.....	49
Town Hall Meetings .....	49
List of local media outlets and contact information .....	49
Sample media release .....	51
Media Information Kit.....	52
211.....	54
<b>Annex I - Emergency Telecommunications Plan.....</b>	<b>56</b>
Purpose .....	56
Radios.....	56
Telephone Outages .....	56
Cellular Phones.....	57
Text Messaging.....	57
Social Media Apps .....	57
Power outages.....	57
Sat Phones.....	57
Amateur Radio Emergency Services .....	58
Runners .....	58
911 outages.....	58
Messaging to the public .....	58
<b>Annex J – Emergency Resources .....</b>	<b>60</b>

Annex K – Support Staff and Council Contact List .....	61
Annex L – Non-Government Organizations .....	62
Annex M - Emergency Plan Distribution.....	64
Annex N - Review and Revision of Plan .....	66
Annex N - Definitions .....	67
Annex O – By-Law .....	69
Annex P - Legislation and Regulations.....	70
Emergency Management and Civil Protection Act .....	70
Regulation 380/04.....	84



## 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:

- 1<sup>st</sup> 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 3<sup>rd</sup> 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](http://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](http://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
<b>Mayor</b>	<b>Beverly Nantel</b>			705-941-8342	11 Rue Lacroix, Dubreuilville, ON	<a href="mailto:bnantel@dubreuilville.ca">bnantel@dubreuilville.ca</a>
Alternate	Chantal Croft			705-852-0948	40 Rue des Pin, Dubreuilville, ON	<a href="mailto:ccroft@dubreuilville.ca">ccroft@dubreuilville.ca</a>
<b>CAO/Clerk</b>	<b>Shelley Casey</b>		705-884-2340 x 22	705-852-1310	31 Rue Lacroix, Dubreuilville, ON	<a href="mailto:scasey@dubreuilville.ca">scasey@dubreuilville.ca</a>
Alternate	Suzanne Bouchard		705-884-2340 x 28	705-852-1035	156 Avenue du Parc Dubreuilville, ON	<a href="mailto:sbouchard@dubreuilville.ca">sbouchard@dubreuilville.ca</a>
<b>Fire Chief</b>	<b>Patrick Sigouin</b>		705-884-2340 x 32	705-852-0506	785 Rue des Rosier, Dubreuilville, ON	<a href="mailto:firechief@dubreuilville.ca">firechief@dubreuilville.ca</a>
Alternate						
<b>Infrastructure</b>	<b>Francis DeChamplain</b>		705-884-2340 x 24	705-852-0753	2 rue St-Cecile, Dubreuilville, ON	<a href="mailto:fdchamplain@dubreuilville.ca">fdchamplain@dubreuilville.ca</a>
Alternate						
<b>OPP</b>	<b>Richard Bordin</b>		705-856-2233		34 Pinewood Dr, Wawa, ON	<a href="mailto:Richard.Bordin@opp.ca">Richard.Bordin@opp.ca</a>
Alternate	Derek Shopoff		705-856-2233		34 Pinewood Dr, Wawa, ON	<a href="mailto:Derek.Shoppoff@opp.ca">Derek.Shoppoff@opp.ca</a>
<b>EMS</b>	<b>Anita Kraly</b>		705-856-2303 x 407	705-992-4192		<a href="mailto:akraly@adsab.on.ca">akraly@adsab.on.ca</a>
Alternate	24/7 Duty Officer		1-888-959-9433			
<b>Public Health</b>	<b>Nicole Lindahl</b>		705-255-1451	705-221-0460		<a href="mailto:nlindahl@algotmapublichealth.com">nlindahl@algotmapublichealth.com</a>
Alternate	On-call Manager			705-254-6611		
<b>CEMC</b>	<b>Shelley B. Casey</b>		705-884-2340 x 22	705-852-1310	31 Rue Lacroix, Dubreuilville, ON	<a href="mailto:scasey@dubreuilville.ca">scasey@dubreuilville.ca</a>
Alternate	Suzanne Bouchard		705-884-2340 x 28	705-852-1035	156 Avenue du Parc, Dubreuilville, ON	<a href="mailto:sbouchard@dubreuilville.ca">sbouchard@dubreuilville.ca</a>







### ABOUT IMS 214: Activity Log

<b>Purpose:</b>	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.
<b>Preparation:</b>	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.
<b>Distribution:</b>	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.
<b>Note:</b>	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](mailto: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 <a href="mailto:peocdo01@ontario.ca">peocdo01@ontario.ca</a>  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	<a href="mailto:Marie.klassen@tbaytel.net">Marie.klassen@tbaytel.net</a> <a href="mailto:Karen.Milligan@211ontario.ca">Karen.Milligan@211ontario.ca</a>
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 <a href="mailto:mdscn@mds.mennonite.net">mdscn@mds.mennonite.net</a>

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](mailto: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 2<sup>nd</sup> day at the same time and place).

## List of local media outlets and contact information

<b>Media</b>	<b>Outlet</b>	<b>Contact Information</b>
<b>Radio</b>	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

<b>TV</b>	CTV Northern Ontario	705-674-8301
<b>News Services</b>	Wawa-news.com	Brenda Stockton Wawa-news.com (705) 943-6847 <a href="mailto:brenda@wawa-news.com">brenda@wawa-news.com</a> <a href="mailto:b.grundt@gmail.com">b.grundt@gmail.com</a>
	Canadian News Wire	<a href="http://www.newswire.ca">www.newswire.ca</a>
	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.<sup>1</sup>

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](http://www.211ontario.ca) or [www.211north.ca](http://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.

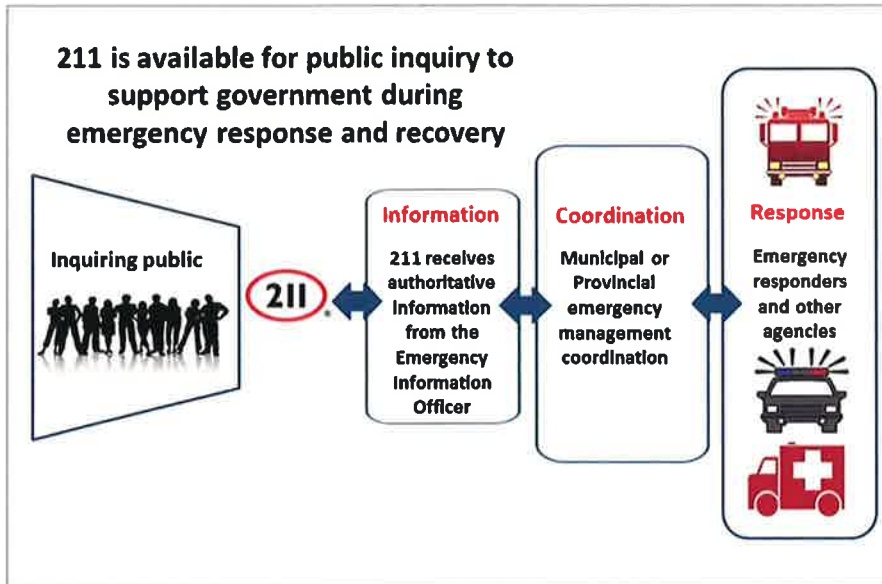
#### 2. 211 (service in Ontario):

- 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.

---

<sup>1</sup> 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 1<sup>st</sup> response service;
  - c. If telephone and cell services are non-functioning, have 1<sup>st</sup> 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 1<sup>st</sup> 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

<b>Resource Required</b>	<b>Company</b>	<b>Contact Information</b>	<b>Additional Information</b>
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

<b>Position</b>	<b>Name</b>	<b>Home #</b>	<b>Work</b>	<b>Cell #</b>
Councillor	Chantal Croft			705-852-0948
Councillor	Hélène Perth			705-852-0931
Councillor	Luc Lévesque			705-852-0331
Councillor	Gérard 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"> <li>Public messaging as a trusted agent</li> <li>Deliver public education to help communities prepare for disasters</li> <li>Help build resiliency</li> <li>Joint exercises and planning with communities</li> </ul>	<ul style="list-style-type: none"> <li>Registration, Family reunification, Emergency food, clothing and shelter services, medical care and psychosocial support</li> <li>Reception Center and Shelter Management province-wide</li> <li>Coordinate with all levels of government</li> <li>Volunteer management and mobilization</li> </ul>	<ul style="list-style-type: none"> <li>Support to self-recovery (direct aid and community initiatives), shelter and lodging services and supports, Livelihood and small business support</li> <li>Case management, cash transfer programs, community grant programs and community engagement</li> <li>Donation management</li> <li>Volunteer management</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing Case Management (as required)</li> </ul>
	<ul style="list-style-type: none"> <li>Training (internal curriculum &amp; through EMO)</li> <li>Participation in joint exercises</li> <li>Frequent deployment &amp; conditioning</li> <li>Integration in routine response procedures with partner agencies.</li> <li>Public messaging as a trusted agent</li> </ul>	<ul style="list-style-type: none"> <li>Feeding (up to 10,000 people)</li> <li>CISM Debriefings</li> <li>Clothing Distribution</li> </ul>	<ul style="list-style-type: none"> <li>Feeding (Survivors, Responders and Volunteers)</li> <li>CISM Debriefings (as needed)</li> <li>Clothing Distribution</li> </ul>	
	<ul style="list-style-type: none"> <li>Lighthouse Church &amp; Teams Program</li> <li>Training of Site Leadership</li> <li>Public messaging as a trusted agent</li> </ul>	<ul style="list-style-type: none"> <li>Disaster Assessment Team Deployments</li> <li>Deployment of Leadership Teams and Assets</li> <li>Engagement with Provincial, Regional EM Coordinators</li> <li>Engagement with Municipal EM Coordinator &amp; ESS</li> </ul>	<ul style="list-style-type: none"> <li>Home &amp; Property Clean-Up and Reclamation</li> <li>Roof Tarping</li> <li>Mold Abatement (flood events)</li> <li>Episodic Volunteer Management</li> <li>Rapid Response Chaplaincy</li> </ul>	<ul style="list-style-type: none"> <li>Assist Long Term Recovery Organizations to develop definite recovery systems and programs</li> <li>Assist LTRO with initial Case Management Information</li> </ul>
	<ul style="list-style-type: none"> <li>Public messaging as a trusted agent</li> <li>Create study material 'Preparing for Disaster'</li> </ul>	<ul style="list-style-type: none"> <li>MDS Executive assess disaster situation to determine response needs in collaboration with partner agencies</li> <li>Volunteers with equipment and volunteers</li> </ul>	<ul style="list-style-type: none"> <li>Cleanup and debris removal of residences after floods and windstorms</li> <li>Works in collaboration with partner agencies</li> <li>Recovery assessment &amp; physical &amp; emotional support</li> </ul>	<ul style="list-style-type: none"> <li>Repair and rebuilding of owner-occupied homes after floods, windstorms and fires if owner cannot with own resources</li> <li>Collaboration and nurturing of Long-Term Recovery Orgs</li> <li>MDS does not supply building supplies</li> </ul>
	<ul style="list-style-type: none"> <li>Regional Managers (USA &amp; Canada) meet semi-annually</li> <li>Personnel Resource Management allocations aligned</li> <li>Public messaging as a trusted agent</li> <li>Monthly coordination calls</li> </ul>	<ul style="list-style-type: none"> <li>Regional Managers assess disaster situation (on-site if possible) to determine how World Renew could respond</li> <li>Some capability for Rapid Response: e.g. tree limb removal, muck-out</li> </ul>	<ul style="list-style-type: none"> <li>Volunteer Support for Clean-Up efforts (usually in partnership with SPC or MDS)</li> </ul>	<ul style="list-style-type: none"> <li>Assist in minor or major repairs and home rebuilding</li> <li>Provide community needs assessment</li> <li>Assist Long Term Recovery Organizations to develop definite recovery systems and programs</li> </ul>
	<ul style="list-style-type: none"> <li>Internal / External Exercises</li> <li>Public education, training and products to encourage personal self-sufficiency and community resiliency</li> <li>Public messaging as a trusted agent</li> </ul>	<ul style="list-style-type: none"> <li>Evacuation Centre First Aid</li> <li>Medical first response and health care support services</li> <li>Assist with transportation of ill, injured, or vulnerable persons</li> <li>Health-related screening and residential inspections</li> <li>Assist in the evacuation of hospitals and other health care facilities</li> </ul>	<ul style="list-style-type: none"> <li>Assisting in the search for missing or lost persons</li> </ul>	
	<ul style="list-style-type: none"> <li>Public messaging as a trusted agent</li> <li>Provide communities and individuals with awareness and education on being prepared for emergency situations</li> </ul>	<ul style="list-style-type: none"> <li>Deploys a team of professionals to assist with sheltering and evacuating animals</li> </ul>	<ul style="list-style-type: none"> <li>Will assist in the reunification of animals and their owners</li> </ul>	
	<ul style="list-style-type: none"> <li>Public messaging as a trusted agent</li> <li>Personal preparedness workshops for members</li> <li>Church preparedness and safety plans</li> <li>Volunteer training and equipping</li> </ul>	<ul style="list-style-type: none"> <li>In kind donation management</li> <li>Crisis Care (trauma counselling)</li> <li>Volunteer management</li> </ul>	<ul style="list-style-type: none"> <li>In kind donation management</li> <li>Crisis Care (trauma counselling)</li> <li>Volunteer management</li> </ul>	

For more information on each NGO please visit their websites:

[www.redcross.ca](http://www.redcross.ca)

[www.Salvationarmy.ca](http://www.Salvationarmy.ca)

[www.samaritanspurse.ca](http://www.samaritanspurse.ca)

[www.mds.mennonite.net](http://www.mds.mennonite.net)

[www.worldrenew.net](http://www.worldrenew.net)

[www.sja.ca](http://www.sja.ca)

[www.ontariospca.ca](http://www.ontariospca.ca)

[www.acscentre.ca](http://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:

<b>Agency</b>	<b>Number of Copies</b>	<b>Copy Numbers</b>	<b>Restrictions</b>
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.

#### CONTENTS

<a href="#">1.</a>	Definitions
<a href="#">2.</a>	Administration of Act
<a href="#">2.0.1</a>	Cabinet advisory committee
<a href="#">2.1</a>	Municipal emergency management programs
<a href="#">3.</a>	Municipal emergency plan
<a href="#">4.</a>	Declaration of emergency
<a href="#">5.</a>	Conformity with upper-tier plan
<a href="#">5.1</a>	Emergency management programs of provincial government bodies
<a href="#">6.</a>	Emergency plans of provincial government bodies
<a href="#">6.1</a>	Chief, Emergency Management Ontario
<a href="#">6.2</a>	Emergency plans submitted to Chief
<a href="#">7.</a>	Definitions
<a href="#">7.0.1</a>	Declaration of emergency
<a href="#">7.0.2</a>	Emergency powers and orders
<a href="#">7.0.3</a>	Powers of the Premier
<a href="#">7.0.4</a>	Delegation of powers
<a href="#">7.0.5</a>	Proceedings to restrain contravention of order
<a href="#">7.0.6</a>	Reports during an emergency
<a href="#">7.0.7</a>	Termination of emergency
<a href="#">7.0.8</a>	Revocation of orders
<a href="#">7.0.9</a>	Disallowance of emergency by Assembly
<a href="#">7.0.10</a>	Report on emergency
<a href="#">7.0.11</a>	Offences
<a href="#">7.1</a>	Orders in emergency
<a href="#">7.2</a>	Orders, general
<a href="#">8.</a>	Lieutenant Governor in Council to formulate plan
<a href="#">8.1</a>	Other emergency plans
<a href="#">9.</a>	What plan may provide
<a href="#">10.</a>	Public access to plans
<a href="#">11.</a>	Protection from action
<a href="#">12.</a>	Right of action
<a href="#">13.</a>	Agreements
<a href="#">13.1</a>	Action not an expropriation
<a href="#">14.</a>	Standards for emergency management programs and emergency plans
<a href="#">15.</a>	Crown bound

## 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).

**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.