

EMERGENCY RESPONSE PLAN



Revised 2025/09/04

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Introduction

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

Aim

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

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

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

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

Site

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

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

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

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

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

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

Notification of the Community Control Group

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

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

and will have advisors from:

- EMS;
- OPP;
- Algoma Public Health.

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

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

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

A list of CCG contact numbers and CCG alternates can be found in [Annex A](#)

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

Where a threat of an impending emergency exists, the CCG will be notified and placed on [standby](#).

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

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

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

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

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

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

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

Activation of the Emergency Operations Center

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

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

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

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

Upon arrival at the EOC, each CCG member will;

- a. Sign In
- b. Check telephone/communications devices
- c. Open personal log using Activity Log IMS 214 – attached as [Annex C](#)
- d. Contact their own agency and obtain a status report

- e. Participate in the [Operations Cycle](#)
- f. Participate in determining priorities and tasks
- g. Pass CCG decisions on to member's agencies/areas of responsibility
- h. Continue participation in the EOC Operations Cycle

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

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

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

[Operations Cycle](#)

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

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

[Chair of CCG Meeting](#)

The [EOC Commander](#) will Chair the CCG meeting and will:

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

[CCG Meeting](#)

During the CCG meeting the following must be accomplished:

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

When providing an update, CCG members must:

- Keep information concise and accurate;
- Request assistance from other agencies, if required;
- Request any resources needed to complete task;

- Provide an update on previous tasks assigned.

During the CCG meeting, the agency that is the site Incident Commander should speak first, so that the latest information is shared with the other CCG members.

Also, CCG members should always sit in the same location in the EOC so that people will quickly learn who is who and who is representing which agency.

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 K](#).

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;
 - Wastewater 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 K](#). Support staff can vary greatly from one emergency to another, but in general, the following positions are usually required in an EOC:

EOC Commander's Assistant

Filled by Town Staff

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

Master Logger

Filled by Town Staff

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

Emergency Information Officer

Filled by CAO/Clerk

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

Evacuation Coordinator

[Red Cross](#) to fill this role

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

Finance Officer

Filled by Treasurer

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

Donations Management Officer

Filled by Town councillor

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

Requests for Assistance

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

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

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

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

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

Termination of Declaration

As per the Emergency Management and Civil Protection Act (EMCPA) section 4 (2) The **head of council** or the **council** of a municipality may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (2).

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

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

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

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

When to Terminate Declaration

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

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

Recovery

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

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

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

Critical Infrastructure

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

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

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

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

Social Services

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

Services that may need to be started or expanded include:

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

Landfill and Recycling

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

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

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

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

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

Steel and other metal material should be separated and recycled.

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

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

[Municipal Disaster Recovery Assistance Program](#)

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

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

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

Program activation and delivery

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

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

Eligibility Requirements

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

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

How to Apply

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

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

Disaster Recovery Assistance for Ontarians

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

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

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

How to Apply

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

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

Donations Management

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

If material goods must be requested please ensure the following:

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

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

[Debriefing and After-Action Report](#)

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

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

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

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

[Critical Incident Stress Management](#)

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

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

Annex A – CCG Notification Contact List

Position	Name	Home #	Work #	Cell #	Address	Email
Mayor	Beverly Nantel			705-941-8342	11 Rue Lacroix, Dubreuilville, ON	bnantel@dubreuilville.ca
Alternate	Krystel Lévesque			450-803-9072	419 Avenue des Cèdres, Dubreuilville, ON	klevesque@dubreuilville.ca
CAO/Clerk	Shelley Casey		705-884-2340 x 122	705-852-1310	31 Rue Lacroix, Dubreuilville, ON	scasey@dubreuilville.ca
Alternate	Brigitte Tremblay		705-884-2340 x 128	705-975-1797	63 Rue des Pins Dubreuilville, ON	btremblay@dubreuilville.ca
Fire Chief	Patrick Sigouin		705-884-2340 x 132	705-992-5962	785 Rue des Rosiers, Dubreuilville, ON	firechief@dubreuilville.ca
Alternate						
Infrastructure	Francis DeChamplain		705-884-2340 x 124	613-242-5462	2 rue St-Cecile, Dubreuilville, ON	fdechamplain@dubreuilville.ca
Alternate	René Blais			705-852-0717	518 Ave des Cormiers, Dubreuilville, ON	rblais@dubreuilville.ca
OPP	Sgt. Kevin Fellingner		705-856-2233	705-941-8634	34 Pinewood Dr, Wawa, ON	kevin.fellinger@opp.ca
Alternate	S/Stg. Derek Shoppoff		705-856-2233	705-255-0245	34 Pinewood Dr, Wawa, ON	derek.shoppoff@opp.ca
EMS	Anita Kraly		705-856-4493 x 407	705-992-4192		akraly@adsab.on.ca
Alternate	24/7 Duty Officer		1-888-959-9433			
Public Health	Nicole Lindahl		705-942-4646 x 3541	705-255-1451		nlindahl@algotmapublichealth.com
Alternate	On-call Manager			705-759-5416		
CEMC	Shelley B. Casey		705-884-2340 x 122	705-852-1310	31 Rue Lacroix, Dubreuilville, ON	scasey@dubreuilville.ca
Alternate	Amanda Nolan		705-884-2340 x 126	705-618-6723	108 Churchill Ave, Wawa, ON	anolanl@dubreuilville.ca

Annex C - Activity Log IMS 214

ACTIVITY LOG	1. Incident Name		2. Operational Period	
3. Name:		4. IMS Position		5. Home Organization (and Unit)
6. Resources Assigned (if any)				
Name		IMS Position		Home Organization (and Unit)
7. Activity Log (continue on the next page if necessary)				
Date/Time	Activities			
8. PREPARED BY				9. Date/Time

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:
	<ul style="list-style-type: none"> ▪ 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.
	<ul style="list-style-type: none"> ▪ IMS Position 	Use this section to enter the resource's IMS position (e.g., Finance Section Chief).
	<ul style="list-style-type: none"> ▪ Home Organization (and Unit) 	Use this section to enter the resource's home agency and/or unit (e.g., Remora Public Works Department, Water Management Unit).
7.	Activity Log	Enter the time (24-hour clock) and briefly describe notable activities. If the operational period covers more than one day, note the date also. Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8.	Prepared By	Enter the name and position of the person completing the Log and sign it. Note: each page of the Activity Log should be signed if more than one page is used.
9.	Approved By	Enter the name and position of the person approving the form. Note: each page of the Activity Log should be signed (if more than one page is used).

Annex D - Checklist in Consideration of a Declaration of Emergency

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



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

An emergency is defined under the *Emergency Management and Civil Protection Act* as “a situation, or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise” [Section 1, definition of an emergency].

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

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

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

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

General and Government:

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

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

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

Legal:

- ❑ **Might legal action be taken against municipal employees or councilors related to their actions during the current crisis?** [Section 11 (1) states that "no action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a Crown employee or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty." Section 11 (3), however, states "subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality...."]
- ❑ **Are volunteers assisting?** [The *Workplace Safety and Insurance Act* provides that persons who assist in connection with a declared emergency are considered "workers" under the Act and are eligible for benefits if they become injured or ill as a result of the assistance they are providing. This is in addition to workers already covered by the Act.]

Operational:

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

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

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

Economic and Financial:

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

Annex E - Declaration of Emergency

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

for the entire municipality or part thereof described as:

Signed by Mayor:

Signature

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

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

Annex F – Outside Organizations Contact List

Organization	Contact	Contact Information
Emergency Management Ontario	Duty Officer 24/7/365 Field Officer Faye Konopelky Field Officer Roger Lord Field Officer Isabel Chicoine	1-866-314-0472 Fax 1-866-314-0474 peocdo01@ontario.ca 705-992-3150 cell faye.konopelky@ontario.ca 705-542-1916 cell roger.lord@Ontario.ca 705-943-0838 Isabel.chicoine@ontario.ca
Member of Parliament	Carol Hughes	(705) 848-8080
Member of Provincial Parliament	Steve Pinsonneault	519-245-8696 or 519-627-1015 steve.pinsonneault@pc.ola.org
Mayor of Wawa	Melanie Pilon	705-255-7747
Mayor of White River	Tara Anderson Hart	(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 – Kristen Tomcko	ktomcko@211north.ca 807-624-1724 807-628-4768 Cell
Algoma District Services Administration Board		705-842-3370
Municipal Services Office (MMAH)		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
Tbaytel		1-800-264-9501
Algoma Power		1-844-901-9473
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		705-884-2340 x 132

Salvation Army	Sean Furey	sean_furey@can.salvationarmy.org 705-848-5316
St. John Ambulance		Sudbury (705) 524-7223 Sault Ste. Marie (705) 945-1224
Mennonite Disaster Services		(866) 261-1274 (204) 261-1274 mdscn@mds.mennonite.net
Samaritan's Purse		1-800-663-6500
Sault Search & Rescue		705-759-5878
Victim Services of Algoma	Jasim Savoie	(705) 206-0111 Cell (after hours or weekends) (705) 945-6905 M-F 8-4 1-888-822-7792
Ontario Society for the Prevention of Cruelty to Animals		705-566-9582
MNR	Greg Kirkland	705-856-4758 greg.kirkland@ontario.ca

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

Annex G - Termination of Declaration of Emergency

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

for the entire municipality or part thereof described as:

Signed by Mayor:

Signature

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

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

Annex H - Emergency Information Plan

Purpose

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

Emergency Information Officer

Filled by the CAO/Clerk

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

Coordination with Other Agencies

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

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

Authority for the Release of Information

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

Spokesperson

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

Council

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

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

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

AlertReady

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

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

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

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

Public Inquiry Line

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

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

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

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

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

Public Inquiry Officer

Filled by town staff or councillor

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

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

Emergency Information Centre

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

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

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

211 Services

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

211 may alleviate the necessity of the public inquiry line.

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

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

News Conferences

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

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

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

Fact Sheets

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

Social Media

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

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

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

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

Website

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

Site Visits

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

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

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

Site Spokesperson

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

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

Local Media

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

Internal Staff

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

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

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

Things that internal staff need to know are:

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

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

Town Hall Meetings

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

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

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

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

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

List of local media outlets and contact information

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

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

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

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

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

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

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

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

-30-

Contact:

Emergency Information Officer
Township of Dubreuilville
705-884-2340

Media Information Kit

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

Media Fact Sheet

History

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

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

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

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

Governance

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

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

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

Industry

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

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

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

Services

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

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

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

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

Population

The population of Dubreuilville is approximately 700 people.

Location

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

Getting Here

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

Via Rail offers passenger rail service twice weekly to Sudbury, Ontario via the "Budd Car". To travel via the "Budd Car" passengers must catch the train using the 'flag-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
The 519 Refuge	705-852-0127

211



211 Notification and Communication Protocol to be inserted in emergency plan

Purpose

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

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

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

Responsibilities

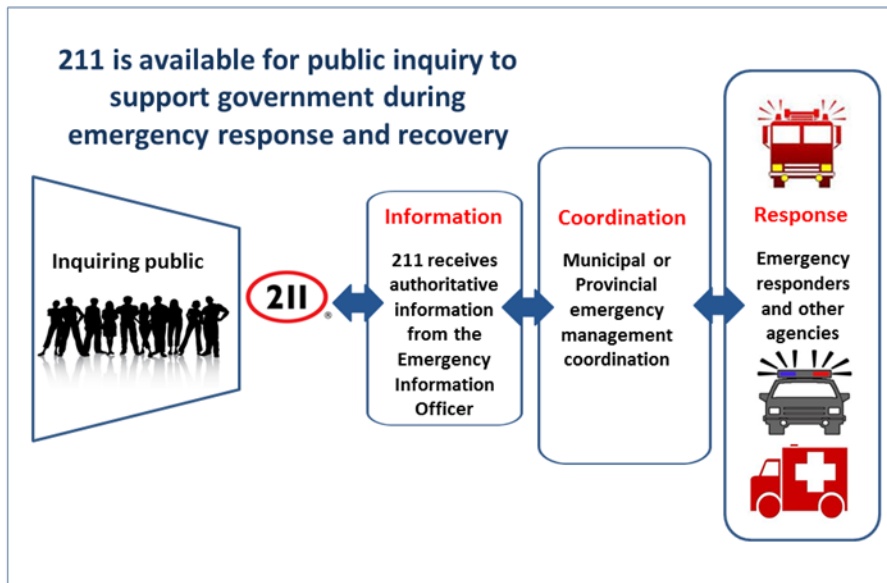
1. Municipality, city, town or county:

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

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

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



Annex I - Emergency Telecommunications Plan

Purpose

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

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

Radios

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

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

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

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

Telephone Outages

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

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

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

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

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

Cellular Phones

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

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

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

Text Messaging

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

Social Media Apps

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

Power outages

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

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

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

Sat Phones

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

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

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

Amateur Radio Emergency Services

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

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

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

Runners

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

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

911 outages

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

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

Messaging to the public

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

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

Annex J – Emergency Resources

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

Annex K – Support Staff and Council Contact List

Position	Name	Cell #
Councillor	Hélène Perth	705-852-0931
Councillor	Dany Vallieres	705-852-0871
Councillor	Krystal Lévesque	450-803-9072
Councillor	Julila Hemphill	705-570-2956
Office Administrator	Casandra Lévesque	705-709-1092
AP/AR Payroll Technician	Nathalie Gendron	705-975-6392
Office Coordinator	Lynne Blanchette	705-929-2206
Public Works Assistant	René Blais	705-852-0717
Recreation Assistant	Daniel Belisle	705-255-1100

Annex L – Forest Fire Emergency Response Plan

Aim and Scope

This plan aims to allow for a more coordinated response to an emergency from a forest fire in or near the municipality of Dubreuilville.

The scope of this plan is to outline what will likely need to be done and by whom in the case of an emergency caused by forest fires impacting the municipality directly or indirectly.

This hazard specific plan is an appendix to the municipality's Emergency Response Plan.

Authority

Authority for this hazard specific plan is provided under the municipal bylaw, 2020-60, adopting the main emergency response plan.

Activation of this Plan

The Community Control Group (CCG) or the agency with the authority of jurisdiction during a forest fire has the authority to activate this hazard specific plan.

Characteristics of Hazard

A forest fire hazard is the threat of natural fuels in forested areas within and adjacent to a municipality. It can be worsened by human activity (land clearing, forest or industrial operations) regarding the accumulation of slash or other human-made flammable materials. The threat level can vary depending on the composition and health of the forest, time of year, weather (moist or dry/drought conditions) and available ignition sources. Forest fires at a distance from a municipality may also pose a threat due to smoke conditions and damage to critical infrastructure such as power lines.

Risk of Hazard

Forest fires pose several direct and indirect risks to communities. Identifying and prioritizing actions to prevent and mitigate these risks are critical in responding to forest fires. Risks include (but are not limited to):

- Direct flame impingement on buildings and infrastructure causing short-term or long-term losses (residences, business, power lines, etc.);
- Smoke affecting breathing capabilities, pre-existing medical conditions, and visibility;
- Evacuations, both short-term and long-term;
- Strain on local resources, staff and citizens;
- Closure of highways, roads, trails, and other access points;
- Loss of access to property or other areas;
- Loss of employment income for those who work in or depend on forests, and;
- Loss of tourism dollars.

Impacts on Municipality

During a forest fire, regardless of size, there will likely be many impacts that may affect the municipality directly or indirectly. These impacts must be mitigated as best possible, prepared for, and recovered from as part of the response to a forest fire.

Impacts could include (but are not limited to);

- *Structural losses of homes, businesses and infrastructure* – both short-term and possibly long-term housing will have to be found for people who lose their homes. New business locations, temporary or long-term, will need to be found quickly so the business can continue, employment maintained, and money flowing. Priorities for restoring infrastructure will have to be established depending on what infrastructure is lost due to the fire.
- *Long-term evacuations* – Having people removed from their homes, away from loved ones, and in uncomfortable surroundings must be managed with care. After about three days in an evacuation centre, people will want to go home or move to a better environment. Occupying evacuees' time with recreation and volunteer opportunities and providing timely, up-to-date information will be key to a successful long-term evacuation.
- *Suspension of Municipal Services* – During any major emergency, there will likely be the need to suspend certain municipal services for several reasons. Not only will decisions need to be made on what services need to be suspended, but also which services will be re-established first after the emergency is over. For example, will lottery licences be issued, where will council meet, do critical services need to be relocated etc?
- *Municipal services overwhelmed* – During a forest fire, some municipal services, such as the fire department, may need to be supplemented with additional resources. Should the fire department request mutual aid?

CCG Responsibilities

In addition to their regular Community Control Group (CCG) responsibilities listed in the main Emergency Response Plan, the CCG is responsible for the following:

- Determining the need to declare an emergency;
- Contacting the MNRF to invite a representative to attend CCG meetings;
- Ensuring there is a 24/7 communication link between the municipality and the MNRF representative;
- Assisting the MNRF in determining which roads should be closed and which areas should have access denied to the public;
- Determining the need to evacuate or shelter in a place vulnerable people, a limited geographic area, or the entire municipality;
- Determining which properties will be protected and which properties won't be protected;
- Locating all properties and assisting with access to the properties that need to be protected;
- If municipal firefighters are being used, establish a work-rest rotation, including the maximum number of hours worked/day, minimum rest requirements, along with food and water;
- Issuing authoritative information and instructions to the public;
- Determining the need to implement the Emergency Information Plan and open the Emergency Information Centre;
- Determining the need to cancel or alter municipal events;

- If there is a power outage, determine the need to activate the Generator Plan and the need for the Emergency Telecommunications Plan;
- Determining the need to set up cooling centers;
- Ensuring Red Cross is notified of the possibility or need to set up evacuation shelters;
- Identifying vulnerable populations within the municipality and determining special needs or actions (i.e. do only certain people need to be evacuated);
- Identifying what, if any, critical infrastructure will be vulnerable to the forest fire;
- Determining secondary impacts of the forest fire (i.e. did fire cause power/telephone outage) and consequences of the secondary effects (i.e. no 911 capabilities);
- Implementing other plans (i.e. Emergency Information Plan, Evacuation Plan, etc.).

Individual Responsibilities of CCG Members

In addition to the responsibilities outlined in the main Emergency Response Plan, certain CCG Members have additional responsibilities.

Fire Chief

- Providing an update on how the fire is affecting the municipality;
- Determining the need for mutual aid and communicating with those fire departments;
- Explaining to the CCG the limitations of response capabilities and consequences (i.e. will some properties be sacrificed to save other properties);
- Providing advice on the need to evacuate or shelter in place;
- Liaising and communicating directly with the MNRF representative;
- Determining a work/rest schedule for firefighters.

MNRF Representative

- Attending CCG meetings;
- Providing an overall update on the fire and any anticipated impacts on the municipality;
- Providing a 24/7 contact number;
- Ongoing liaison and communication with the Fire Chief;
- Advising on the need to evacuate or shelter-in-place.

CEMC

- Contacting the MNRF to invite a representative to attend CCG meetings;
- Contacting and liaising with affected utilities to determine priorities and restoration times.

Public Works

- Working with MNRF and OPP to determine which roads and access areas should be closed;
- Determining the safest route out of the municipality;
- Provide barricades for closures;
- Provide workforce to staff road closures.

Emergency Information Officer

- Issue media releases as required;
- Work with MNRF Information Officer to ensure media releases are coordinated.

CAO

- Instructing council to pass a resolution to request a disaster declaration by the Minister of Municipal Affairs and Housing.

When to Declare an Emergency

During a forest fire, a declaration of emergency should be considered when one or more of the following events occur:

- People are evacuated or put on evacuation notice;
- Homes, businesses and infrastructure are lost;
- Vital instructions need to be issued to the public;
- Extended closure of main roads;
- Extended suspension of certain municipality services (i.e. health services);
- Resources are required from other communities;
- Major financial expenditures incurred to respond to the fire;
- Fire is attracting significant media attention;
- Long-term impacts are expected (i.e. long-term housing, social disruption);
- Advised to declare by another agency (i.e. MNRF);
- Other municipalities have declared for the same fire.

Resources Required for Forest Fires

Certain resources will likely be required when an emergency is due to a forest fire. The chart below lists some of the more commonly needed resources and how to locate them.

Resource	Use	Contact Information	Notes
Fire Department Mutual Aid	Additional equipment and firefighters	Fire Coordinator – Kevin Sabourin 705-852-1173	
Food Truck	Feeding responders/volunteers/evacuees	St. John Ambulance Sault Ste. Marie 705-945-1224 Sudbury 705-524-7223	Feed large numbers of people
Bottled Water	Hydrating volunteers, CCG staff, and other responders	Lacroix Freshmart 705-884-2941 O'Mavriks 705-884-2070	Bottled water etc.
Cots/Bedding	Evacuation Shelters	Red Cross – See Outside Agency Contact List – Annex F	
Bulldozers	Create fire breaks	DG Excavating	

		705-884-2703 RCMD Contracting 705-255-0749	
Evacuation Centres	House displaced people		See the agreement with Wawa.
Animal/Pet Assistance	Shelter pets during an evacuation	Ontario Society for the Prevention of Cruelty to Animals 310-SPCA (7722) or 1-888-668-7722 ext. 327	Use when evacuating people

Emergency Information and Communications

Social media should be used to issue information that is time sensitive, such as evacuation orders. Evacuation instructions can be issued through the municipality’s social media accounts so that it’s broadcast quickly to large numbers of people. Once important instructions are provided on social media, a press release should be published to reach a greater audience and legitimize the social media statements issued.

When writing a media release regarding a forest fire, the following information should be considered:

- Do people need to evacuate or shelter in place;
- Safest route out of the municipality;
- Who needs to leave first;
- Where are the evacuees going;
- How long will the evacuees be gone;
- What do the evacuees need to bring with them;
- What to do with pets;
- If sheltering-in-place, for how long;
- What are other response agencies (i.e. MNRF, OPP) saying;
- Is a multi-agency media release more practical;
- Time of next media release.

Once the first media release is provided and the public is informed, it is prudent to be prepared for follow-up questions, such as:

- Why are you evacuating the whole municipality;
- Why are you evacuating only part of the municipality;
- Does everyone need to evacuate;
- How do I reach my loved ones who have evacuated;
- Will my home be protected;
- What will happen to me and my family if my home/business is lost to the fire;
- Who is paying for all of this/Who will compensate me;
- When can I see my home.

**MAYOR ORDERS PARTIAL/FULL EVACUATION OF THE
TOWNSHIP OF DUBREUILVILLE**

A forest fire has been burning since _____ in/near Dubreuilville. Mayor _____, along with other response agencies, is advising that all people (*pick one of the following*)

- With Chronic medical conditions worsened by the smoke
- In the area(s) of _____
- In the municipality

to evacuate to _____ immediately/by (time) _____ because the situation is expected to worsen as the day progresses.

Please use roads _____ to evacuate safely.

A reception centre has been set up at the _____ in _____, and evacuees can go directly to the centre to be registered.

Mayor _____ suggests that people bring bedding, personal supplies, and medications for up to a three-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
Dubreuilville
705-884-2340

Recovery

The goal of recovery is for the municipality, citizens and businesses to resume normal day-to-day living as soon as possible. This includes establishing priorities and procedures for:

- Restoring the public infrastructure where possible or desirable (e.g. downed power lines, tree debris, clear roadways)
- Addressing the emotional, social, economic and physical well-being of those involved (i.e. grievance counselling, post-traumatic stress disorder counselling)
- Donations management – see Donation Management Section in the main Emergency Response Plan
- Establishing a recovery information centre where the impacted individuals can obtain additional information on the recovery process.
- Will the municipality need to waive by-laws/resolutions, fees, or schedules to facilitate clean-up (i.e. waive dump fees, extend landfill hours, etc.)

Debriefing

- Quick tactical debriefing – immediately after the event. Captures overall lessons learned, strengths and weaknesses.
- Operational debriefing – one to two weeks after the emergency is over. Captures details of lessons learned, changes to plans and procedures, etc.
- Questionnaire (to volunteers, contractors, media, owners of facilities used, etc.) to identify gaps and future considerations for improvement
- Development of an After Action Report (AAR). The AAR will be based on all the debriefings and will list recommendations on implementing lessons learned, fixing weaknesses and filling in gaps identified. Council should be made aware of and approve the After Action Report.

Maintenance

The Appendix should be reviewed and maintained in the same manner as the main Emergency Response plan. The emergency management committee should review yearly with the emergency management coordinator, ensuring that necessary changes and updates are completed annually.

Annex M – Road/Highway Closure Response Plan

Aim and Scope

This plan aims to allow for a more coordinated response to an emergency arising from a critical road or Highway 519 closure in the municipality of Dubreuilville.

The scope of this plan is to outline what will likely need to be done and by whom in the case of an emergency caused by a road/highway closure impacting the community directly or indirectly.

This hazard-specific plan is an appendix to the community's Emergency Response Plan.

Authority

Authority for this hazard-specific plan is provided under By-law 2020-60, adopting the main emergency response plan.

Activation of this Plan

The Community Control Group (CCG) or the agency with the authority of jurisdiction during a road/highway closure has the authority to activate this hazard-specific plan.

Characteristics of Hazard

A road/highway closure hazard is the threat posed by the temporary short (< 24 hrs) or long (> 24 hours) term closure of either a critical road or highway 519, which causes a reduction or complete loss of critical services to the municipality and its citizens. The closure could be caused by flooding or washout, forest fire, winter weather, or debris from a tornado or similar wind event.

Risk of Hazard

Closing a critical road or Highway 519 would likely result in losing many essential services or access to critical services in other municipalities.

Critical services lost would include loss of access to:

- medical services (i.e. EMS)
- other 911 services,
- the nearest hospital
- food and other critical supply delivery
- access to education
- key appointments and employment
- reduction in mining and forestry operations;
- etc.

Impacts on Community

During a road/highway closure, regardless of time length, there will likely be many impacts that may affect the community directly or indirectly. These impacts must be mitigated as best possible, prepared for, and recovered from as part of the road/highway closure response.

Impacts could include (but not limited to);

- *Reduction of food available for purchase* – Once it is learned that the road/highway closure will be for an extended period, the municipality should work with the local grocery store to determine how to deliver food and grocery items into the community. Discussion should include the following:
 - What food items are critical and must be delivered immediately;
 - If food is scarce, who should get access first;
 - Alternate delivery methods, i.e. flown in via helicopter or rail;
 - Limiting the number of items each person can purchase;
- Reductions in 1st Response services
 - *Can OPP respond to calls in the community;*
 - *Can EMS respond to calls in the community;*
 - *Can the medical clinic provide temporary paramedical services;*
 - *Can 1st response services be flown into the community via helicopter;*
- *Suspension of Community Services and Events* – During any significant emergency, such as a road/hwy closure, there will likely be the need to suspend certain community services and events for several reasons. Not only will decisions need to be made on what services and events need to be suspended, but also when services will be re-established after the emergency.
- *Need for Alternate Education Delivery Methods* – If there is a prolonged Hwy closure, an alternate delivery method for school students may need to be developed. Options such as online learning or being housed in Wawa with relatives or friends should be determined.
- *People Trying to Return Home* – There may be any number of people who were on the other side of the closure, trying to return to Dubreuilville. Every effort should be made to allow these people to return to their homes. If it is not possible to return these people to their homes, alternate accommodations may need to be made in neighbouring municipalities. Please refer to the mutual assistance agreement between Dubreuilville and Wawa.

CCG Responsibilities

In addition to their regular Community Control Group (CCG) responsibilities listed in the main Emergency Response Plan, the CCG is responsible for the following:

- Determining the need to declare an emergency;
- Contacting the Ministry of Transportation (MTO) to invite a representative to attend CCG meetings;
- Ensuring there is a 24/7 communication link between the community and the MTO representative;

- Acquire maps and other information about the closure from MTO, and display them for the public;
- Issuing authoritative information and instructions to the public;
- Determining the need for other agencies to join the CCG – such as EMS, school board, and MTO.
- Determining the need to implement the Emergency Information Plan and open the Emergency Information Centre;
- Determining the need to cancel or alter community events;
- Identifying vulnerable populations within the community and determine special needs or actions (i.e. do only specific populations need to be evacuated);
- Identifying what, if any, critical infrastructure will be vulnerable due to the closure;
- Determining secondary impacts of the closure (i.e. did closure cause power/telephone outage) and consequences of secondary impacts (i.e. no 911 capabilities);
- Implementing other plans (i.e. Emergency Information Plan, Evacuation Plan, etc.).

Individual Responsibilities of CCG Members

In addition to the responsibilities outlined in the main Emergency Response Plan, certain CCG Members have additional responsibilities.

Public Works

- Working with MTO and OPP to determine which roads are closed or should be closed:
- Determining with the OPP if safe alternate routes are available
- Provide barricades for closures;
- Provide workforce to staff road/hwy closures, if required;

Fire Chief

- Determining how mutual aid will be accessed in the event of a serious fire and communicating with those fire departments;
- Explaining to the CCG the limitations of response capabilities and consequences of limited mutual aid;
- Assisting which neighbouring fire department will temporarily cover auto extrication responsibilities along Hwy 17 or 519 sections no longer accessible to the Dubreuilville Fire Department.

MTO Representative

- Attending CCG meetings;
- Providing an overall update on the closure and any anticipated impacts on the community;
- Providing a 24/7 contact number;
- Ongoing liaison and communication with the Public Works Manager;

EOC Commander

- Contacting the MTO to invite a representative to attend CCG meetings;

- Contacting and liaising with affected utilities to determine priorities and restoration times;

OPP

- Attending CCG meetings and providing updates on the closure;
- Determining which police related services are maintained and which services will be suspended;
- Work with Public Works to determine safe alternate routes;

EMS

- Attending CCG meetings and providing updates on impacts to EMS services in the community;
- Determining alternative EMS services in the community.

Emergency Information Officer

- Issue media releases as required;
- Work with MTO and OPP Information Officer to ensure media releases are coordinated;
- Monitor news and social media feeds to ensure proper messages are being relayed to the public and to correct erroneous information;
- Display maps provided by the MTO for the public and the media.

When to Declare an Emergency

During a road/hwy, a declaration of emergency should be considered when one or more of the following events occur:

- Closure will be longer than 24 hrs;
- 1st response services in Dubreuilville are impacted;
- Vital instructions need to be issued to the public;
- Extended suspension of certain community services (i.e. health services);
- Resources are required from other communities;
- Major financial expenditures incurred to respond to the closure;
- Closure is attracting significant media attention;
- Long-term impacts are expected (i.e. food delivery, social disruption);
- Advised to declare by another agency (i.e. MTO).

Resources/Assistance Required for Road/Hwy Closure

Specific resources or assistance will likely be required when an emergency is due to a road/hwy closure. The chart below lists some of the more commonly needed resources and how to locate them.

Resource/Assistance	Use	Contact Information
Road Barricades	Prevent the use of roads/hwys.	ATS Traffic – Toronto 365-297-7113
Road Signs	Alert the public to closures	Battlefield Equipment Sault Ste Marie (705) 946-0124
Temporary Bridges	Temporary crossing of creeks or rivers	Algonquin Bridge 1-905-870-7067
Ledcor Maintenance	Hwy 519 maintenance	Frederick Chabot-Beaurivage 780-217-5742
Ministry of Transportation	Responsible for highway emergencies	Jeewan Ramkissoon (705) 945-6650
CN Rail	Move people and goods along railway	1-800-465-9239

Emergency Information and Communications

When writing a media release regarding a road/hwy closure, the following information should be considered:

- Where is the closure, what size, and how far from the community;
- Are there alternate routes;
- Alternate service delivery in town;
- How long will the closure be in place;
- What are other response agencies (i.e. MTO, OPP) saying;
- Is a multi-agency media release more practical;
- Time of next media release.

Once the first media release is provided and the public is informed, it is prudent to be prepared for follow-up questions, such as:

- What the municipality is doing to have the road/hwy reopened;
- Why an emergency was declared;
- How are 1st response services maintained;
- What municipal services or events are cancelled;
- How the municipality is maintaining critical services.

**ROAD/HIGHWAY _____ IS CLOSED IN THE
TOWNSHIP OF DUBREUILVILLE**

Road/Highway _____ is closed due to _____ in/near the Township of Dubreuilville. Mayor _____, along with other response agencies, is advising that all people (*pick all that apply*)

- Stay away from washouts/flooding etc.;
- Listen to instructions from 1st responders or the municipality;
- Cancel or alter travel plans accordingly;
- Cancel or alter appointments outside the community.

An Alternate route may be used if necessary by following signs from _____ (explain directions).

All essential services within Dubreuilville are being maintained.

It is expected that the closure will last at least _____ hours/days.

This is not the first time such a situation has occurred in Dubreuilville, and the community 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
Town of Dubreuilville
705-884-2340

Recovery

The goal of recovery is for the community, citizens, and businesses to resume everyday day-to-day living as soon as possible. This includes establishing priorities and procedures for:

- Restoring community services and events as soon as possible;
- The delivery of non-critical supplies, materials, and food items;
- The resumption of regular school transportation;
- The removal of alternate routes and road/closure signs.

Debriefing

- Quick tactical debriefing – immediately after the event. Captures overall lessons learned, strengths, and weaknesses.
- Operational debriefing – one to two weeks after the emergency is over. Captures details of lessons learned, changes to plans and procedures, etc.
- Questionnaire (to volunteers, contractors, media, owners of facilities used, etc.) in order to identify gaps and future considerations for improvement
- Development of an After Action Report (AAR). The AAR will be based on all the debriefings and will list recommendations on implementing lessons learned, fixing weaknesses and filling in gaps identified. Council should be made aware of and approve the After Action Report.

Maintenance

The Appendix should be reviewed and maintained in the same manner as the main Emergency Response plan. The review should be done by the emergency management committee every year, with the emergency management coordinator ensuring that necessary changes and updates are completed yearly.

Annex N - Hazardous Materials Emergency Response Plan

Purpose

The potential for a hazardous materials emergency exists along any major highway or railway, such as Highways, railways or industrial sites. Since all three are in or near the Township of Dubreuilville, it is important to have a response plan to address the various procedures that need to be taken and resources required. Hazardous materials are capable of endangering the health of the local population and the emergency responders directed to assist them. Also, hazardous materials are capable of doing irreparable damage to the environment, including drinking water sources.

This plan aims to coordinate the actions required by the Community Control Group and its partners to ensure a safe, efficient, and effective response to a hazardous materials transportation accident.

Aim and Scope

The aim of this plan is to allow for a more coordinated response to an emergency arising from a hazardous materials accident. A hazardous materials spill involves the release of a hazardous material during production, storage, use, or transport. Hazardous materials are substances that are potentially hazardous to humans, animals, and the environment when mishandled or accidentally spilled.

The scope of this plan is to identify lead agencies and detail their responsibilities in the case of an emergency caused by a hazardous materials spill.

Authority

Authority for this hazard specific plan is provided under the By-law 2020-60 adopting the main emergency response plan.

Activation of this Plan

The Community Control Group (CCG) or the agency who has authority of jurisdiction during a hazardous materials spill has authority for activating this hazard specific plan.

Characteristics of Hazard

A hazardous material can be defined as any material that, because of its quantity, concentration, or physical or chemical characteristics, may pose a hazard to human health or the environment. Hazardous materials include the following categories:

- Flammable and combustible materials
- Toxic materials
- Corrosive materials
- Oxidizers
- Aerosols
- Compressed gases

Risk of Hazard

An accidental or uncontrolled hazardous materials release into the environment poses a risk. In Dubreuilville. The biggest hazardous materials risks include material transported along Highway 519 to the town or the mine sites, and the storage of material at the mine sites. Any spill of hazardous

materials will likely have catastrophic consequences to the people and the environment within Dubreuilville and beyond, including, but not limited to:

- Short term and long term health impacts on citizens, visitors and travellers;
- Short term and long term evacuations;
- Long term contamination of land and water;
- Loss of drinking water sources;
- Loss of fish, plant, and animal habitat;
- Loss of potential use of spill area now and in the future.

Impacts on Community

Depending on what has spilled, how much has spilled, and where it is spilled, the impacts on the community could be long term and irreversible. The impacts of a hazardous materials spill could include:

- Long term relocation of homes, business, and services, within the community – many homes, buildings and services may have to be relocated due to the nature of the spill;
- Long term closure of Water Treatment Plant – if the hazardous material enters the treatment plant water source or the treatment plant itself, the plant may need to be shut down for an indefinite time. This will require planning for the distribution of bottled water to all citizens;
- Long term closure of the Sewage Treatment Plant – if the hazardous material enters the sewage treatment plant, the plant may need to be shut down for an indefinite time. A release into the plant or through by-pass may result in a release to the environment;
- Immediate health impacts – Depending on the nature of the material spilled, immediate health impacts such as respiratory or skin issues including illness or death could result. Any severe illness or deaths will have negative psychosocial impacts on the community. Such impacts will have to be managed by the CCG with the assistance of critical incident stress services, faith based services and other social service organizations;
- Contaminated soil will need to be excavated and removed. This could include land near or adjacent to homes, businesses, daycares, etc. Removal and disposal of contaminated soil will be expensive. All costs associated to this action will need to be tracked and billed to the party responsible for the remediation of the spill;
- Loss of animal and fish habitat along with tourism – There will likely be a decrease in the number of people who hunt, fish, and enjoy the outdoors if there is a serious hazardous material spill. A loss of tourist revenue for those who are in the tourist business will be a likely consequence and may have to be managed by the municipality long-term. An action plan to re-invigorate the tourist economy may need to be developed.

Response

The response capability by the municipality to any hazardous material spill will be limited. The fire department's capability will be:

- Determine, from a safe distance, what material has spilled, using the Canutec Emergency Response Guidebook and/or transportation manifest;
- Notify the Spills Action Centre of Spill;
- Notify the CCG of the need to convene, if necessary;
- Isolate the area from further entry;
- Traffic and pedestrian control as required;
- Determine the need for evacuation or shelter in place;
- Contain, extinguish or control spilled material if it is a level 1 type material
- Call for mutual assistance as required;
- Call for CBRNE team if it is a level 2 or higher type material.

A valuable resource is the Canutec Emergency Response Guidebook (ERG). This Guidebook was designed to assist first responders in identifying the hazards of the material(s) involved in an incident, and in being able to protect themselves and the public during the response phase of an incident.

Roles and Responsibilities

Transport Canada requires companies to have an approved Emergency Response Assistance Plan prior to the movement of “any dangerous good that could present a wide-spread hazard if released during transport.” An Emergency Response Assistance Plan ensures that on-site assistance is available to responding agencies to contain the dangerous good. The assistance provided would include, without being limited to, the provision of emergency response advice first by telephone, then by a knowledgeable person attending the accident site, and the supply of specialized equipment and a response team to mitigate the effect of the dangerous goods at the accident site.

According to the *Environmental Protection Act*, “the owner of the spilled materials and the person who had control of a material when it was spilled” is required to promptly clean-up and restore the environment. Communities have the right under the Act “to respond to spills, and the right and mechanism to recover the costs.”

As well, the Emergency Management & Civil Protection Act, Section 12 states “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.”

Further to the functions listed above, specific ministries or federal departments may have a role in a hazardous materials emergency. For instance, the Ministry of the Environment, through the Spills Action Centre, is available to support the first response for emergencies that have an environmental component.

CCG Responsibilities

In addition to their regular Community Control Group (CCG) responsibilities listed in the main Emergency Response Plan, the CCG is responsible for:

- Warning the people of Dubreuilville and neighbouring communities if necessary;

- Determining the nature and effects of the hazardous material on the community (i.e. need to evacuate or shelter in place, health effects);
- Requesting a copy of the transportation company's or mine site's Emergency Response Plan;
- Ensuring the Emergency Assistance Plan is being followed by the company;
- Providing security of perimeters;
- Managing the evacuation or shelter-in-place operations;
- Coordinating with the OPP and the Ministry of Transportation regarding Emergency Detour Routes (EDR);
- Activating and managing evacuation shelters;
- Providing food and water for responders;
- Providing decontamination diking as required (e.g. sand, drain covers);
- Advising the Provincial Emergency Operations Centre (see [Resources Required Chart](#) below);
- Initiating cost tracking;
- Determining human resources, resource, and equipment needs;
- Advising the Ministry of Environment Spills Action Centre (see [Resources Required Chart](#) below).

Individual Responsibilities of CCG Members

In addition to the responsibilities outlined in the main Emergency Response Plan, certain CCG Members have additional responsibilities.

Fire Chief

- Provide an update on how the spill is being responded to;
- Explain to the CCG what the hazardous material is and how it will affect the community;
- Contact the Fire Coordinator to activate the provincial Haz Mat teams as needed (see [Resources Required Chart](#) below);
- Refer to the CANUTEC Emergency Response Guidebook and/or transportation manifest to determine the material spilled and the recommended evacuation distances, and other special instructions;
- Determine the need for mutual aid and communicating with those fire departments;
- Explaining to the CCG the limitations of response capabilities and consequences and the need for additional services (i.e. Haz Mat Team);
- Provide advice on the need to evacuate or shelter-in-place;
- Liaise and communicating directly with the CBRNE representative.

Haz Mat Team Representative

- Attend CCG meetings;
- Providing an overall update on the spill and any anticipated impacts on the community;
- Provide a 24/7 contact number;
- Ongoing liaison and communication with the Fire Chief;
- Advising on the need to evacuate or shelter-in-place;
- Advising on the need for additional resources.

Transportation/Chemical Company (if spilled on highway)

- Attend CCG meetings, if requested;
- Provide material manifest;

- Provide CCG information on accident, material involved, clean up plan, etc.;
- Share company's Emergency Response Assistance plan;
- Provide advice and assistance as to what the community should be doing;
- Tracking of all costs;
- Provide expertise, equipment, and manpower to help respond to the spill;
- Inform Spills Action Centre of the spill.

Ministry of the Environment/Spills Action Centre

- Monitoring water and air quality in affected areas;
- Ensuring cleanup and remediation of affected areas by responsible parties;
- Ensuring disposal of contaminants in accordance with pertinent regulations by responsible parties;
- Assisting in identification of responsible parties;
- Providing technical advice to response agencies.

Environment Canada

- Providing information on the characteristics of the materials and how they might affect human health and the environment;
- Weather forecasting;
- Spill modeling, sampling and laboratory support;
- Information on clean-up techniques.

Public Works

- Work with Fire Chief and OPP to determine which roads and access areas should be closed;
- Determining the safest route out of the community;
- Provide barricades for closures;
- Provide manpower to staff road closures.

CAO

- Contact legal representative to determine the right for financial reimbursement from the part(ies) responsible for the spill, as per the Environmental Protection Act and the [Emergency Management and Civil Protection Act](#);

When to Declare an Emergency

- During a hazardous materials spill, a declaration of emergency should be considered when one or more of the following events occur:
 - People are evacuated or put on evacuation notice, or told to shelter in place;
 - Long term social impacts (loss of housing);
 - Environment will be affected long term;
 - Vital instructions need to be issued to the public;
 - Extended closure of main roads;
 - Extended suspension of certain community services (i.e. water treatment);
 - Resources are required from other communities;
 - Major financial expenditures incurred to respond to the spill;
 - Spill is attracting significant media attention;
 - Advised to declare by another agency (i.e. CBRNE team);

Resources Required for Hazardous Materials Spills

Certain resources are likely going to be required when an emergency is due to a hazardous materials spill. The chart below lists some of the more common required resources and how to locate them.

Resource	Use	Contact Information	Notes
Haz Mat Team	To respond to haz mat spills by extinguishing fires, preventing further spillage, and assist with the clean up	Fire Coordinator – Kevin Sabourin 705-852-1173 PEOC 866-314-0472	24/7/365
Spills Action Centre	To provide guidance on hazardous material and response	1-800-268-6060	24/7/365
CANUTEC	Provide information regarding hazardous material	1-888-226-8832	24/7/365
Ministry of Transportation (if a highway spill)	Assist with response to spill	705-945-6611 – Sault Ste. Marie (M-F 8-4) PEOC 1-866-314-0472	24/7/365
Tomlinson Group	Site Clean-up and Remediation	800-263-5048	24/7/365
Tervita	Site Clean-up and Remediation	800-327-7455	

Evacuation and Shelter-In-Place

The CANUTEC Emergency Response Guidebook should be referenced to determine the safe evacuation distances and/or the need to shelter in place. Once it is determined what the UN placard number on the vehicle/rail car is, the recommended evacuation distance can be determined.

If an evacuation cannot be done in a timely manner, or evacuating people will put them in further danger, [sheltering in place](#) may be the best option.

Once it is determined to evacuate, decisions regarding where to send people, how to get them there, what routes to take, assisting vulnerable people, etc., will need to be made. EMO may be able to provide guidance and assistance if an evacuation is required.

Also, resources such as the Spills Action Centre will provide guidance on the need to evacuate or shelter in place.

If there is any doubt about the need to evacuate, it is always better to evacuate and then bring people home, then to not evacuate and risk serious medical issues, or deaths.

Depending on the type of material spilled, long term housing may need to be arranged for people impacted by the hazardous material spill.

Emergency Information and Communications

When writing a media release regarding a hazardous materials spill, the following information should be considered:

- Do people need to evacuate or shelter-in-place;
- Safest route out of the community;
- Who needs to leave first;
- Where are the evacuees going;
- How long will the evacuees be gone;
- What do the evacuees need to bring with them;
- What to do with pets;

If sheltering-in-place, for how long;

- What are other response agencies (i.e. Huron Central Railway, OPP) saying;
- Is a multi-agency media release more practical;
- Time of next media release.

Once the first media release is provided and the public is informed, it is prudent to be prepared for follow-up questions, such as:

- Why are you evacuating the whole community;
- Why are you evacuating only part of the community;
- Does everyone need to evacuate;
- How do I reach my loved ones who have evacuated;
- Will my home be protected;
- Who is paying for all of this/Who will compensate me?

Hazardous Materials Spill Media Release

For Immediate Release

Time, Date, Year

**MAYOR ORDERS PARTIAL/FULL EVACUATION OF THE
MUNICIPALITY OF DUBREUILVILLE**

A hazardous material spill has occurred along Hwy 519/Mine Site, (*choose one*) in Dubreuilville. Mayor _____, along with other response agencies, is advising that all people (*pick one of the following*);

- Evacuate immediately;
- Shelter in place;
- Listen to the radio for further instructions.

Please use roads _____ to evacuate safely.

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
Town of Dubreuilville
705-884-2340

Recovery

The goal of recovery is for the community, citizens and businesses to resume normal day to day living as soon as possible. This includes establishing priorities and procedures for:

- Assessing the long term health and environmental impacts of the spill;
- Decontaminating any land as required by excavation and disposal;
- Long term testing of waterways to ensure impacts are negligible;
- Establishing a recovery information centre where the impacted individuals can obtain additional information on the recovery process.

Debriefs

- Quick tactical de-briefing (hot-wash) done immediately after the emergency is terminated;
- More detailed operational de-briefing done within two weeks of emergency termination;
- Questionnaire (to volunteers, contractors, media, owners of facilities used, etc.) in order to identify gaps and future considerations for improvement;
- Develop an after action report to capture lessons learned and states how lessons learned will be implemented.

Maintenance

This Appendix should be reviewed and maintained in the same manner as the main Emergency Response plan. The review should be done by the emergency management committee on a yearly basis with the emergency management coordinator ensuring any necessary changes and updates are completed yearly.

Annex O– Business Continuity Plan

Definition

Business Continuity Planning is the proactive planning process completed to ensure that the Township of Dubreuilville can continue to provide critical services at the highest level possible during a disruption caused by an emergency or other significant event. Identifying and ranking services will also increase overall organizational efficiency and determine the relationship of assets, human and financial resources for critical services and deliverables.

The term “Continuity of Operations” (COOP) may sometimes be used by other agencies instead of Business Continuity Planning (BCP).

Aim and Scope

This plan aims to guide municipal managers and emergency responders in determining what municipal services must be maintained in the Township of Dubreuilville during an emergency and which services can be temporarily suspended.

The scope of this plan outlines what services need to be maintained, timelines for bringing the service back when lost, identify thresholds that justify the reduction of services, and what services can be suspended.

This BCP only covers municipally controlled services and resources. Those agencies’ BCPs are expected to cover other services such as OPP, ADSB, etc.

This BCP is an appendix to the municipality’s Emergency Response Plan.

Authority

Authority for this BCP is provided under By-Law 2020-60, adopting the main emergency response plan.

Activation of this Plan

The Community Control Group (CCG) can activate this Business Continuity plan.

This plan can also be activated outside the scope of an emergency by the CAO and respective department heads.

Critical Service

The definition of a critical service would be 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.

CCG Responsibilities

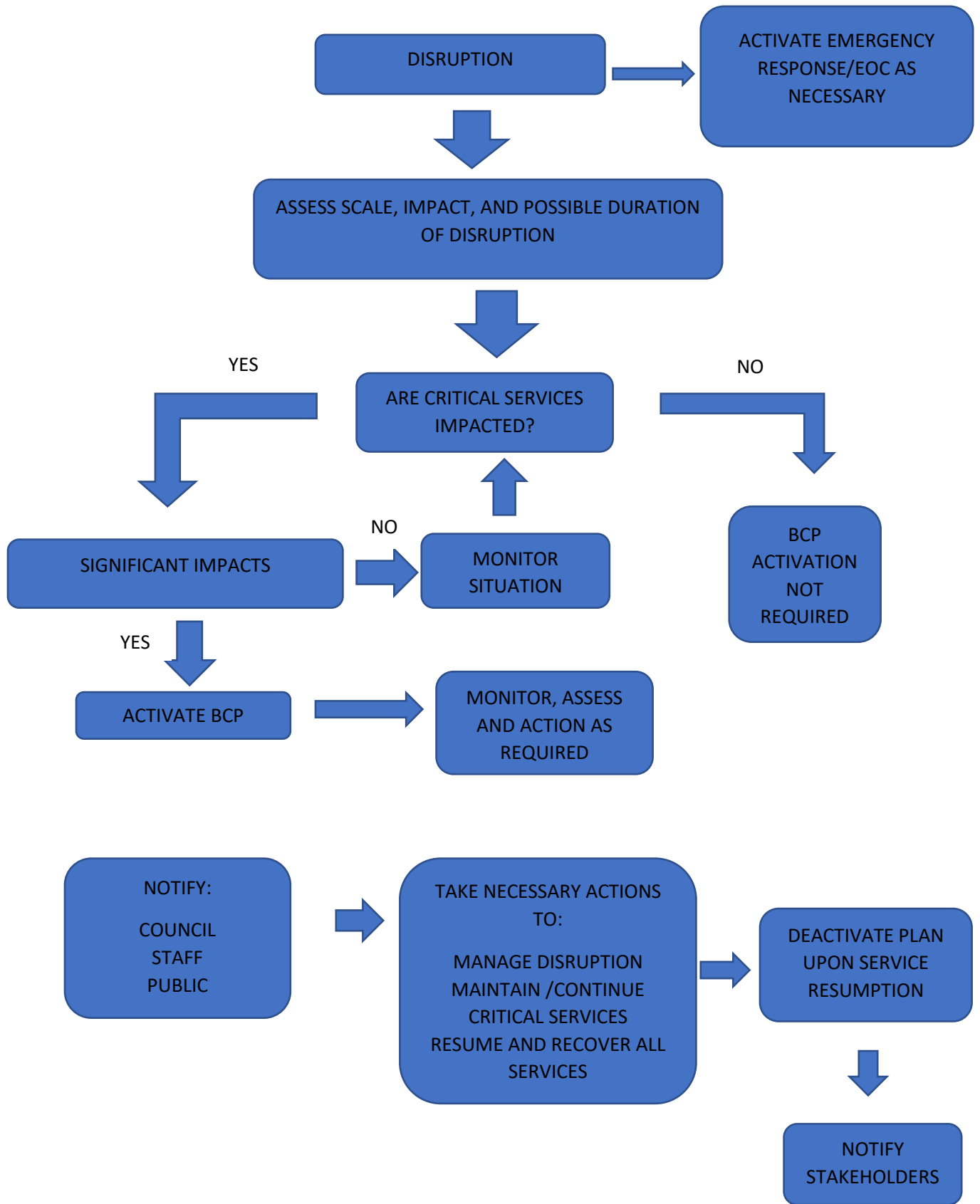
In addition to their regular Community Control Group (CCG) responsibilities listed in the main Emergency Response Plan, under this plan, the CCG would be responsible for recognizing the need to implement this plan and actioning the emergency as appropriate.

When to Activate Plan

The BCP could be activated when any or all of the following conditions exist:

- Normal day-to-day procedures are overwhelmed and cannot keep up with demand;
- Loss of any critical service for longer than stipulated in the chart below;
- Resources must be shifted from one service to another service;
- Not enough staff to maintain a particular service(s);
- Required by an emergency or significant event;
- Evacuation of the town office;
- In anticipation of an emergency or significant event.

Flow Chart



Assessment of Services

All municipal services have been categorized into five priorities as follows:

- 1 – Emergency – service is required immediately;
- 2 - Critical – service is required within 24 hours;
- 3 – Vital – service is required within 72 hours;
- 4 – Necessary – service is required within two weeks;
- 5 – Desired – service is required when normal operations return.

The criteria used to determine these rankings include:

- Interruption Impact
- Influencing Factors
- Regulatory Requirements
- Human Resource Requirements
- Infrastructure and Resource Requirements
- Vital Records
- Interdependencies

During an event that disrupts services, the municipality will focus its resources and personnel on the services below, as listed.

Priority 1 – Emergency - Services Required Immediately				
Service	Time Without Service	Possible Actions	Thresholds	Notes
Fire – Emergency services (i.e. structural fires, motor vehicle accidents)	Immediately	Activate Mutual Aid Agreement if neighbouring municipalities are not affected.	Not enough personnel to complete tasks safely	May need to maintain volunteer staff inventory of availability Only suppression and auto-extrication – no public education or fire inspections
Water Treatment	Immediately	Bottled water distribution Mobile water treatment unit Messaging around water conservation	Boil water advisory Water Main Break Lack of trained personnel	

Service	Time Without Service	Possible Actions	Thresholds	Notes
Sewage Treatment	Immediately	Bypass treatment	Sewer Break Overflow/By-pass Lack of trained personnel	
Employee Pay	Immediately	Handwritten Cheques Cash payments	IT Failure Limited personnel	
Helipad	Immediately	Find an Alternative landing location	Debris on the helipad that cannot be cleared quickly	

Priority 2 – Critical - Services Required Within 24 Hours

Service	Time Without Service	Possible Actions	Thresholds	Notes
Snow Removal – Roads/Streets	12- 24 hours	Hire Contractors	Accumulations exceed capacity Limited Personnel Equipment Failures	Determine priority roads based on circumstances
Sanding – Roads/Streets	12 - 24 hours	Hire Contractors	Accumulations exceed capacity Limited Personnel Equipment Failures	Determine priority roads based on circumstances
Snow Removal – Parking Lots	24 hours	Hire Contractors	Accumulations exceed capacity Limited Personnel Equipment Failures	Town Hall/Fire Hall
Website	24 hours	Social Media sites	Loss of website due to malfunction or hack	Used during emergencies to relay information to the public

Priority 3 – Vital - Services Required Within 72 Hours				
Service	Time Without Service	Possible Actions	Thresholds	Notes
Sanding Parking Lots	72 hours	Hire Contractors	Accumulations exceed capacity Limited Personnel Equipment Failures	
Snow Removal – Fire Hydrants	72 hours	Hire Contractors	Exceptional accumulations Lack of personnel	
Highway Sign Messaging	72 hours	Request another agency (i.e. OPP) to change the sign	Required for informing the public during the event	Depending on emergency or event
By-Law Enforcement	72 hours	Suspend Program Hire Contractor	Lack of Personnel Higher priorities Evacuation of community	Depending on emergency or event
Landfill	72 Hours	Make arrangements with neighbouring municipalities for the use of their landfill.	Lack of Personnel Evacuation of landfill	If the emergency does not create debris, it may not need to open as quickly.

Priority 4 – Desired - Services Required Within 2 Weeks				
Service	Time Without Service	Possible Actions	Thresholds	Notes
Road Maintenance – Culverts	Two weeks	Hire Contractors	Road/Street flooding, washouts Limited personnel	As required during emergencies that also have significant rainfall
Road Maintenance – Potholes	2 Weeks	Hire Contractor	Lack of Personnel Equipment Failure	Prioritize roads
Garbage Pick-up	2 Weeks	Hire Contractor	Lack of Personnel or Equipment	
Outdoor Burning Permits	2 Weeks	Close/suspend operations Notify the public	Lack of Personnel Evacuation Office Relocation	Depending on season
Council Meetings	2 Weeks	Hold meetings at a different location	Quorum Not Maintained Evacuation Council Chambers Closed	

		Virtual meetings if an emergency is declared		
Service	Time Without Service	Possible Actions	Thresholds	Notes
Board/Committee Meetings	2 Weeks	Close/suspend operations Notify the public	Lack of Personnel Evacuation Office Relocation	
Accounts Payable	2 Weeks	Notify Creditors of delay in payment to be expected Change the payment approval system	Lack of Personnel Closure of municipal office Loss of records	
Accounts Receivable	2 Weeks	Notify Debtors Change the payment acceptance system	Lack of Personnel Closure of municipal office Loss of records	
Grading Roads	2 Weeks	Hire Contractors Close roads and notify the public	Lack of Personnel Evacuation of area	
Crossing Guards	2 Weeks	Hire Contractors Notify Public Ask of Volunteers	Lack of Personnel	Depending on season

Priority 5 – Necessary - Services Required When Normal Operations Return

Service	Restoration Time	Possible Actions	Thresholds	Notes
Arena – Winter	2 Weeks or >	Cancel Program Neighbouring arenas	Loss of Building Lack of personnel	Used as an evacuation centre
Arena – Summer	2 Weeks or >	Cancel Programs Use mutual assistance agreements with neighbouring municipalities	Lack of Personnel Large Evacuations Loss of Building during emergency	Used as an evacuation centre
Fire – Inspections, Public Education, etc.	2 Weeks or >	On-line pub ed Flyer mail-out Adjust Inspection requirements appropriately	Lack of Personnel	
Park Maintenance	2 Weeks or >	Hire Contractor	Lack of Personnel	Safety of Equipment and grounds

			Equipment Failure Evacuations	
Street Light Maintenance	2 Weeks or >	Hire Contractor	Lack of Personnel Equipment Failure	
Service	Time Without Service	Possible Actions	Thresholds	Notes
Lottery Licence	2 Weeks or >	Close/suspend operations Notify the public	Lack of Personnel Evacuation Office Relocation	
Building Permits	2 Weeks or >	Close/suspend operations Notify the public	Lack of Personnel Evacuation Office relocation	
Building/Construction Inspection	2 Weeks or >	Close/suspend operations Notify the public	Lack of Personnel Evacuation Office Relocation	
Marriage Licence	2 Weeks or >	Close/suspend operations Notify the public	Lack of Personnel Evacuation Office Relocation	
Pet Licence	2 Weeks or >	Close/suspend operations Notify the public	Lack of Personnel Evacuation Office Relocation	
Tax Collection	2 Weeks or >	Delay/defer Collection Interest-Free period Encourage on-line payments	Lack of Personnel Town Office Closure	
Water Payments	2 Weeks or >	Delay/defer payments Encourage on-line payments	Lack of Personnel Town Office Closure	Water Payments
Landfill Tickets	2 Weeks or >	On-line tickets Pick up tickets at the landfill	Pack of Personnel Evacuation of or unable to use municipal office	
Recycle Pick-up	2 Weeks or >	Hire Contractor Suspend the Program and divert it to landfill	Lack of Personnel or equipment Evacuation of Community	
Business Licence	2 Weeks or >	Suspend service	Lack of personnel Evacuation of or unable to use municipal office	

Library	2 Weeks or >	Close building Offer online services	Lack of Personnel Evacuation Unable to use building	Flooding, storm damage, fire, etc.
Elections/Appointments	2 Weeks or >	Delay Elections as per Municipal Act	Lack of Personnel Voting Stations Closed Evacuation	
Service	Time Without Service	Possible Actions	Thresholds	Notes
Cemetery	2 Weeks or >	Promote Cremations Use of temporary morgue Use of other cemeteries	Flooding Lack of Personnel Evacuation of area	
Street Sweeping	2 Weeks or >	Hire Contractor Suspend Service	Lack of Personnel or equipment Evacuation of Community	

Preparedness Strategies

To mitigate the effects of a critical service disruption, the following actions could be taken ahead of time or as soon as possible once the interruption is recognized:

- Cross-train staff on possible critical services to perform specific duties;
- Know where to rent specific equipment from and possibly have agreements in place;
- Borrow equipment from neighbouring municipalities and possibly have agreements in place;
- Adopting policies around recalling staff from vacation and days off;
- Communication protocols regarding what to tell council, staff, the media, and the public;

Dependencies

The municipality's many critical services depend on resources, materials, expertise, etc., from external suppliers, contractors, etc. Every effort should be made to ensure those suppliers have plans to ensure they can still provide the resources, materials, expertise, etc., at all times. This includes times of widespread disruptions (ice storms, power outages, highway closures, pandemics, etc.)

When entering into contracts with external businesses, a condition of the contract should be how the business plans to continue to supply the municipality with its contracted service during major crises.

Recovery

After activating this BCP, any service suspended must be assessed to determine the order in which suspended services will be re-established and when the resumption of suspended services will begin.

Any suspended service promoting the health and safety of the public, employees, and others should be returned first. Services that don't meet a vital human need can be re-established later. Another consideration is regulatory requirements for any suspended service. The primary order in which services should be re-established should follow the table above. Priority 1 services returned 1st, and Priority 5 services returned last.

Debriefing

- Quick tactical debriefing – immediately after the event. Captures overall lessons learned, strengths and weaknesses.
- Operational debriefing – one to two weeks after the emergency is over. Captures details of lessons learned, changes to plans and procedures, etc.
- Questionnaire (to volunteers, contractors, media, owners of facilities used, etc.) to identify gaps and future considerations for improvement.
- Development of an After Action Report (AAR). The AAR will be based on all the debriefings and will list recommendations on implementing lessons learned, fixing weaknesses and filling in gaps identified. Council should be made aware of and approve the After Action Report.

Maintenance

This Appendix should be reviewed and maintained in the same manner as the main Emergency Response plan. The emergency management committee should do the review every year with the emergency management coordinator, ensuring that necessary changes and updates are completed yearly.

Annex P – Recovery Plan

Aim and Scope

This plan aims to allow for a more coordinated recovery from an emergency in the Township of Dubreuilville.

The scope of this plan is to outline what will likely need to be done and by whom to expedite an effective recovery from any emergency the community may face. This plan does not contain complete details or information on every aspect of recovery. However, it will guide the Community Control Group in the recovery process by providing pertinent information and links to more complete information on some topics.

This Recovery Plan is an appendix to the community's Emergency Response Plan.

Authority

Authority for this Recovery Plan is provided under the by-law 2020-60 which adopts the municipality's Emergency Response Plan, of which this Recovery Plan is an annex.

Activation of this Plan

The Community Control Group (CCG) has the authority to activate this plan.

Contents

This plan contains information regarding financial compensation, management of debris, re-establishment of services, short and long-term housing, personal recovery, and critical incident stress management.

Hazards

All hazards that create emergencies must be recovered from in some manner. For the purposes of this Recovery Plan, it will cover the top three hazards that are likely to cause damage. The top three hazards are:

1. Forest fires;
2. Flooding;
3. Micro-burst/tornado.

Although this Recovery Plan will focus on those hazards, the ideas and concepts of this Recovery Plan can be applied to emergencies arising from other hazards.

Financial Compensation

The municipality and its citizens may be eligible for financial compensation under certain conditions. The following information is for municipalities to follow when seeking compensation from the provincial government (Note: There is no federal government finance program). For complete details, please refer to the local MSO or click here <https://www.ontario.ca/page/guidelines-apply-municipal-disaster-recovery-assistance-mdra>.

Overview

The Municipal Disaster Recovery Assistance (MDRA) program helps municipalities recover from extraordinary costs after a natural disaster.

Eligible expenses may include:

- capital costs to repair public infrastructure or property
- operating costs that go above regular budgets and are needed to protect public health, safety, or access to essential services

Costs are **not** eligible if:

- insurance covers them;
- they would have been incurred anyway.

Program activation and delivery

The Minister of Municipal Affairs and Housing decides to activate the program based on evidence showing that the event meets the eligibility criteria for Municipal Disaster Recovery Assistance.

The review process considers:

- the cause and extent of damage;
- the initial claim submitted 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 incurred by the municipality as a result of the natural disaster.

Eligibility requirements

To be eligible for the program, a municipality must have:

- experienced a sudden, unexpected, and extraordinary natural disaster;
- have cost over and above regular budgets that can be clearly linked to the disaster;
- passed a resolution of council;
- submitted an initial Municipal Disaster Recovery Assistance claim.
-

Municipalities wishing to apply for Municipal Disaster Recovery Assistance are to [contact their local Municipal Services Office](#) for the claim forms package, which includes:

- these program guidelines;
- a Municipal Disaster Recovery Assistance claim form in Excel;
- a user guide for detailed instructions on filling out the claim form.

The MDRA offers assistance for extraordinary operating and capital costs arising from a **natural disaster**. Eligible operating costs are those incurred to protect public health, safety, and access to essential services. Eligible capital costs are those to repair public infrastructure or property to pre-disaster condition. Costs that are covered by insurance or costs that would have been incurred if the disaster had not taken place (such as regular municipal salary costs) are ineligible under the program.

For the purpose of Municipal Disaster Recovery Assistance, a disaster is defined as a sudden, unexpected, extraordinary, **natural event** that results in eligible municipal costs at least equal to three

percent of a municipality's own purpose taxation levy. In keeping with the principle of shared responsibility for disaster management, the program is based on a sliding-scale, cost-sharing formula between affected municipalities and the province.

The Ontario government also offers a separate program, [Disaster Recovery Assistance for Ontarians](#), to assist homeowners, residential tenants, small owner-operated businesses, farmers, and not-for-profit organizations affected by a natural disaster. The Minister of Municipal Affairs and Housing may activate this program in the event of a natural disaster. Disaster Recovery Assistance for Ontarians is administered by the province and, a municipal request is not required to activate the program.

When a municipal council believes that the municipality has experienced a disaster that could be eligible under the program and wishes to apply, the municipality is required to submit a resolution of council and initial claim within 120 calendar days from the date of the onset of the disaster. Following the receipt of the resolution, initial claim, and supporting documentation, the Minister of Municipal Affairs and Housing determines whether to activate the program.

Municipalities pursuing program assistance must ensure that the person submitting and attesting to the accuracy of the costs claimed, normally the municipal treasurer has the necessary delegated authority.

Practical tips for municipalities after a disaster

The following are some practical first steps a municipality can take at the onset of a natural disaster:

- **collect documentation:** When submitting a claim, municipalities are encouraged to attach as much supporting information as is available. The success of the claim largely rests on the municipality's ability to demonstrate that the costs incurred are linked to the natural disaster. Examples may include:
 - reports or assessments, from staff or external experts, on the specific damage to property or infrastructure
 - photos or videos of pre-disaster, post-disaster, and post-cleanup conditions
 - maps of impacted areas or tables listing impacted sites
 - documentation of costs such as invoices, procurement and employee contracts, equipment logs, and purchase requisitions
 - asset management plans and other documentation
- immediately begin to separate incremental operating and capital costs related to the disaster from ordinary municipal expenditures. Establish a segregated General Ledger account to track incremental disaster-related expenses easily
- if a municipality has experienced major infrastructure or property damage as a result of a natural disaster, obtain detailed damage reports from a qualified engineer or relevant professional that detail the damage incurred and an appraisal of costs to restore the property or infrastructure to pre-disaster condition
- contact your insurance provider to determine what damage is covered by insurance

Application process

Municipalities must meet the following conditions in order to be eligible under the program:

- municipalities must have experienced a sudden, unexpected and extraordinary natural event

- incremental costs must be demonstrably linked to the disaster and eligible costs incurred must be at least equal to three percent of a municipality’s own purpose taxation levy
- a resolution of council, initial claim, and required supporting documentation must be submitted within 120 calendar days from the date of the onset of the disaster. Submit all items together in one package

Provincial and municipal cost-sharing formula

In keeping with the principle of shared responsibility for disaster management, the Municipal Disaster Recovery Assistance program is based on a sliding scale cost-sharing formula. The formula is applied when eligible costs are at least equal to three percent of the municipality’s own purpose taxation levy. The own purpose taxation levy refers to the total taxes a municipality is eligible to collect to fund its own budget, less certain adjustments, and is intended as a measure of the municipality’s financial capacity.

For the purpose of this program, own purpose taxation levy is based on the latest Financial Information Return submitted by the municipality and recorded under SLC 10 0299 01 (“Taxation-Own Purposes”) of the Financial Information Return.

If eligible municipal costs reach the three percent threshold and the program is activated, the province will reimburse the municipality at 75 percent for expenses up to the first three percent of the municipality’s own purpose taxation levy. The municipality would be responsible for the remaining 25 percent of these expenses. For eligible expenses incurred beyond three percent of a municipality’s own purpose taxation levy, the province will reimburse the municipality at 95 percent, and the municipality would be responsible for the remaining five percent.

Provincial and municipal cost-sharing

The cost-sharing formula applied if eligible costs meet or exceed three percent OPT levy and the program is activated	Provincial Contribution	Municipal Contribution
Eligible costs up to 3% of own purpose taxation levy	75%	25%
Eligible costs exceeding 3% of own purpose taxation levy	95%	5%

Example: The following scenario is intended as an illustration of the program’s cost-sharing formula.

A municipality with a \$1 million annual own purpose taxation levy experiences an earthquake and incurs \$200,000 in costs.

The disaster costs of \$200,000 represent 20 percent of the municipality’s own purpose taxation levy.

$\$200,000 / \$1,000,000 = 20$ percent of the municipality’s own purpose taxation levy.

This is above the three percent threshold for program activation. The municipality meets the program criteria, and the Minister of Municipal Affairs and Housing activates the program. Eligible municipal costs up to the first three percent of the municipality’s own purpose taxation levy are reimbursed at 75 percent. Eligible municipal costs above three per cent of the municipality’s own purpose taxation levy are reimbursed at 95 percent.

Provincial and municipal cost-sharing scenario

Eligible municipal costs	Provincial Funding	Municipal funding
Up to 3% OPT levy: \$30,000	\$22,500 (75%)	\$7,500 (25%)
Exceeding 3% OPT levy: \$170,000	\$161,500(95%)	\$8,500 (5%)
Total: \$200,000	\$184,000	\$16,000

Preparing to apply

Municipalities have 120 calendar days from the date of the onset of the natural disaster to apply for the program. The 120-day period is intended to allow the municipality sufficient time to assess its costs arising from the disaster event. It is recommended that municipalities conduct a self-assessment before submitting a claim to determine whether or not the event meets the eligibility criteria for program activation.

The strength of a municipality’s request for assistance will depend on the completeness of the claim forms and supporting documentation submitted. Municipalities must append supporting documentation to establish that costs are:

- directly linked to the natural disaster for which the municipality is requesting assistance
- incremental to a municipality’s standard operating and capital budgets
- not covered by the municipality’s insurance policy
- incurred as a result of a natural disaster and to protect public health and safety; secure public access to essential services; or to repair and restore essential property or infrastructure to pre-disaster condition
- reasonable. Claims should represent a fair value of work for money paid. Municipalities should be able to demonstrate that procurement and tendering processes are in compliance with the municipality’s by-laws and policies

How to apply

Step one: prepare the Initial claim

Enter incremental operating and capital costs into the Municipal Disaster Recovery Assistance program claim forms. This includes costs already incurred and paid out, and future estimated costs based on damage assessments, cost appraisals, and other applicable documentation. The purpose of submitting an initial claim is to demonstrate that costs incurred as a result of the natural disaster have, or certainly will, meet the three percent threshold for program activation.

Many of the costs incurred and paid out within the first 120 calendar days after the onset of a disaster will be operating costs that address the immediate needs of the community (e.g., setting up warming stations, hazardous debris cleanup). Enter costs into the appropriate sections of the claim forms, as outlined in the claim forms user guide, and provide proof of payment along with other relevant supporting documentation. If the municipality expects to incur additional operating costs, these should be noted in the “future estimated costs” section of the claim form with an explanation.

If a municipality has incurred and paid out capital costs within the first 120 calendar days, enter costs into the appropriate claim forms and provide proof of payment with all supporting documentation. Estimated capital costs that have not yet been incurred should be entered into the “future estimated costs” section of the claim form with associated documentation, such as damage assessments and cost appraisals.

In summary, an initial claim must contain actual expenditures and, if applicable, detailed estimates of future costs with relevant supporting documentation such as receipts, invoices, and estimate reports. The ministry may request additional information during the claim review process. Refer to the claim forms user guide for technical instructions regarding inputting data into the claim forms.

Step two: resolution of council

The affected municipality must submit a resolution of council requesting program assistance. The resolution should include the date the natural event occurred; the type of natural disaster for which the municipality is requesting assistance (e.g., tornado); and the name and position of the person who has the delegated authority to verify and attest to the accuracy of the claim, normally the treasurer.

The following is a sample council resolution:

Whereas the municipality of [legal name] recently experienced a [describe type of natural disaster] on [date] and has experienced incremental operating and capital costs, the council of [legal name of the municipality] hereby requests the Minister of Municipal Affairs and Housing to activate the Municipal Disaster Recovery Assistance program.

Further, that [name and position of person] is given delegated authority to verify and attest to the accuracy of the attached claim.

Step three: submit resolution of council, initial claim, and supporting documentation

Complete and submit all forms electronically. Send the claim forms as an Excel document. Scan the council resolution, attestation form, and all supporting documentation and send it as a PDF file. Keep all original documents for your records.

The request for assistance submission package must include:

- supporting documentation for:
 - Costs incurred and paid out
 - Estimated future costs
- claim forms with a signed attestation from the person who has been delegated authority to submit the claim
- resolution of council requesting assistance under the program

Eligible costs

Operating costs

Operating costs refer to the delivery of services and response activities during, and the weeks immediately following, a natural disaster. Special measures taken to protect the public’s health, safety, and access to essential services during this time period would be considered incremental operating costs. Typically, incremental operating costs do not extend beyond the first few months of a disaster.

The municipality's early focus is to contain or mitigate the disaster, restore order, and re-establish the basic needs of the community.

Examples of **eligible operating costs** resulting from a natural disaster may include but are not limited to:

- providing essential services and ensuring the operability of public infrastructure during and in the immediate aftermath of a disaster
- rescue and transportation for evacuated persons
- incremental costs of immediate actions to ensure safe passage on frequently traveled roads and emergency routes
- regular municipal staff overtime and volunteer expenses incurred to deliver emergency goods and services during the disaster (e.g., staffing emergency shelters, delivering goods to vulnerable persons)
- measures taken to reduce the extent of damage or danger to the community (e.g., removing hazardous debris such as tree limbs, rocks, ice)
- disposal of waste materials related to the natural disaster for which the program has been activated (e.g., landfill tipping fees)
- rental costs for emergency equipment or special facilities (e.g., debris removal vehicles, generators, operating an emergency inquiry line)
- hiring temporary employees for disaster-related activities

Examples of **ineligible operating costs** include but are not limited to:

- normal operating expenses a municipality would have incurred without the occurrence of the natural disaster
- emergency services costs related to routine incident management functions (e.g., responding to a medical emergency)
- regular salaries and benefits of municipal employees, even if the employee has been diverted to disaster-related work
- costs incurred by local electricity distribution companies
- decorative landscaping or corrective pruning
- grinding of tree stumps

There are rare circumstances where eligible operating costs may continue to be incurred for several months post-disaster. For example, due to weather conditions or lack of available equipment, the removal of hazardous debris may be delayed until resources become available, or weather conditions change. In the event that incremental operating costs are still being incurred at the time the municipality is submitting the request for assistance and initial claim, the municipality should provide an explanation.

Capital costs

Capital costs refer to expenditures incurred to restore essential municipal assets such as infrastructure and public facilities. Typically, capital costs are incurred later than operating costs because of the complexity of the projects (e.g., repairing a bridge, road, or sidewalk). In other words, costs in this category are often the longer-term actions taken to rebuild a community after a disaster.

Examples of **eligible capital costs** resulting from a natural disaster include but are not limited to:

- purchase of materials and procurement of external service providers for capital projects
- repair or restoration of municipal property and infrastructure (e.g., municipal roads, buildings, sidewalks) to pre-disaster condition
- engineering appraisals and recovery cost estimates for municipal property and infrastructure
- incremental labour costs and incremental costs for the use of the claimant's own equipment for repairing or restoring essential infrastructure and facilities

Examples of **ineligible capital costs** resulting from a natural disaster include but are not limited to:

- tree replacement or tree canopy restoration
- all costs covered by insurance, or any other program, and insurance deductibles
- damage to property or infrastructure not related to the natural disaster for which the program has been activated
- damage to private property
- improvements to property and infrastructure

Municipalities are required to provide supporting documentation demonstrating that eligible costs meet the program's activation threshold. Future costs for eligible capital repairs must be accompanied by detailed damage report estimates. Municipalities will be required to submit documentation of actual expenditures once available.

Accounting for costs and maintaining records

Municipalities should track disaster-related expenditures and revenues in a segregated general ledger account. This will enable the municipality's claim under the program to be reconciled to the municipality's audited financial statements for the fiscal year or years in which disaster-related expenses were incurred.

The person who has been delegated the authority by the municipal council, typically the municipal treasurer, is required to sign a claim attestation form verifying that the municipality's expenditures are accurately reflected in the claim forms. Once available, municipalities must provide audited financial statements to support their claims.

Goods and Services

The goods and services category may include costs for external service providers contracted to undertake work directly related to the disaster and incremental costs of goods needed to respond to, or recover from, the disaster.

Examples of **eligible goods and services costs** resulting from a natural disaster include but are not limited to:

- debris cleanup crews from outside service providers contracted to remove hazardous materials to protect public health, safety, and access to essential services
- purchase of materials or procurement of external service providers to repair essential infrastructure or public property
- rental of specialized equipment (e.g., excavators, generators)
- employee expenses directly related to the disaster (e.g., meals, mileage)

Examples of **ineligible goods and services costs** resulting from a natural disaster include but are not limited to:

- purchase of non-consumables that will remain assets of the municipality (e.g., dump trucks, chainsaws, power cords, laptops)
- infrastructure or property repairs when there is no evidence of damage attributable to the natural disaster
- pre-existing contracts for non-disaster related work

Unrecoverable Harmonized Sales Tax (HST)

Provincial and federal rebate programs typically reimburse most of the harmonized sales tax (HST) paid by a municipality. Municipalities are entitled to rebates that allow recovery of 100 percent of the federal portion and 78 percent of the provincial portion of the HST, in most cases. An amount equal to approximately 1.76 percent of the purchase price for goods and services is normally unrecoverable by the municipality. This unrecoverable portion of the HST is an eligible expense under Municipal Disaster Recovery Assistance.

Employee costs

Employee costs refer to costs incurred either for overtime of regular municipal employees tasked with disaster-related work; the costs of temporary employees on contracts for disaster-related work; or for backfill employees responsible for the duties of a regular municipal employee while the regular employee is assigned to disaster-related work.

Regular employee: A permanent staff member who is part of the staff complement of the affected municipality. A regular employee may be full-time, part-time, or seasonal.

Temporary employee: Additional temporary staff hired for disaster-related work. Normally contracts do not extend beyond six months following the event.

Backfill employee: Occurs when the duties of a regular municipal employee are assigned to a temporary employee to allow the regular employee to handle responsibilities specific to the disaster. The duration of a backfill assignment can be no longer than the duration for which the regular employee was deployed to do disaster-related work.

Examples of **eligible employee costs** resulting from a natural disaster include but are not limited to:

- overtime hours of a regular municipal employee as long as it is related to disaster work
- temporary employees hired specifically for work related to the natural disaster
- backfill employees hired to replace regular employees who are assigned to disaster-related work
- benefits incurred by temporary or backfill employees doing eligible disaster-related work

Examples of **ineligible employee costs** include but are not limited to:

- normal wages of regular employees, even if the employees were assigned to natural disaster-related work. This includes regular hours for part-time or seasonal municipal staff
- overtime that is not paid out. If a regular employee is given time off in lieu of being paid overtime wages, the municipality has not incurred an incremental cost that can be claimed under the program.

- backfill positions that extend beyond the duration of time the regular employees were assigned to disaster-related work
- normal benefits for regular employees, including part-time and seasonal regular employees

Employee benefits

Temporary and backfill employees: Eligible benefits for temporary and backfill employees are limited to Canada Pension Plan, Employment Insurance, and Workplace Safety and Insurance Board premiums; vacation pay; and contributions to pension plans that are required under a collective agreement.

Regular employees: Typically, the benefits of regular employees are not eligible under the Municipal Disaster Recovery Assistance program, even when these employees were assigned to disaster-related work. Benefits for regular employees are only eligible if they represent incremental costs resulting from the disaster.

Claimant-owned equipment

Claimant-owned equipment refers to equipment and machinery owned by the municipality. Municipalities are encouraged to use their own equipment as much as possible for disaster-related activities. The cost of equipment purchased and retained by the municipality is not eligible for reimbursement; however, the incremental cost of operating owned equipment is eligible.

The Municipal Disaster Recovery Assistance program is based on an allowance method under which claimant-owned equipment costs may be claimed at 40 percent of the current rental rate in the province for heavy equipment for all hours of emergency operation. Equipment rental rates are outlined in the Ministry of Transportation Schedule of Rental Rates for Construction Equipment, Including Model and Specification Reference, referred to as the Ontario Provincial Standard Specification 127 rates.

The Ontario Provincial Standard Specification 127 rates cover equipment rental rate compensation for work on a time and material basis. The calculated rate represents the cost of owning and operating the equipment and is made up of direct and indirect costs such as fuel, oil, lubrication, field repairs, overhaul, depreciation, financing, storage, insurance, and overhead.

The Ontario Provincial Standard Specification 127 rental rates are hourly unless otherwise stated, and do not include the cost of the operator. Operator costs for claimant-owned equipment should be documented either in the Goods and Services claim form (for contracted services) or the employee cost claim form, as appropriate.

Natural disaster-related revenue

Municipalities must report any revenue received as a result of the natural disaster, such as revenue from the sale of woodchips and lumber. Revenue reported in the Municipal Disaster Recovery Assistance program claim form is deducted from the final claim amount.

Debris Management

There are many aspects to debris management, particularly in emergencies that cause damage to public and private property. The idea of debris management is to keep as much material out of the local landfill as possible, reuse material where possible, reduce infestations (i.e. rat and insect), and protect

the health and safety of everyone managing debris. The debris from an emergency can significantly reduce the lifespan of a landfill site and therefore cost the municipality money, time, and effort in the long term.

Debris can be ANYTHING and can range from food to asphalt and cement.

After an emergency that creates significant damage, a Damage Assessment Team should be assembled to determine the extent of the damage and possible debris management issues that need to be addressed. The Damage Assessment should consist of:

- Public Works Supervisor;
- Fire Chief;
- Building Inspector;
- Algoma Public Health Inspector;
- Other agencies as required.

The Damage Assessment Team will try to determine:

- Clean up priorities – what needs to be cleaned first vs. last;
- Amount of debris that needs to be disposed;
- Health and Safety issues;
- How soon can clean-up begin;
- What contractors need to be brought in;
- Etc.

The Damage Assessment Team reports to the Community Control Group and will provide regular updates.

After an emergency, the Community Control Group will need to determine how the debris will be transported to the appropriate sites for disposal, reuse, etc. The options are:

- if able to do so, citizens can haul their own debris to designated sites;
- the municipality can direct people to pile debris on their property near the road for pick up by municipal employees;
- the municipality can hire a contractor or NGO to remove debris that has been piled on people's property near the road or;
- any combination of the above.

Please note that if it is suspected that the debris is caused by criminal activity or it is expected an investigation may happen, please seek proper authorization before removing any debris from any site.

When determining how debris will be transported to designated sites, the following must be considered:

- How much damage there is and, therefore, how much debris there will likely be. Please see the debris calculator at the end of this section;
- Type of damage done (i.e., were many vehicles damaged or flooded, are roads blocked for an extended period, etc.). All this will impede the ability of homeowners to remove their own debris;
- Have people been evacuated, and how long are they expected to be evacuated;

- Time of year – cooler months provide a longer period when debris can be left outside without causing infestations.

It should be considered to waive tipping fees if there is only expected to be small amounts of debris brought to the landfill.

It is recommended that people who have debris that must be removed from their property divide the material into 6 separate piles.

- normal household trash;
- woody material;
- construction and demolition debris (including furniture);
- appliances and white goods;
- electronics;
- household hazardous materials.

People should make piles on their property, close to the road not impeding traffic, as per normal garbage collection days.

Based on piles that citizens will separate their debris into, this section will outline what can be done with each debris type by the municipality and/or its citizens.

Household Trash

As much as possible, regular household garbage collection should be maintained. It will need to be made clear to people that it is ONLY regular household trash that will be collected on the days it is usually collected and that information regarding the removal of all other debris will be shared as soon as possible.

The municipality should work with its waste collection contractor to determine if they can maintain regular trash collection days and times.

If the emergency creates large amounts of household trash, additional pick-up times should be scheduled. Excessive amounts of household trash should not be left on properties, especially during the warmer months. This can quickly lead to infestations of rodents and insects and attract unwanted animals and birds.

Woody Material

After an ice storm or micro-burst/tornado, there is a high likelihood that there will be a large amount of woody material, such as trees and tree branches, that will need to be managed. When the amount of woody material will shorten the life span of the local landfill, steps should be taken to reuse the material. It is recommended that:

- larger trees be cut into firewood for citizens who burn wood for heat;
- local sawmills should be contacted to determine if they want to purchase any of the downed trees;
- branches could be chipped into mulch and donated to people or local gardening clubs or sold to landscaping or garden centres;
- Any woody material that cannot be given away could be burned depending on local fire by-laws, time of year, and possible approval of other levels of government (MNRF);

- Public works should determine if any of the larger trees could be cut into timbers to be used in future projects (i.e., shoring material, retaining walls, etc.);
- A large open area (i.e., municipally owned empty lot or parking lot) should be designated for people to bring their excess woody material to instead of the landfill. The municipality can then decide the best way to dispose of the material.

Please note that if woody material is going to be chipped into mulch and left in piles for an extended period, it may create a fire hazard due to rotting and spontaneous combustion. The Fire Chief will need to be consulted on this idea, along with the MNRF and Office of the Fire Marshal to ensure all regulations and codes are met.

If necessary, the burning of excess woody material could be considered. All local and provincial fire regulations would need to be followed. Also, a suitable site would be to be found to burn the material. The site would need to be a location where the long-term burning of material (smoke and ash) will not affect people, properties, or businesses. Once burning is complete, site remediation will need to be considered as well. The site should not be open to the public and have limited access. Woody material to be burned will be brought to the site by municipal employees or a contractor.

The need for residential burning permits and fees could temporarily be suspended to encourage citizens to burn their excess woody material on their property.

Construction and Demolition Material

Construction and demolition (C and D) material is any building material that must be removed from damaged homes, businesses, structures, or properties. It also includes all furniture except for electronics and appliances.

When removing material from buildings all hazards should be removed or made safe for ease of handling and safety when being piled on properties for collection. This includes removing or bending nails, collecting broken glass in a safe container and labelled, jagged metal being dulled, etc. This also includes knowing whether or not hazardous building material was in the structure, such as asbestos. If there is asbestos, extra measures need to be taken to ensure everyone's health and safety. An asbestos abatement contractor may need to be hired by the municipality to manage any asbestos material.

Unfortunately, much of C and D material will likely end up in the landfill. So, it is important that as much of it can be recycled or reused if possible.

If the debris is caused by a microburst/tornado, some of the debris (2x4s, fence boards, etc.) may be salvageable for future use by local building groups. If the debris is caused by flooding, do not try to salvage any material, as it could be contaminated with sewage.

Cement blocks, patio stones, bricks, etc., could be crushed and used as base material for future projects. Asphalt may be recycled into new asphalt.

Furniture could be recycled or given away as long as it has not been affected by flood waters. Any furniture that goes to the landfill should be crushed/flattened at the landfill before it is buried to reduce its volume.

Appliances and White Goods

All damaged appliances and White Goods (A and WG) should be managed by a scrap metal contractor.

Before piling A and WG near the road, residents need to remove all food from refrigerators and freezers (disposal of food is outlined below) and freon removed from cooling systems, including a/c units. The municipality or the scrap metal contractor will need to locate contractors who are authorized to remove freon from the various units before removal.

A and WG could be given away as well if it has not been affected by flood waters and is in working order. Any A and WG that end up in the local landfill will need to be crushed before being buried to reduce volume.

Electronics

Unfortunately, most electronics will end up in landfills after most emergencies. If electronics have not been affected by flood waters, an electronics salvage contractor could be contacted for the removal of all electronics from properties. Any electronics that end up in the landfill should be disposed of in the usual manner.

Household Hazardous Materials

Most homes and businesses have some amount of hazardous materials such as cleaning products, fertilizers, insecticides, paints, oils and greases, propane tanks, etc. All of these products should be kept out of the landfill. A household hazardous waste day could be set up to allow people to dispose of their hazardous products. Or a contractor could be hired to collect all household hazardous materials from properties.

Other Items

Vehicles – all vehicles (cars, trucks, ATVs, snowmobiles, etc.) should be disposed of by the owner as per instructions of their insurance provider. However, there may be many vehicles that people cannot dispose of through insurance or on their own. The municipality may need to hire a vehicle recycling contractor to remove all damaged vehicles.

Sandbags and sand – If the Township of Dubreuilville and/or its citizens use sandbags to prevent flooding, disposal of that material will need to be managed properly. If it is certain that the sandbags and sand did not come in contact with sewage the sandbags can be disposed of via normal means and the sand can be re-used as normal. However, if the sandbags and sand are suspected of being in contact with sewage, the sandbags will have to be disposed of to ensure no one or anything becomes contaminated by the sewage. The sand can only be re-used in areas where people will not be coming in contact with it. This is the same for any contaminated soil.

Food – Food will need to be disposed of properly depending on the type of food it is. Any food that was in a refrigerator that has been without power for more than 4 hours should be disposed of. Food that has been in the freezer without power for more than 24 hours needs to be disposed of. Both of these situations assume that the refrigerators and freezers were not opened during those timelines.

Any food, including canned and boxed food that was affected by flood waters, should be disposed of.

The municipality should not bury bulk quantities of food at the landfill. This could lead to pest infestations, animal control issues, etc. If possible, disposed food should be incinerated.

No food should be given away, even when requested.

Debris Calculator

As per the United States Army Corps of Engineers Debris Calculator, the Township of Dubreuilville can expect the following amounts of debris created after a significant wind event.

Category 1	74-95 MPH Winds
Category 2	96-110 MPH Winds
Category 3	111-130 MPH Winds
Category 4	131-155 MPH Winds
Category 5	155+ MPH Winds

Category	1	2	3	4	5
Cubic Yds	1,067	4,267	13,867	26,667	42,667
Debris Acres	0	0	1	2	3
Total Site Acres	0	0	1	3	4

Debris acres is the area the amount of debris will take up if it is stacked 10 feet high.

How many trucks will it take to remove the debris in 3 or 6 months?

Category		1	2	3	4	5
3 Mo. Collection	(18 CY / Truck x 10 Trips / Day x 12 weeks x 6 Days / Week)	0	0	1	3	4
6 Mo. Collection	(18 CY / Truck x 10 Trips / Day x 24 weeks x 6 Days / Week)	0	0	1	1	2

Services

It can be assumed that services provided by the municipality or other agencies will be disrupted due to an emergency. It will be the responsibility of the Community Control Group to ensure that critical services are restored promptly and in an order that ensures a smooth recovery from the emergency. The municipality's Business Continuity Plan should be referred to help determine which services must be re-established soonest, and which services can be re-established later. This will help the Community Control Group manage resources and priorities easily.

The municipality will likely need to work with other agencies, such as Algoma EMS, OCWA, Hydro One, and others to re-establish services. These agencies can be brought into Community Control Group meetings to discuss service re-establishment and timelines, and provide advice.

When services to individual homes are lost, such as internet, telephone, gas, etc. the municipality should work with the providers of these services to establish timelines and work schedules as to which services need to be restored, which ones to restore soonest, and when the service providers can access properties. A colour-coded system should be established that identifies each service by a certain colour. Each property owner or municipal official can then indicate which service is needed on each property by placing the appropriate colours on the property edge. The colours could be displayed using tape or a visible marker on a stake or pole. The colours could be as follows:

- Landline telephone service – red

- Electricity - black
- Drinking water – blue
- Sewer line – brown
- Gas line - green
- Internet/cable TV – yellow

This system would have to be revealed to the public when required.

Short and Long-Term Housing

In any emergency that is expected to cause major damage, some people will likely need either short and/or long-term housing assistance from the various levels of government. The municipality's role could be to help find both short and long-term housing, working as an intermediary between the displaced people and the provincial or federal governments, and helping people transition from sheltering to short-term housing and finally to long-term housing (aka permanent). The ADSAB will also need to be consulted on this issue and will play a lead role.

Sheltering is when people are housed immediately after an emergency hits, usually in a community hall, or similar building for a short period (from hours to 10 - 14 days). Sheltering options in the municipality are outlined in the Evacuation Plan.

Short-term housing is from the end of the sheltering period to about 6 months (depending on the time of year). There are several options available that the municipality and citizens should look at for short-term housing. These include:

- Staying with family and friends;
- Staying at seasonal residences or cottages;
- Hotels or motels;
- Workplace housing trailers or RV units;
- Evacuation shelters that have had additional infrastructure and services added;
- Etc.

Citizens should consult with their homeowners or renter's insurance to determine the best option for them. The municipality should work with people who don't have these means to find suitable short-term housing solutions.

The municipality, working with ADSAB, may have to determine who gets priority if short-term housing is in limited supply. Priority should be given to those with serious medical issues, disabilities, young children, and the elderly.

Long-term housing is from about 6 months onward and is considered permanent housing. The municipality should work with ADSAB to help those citizens who require assistance in finding long-term housing.

To expedite long-term housing, the municipality may consider rezoning lots from single-dwelling or commercial lots to multi-dwelling lots (apartments, townhouses, etc.).

Other long-term housing solutions the municipality may want to help people explore are:

- Construction kit homes;
- Prefabricated homes;
- Mobile homes;
- Turning seasonal residences or cottages into permanent residences.

Security

In many emergencies, people will not be able to stay in their homes for various reasons. Sometimes people have time to properly lock and secure their homes and at other times, the homes cannot be locked and secured properly. Whenever people leave their homes, especially when homes cannot be locked or secured, the municipality and the OPP should work together to ensure proper security measures are put in place for everyone. This could include:

- Increased OPP presence or patrols;
- Hiring private security firms;
- Erecting temporary fencing and/or security cameras;
- Asking for proof of residency when entering certain areas;
- Checkpoints or controlled entry and exit points;
- Etc.

Such security measures will be most important when homes are left 'open' due to damage by wind.

Security measures should remain in place until people can properly secure their properties. This may take weeks, depending on the extent of the damage.

Building Inspection and Demolition

After a significant emergency, it will be obvious that some buildings are no longer inhabitable. It is important that the Chief Building Official quickly puts orders in place so that people know which buildings are condemned or no longer inhabitable.

Just as important is determining which buildings may be condemned or no longer inhabitable that show little to no visible damage. All buildings in the direct path of a tornado or serious microburst should be inspected by the Chief Building Official, even if the damage is minor. It is important to determine if any buildings have shifted on their foundations. If the building has shifted, the building may be deemed uninhabitable. This could apply to homes, businesses, etc., that have been in the path of any serious wind event.

The process for inspection may take days or weeks. It is therefore important that additional building inspection resources are found, such as:

- Inspectors from neighbouring municipalities;
- Contract Inspectors;
- Structural Engineers.

Whenever there are a large number of buildings to inspect, an Inspection Plan should be developed, including a map showing who will be inspecting which buildings, when the buildings will be inspected, and informing the building owner of the results. These results will need to be shared with the community control group so adjustments can be made regarding short and long-term housing issues.

Buildings that need to be demolished will have to be secured until demolition occurs. This could simply be putting Do Not Enter tape around the building or property or erecting some type of temporary fencing.

When many buildings need to be demolished, a Demolition Plan should be developed stating which buildings need to be demolished first. Priority should be given to:

- Buildings that provided a critical service so rebuilding and repair to the critical service can begin;
- Homes where people can start rebuilding on their own.

Personal Recovery

The recovery process for families and individuals will be similar in many ways to that of the municipality. In addition to the information in this plan that people need to know, they should also do the following:

- Make lists of what needs to be done, when it needs to be done, who can help them, etc.;
- Get back to normal routines or make new routines as soon as possible;
- Eat and sleep well, exercise;
- Watch for changes in your mental and emotional well-being, and get help when required;
- Determine if your financial situation is significantly changing and act accordingly:
 - Have you lost or home?
 - Have you lost your job?
 - Will you be incurring unexpected major expenses?
- Sort belongings and determine what can be salvaged by keeping or donating and what needs to be discarded;
- Help friends and family members who are not coping as well or who suffered greater;
- If required, determine short and long-term housing possibilities;
- Contact your insurance provider to determine what is and isn't covered;
- Let the municipality know what services need to be restored to your property;
- Let the municipality know if you require any assistance from the municipality or other agencies.

Some people may have lost everything, including important papers and documents confirming legal ownership of property and vehicles. The municipality may consider working with homeowners and insurance providers by providing property tax records and property deed information so that people can prove what they own.

Critical Incident Stress Management

Critical Incident Stress Management (CISM) is a key component of recovery. Similar to being impacted by the emergency differently, everyone will respond differently emotionally and mentally to the emergency. The municipality should begin work immediately with the local churches and NGOs to establish a CISM system that all people can access. NGOs that provide CISM services can be found in the NGO Alliance appendix in the Emergency Response Plan. Also, the public should be educated on CISM, its negative effects, and how to access help.

A room(s) large enough to accommodate any CISM services should be located and identified early in the recovery phase.

Review and Updates

This plan should be reviewed every year and updated as required. If this plan is used for any emergency, a review of the plan should occur after the emergency as well.

Annex Q – Dubreuilville – Wawa Mutual Assistance Agreement

A. OPERATION OF THIS AGREEMENT

1. This agreement shall have no force or effect unless and until:
 - a) a large-scale evacuation of the Township or the Municipality becomes necessary due to any threat, or;
 - b) a threat renders the EOC in the Township or the Municipality inoperable/unusable.

B. PROVISION OF EMERGENCY ASSISTANCE

2. If and when an evacuation of the residents of some or all of one of the municipalities becomes necessary, the other municipality hereby agrees to render assistance as follows:
 - a) to make available the use of the recreation facility/community centre and/or equipment to house or otherwise process, register and assist evacuees;
 - b) to provide municipal personnel as necessary to maintain and operate facilities and/or equipment, as part of the normal operations.
 - c) such other assistance as the parties may agree upon.
3. If and when the use of an EOC becomes necessary by either the Township or Municipality, the other municipality hereby agrees to render assistance as follows:
 - a) to make available the use of a boardroom, meeting room, conference facility or otherwise capable of being used as an EOC;
 - b) facility to have tables, chairs, internet and cellphone access, and other information technology required to operate an EOC;
 - c) such other assistance as the parties may agree upon.

C. USE OF FACILITIES & EQUIPMENT

4. The Township and the Municipality will give due consideration to the requirements of any facility, where possible, to ensure safe accommodation and use of facilities.
5. Notwithstanding the above paragraphs, final authority for the use and control of the facilities shall rest with the host municipality.

D. STAFFING

6. While any municipal facility is in use under the terms of the agreement:
 - a) the host municipality shall have one or more members of its staff on the facility premises, when possible, to assist with the operation and maintenance of the facility; and;
 - b) the community declaring the emergency and moving to the partner community shall at all times have staff representation on-site. The host community is not responsible for watching over evacuees.

E. DILIGENCE AND CARE

7. The requesting municipality and other parties having authority to use the host municipality's facility shall exercise due diligence and care and shall not interfere with any of the facility activities unless deemed necessary as part of the response to the emergency.
8. Upon termination of use by either party, both parties shall inspect the facility and make note of any damage, deficiencies or other such factors resulting from the use of said facility.

F. INDEMNITY

9. Both municipalities hereby agrees to save harmless and indemnify each other, its officers, agents, contractors and employees from and against all claims, demands or causes of action whether at law or in equity, in respect of its use of its facilities or the provision of emergency services, and from and against all damages, losses, costs, charges and expenses which either municipality may sustain or incur or be liable for in consequence of such claims or demands or causes of action, whether in negligence or otherwise, from any source whatsoever, including but not necessarily limited to:
 - a). claims, demands, or causes of action by, or on behalf of, any officers of either municipality or its agents, employees, contractors, or representatives; and
 - b) claims, demands or causes of action by any other person or persons using facilities or host services of any kind from either municipality;
 - c) a certificate of Insurance naming the Corporation of the Township of Dubreuilville and the Municipality of Wawa as an additional insured in the amount of not less than \$5 million of general liability insurance shall be provided to the Township and the Town on an annual basis.

G. COSTS

10. The parties hereby acknowledge and agree that both the Township and the Town will incur costs as a result of any evacuees being received by either municipality.
11. Both parties agree that any costs and/or expenses shall only ever be recovered from the other party, under this agreement or otherwise, on a cost recovery basis.
12. In the event either municipality is asked to receive evacuees and/or provide emergency services to the other municipality, the parties acknowledge and agree that either municipality may receive funding under the Act or other provincial and/or federal emergency/disaster programs.
13. Both municipalities agree to remit any funds received under the Act or other provincial and/or federal emergency/disaster programs related to the reception of evacuees in either municipality to the host municipality upon receipt.
14. Nothing in this agreement shall preclude either municipality from taking action to recover costs and expenses from such person(s) or entities as may be found responsible for causing the emergency, or from seeking federal and/or provincial funding to cover any or all costs incurred by either municipality.

H. VOLUNTEERS

15. Individual volunteers, service clubs or volunteer groups and agencies (i.e. the Red Cross, Salvation Army or St. John Ambulance) who are engaged by either municipality to manage or assist with the operation of reception centers or otherwise shall be considered agents of the municipality who commenced the engagement.

I. TERMINATION

16. This agreement may be terminated by any of the parties hereto, by 60 days notice given in writing to the other parties by delivering the same in person or by ordinary mail. Any notice shall be deemed to have been given on the third business day following the date on which it was mailed.

J. SUCCESSORS AND ASSIGNS

17. This agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their seals attested by the proper officers in that behalf.

) Buy Ward
) Mayor
)
) I have authority to bind the Corporation.

**CORPORATION OF THE TOWNSHIP
OF DUBREUILVILLE (TOWNSHIP)**

) Shelley B. Casey
) Chief Administrative Officer/Clerk
)
) I have authority to bind the Corporation.

) M. P. ...
) Mayor
)
) I have authority to bind the Corporation.

**CORPORATION OF THE
MUNICIPALITY OF WAWA
(TOWN)**

) Mary O'Neil
) Chief Administrative Officer/Clerk
)
) I have authority to bind the Corporation.

Annex S - Emergency Plan Distribution

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

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

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

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

Photocopies of a controlled copy are not a controlled copy.

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

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

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

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

Community Emergency Management Coordinator (CEMC)
The Township of Dubreuilville
23, rue des Pins
P.O. Box 367
Dubreuilville ON
P0S 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 T - Review and Revision of Plan

The ERP shall be reviewed by the Emergency Management Program Committee every year and after each plan activation and if necessary, revised.

It is the responsibility of each person, agency, service or department named within the emergency response plan to provide notification to the CEMC of any amendments. It will be the responsibility of the CEMC to make amendments as necessary.

Amendments will fall into two categories:

Emergency Response Plan Policy Amendments modify established mandates. These amendments will require Council approval.

Annexes involve keeping data on various inventories current, updating the lists of contacts for support groups, and the revision of Operating Guidelines. These amendments do not require Council approval and may be made at any time.

Date	Revisions	Changed By
October 2021	Update Contact Information	J. Edwards
November 2022	Update Contact Information	S. Bouchard
October 2023	Update Contact Information	A. Nolan
October 2024	Updated Contact Information	A. Nolan
August 2025	updated Contact Information	A. Nolan

Annex U - 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.

By-Law No. 2020-60

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

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

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

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

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

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

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

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

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

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

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

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

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

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


MAYOR - BEVERLY NANTEL


CAO-CLERK - SHELLEY B. CASEY

Annex W - Legislation and Regulations

Emergency Management and Civil Protection Act

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

Consolidation Period: From July 1, 2023 to the [e-Laws currency date](#).

Last amendment: 2022, c. 11, Sched. 1.

Legislative History: 1999, c. 12, Sched. P, s. 3-9; 2002, c. 14, s. 2-17; 2002, c. 17, Sched. C, s. 10; 2003, c. 1, s. 14; 2006, c. 13, s. 1, 2; 2006, c. 32, Sched. C, s. 17; 2006, c. 35, Sched. C, s. 32; 2009, c. 33, Sched. 9, s. 4; 2019, c. 7, Sched. 17, s. 64; 2022, c. 11, Sched. 1.

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Definitions

1 In this Act,

“emergency” means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise; (“situation d’urgence”)

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

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

“emergency plan” means a plan formulated under section 3, 6, 6.0.1, 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”)

“necessary goods, services and resources” includes food, water, electricity, fossil fuels, clothing, equipment, transportation and medical services and supplies; (“denrées, services et ressources nécessaires”)

“prescribed” means prescribed by the regulations; (“prescrit”)

“public servant” means a public servant within the meaning of the *Public Service of Ontario Act, 2006*; (“fonctionnaire”)

“regulations” means regulations made under this Act. (“règlements”) 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); 2022, c. 11, Sched. 1, s. 1.

Section Amendments with date in force (d/m/y)

1999, c. 12, Sched. P, s. 3 (1, 2) - 04/02/2000

2002, c. 14, s. 3 (1, 2) - 15/04/2003; 2002, c. 17, Sched. C, s. 10 (1, 2) - 01/01/2003

2006, c. 13, s. 1 (2) - 30/06/2006; 2006, c. 32, Sched. C, s. 17 - 01/01/2007; 2006, c. 35, Sched. C, s. 32 (1, 2) - 20/08/2007

2022, c. 11, Sched. 1, s. 1 (1) - 01/01/2023; 2022, c. 11, Sched. 1, s. 1 (2) - 21/04/2022

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).

Section Amendments with date in force (d/m/y)

2006, c. 13, s. 1 (3) - 30/06/2006

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.

Section Amendments with date in force (d/m/y)

2002, c. 14, s. 4 - 15/04/2003

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).

Section Amendments with date in force (d/m/y)

2002, c. 14, s. 5 (1-3) - 15/04/2003

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).

Section Amendments with date in force (d/m/y)

2002, c. 17, Sched. C, s. 10 (3) - 01/01/2003

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 regularly monitor 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. 2022, c. 11, Sched. 1, s. 2.

Same, identification of necessary goods, services and resources

(2.1) The emergency management program must include an identification of the necessary goods, services and resources that would be required to respond to the hazards and risks identified under subsection (2) and the availability and readiness of those necessary goods, services and resources. 2022, c. 11, Sched. 1, s. 2.

Same, provision upon request

(2.2) Every minister of the Crown and every designated agency, board, commission and other branch of government shall provide information on the hazards and risks identified under subsection (2) and the related information described in subsection (2.1) to the Chief, Emergency Management Ontario annually and at any other time requested by the Chief. 2022, c. 11, Sched. 1, s. 2.

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.

Section Amendments with date in force (d/m/y)

2002, c. 14, s. 7 - 15/04/2003

2006, c. 35, Sched. C, s. 32 (3) - 20/08/2007

2022, c. 11, Sched. 1, s. 2 - 01/07/2023

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).

Plan shall reflect provincial emergency management plan

(1.1) The emergency plan must reflect any relevant contents from the provincial emergency management plan formulated under section 6.0.1. 2022, c. 11, Sched. 1, s. 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.

Section Amendments with date in force (d/m/y)

2002, c. 14, s. 8 - 15/04/2003

2006, c. 35, Sched. C, s. 32 (3) - 20/08/2007

2022, c. 11, Sched. 1, s. 3 - 01/01/2023

Provincial emergency management plan

6.0.1 (1) The Solicitor General shall formulate a provincial emergency management plan that describes how Ontario will co-ordinate the response to any emergency that requires co-ordination at the provincial level. 2022, c. 11, Sched. 1, s. 4.

Training and exercises

(2) The Solicitor General shall conduct training programs and exercises to ensure the readiness of public servants and other persons to act under the provincial emergency management plan. 2022, c. 11, Sched. 1, s. 4.

Annual report

(3) The Solicitor General shall prepare an annual report detailing the progress that has been made on achieving the objectives of the provincial emergency management plan. 2022, c. 11, Sched. 1, s. 4.

Review and revision of plan

(4) The Solicitor General shall review the provincial emergency management plan and revise it at least every five years. 2022, c. 11, Sched. 1, s. 4.

Publication

(5) The Solicitor General shall make the provincial emergency management plan and the annual report described in subsection (3) available to the public on a website of the Government of Ontario or in such other manner as may be prescribed. 2022, c. 11, Sched. 1, s. 4.

Section Amendments with date in force (d/m/y)

2022, c. 11, Sched. 1, s. 4 - 01/01/2023

Commissioner and Chief

6.1 (1) The Lieutenant Governor shall appoint a Commissioner of Emergency Management and a Chief, Emergency Management Ontario. 2022, c. 11, Sched. 1, s. 5.

Commissioner operates under direction of Solicitor General

(2) The Commissioner of Emergency Management operates under the direction of the Solicitor General. 2022, c. 11, Sched. 1, s. 5.

Chief operates under direction of Commissioner

(3) The Chief, Emergency Management Ontario operates under the direction of the Commissioner of Emergency Management. 2022, c. 11, Sched. 1, s. 5.

Responsibilities of Chief

(4) The Chief, Emergency Management Ontario is 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. 2022, c. 11, Sched. 1, s. 5.

Transition

(5) The appointments of the Commissioner of Emergency Management and the Chief, Emergency Management Ontario that were in effect immediately before this subsection came into force are continued on the day this subsection comes into force as appointments made under this section. 2022, c. 11, Sched. 1, s. 5.

Section Amendments with date in force (d/m/y)

2002, c. 14, s. 9 - 15/04/2003

2022, c. 11, Sched. 1, s. 5 - 21/04/2022

Accountability and governance framework

6.1.1 (1) The Solicitor General shall develop a written framework for accountability and governance during emergencies. 2022, c. 11, Sched. 1, s. 5.

Contents

(2) The framework shall articulate,

- (a) the role, authority, powers and responsibilities of the Solicitor General, the Commissioner of Emergency Management and the Chief, Emergency Management Ontario during an emergency; and
- (b) the roles and responsibilities of each minister of the Crown presiding over a ministry of the Government of Ontario during an emergency. 2022, c. 11, Sched. 1, s. 5.

Publication

(3) The Solicitor General shall make the framework available to the public on a website of the Government of Ontario or in such other manner as may be prescribed. 2022, c. 11, Sched. 1, s. 5.

Compliance

(4) The Solicitor General, Commissioner of Emergency Management and Chief, Emergency Management Ontario and any other prescribed ministers of the Crown presiding over a ministry of the Government of Ontario shall operate in compliance with the framework. 2022, c. 11, Sched. 1, s. 5.

Section Amendments with date in force (d/m/y)

2022, c. 11, Sched. 1, s. 5 - 21/04/2022

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.

Section Amendments with date in force (d/m/y)

2002, c. 14, s. 10 - 15/04/2003

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”)

“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”) 2006, c. 13, s. 1 (4) ; 2022, c. 11, Sched. 1, s. 6.

Section Amendments with date in force (d/m/y)

1999, c. 12, Sched. P, s. 5 - 04/02/2000

2006, c. 13, s. 1 (4) - 30/06/2006

2022, c. 11, Sched. 1, s. 6 - 21/04/2022

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).

Section Amendments with date in force (d/m/y)

2006, c. 13, s. 1 (4) - 30/06/2006

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).

Section Amendments with date in force (d/m/y)

2006, c. 13, s. 1 (4) - 30/06/2006

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).

Section Amendments with date in force (d/m/y)

2006, c. 13, s. 1 (4) - 30/06/2006; 2006, c. 35, Sched. C, s. 32 (4) - 20/08/2007

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).

Section Amendments with date in force (d/m/y)

2006, c. 13, s. 1 (4) - 30/06/2006

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).

Section Amendments with date in force (d/m/y)

2006, c. 13, s. 1 (4) - 30/06/2006

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).

Section Amendments with date in force (d/m/y)

2006, c. 13, s. 1 (4) - 30/06/2006

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).

Section Amendments with date in force (d/m/y)

2006, c. 13, s. 1 (4) - 30/06/2006

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).

Section Amendments with date in force (d/m/y)

2006, c. 13, s. 1 (4) - 30/06/2006

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).

Section Amendments with date in force (d/m/y)

2006, c. 13, s. 1 (4) - 30/06/2006

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).

Section Amendments with date in force (d/m/y)

2006, c. 13, s. 1 (4) - 30/06/2006

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).

Section Amendments with date in force (d/m/y)

2006, c. 13, s. 1 (4) - 30/06/2006

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).

Section Amendments with date in force (d/m/y)

2002, c. 14, s. 11 - 15/04/2003

2003, c. 1, s. 14 (1-3) - 05/05/2003

2006, c. 13, s. 1 (5) - 30/06/2006

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).

Section Amendments with date in force (d/m/y)

2006, c. 13, s. 1 (5) - 30/06/2006; 2006, c. 13, s. 2 (3) - 19/10/2006

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 coordinating 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.

Section Amendments with date in force (d/m/y)

1999, c. 12, Sched. P, s. 6 - 04/02/2000

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.

Section Amendments with date in force (d/m/y)

2002, c. 14, s. 12 - 15/04/2003

What plan may provide

9 An emergency plan formulated under section 3, 6, 6.0.1 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); 2022, c. 11, Sched. 1, s. 7.

Section Amendments with date in force (d/m/y)

2002, c. 14, s. 13 (1, 2) - 15/04/2003

2006, c. 35, Sched. C, s. 32 (5) - 20/08/2007

2022, c. 11, Sched. 1, s. 7 - 01/01/2023

Public access to plans

10 Except for plans respecting continuity of operations or services, an emergency plan formulated under section 3, 6, 6.0.1 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; 2022, c. 11, Sched. 1, s. 8.

Section Amendments with date in force (d/m/y)

2009, c. 33, Sched. 9, s. 4 - 15/12/2009

2022, c. 11, Sched. 1, s. 8 - 01/01/2023

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 subsection 8 (3) of the *Crown Liability and Proceedings Act, 2019*, 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); 2019, c. 7, Sched. 17, s. 64.

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).

Section Amendments with date in force (d/m/y)

1999, c. 12, Sched. P, s. 7 - 04/02/2000

2002, c. 14, s. 14 - 15/04/2003

2006, c. 13, s. 1 (6) - 30/06/2006; 2006, c. 35, Sched. C, s. 32 (6, 7) - 20/08/2007

2019, c. 7, Sched. 17, s. 64 - 01/07/2019

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.

Section Amendments with date in force (d/m/y)

1999, c. 12, Sched. P, s. 8 - 04/02/2000

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.

Section Amendments with date in force (d/m/y)

1999, c. 12, Sched. P, s. 9 - 04/02/2000

2002, c. 14, s. 15 - 15/04/2003

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).

Section Amendments with date in force (d/m/y)

2006, c. 13, s. 1 (7) - 30/06/2006

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.

Section Amendments with date in force (d/m/y)

2002, c. 14, s. 16 - 15/04/2003

Regulations, LGIC

14.1 The Lieutenant Governor in Council may make regulations prescribing anything that, under this Act, may or must be prescribed or done by regulation. 2022, c. 11, Sched. 1, s. 9.

Section Amendments with date in force (d/m/y)

2022, c. 11, Sched. 1, s. 9 - 21/04/2022

Crown bound

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

ONTARIO REGULATION 380/04

STANDARDS

Consolidation Period: From December 22, 2022 to the [e-Laws currency date](#).

Last amendment: 591/22.

Legislative History: 494/20, 558/21, 591/22.

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).

(7.1) Despite subsection (7), the group is not required to conduct the annual practice exercise in a year if,

(a) the group directed the ministry's response in an emergency during that year, and the emergency lasted for at least 48 hours;

(b) the group implemented the ministry's emergency plan and the group's procedures to respond to an emergency during that year; and

(c) the group complies with any other requirements that may be specified by the Chief, Emergency Management Ontario. O. Reg. 591/22, s. 1.

(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).
- (6.1) Despite subsection (6), the group is not required to conduct the annual practice exercise in a year if,
 - (a) the group directed the municipality's response in an emergency during that year, and the emergency lasted for at least 48 hours;
 - (b) the group implemented the municipality's emergency response plan and the group's procedures to respond to an emergency during that year; and
 - (c) the group complies with any other requirements that may be specified by the Chief, Emergency Management Ontario. O. Reg. 591/22, s. 2.
- (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.

Hazard Identification & Risk Assessment Corporation of the Township of Dubreuilville

Definitions:

Hazards: An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other type of harm or loss.

Likely: The listed hazard has occurred in recent memory and is likely to occur again. (5 to 10 years)

Possible: The listed hazard has not occurred in recent memory, but could occur based on prior incidence or “expert” assessment (e.g., a nuclear facility, terrorism, and earthquake).

Unlikely: The hazard has never occurred and likely will not occur in the foreseeable future (e.g., a mine emergency where there is no mine).

Hazard	Likely	Possible	Unlikely
Natural Event:			
Drought		X	
Water Emergencies	X		
Fires(Forest & Wildland-Urban Interface)	X		
Fog		X	
Snowstorms / Blizzards		X	
Ice / Sleet Storms		X	
Hailstorms		X	
Lightning Storms		X	
Hurricanes			X
Windstorms		X	
Tornadoes		X	
Extreme Heat / Cold		X	
Earthquakes			X
Erosion		X	

Hazard	Likely	Possible	Unlikely
Natural Event (continuation...):			
Landslides / Mudslides			X
Subsidence			X
Human Health Emergencies and Epidemics		X	
Agriculture and Food Emergencies			X
Floods		X	
Technological:			
Building / Structural Collapse		X	
Dam Failures		X	
Explosions / Fires		X	
Hazardous Materials – Fixed Site		X	
Hazardous Materials – Transportation Incident		X	
Transportation accidents (passenger) (road, rail, air, marine)		X	
Critical Infrastructure Failures		X	
Energy Emergencies		X	
Nuclear Facility Emergencies			X
Radiological Emergencies			X
Mine Emergencies		X	
Oil / Gas Well Emergencies			X
Petroleum / Gas Pipeline Emergencies			X
Space Object Crash		X	
911 Failure	X		
Human Events:			
Terrorism			X
Sabotage			X
Civil Disorder			X
Special Events			X

War and International Emergencies			X
Hazard	Likely	Possible	Unlikely
Other Local Hazards			
Total Hazards:	3	22	14
	Likely	Possible	Unlikely

Note: The hazards named in this checklist are the 39 hazards listed in Emergency Management Ontario's *Provincial Hazard Identification and Risk Assessment*.