

The Corporation of the Township of East Garafraxa

By-law 64-2022

Emergency Management By-law

A By-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the *Emergency Management and Civil Protection Act*

WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and (the “Act”) Ontario Regulation 380/04 (the “Reg”) every municipality in the Province of Ontario is required to:

- Develop and implement an emergency management program, which shall consist of:
 - an emergency plan;
 - 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;
 - public education on risks to public safety and on public preparedness for emergencies; and
 - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the council as its emergency management program coordinator;
- Establish an emergency management program committee;
- Establish an emergency control group;
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer;

AND WHEREAS it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

AND WHEREAS the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

NOW THEREFORE the Council of the Township of East Garafraxa hereby enacts as follows:

Emergency Management Program

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and Regulation(s) and international best practices, including the five components of emergency management, namely: prevention, mitigation, preparedness, response and recovery, and such program shall include:
 - a. 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;
 - b. public education on risks to public safety and on public preparedness for emergencies; and
 - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.

2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

Emergency Response Plan

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and Regulation(s) and international best practices, and which is attached hereto as Schedule A is hereby adopted (the "Plan").
4. The Plan shall be reviewed annually by the CEMC and the municipality's Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as ancillary plans to address emerging risks, personnel changes, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, municipal employees and/or the Emergency Control Group may take such action under the Plan as may be required to protect the health, safety and welfare of the inhabitants of the municipality, property, the environment, and/or the local economy.

Community Emergency Management Coordinator

6. Pursuant to the Emergency Management Services Agreement dated February 13, 2020, attached hereto as Schedule B, the Community Emergency Management Coordinator (CEMC) for the County of Dufferin is hereby appointed as the municipality's primary CEMC. The CEMC shall be responsible for the emergency management program for the municipality including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act and Regulation(s).
7. The Chief Administrative Officer (CAO) is/are hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

Emergency Management Program Committee

8. The persons from time to time holding the following positions in the municipality, or their designates, shall be members of the Emergency Management Program Committee:
 - a. Chief Administrative Officer (CAO)
 - b. CEMC and Alternates CEMCs (Chair)
 - c. Director of Public Works
9. The CEMC is hereby appointed as chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall meet annually and shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

Municipal Emergency Control Group

11. The persons from time to time holding the following positions in the municipality, or their designates, shall be members of the Municipal Emergency Control Group (MECG):
 - a. Mayor/Head of Council
 - b. Deputy Mayor
 - c. Chief Administrative Officer
 - d. Community Emergency Management Coordinator (CEMC)
 - e. Treasurer
 - f. Clerk

- g. Director of Public Works
- h. Foreman - Public Works

Emergency Operations Centre

12. A primary and an alternate Emergency Operations Centre have been established for use by the MEOG in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in an annex to the Plan.

Emergency Information Officer


13. The Chief Administrative Officer (CAO) is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency.

Administration

14. The Plan shall be made available to the public for inspection and copying at the Administration Office, 065371 Dufferin County Road 3, Unit 2, East Garafraxa, ON L9W 7J8 during regular business hours, and shall be available on the Municipal website.
15. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.
16. By-law 68-2021 is hereby repealed.

BY-LAW READ A FIRST AND SECOND TIME THIS 13th DAY OF DECEMBER 2022

BY-LAW READ A THIRD TIME AND PASSED THIS 13th DAY OF DECEMBER 2022


Clerk


Head of Council

2021

EMERGENCY RESPONSE PLAN



This document is approved for public distribution.

ATTENTION!

If you have been notified of an emergency situation but have not read this plan:

Follow the immediate actions below:

If you were alerted and placed on **STAND-BY**, your services may be required soon. Ensure that you have everything you will need to function in your role and ensure that you are well rested and fit for duty.

If you were **ACTIVATED** you should immediately make your way to the location that you were given when notified. Ensure that you have the required items to meet the demands of your position.

If you are ***not able to respond***, please notify the caller or the Community Emergency Management Coordinator so that an alternate can be arranged.

Important Contacts

CEMC: _____

CAO: _____

Head of Council: _____

Other: _____

Other: _____

Other: _____

Full contact details are included in Annex 001

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1 INTRODUCTION

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

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

1.1 Community Risk Profile

The community risk profile¹ details community vulnerabilities and capacities as determined through a Hazard Identification and Risk Assessment process.

1.1.1 Identified Risks for the County of Dufferin and Member Municipalities

The Hazard Identification and Risk Assessment (HIRA)² process identified the following situations as the potential risks to all or part of Dufferin County.

- Cyber Attack
- Dam Failures
- Drought
- Explosions and Fires
- Extreme Cold
- Extreme Heat
- Flooding
- Forest Fires
- Hazardous Materials Spills
- High Winds
- Ice Storms
- Pandemics
- Power Outages
- Severe Summer Storms
- Severe Winter Storms
- Tornadoes
- Transportation Accidents

2 PURPOSE

The County of Dufferin and each of the Member Municipalities herein referred to as the 'Municipality', have developed this emergency response plan (ERP)³ in accordance with the *EMCPA, RSO 1990, Ontario Regulation 380/04 and local by-laws*.

¹ In developing its emergency management program, every municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. *EMCPA R.S.O. 1990, c.3, s.5.1(2)*

² A structured process for identifying those hazards which exist within a selected area and defining their causes and characteristics.

³ A plan developed and maintained to direct an organization's external response to an emergency.

This emergency response plan has been prepared to facilitate a controlled and coordinated response to any type of emergency occurring within or affecting the Municipality⁴.

This ERP is an important component of an integrated emergency management program, which works within the parameters outlined by the Emergency Management Doctrine for Ontario.

The aim of this plan is to provide key officials, agencies and the municipal departments with an overview of their collective and individual responsibilities in an emergency.

This plan also makes provisions for the extraordinary arrangements and measures that may have to be taken to safeguard the health, safety, welfare and property of the inhabitants of the Municipality.

In order to protect residents, businesses, visitors and the economic well-being of the Municipality a coordinated emergency response by a number of agencies under the direction of the Emergency Control Group (ECG)⁵ may be required.

The arrangements and procedures in this emergency response plan are distinct from the normal, day-to-day operations carried out by emergency services.

This ERP does not provide direction for site specific health and safety issues such as fire alarms, workplace violence, etc.

The annexes to this ERP contain essential and supporting information, which is confidential, and they shall be maintained separate from this document.

2.1 Authority

The ***Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, Ontario Regulation 380/04*** and local by-laws provide the legal authority for this emergency response plan⁶.

⁴ "Municipality" means a geographic area whose inhabitants are incorporated (Municipal Act).

⁵ 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.

⁶ *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).*

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).

The ***Municipal Act, 2001, S.O. 2001, c. 25*** details the specific powers of municipalities.

2.1.1 Action Prior to a Declaration of Emergency

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

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

2.2 Application and Scope

This ERP applies to the County of Dufferin and each of the eight (8) member municipalities located therein.

This plan supersedes and replaces all previous plans for emergency response enacted by the County of Dufferin, the Township of Amaranth, Township of East Garafraxa, Town of Grand Valley, Township of Melancthon, Town of Mono, Township of Mulmur, Town of Orangeville and the Town of Shelburne.

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

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

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

2.3 Coordination of Program by the County of Dufferin

The County of Dufferin will coordinate the legislated components of the emergency management program⁷ for each of the member municipalities through a shared services agreement.

2.4 Community Emergency Management Coordinator (CEMC)

The Community Emergency Management Coordinator for the County of Dufferin may be appointed as the primary CEMC for each member municipality⁸. In the absence of the primary CEMC the municipality shall appoint an alternate CEMC to assume all responsibilities outlined in this plan⁹.

The CEMC will monitor potential and impending threats¹⁰ that may impact the health, safety or economic stability across Dufferin County.

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

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

2.5 24/7 Notification of Incidents

Given the unpredictable nature of emergencies and the likelihood of an 'after-hours' request for assistance a 24/7 On-Call protocol has been established.

The On-Call protocol can be activated for any member municipality by contacting the 24/7 telephone number listed in the Emergency Contact List.

⁷ A risk-based program consisting of prescribed elements that may include prevention, mitigation, preparedness, response and recovery activities.

⁸ In accordance with County of Dufferin By-Law 2004-60.

⁹ Every municipality shall designate an employee of the municipality or a member of the council as its emergency management program co-ordinator. O. Reg. 380/04, s. 10 (1).

The emergency management program coordinator shall complete the training that is required by the Chief, Office of the Fire Marshal and Emergency Management. O. Reg. 380/04, s. 10 (2).

¹⁰ A person, thing or event that has the potential to cause harm or damage.

2.6 Notification of Senior Municipal Official

In the event of a real or potential emergency requiring the notification of an ECG, any member of the affected ECG or the Incident Commander¹¹ may initiate the activation procedure by notifying the appropriate Senior Municipal Official (see Emergency Contact List).

In the event of an imminent or occurring emergency the Senior Municipal Official¹² shall be notified if the incident commander determines that one of the following criteria is present;

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

In the event that the CEMC has not been notified of an incident the Senior Municipal Official will notify the CEMC.

2.7 Plan Testing, Maintenance and Review

2.7.1 Annual testing

This ERP will be tested for effectiveness through emergency exercises¹³ on an annual basis.

2.7.2 Annual Review

This plan will be reviewed annually for accuracy by the Emergency Management Program Committee¹⁴ and will be revised as required.

2.8 Additional Emergency Response Plans and Procedures

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

¹¹ The entity/individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority for conducting incident operations and is responsible for the management of all incident operations.

¹² The municipal employee with overall responsibility for all municipal functions.

¹³ A simulated emergency in which players carry out actions, functions, and responsibilities that would be expected of them in a real emergency. Exercises can be used to validate plans and procedures, and to practice prevention, mitigation, preparedness, response, and recovery capabilities.

¹⁴ A management team that oversees the development, implementation and maintenance of an organization's emergency management program.

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

2.9 Approval of Amendments by Council

Amendments to the plan require formal Council approval from all member municipalities and the Council for the County of Dufferin.

Formal Council approval is not required for the following:

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

2.10 Flexibility

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

3 EMERGENCY CONTROL GROUP (ECG)

The Emergency Control Group¹⁵ is responsible for initiating, coordinating and implementing the emergency response plan through the use of the Incident Management System. The Emergency Control Group, at both the lower and upper tier, is responsible for the following:

- Coordinate municipal operations prior to, during and after the emergency;
- Prioritize municipal operations;
- Support the response to the incident(s).

3.1 Activating the Municipal Emergency Control Group (MECG)

The MECG will be activated¹⁶ under the following conditions:

- A member of the ECG requests activation;
- When there is a significant risk to the health, safety or well-being to members of the community.
- When municipal facilities and/or critical infrastructure are threatened or an extraordinary demand is placed on municipal resources, or;
- When an emergency situation is anticipated to impact or is occurring within the municipality.

3.2 Activating the County Emergency Control Group (CECG)

The CECG will be activated under the following conditions:

- A member of the County ECG requests activation;
- When one or more member municipalities request assistance with coordination, planning, resource management, etc.
- When County facilities and/or critical infrastructure are threatened or an extraordinary demand is placed on County resources, or;
- When an emergency situation requires resources that are specific to the County's sphere of jurisdiction¹⁷ as detailed in the Municipal Act or which are assigned to the upper-tier under any other current statute.

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

¹⁶ Decisions and actions taken to implement a plan, a procedure or to open an emergency operations centre.

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

3.3 Emergency Control Group (ECG) Membership

The composition of each ECG¹⁸ is detailed in a table below.

In the Municipality where the Head of Council is also serving as the Warden or Deputy Warden for the County of Dufferin, and the Warden is required to attend the County EOC, the Deputy Mayor will assume the role of Head of Council for the municipality.

Any other officials, experts or representatives from the public or private sector¹⁹ as deemed necessary by the ECG may be appointed to the group on an as needed basis.

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

3.3.1 ECG Composition by Municipality

Amaranth	East Garafraxa	Grand Valley
<ul style="list-style-type: none">• CAO/Clerk• CEMC• Director - Public Works	<ul style="list-style-type: none">• CAO/Clerk• CEMC• Director - Public Works	<ul style="list-style-type: none">• CAO/Clerk• CEMC• Deputy Clerk• Fire Chief• OPP Inspector
Melancthon	Mono	Mulmur
<ul style="list-style-type: none">• CAO/Clerk• CEMC• Director - Public Works	<ul style="list-style-type: none">• CAO/Clerk• CEMC• Director - Public Works	<ul style="list-style-type: none">• CAO/Clerk• CEMC• Director - Public Works• Fire Chief• OPP Inspector
Orangeville	Shelburne	Dufferin
<ul style="list-style-type: none">• CAO• CEMC• GM – Corporate Services• GM – Community Services• GM – Infrastructure Services• Fire Chief	<ul style="list-style-type: none">• CAO/Clerk• CEMC• Director - Public Works	<ul style="list-style-type: none">• CAO• CEMC• Director – Corporate Svcs• Director – Community Svcs• Director – Public Works• Director – Development• Administrator – Dufferin Oaks• Chief, Paramedic Svcs• Manager, Human Resources

¹⁸ (2) The emergency control group shall be composed of, (a) such officials or employees of the municipality as may be appointed by the council; and

(b) such members of council as may be appointed by the council. O. Reg. 380/04, s. 12 (2).

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

1. Officials or employees of any level of government who are involved in emergency management.

2. Representatives of organizations outside government who are involved in emergency management.

3. Persons representing industries that may be involved in emergency management. O. Reg. 380/04, s. 12 (8).

3.3.2 ECG Alternates

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

3.4 Activation Procedure

In the event of an imminent or occurring emergency requiring the activation of an ECG, at either the municipal or county level, any member of the affected ECG or the Incident Commander may initiate the activation procedure by notifying the Senior Municipal Official or designated alternate.

When ECG activation is required:

- Incident Commander will immediately contact the Senior Municipal Official of the affected municipality.
- The Senior Municipal Official will contact the Community Emergency Management Coordinator to initiate the emergency notification procedures.

When two or more municipalities are affected, the County of Dufferin's ECG may be activated and shall include the Senior Municipal Official, or a designate, for the affected municipalities.

3.5 Emergency Control Group Notification

When activating the Emergency Control Group it is important to ensure all members are contacted even if they are not required to attend the Emergency Operations Centre²⁰.

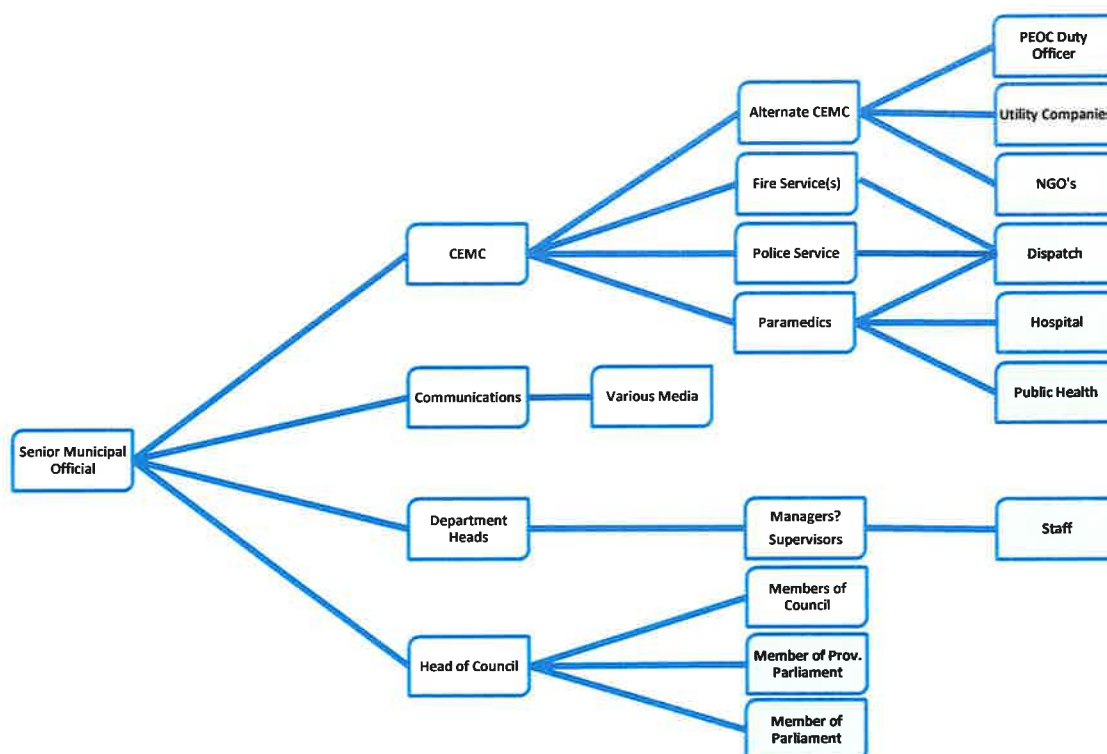
All emergency contact information is located in the Emergency Contact List.

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

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

3.6 Notification Roadmap

Initial awareness of an incident may occur at any level within the municipality. For this reason it is reasonable to expect that a person may have to make notifications up and down the contact list.



Note: Shaded contacts are only notified if required.

3.7 Emergency Control Group (ECG) Authority

In the event of an emergency or impending emergency, whether declared²¹ or not, the ECG is authorized to:

- Initiate, coordinate, direct and otherwise bring about the implementation of this emergency response plan and undertake such other activities as they consider necessary to address the emergency

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

- Expend funds for the purpose of responding to and recovering from the emergency, including obtaining and distributing emergency materials, equipment and supplies, notwithstanding the requirements of any by-law governing the commitment of funds and the payment of accounts.
- Obtain volunteer support from public agencies and other persons as considered necessary and to indemnify such agencies, their personnel and other persons engaged in response efforts which have been authorized and are consistent with the emergency response plan, from liability for any acts or omissions resulting from any actions taken pursuant to this emergency response plan.

3.8 Delegation of Authority

3.8.1 Head of Council – County of Dufferin

In the absence of the Head of Council the Chair of the General Government Services Committee will assume the responsibilities of the Head of Council under this plan.

Should both the Head of Council for the County of Dufferin and their designated alternate be absent or unavailable during an emergency the most recent past Head of Council, who is still serving on council, will assume the responsibilities of the Head of Council until such time as the current Head of Council or alternate can assume the role.

3.8.2 Head of Council – Member Municipality

In the absence of the Head of Council, the Deputy Mayor or designated alternate will assume the responsibilities of the Head of Council under this plan.

Should both the Mayor and the designated alternate of a municipality be absent or unavailable, and where the council has not adopted a succession plan by by-law, the council will appoint an interim Head of Council until such time as the current Head of Council or alternate can assume the role.

3.9 Declaration of an Emergency

The Head of Council, or designate, of the Municipality has the legislative authority²² to declare an emergency to exist in all or any part of the municipality. The declaration of an emergency permits for the taking of such action and making of such orders as is necessary to implement the emergency response plan and to protect the health, safety, welfare and

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

property of inhabitants in the emergency area. Such actions and orders shall not be contrary to law.

The ***Municipal Act, 2001, S.O. 2001, c. 25*** provides the legislative authority and spheres of jurisdiction for municipal actions and orders²³.

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

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

General and Continuity of Government

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

Legal

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

Operational

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

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

- ❑ Could you receive evacuees from another community?

Economic and Financial

- ❑ Does it pose a disruption to routine transportation, rerouting large numbers of people and vehicles?
- ❑ Could it have a long term impact on the economic viability/sustainability resulting in unemployment, or lack of restorative measures necessary to re-establish commercial activity?
- ❑ Is it possible that the municipality may take legal action against a specific person, corporation, or other party that caused the emergency to occur?

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

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

- ❑ The public
- ❑ All members of Council
- ❑ All Heads of Council within Dufferin County
- ❑ Provincial Emergency Operations Centre
- ❑ All contiguous municipalities
- ❑ Local Member of the Provincial Parliament (MPP)
- ❑ Local Member of Parliament (MP)

3.10 Delegation of Council Authority

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

The authority delegated to the Head of Council shall be utilized in accordance with the following criteria;

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

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

3.11 Role of Elected Council Members

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

3.12 Termination of an Emergency

A municipal emergency may be terminated at any time.²⁴ When terminating an emergency, the Head of Council will complete the appropriate Termination of Declared Emergency form, and will ensure the following are notified:

- ☐ The public
- ☐ All members of Council
- ☐ All Heads of Council within Dufferin County
- ☐ Provincial Emergency Operations Centre
- ☐ All contiguous municipalities
- ☐ Local Member of the Provincial Parliament (MPP)
- ☐ Local Member of Parliament (MP)

²⁴ The head of council or the council of a municipality may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (2).

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

3.13 After-Action Report

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

- The justification for having exercised the delegated authority
- An outline of the actions taken
- Recommendations of lessons learned arising from the emergency

3.14 Public Health Emergencies

The local public health authority is the lead agency during a public health emergency in Dufferin County. The primary responsibilities of the Medical Officer of Health and the health authority are:

- Immediately notify the Senior Municipal Official or the Community Emergency Management Coordinator of any public health emergencies
- Act as Incident Commander or as part of a Unified Command²⁵ structure, in response to a human health emergency
- Activate the Public Health Response Plan as required
- Work with the Emergency Information Officer²⁶ to prepare information/instructions for dissemination to the media pertaining to public health risk reduction.
- Consult on the safe disposal of biohazardous and/or other dangerous material that may affect public health
- Coordinate vaccine management and implement mass immunization plan, as required
- Advise the ECG on potability of water supplies and sanitation facilities, as required
- Liaise with the Ministry of Health and Long-Term Care - Public Health Division
- Consult with the coroner on temporary morgue facilities as required
- Coordinate local community medical resources (family health teams, hospitals, etc.) in response to the emergency
- Fulfill legislative mandate of the Medical Officer of Health as outlined in provincial legislation
- Provide direction on any matters which may adversely affect public health
- Coordinate on preventing human health risks in evacuation centres/shelters including areas of food preparation, infection prevention and control, water quality, and sanitation
- Maintain records of all actions taken
- Participate in post-emergency debriefings

²⁵ A structure that brings together the major organizations involved in the incident in order to coordinate an effective response, while at the same time allowing each to carry out their own jurisdictional, legal, and functional responsibilities.

²⁶ An individual responsible for acting as the primary public and media contact for emergency information requirements.

3.14.1 Municipal Support to Public Health

At the request of the Medical Officer of Health or an authorized representative the municipality will endeavor to provide all reasonable resources in support of a response to a public health risk.

3.14.2 Public Health Emergency Declaration

The legislated authority to declare any type of emergency in a municipality belongs to the Head of Council. In the event of a public health related emergency the Medical Officer of Health may request that Head of Council declare an emergency to assist in mitigating the effects of such emergency.

3.14.3 Public Health Orders

The *Health Protection and Prevention Act* grants the Medical Officer of Health or a public health inspector the authority to issue written orders²⁷ to decrease or eliminate hazards to the public's health.

An order issued under this section by the Medical Officer of Health or a public health inspector may include²⁸, but is not limited to,

- ☐ requiring the vacating of premises;
- ☐ requiring the closure of premises or a specific part of the premises;
- ☐ requiring the placarding of premises;
- ☐ requiring the correction of conditions, on or about premises specified in the order;
- ☐ requiring the removal of anything that the order states is a health hazard;
- ☐ requiring the cleaning and/or disinfecting, of the premises or the thing;
- ☐ requiring the destruction of a thing;

²⁷ **13** (1) A medical officer of health or a public health inspector, in the circumstances mentioned in subsection (2), by a written order may require a person to take or to refrain from taking any action that is specified in the order in respect of a health hazard. R.S.O. 1990, c. H.7, s. 13 (1).

(2) A medical officer of health or a public health inspector may make an order under this section where he or she is of the opinion, upon reasonable and probable grounds,

(a) that a health hazard exists in the health unit served by him or her; and

(b) that the requirements specified in the order are necessary in order to decrease the effect of or to eliminate the health hazard. R.S.O. 1990, c. H.7, s. 13 (2).

²⁸ R.S.O. 1990, c. H.7, s. 13 (4).

- ☐ prohibiting or regulating the manufacturing, processing, preparation, storage, handling, display, transportation, sale, offering for sale or distribution of any food or thing;
- ☐ prohibiting or regulating the use of any premises or thing.

3.14.4 Communicable Disease Order

A medical officer of health has the authority²⁹ under the *Health Protection and Promotion Act* to require a person, or a class of persons, to take or to refrain from taking actions when a communicable disease exists, may exist or when there is an immediate risk of an outbreak of a communicable disease outbreak within their jurisdiction. An order under this section may include, but is not limited to,

- ☐ Closure of a premises or a specific part of the premises;
- ☐ placarding of premises to give notice of an order;
- ☐ requiring any person that may have a communicable disease to isolate and remain in isolation from other persons;
- ☐ requiring the cleaning and/or disinfecting of a premises or thing;
- ☐ requiring the destruction of a thing;
- ☐ requiring a person, or persons, to submit to an examination by a physician;
- ☐ requiring a person, or persons, to place themselves under the care of a physician;
- ☐ requiring a person, or persons, to conduct themselves in such a manner as not to expose another person to infection.

3.14.5 No Requirement for Emergency Declaration

The authority of the Medical Officer of Health is not contingent on a municipal declaration of emergency.

²⁹ 22 (1) A medical officer of health, in the circumstances mentioned in subsection (2), by a written order may require a person to take or to refrain from taking any action that is specified in the order in respect of a communicable disease. R.S.O. 1990, c. H.7, s. 22 (1).

4 MUTUAL ASSISTANCE

4.1 Background

When a municipality's own resources are overwhelmed or at risk of being overwhelmed, the municipality may choose to request assistance from one or more other Municipalities.

There is no requirement to declare an emergency before a request can be made for assistance however, the requesting and/or assisting municipalities can do so should they believe it to be necessary.

Mutual Aid Agreements as well as Mutual Assistance Agreements ensure that the additional resources required to effectively manage an emergency are available from another municipality or agency.

Mutual Aid Agreements – Fire Services

The request to execute the County of Dufferin Fire Mutual Aid Plan³⁰ will be the responsibility of the Senior Official - Fire Services or the County Fire Coordinator and is separate from this plan.

Mutual Assistance Agreements – Close Municipalities

The County of Dufferin maintains agreements similar to this with several nearby municipalities. Currently Mutual Assistance Agreements³¹ exist between Dufferin County and:

- Bruce County;
- Simcoe County;
- Wellington County, and;
- The Town of Caledon.

4.2 Objectives

This plan will ensure that a process for requesting and providing assistance within Dufferin County exists. Such assistance may include services, personnel, equipment and materials. These agreements enable municipalities, in advance of an emergency, to set the terms and conditions of the assistance which may be requested or provided.

³⁰ An agreement developed between two or more emergency services to render aid to the parties of the agreement. These types of agreements can include private sector emergency services when appropriate.

³¹ An agreement developed between two or more jurisdictions to render assistance to the parties of the agreement. Jurisdictions covered with these types of agreements could include neighbouring, cities, regions, provinces or nations.

4.3 Purpose

A mutual assistance agreement ensures that municipalities requesting and providing assistance are not hampered by negotiating terms and conditions at the time of an emergency and may request, offer or receive assistance according to the predetermined and mutually agreed to arrangements.

4.4 Activation

Requests for mutual assistance shall be made by the Senior Municipal Official of the requesting municipality to the Senior Municipal Official of the assisting municipality.

4.5 Notifications

When the Senior Municipal Official or his/her designate activate this agreement the following personnel will be notified:

- ☐ Community Emergency Management Coordinator
- ☐ Emergency Control Group
- ☐ Head of Council

Contact information for the above personnel can be found in the Emergency Contact List.

4.6 Procedure - Requesting Assistance

Upon determining that the need for mutual assistance exists the Senior Municipal Official will:

- ☐ Contact those municipalities that are party to this agreement and which may have the resources required to request assistance.
- ☐ Within three (3) days provide the details of the request in writing to any assisting municipality. See Appendix A below.
- ☐ Liaise with assisting municipality often.

4.7 Providing Assistance

Upon receiving a request from a municipality that is a party to this agreement the Senior Municipal Official of the assisting municipality will:

- ☐ Determine the capacity to provide the requested assistance
- ☐ Approve or deny the request
- ☐ If assistance is to be provided, direct staff to provide the requested assistance
- ☐ Liaise with the requesting municipality often

4.8 Mutual Assistance within the County of Dufferin

Any member municipality may request assistance from the County at any time by contacting the CEMC who will consult with the County's Senior Municipal Official. A request for assistance from the County shall not be deemed a request that the County assume authority or control of the emergency; the County's role will be one of support and assistance.

The County of Dufferin is not empowered to direct the activities of a local municipality in responding to an emergency, without the consent of the municipality(s) involved.

4.8.1 Forms of Assistance

The member municipalities and the County of Dufferin agree that in an emergency, any party to this ERP may request assistance in the form of personnel, services, equipment, or material from the other parties.

4.8.2 Requesting Assistance

The request for assistance shall be made by the Senior Municipal Official (SMO) of the requesting municipality to the SMO of the assisting municipality. The municipality may make the initial request for assistance verbally, however, any request for assistance shall be confirmed in writing by the requesting municipality within three (3) days of the initial request.

4.8.3 Scope of Assistance Required

Each request, where possible, shall set out the specific personnel, services, equipment or material that is requested, and which the assisting municipality is able to provide. The assisting municipality may request such reasonable additional information as it considers necessary to confirm the nature of the emergency and to assess the type, scope, nature and amount of assistance to be provided.

4.8.4 No Obligation to Provide Assistance

Nothing in this ERP shall require or obligate or be construed to require or obligate a municipality to provide assistance. Each municipality shall retain the right to refuse the request to provide assistance, and the right to offer options to the assistance that has been requested.

4.8.5 No Liability

No liability shall arise against the assisting municipality if it fails, for any reason whatsoever, to respond to a request for assistance made under this plan.

4.8.6 Limitations on Scope of Assistance

When assistance has been offered or provided by the assisting municipality, the Assisting Municipality is not obligated to provide any additional assistance or to do anything or take any action beyond that which is specifically agreed to in the request for assistance

4.8.7 Withdrawal of Assistance

Nothing in this ERP shall prevent the assisting municipality, in its sole discretion, from withdrawing any or all assistance provided to the Assisted Municipality. Any withdrawal of assistance by the Assisting Municipality shall be made only upon at least forty-eight (48) hours' notice to the Assisted Municipality, unless the Assisting Municipality is responding to an actual or pending Emergency within its own geographical boundaries, in which case it may withdraw assistance from the Assisted Municipality without notice.

4.8.8 Termination of Assistance Request

The Assisted Municipality may determine in its sole discretion that its requirement for assistance has ceased and shall notify the Assisting Municipality of this in writing.

5 Costs Associated with Mutual Assistance within the County of Dufferin

5.1 Reimbursement for Direct and Indirect Costs

The municipalities agree that any and all *direct and indirect* costs for assistance are to be paid by the assisted municipality. The assisted municipality shall be responsible to pay for any and all actual costs incurred by the assisting municipality in providing the assistance. Such costs shall include: all wages, salaries, overtime, shift premium, and similar charges and expenses incurred in providing the assistance including those wages, salaries, overtime and shift premium charges incurred resulting from staffing requirements in its home jurisdiction during the period of the assistance, providing all such costs are reasonable for the circumstances.

5.2 Exclusion for Benefit Costs

Reimbursable costs shall not include the assisting municipality's cost of employment benefits which includes, for the purposes of this plan, Canada Pension Plan, Employment Insurance, OMERS (or equivalent) contributions, and/or contributions made to life insurance, health, dental, and/or disability plans or policies.

5.3 Reimbursement for Operating Costs

The assisted municipality may also be responsible for all actual operating costs for all personnel, services, equipment, machinery or material furnished, including, but not limited to, costs of fuel, repairs, parts and any and all other items directly attributable to the operation of equipment and machinery, services and material furnished as assistance to the assisted municipality under this ERP. The assisted municipality shall be responsible for the cost of replacing equipment or material furnished by the assisting municipality if damaged beyond reasonable repair.

5.4 Municipality Not Relieved of Financial or Legislated Responsibility

The assisted municipality shall not be deemed to be relieved of any financial or legislated obligations should the County of Dufferin provide assistance during an emergency.

5.5 Request for Mutual Assistance

I, _____, Chief Administrative Officer/Designated Official of The REQUESTING MUNICIPALITY, duly authorized to do so by the Council of The REQUESTING MUNICIPALITY, do hereby request of The ASSISTING MUNICIPALITY, to provide assistance in the form of:

___ PERSONNEL

___ SERVICES

___ EQUIPMENT

___ MATERIAL

AS IS MORE PARTICULARLY SET OUT IN DETAIL AS FOLLOWS:

The above confirms the assistance verbally requested on _____, and which assistance The ASSISTING MUNICIPALITY has agreed to provide.

Dated at _____ this ___ day of _____, 20__.

NAME

Chief Administrative Officer

The REQUESTING MUNICIPALITY

6 EMERGENCY ALERTING



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

- ☐ a serious threat to public health,
- ☐ a serious threat to community safety or security;
- ☐ or substantial damage to property.

Emergency alert messages will contain the following information;

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

6.1 Actions Upon Receiving an Emergency Alert

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

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

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

6.1.1 Emergency Alerts While Driving

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

6.1.2 Emergency Alerts and Municipal Officials

When an emergency alert is received municipal officials should,

- ☐ ensure their safety and the well-being of their family;

- ❑ assess the impact of the emergency and determine if they are able to respond if asked to do so;
- ❑ notify their immediate supervisor and/or manager by SMS or email of their situation, availability and any required supports.

Supervisors and managers will,

- ❑ compile a list of staff that are available to report for work;
- ❑ determine what support staff may require to assist them in reporting for work;
- ❑ prepare to adjust regular scheduling to accommodate the community response effort;
- ❑ provide an update to the department head on the status of their division.

Additionally, members of the Emergency Control Group will;

- ❑ report their situation, availability and any required supports to the senior municipal official.

If the communications network has been impacted and it is not possible to communicate please refer to the 'communications outage' plan.

7 EVACUATION & SHELTER-IN-PLACE DIRECTIVES

7.1 Evacuation Directive

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

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

7.2 Shelter-in-Place Directive

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

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

7.3 Notifying the Public of Directive

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

- door-to-door visit by uniformed personnel;
- telephone notifications;
- issuance of an Alert Ready emergency alert.

8 PARTNERS AND RESOURCES

8.1 Federal Resources

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

8.2 Provincial Resources

Communities requiring assistance can contact the Provincial Emergency Operations Centre (PEOC)³² at any time for advice related to managing emergencies.

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

8.3 Ministry of Solicitor General

8.3.1 Provincial Emergency Operations Centre (PEOC)

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

8.3.2 Specialized OFMEM Resources

On behalf of the Province, the Office of the Fire Marshal and Emergency Management (OFMEM) oversees, administers and supports OFMEM Memorandums of Understanding (MOUs) with nine municipal fire services. These MOUs enable trained responders to be deployed throughout Ontario as needed in support of local responders dealing with large scale natural or man-made emergencies that exceed local capacity, when an emergency is declared.

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

The OFMEMs CBRNE resources include the following;

- Three specialized expert (technician) Level 3 Chemical / Biological / Radiological / Nuclear/Explosive (CBRNE) Response Teams (established in Toronto, Windsor and Ottawa)

³² A fully equipped facility maintained by Emergency Management Ontario (EMO) that can be activated in response to, or in anticipation of, emergencies. The PEOC is staffed with appropriate representatives from ministries that have been delegated responsibilities for those emergencies as well as EMO staff. It serves as an initial point-of-contact for the affected municipality and federal interests.

- Six operational support Level 2 teams (Peterborough, Cornwall, Sault Ste. Marie, Thunder Bay, North Bay, and Cambridge/Waterloo/Kitchener)

8.3.2.2 Heavy Urban Search and Rescue (HUSAR)

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

Activation of Provincial CBRN or HUSAR Resources

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

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

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

8.4 Ministry of Health

8.4.1 Emergency Medical Assistance Team (EMAT)

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

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

8.4.1.1 Conditions for EMAT Deployment

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

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

8.4.1.2 Activation of Emergency Medical Assistance Team

Activation of EMAT can be arranged through:

- ☐ Headwaters Health Care Centre's Emergency Operations Centre;
- ☐ Community Emergency Management Coordinator or his/her designate.

8.5 Ministry of the Environment, Conservation and Parks

8.5.1 Spills Action Centre (SAC)

The Ministry of the Environment (MOE) serves primarily as a regulatory agency. The Spills Action Centre, staffed on a 24-hour basis, receives and records province-wide reports of spills and coordinates appropriate responses.

Spills are defined³³ as the uncontrolled release of a hazardous chemical, either as a solid, liquid or a gas.

Spills must be reported³⁴ immediately to the Ministry of the Environment and to the municipality when they cause or are likely to cause any of the following:

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

The Spills Action Centre has access to extensive chemical database systems and often provides clean up advice over the phone. Depending on the nature and impact of an incident, the Spills Action Centre can activate various levels of ministry response. If there is a spill or other environmental emergency

8.6 Ministry of Municipal Affairs and Housing

8.6.1 Disaster Recovery Assistance for Ontarians

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

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.

8.6.2 Municipal Disaster Recovery Assistance

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.

³³ Ministry of Energy, Northern Development and Mines, 2018.

³⁴ O.Reg. 675/98 Classification and Exemption of Spills and Reporting of Discharges

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

8.6.2.1 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.

8.6.2.2 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.

8.7 Conservation Authorities

The **Conservation Authorities Act, R.S.O. 1990, c. 27** assigns local conservation authorities the responsibility of coordinating flood control³⁵ within their area of jurisdiction and providing warnings to municipalities and the public.

The following Conservation Authorities have jurisdiction for a portion of Dufferin County and each has a current flood plan:

- Credit Valley Conservation
- Grand River Conservation Authority

³⁵ 21 (1) For the purposes of accomplishing its objects, an authority has power, (j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof; R.S.O. 1990, c. C.27

- Saugeen Valley Conservation Authority
- Nottawasaga Valley Conservation Authority
- Toronto Region Conservation Authority

8.8 Public and Separate School Boards

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

8.9 Partners Engaged in Emergency Response (PEERs)

8.9.1 Salvation Army

The Salvation Army, under the direction of the Senior Official – Community Services, will be responsible for the provision of qualified personnel to assist Community Services staff in their mandate to deliver clothing, food and personal services.

The Salvation Army also manages a transitional housing unit on behalf of the County of Dufferin which may be utilized for emergency housing.

8.9.2 Canadian Red Cross

Should an emergency shelter need to be set up to receive and shelter evacuees it will operate under the authority of the Senior Official – Community Services and staffed by the Canadian Red Cross. The Canadian Red Cross will be responsible for:

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

8.9.3 Area Lions Emergency Response Team (ALERT)

All five Lions Clubs in Dufferin County have joined together to form the Dufferin Area Lions Emergency Response Team (***Dufferin ALERT***).

Upon receipt of a request for assistance from the Community Emergency Management Coordinator, the Dufferin ALERT Team is prepared to provide support and assistance in the event of an emergency within the County, in accordance with the Dufferin ALERT Team Emergency Management Plan and subject to the availability of members to respond.

8.9.4 Ontario Society for the Prevention of Cruelty to Animals (OSPCA)

The OSPCA, with the assistance of the Municipal Animal Control Officers, will be responsible for the following:

- Assist with the operation of temporary animal shelters
- Be prepared to evacuate and relocate animals under the care of the Humane Society should their facilities be located within the area to be evacuated

8.9.5 Mennonite Disaster Services (MDS)

MDS is the organized response to the needs of "neighbors" in time of disaster. MDS endeavors to give time, talents, and energies to help relieve suffering caused by disasters.

MDS focuses on helping the most vulnerable: the elderly, people with disabilities, single parents, the unemployed, the uninsured and the underinsured.

8.9.6 Dufferin Emergency Search and Rescue (DESAR)

DESAR is a group of certified volunteer ground search and rescue specialists based in Dufferin County. All searchers are certified by the Ontario Search and Rescue Volunteer Association and the Ontario Provincial Police.

8.9.7 St. John Ambulance

St. John Ambulance plays a vital role in the critical areas of emergency preparedness and response across Canada. When a natural or human disaster strikes, St. John Ambulance volunteers are there with advanced first aid and life-saving skills, experience and leadership.

The type of services provided by St. John Ambulance during a major emergency or disaster may vary. SJA provides care in the form of:

- health care and first aid services in reception centers casualty care at the scene of the event
- assisting with transportation of ill, injured, infirm to reception or medical facilities evacuation
- elder and child care

Emergency Response Teams also participate in:

- disaster / emergency drills
- disaster scenarios
- disaster or civil emergencies

St. John Ambulance Emergency Preparedness and Disaster Response Teams strengthen the capacity of disaster response and preparedness capabilities through an integrated approach within our communities.

9 LIST OF CONFIDENTIAL ANNEXES

The annexes to this plan contain specific details about vulnerabilities³⁶, resources³⁷ and response procedures and are strictly confidential.

9.1 Emergency Operations Centre Procedures

- Emergency Operations
- Activity Log
- Emergency Contact List
- Emergency Information
- Emergency Support Services
- Donations Management
- Volunteer Management
- Recovery Operations
- Testing, Amendments, Distribution List

9.2 Agricultural Emergencies

- Farm Animal Disease
- Food Contamination
- Plant Disease/Infestation

9.3 Environmental Emergencies

- Drought/Low Water
- Earthquake
- Erosion
- Extreme Cold
- Winter Weather
- Extreme Heat

³⁶ 13 A head may refuse to disclose a record whose disclosure could reasonably be expected to seriously threaten the safety or health of an individual. R.S.O. 1990, c. M.56, s. 13; 2002, c. 18, Sched. K, s. 20.

³⁷ 10 (1) A head shall refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly, if the disclosure could reasonably be expected to,

- (a) prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (b) result in similar information no longer being supplied to the institution where it is in the public interest that similar information continue to be so supplied;
- (c) result in undue loss or gain to any person, group, committee or financial institution or agency; or
- (d) reveal information supplied to or the report of a conciliation officer, mediator, labour relations officer or other person appointed to resolve a labour relations dispute. R.S.O. 1990, c. M.56, s. 10 (1); 2002, c. 18, Sched. K, s. 18; 2017, c. 8, Sched. 20, s. 2.

- Flooding
- Wildland Fire

9.4 Extraterrestrial Emergencies

- Space Object Crash
- Space Weather

9.5 Hazardous Materials Emergencies

- Spills in Transit
- Spills at Fixed Site

9.6 Human Health Emergencies

- Water Quality
- Infectious Disease
- Substance Use/Overdose

9.7 Public Safety Emergencies

- Terrorism
- Mass Gatherings
- Active Attacker
- CBRNE
- Civil Disorder
- Cyber Attack
- Electromagnetic Pulse
- Geopolitical Incidents
- Sabotage

9.8 Structural Failure Emergencies

- Dam Failure
- Fire/Explosion
- Mine Emergency
- Structural Collapse

9.9 Supply and Distribution Emergencies

- Communications Outage
- Power Outage
- Food Shortage

- Medical Supply Shortage
- Fuel Shortage

9.10 Transportation Emergencies

- Aviation Crash
- Transit Crash
- Highway Crash

9.11 Recovery

- Damage Assessment
- Restoring Key Services
- Critical Infrastructure
- Debris Management
- Disaster Recovery Assistance for Ontarians
- Municipal Disaster Recovery Assistance Program

Members of the public may access this document online or by visiting any municipal office located within the County of Dufferin.

Accessible format available on request

Questions or comments pertaining to this Emergency Response Plan or the County of Dufferin and Member Municipalities Emergency Management Program should be directed to;

Steve Murphy
Community Emergency Management Coordinator
Email: smurphy@dufferincounty.ca
Phone: 519-941-2816 Ext #2401

THIS AGREEMENT made the 13th day of February, ²⁰²⁰~~2019~~ between;

**CORPORATION OF THE COUNTY OF
DUFFERIN
(hereinafter called County)**

And

**THE CORPORATION OF THE TOWNSHIP OF EAST GARAFRAXA
(hereinafter called Municipality)**

PURPOSE OF THIS AGREEMENT

The purpose of this agreement is to set out the general terms regarding the delivery of Emergency Management services to the Municipality and sets out the roles, responsibilities and obligations of the parties with respect to the service.

TERM OF THE AGREEMENT

The term of this Agreement shall commence on May 1, 2019, and shall continue unless terminated earlier in accordance with the procedures outlined within this Agreement.

The Parties agree to review this Agreement a minimum of every five (5) years to determine if amendments are necessary and/or appropriate.

WHEREAS:

1. The Ontario *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 ("EMCPA") requires each municipality to develop and implement an emergency management program, which the council of a municipality shall adopt by by-law.
2. Under the EMCPA, the council of a county may, with the consent of the councils of the municipalities situated within the county, coordinate and assist in the formulation of their emergency plans.
3. Under O. Reg. 380/04, s. 10 (1), Every municipality must designate an employee (or member of council) of the municipality as its emergency management program co-ordinator to:
 - (a) Complete the training that is required by the Chief, Emergency Management Ontario;
 - (b) Coordinate the development and implementation of the municipality's emergency management program within the municipality and 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; and

- (c) Report to the municipality's emergency management program committee on his or her work.
- 4. The parties agree that sharing of resources and services promotes the cost-effective and efficient use of public resources, and improves coordination and delivery of these services;
- 5. The Municipality wishes to engage the County to render professional services for the coordination of the municipal emergency management program.

NOW THEREFORE, in consideration of the mutual covenants herein, it is agreed:

A. EMERGENCY MANAGEMENT SERVICES BY THE COUNTY

- 1. The County of Dufferin will make available to the Municipality the services of its Community Emergency Management Coordinator (CEMC) who will, in consultation with the Municipality,
 - (a) Act as the Municipality's CEMC, if and when so appointed by by-law;
 - (b) Coordinate a Unified Emergency Management Program amongst the partners, and;
 - (c) Assist in meeting legislative compliance as it relates to each Municipality's responsibilities under the EMCPA.
- 2. In addition to the above, the County will be responsible for:
 - (a) Maintaining contact information for staff, elected officials, local resources and agencies;
 - (b) Distributing and maintaining plans and support documents for local offices and officials;
 - (c) Maintaining supplies for displays of public educational materials; and
 - (d) Coordinating public education activities.
- 3. Emergency Response Services:
 - (a) In the event of a local emergency, the County CEMC will assist the Municipality by providing expertise in the municipal emergency operations centre or incident command post during the response and recovery phases, in conjunction with Municipal staff.
 - (b) When the emergency is not confined to one member municipality, or when the County activates their own Emergency Operations Centre, each affected municipality will be represented as a member of the County Emergency Control Group, and the County will provide emergency response support as set out in the Emergency Plan.

- (c) In the event of a wider emergency, the County CEMC will assume responsibilities as outlined in the Emergency Response Plan and the Municipality's Senior Municipal Official, or designate, will support and coordinate the local municipal emergency operations centre.
- 4. The County CEMC will provide assistance to the Municipality's Senior Municipal Official with respect to the services provided to the Municipality under this Agreement and the Senior Municipal Official will act as the Municipality's liaison to the County CEMC.
- 5. The County CEMC will prepare an annual Joint Emergency Management Program Plan which will incorporate the municipalities for each calendar year.
- 6. Should the position of the County Community Emergency Management Coordinator become vacant, it will be the responsibility of the County to fill the vacancy in accordance with the hiring policies of the County.

B. ROLE OF THE MUNICIPALITY

- 1. The Municipality shall:
 - (a) Maintain a local emergency management program committee and emergency control group as required by law.
 - (b) Designate the County CEMC as an "employee of the municipality" through by-law for purposes of the EMCPA only, but shall not provide any benefits or remuneration to the County CEMC.
 - (c) Appoint a member of the municipality's staff to serve as a Municipal Emergency Management Lead.
 - (d) Provide assistance to the County CEMC in connection with the local emergency program activities.
 - (e) Ensure that its staff and elected officials are made available for emergency management meetings, training, activation drills and exercises.
 - (f) Establish and provide administrative support for the local emergency management program:
 - (i) Assistance in scheduling, record-keeping and logistical support for local meetings, training and exercises;
 - (ii) Support for municipal council report and bylaw preparation;
 - (iii) Support public education activities; and
 - (iv) Contribute to maintaining the community risk profile and critical infrastructure documentation.
 - (g) Provide space, supplies, technology, and equipment necessary to maintain operational readiness relating to the emergency operations centre.
 - (h) Activate its emergency response plan and notify municipal staff and other members of the emergency control group when deemed necessary.

- (i) Appoint an employee or member of council of the Municipality to act as a local emergency management coordinator to be ready to step into the role if the County CEMC cannot do so.

C. FEES/PURCHASES:

1. The fee for professional and administrative staff services outlined in this agreement will be included in the annual levy collected by the Municipality on behalf of the County.
2. Costs for annual training, exercises and public education programs specific to the emergency management are the responsibility of the County.
3. Each party is responsible for all infrastructure and operating costs related to any response to a localized emergency and/or the operation of its local Emergency Operation Centre.
4. Costs related to the use of outside consultants, trainers and/or instructors to fulfill or enhance the Emergency Management Program are the responsibility of the county and the county must be the approval authority for such expenses.

D. PROGRAM REVIEW

1. The County CEMC will report to the Municipality's Emergency Management Program Committee at a joint meeting annually on his or her work.

E. INDEMNITY AND INSURANCE

1. Nothing in this Agreement is intended to affect or fetter a statutory power, duty or function of the Municipality in relation to an emergency or relieve the Municipality of its responsibility to respond to an emergency or to maintain an emergency program and Emergency Management Coordinator. The Municipality shall release, discharge, indemnify and save harmless the County from and against any claims, cause of action, suits, demands, expenses, costs and legal fees whatsoever which may arise out of:
 - (a) the provision of services by the County as contemplated by this Agreement;
 - (b) the interpretation, administration and exercising of the powers contained within all legislation for and on behalf of the Municipality as it relates to the provision of emergency management services; and
 - (c) the failure by the Municipality to provide the support and resources as outlined in this Agreement.
2. The County shall, at all times, indemnify and save harmless the Municipality and its officers, directors, agents and employees from and against all claims, damages, losses and expenses, including, but not limited to legal fees, court, and arbitration costs, or other proceedings made, sustained, brought or prosecuted that are based upon, or attributable in any way to the negligent acts, errors or omissions of the County in connection with Services performed, purportedly performed or required to be performed by the County under this Agreement.
3. Each Party shall, at its own expense, obtain and maintain in full force and effect during the Term, all of the necessary insurance that a prudent person in the same business would carry, including the following:
 - (a) General Liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than \$10,000,000 per occurrence, and the policy shall include the following clauses:

- (i) The other Party(ies) as additional insured with respect to liability arising in the course of performance of services under, or in connection with, this Agreement;
 - (ii) Cross liability and severability of interest clauses;
 - (iii) Non-owned auto coverage; and
 - (iv) Contractual liability (both oral and written);
 - (b) Errors and Omissions Liability insurance for errors and omissions in the performance of, or failure to perform, its obligations under this Agreement, in an amount not less than \$5,000,000 per claim.
 - (c) Automobile insurance under a standard Automobile Policy with limits no less than \$2,000,000 in respect of each owned or leased licensed vehicle;
4. Each Party shall provide a Certificate of Insurance ten (10) days prior to the contract commencing to serve as evidence of the coverage outlined in this Agreement; and
 5. Each Party shall give thirty (30) days written notice if any coverage outlined in this Agreement is reduced, altered or cancelled.

F. LIMITS ON LIABILITY

1. The Municipality and the County acknowledge and agree that in all respects, the County is an independent contractor entitled to use its own methods to carry out the Emergency Management Services to be provided to the Municipality.

G. DISPUTE RESOLUTION

1. The County and the Municipality shall attempt to resolve any dispute between them arising out of or in connection with this Agreement. If a dispute cannot be settled within a period of ninety (90) calendar days with the mediator, the dispute shall be referred to and finally resolved by arbitration under the rules of the province having jurisdiction or by an arbitrator appointed by the agreement of the parties.

H. TERM AND TERMINATION

1. Any Party may, at any time, and for any reason, terminate this Agreement upon giving 90 days' prior written notice to the other Party. It is understood that, notwithstanding termination by any Party, the Agreement shall continue in force as between the other Parties.
2. The effective date of the termination of this Agreement shall be the last day of the notice period or such other date as the Parties agree.

I. GENERAL PROVISIONS

1. The Municipality shall continue to actively promote emergency preparedness within their community and shall fulfill their obligations under the EMCPA.
2. The Municipality shall cooperate with and provide assistance to the County as reasonably required by the County to facilitate the provision of the County obligations under this Agreement.

3. The County shall cooperate and provide assistance to the Municipality as reasonably required by the Municipality to facilitate the provision of the Municipality's obligations under this Agreement.
4. Nothing herein shall be deemed to restrict authority of any of the parties to enter into separate agreements governing the terms and conditions for providing services on terms different than specified herein.
5. Nothing in this Agreement is to be interpreted as affecting or restricting the exercise by any party of any statutory power, duty or function, which may be fully exercised as if this Agreement had not been executed by the parties.
6. The County will comply with all federal, provincial and municipal laws while performing the services hereunder.
7. This Agreement may be amended by written amendment signed by both parties.

SIGNED:

On behalf of the Corporation of the Township of East Garafraxa on the 28 day of MAY, 2019


Guy Gardhouse, Mayor


Susan Stone, Clerk

On behalf of the Corporation of the County of Dufferin on the 13th day of February, ~~2019~~ 2020.

AUTHORIZED BY DUFFERIN COUNCIL

BY-LAW RESOLUTION NO. 2020-11

THE 13th DAY OF February, 2020.


Darren White, Warden


Pam Hillock, Clerk