

**TOWNSHIP
OF CHISHOLM**

EMERGENCY PLAN

BY-LAW 2010-53

Revised November 2024

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TOWNSHIP OF CHISHOLM

EMERGENCY PLAN

INTRODUCTION

This plan has been prepared to provide key officials, agencies and departments within the Township of Chisholm with a *general guideline* to the *initial response* to an emergency and an overview of their responsibilities during an emergency.

For this plan to be effective, it is important that all concerned be made aware of its provisions and that every official, agency and department be prepared to carry out their assigned functions and responsibilities in an emergency.

The *Emergency Management & Civil Protection Act*, as amended is the legal authority for this plan. It states that the "Head of Council may declare that an emergency exists in the municipality or in any part thereof and may take such action and may make such orders as he considers necessary and 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".

The Emergency Management & Civil Protection Act defines an emergency as: 'An 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").

While many emergencies could occur within the Township of Chisholm, those most likely to occur are: flooding, infectious disease, wildland fire, weather events, and electrical energy failure.

A road closure call out list has been prepared.

AUTHORITIES

The Authority for this Emergency Response Plan is the Emergency Management & Civil Protection Act, and By-law 2010-53 of the Township of Chisholm.

AIM

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Township of Chisholm when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in the Township of Chisholm, and meets the legislated requirements of the Emergency Management Act.

Abbreviations/Definitions

CEMC	means ‘Community Emergency Management Co-ordinator’.
CEP	means ‘Community Emergency Plan’.
CERV	means ‘Community Emergency Response Volunteer’.
DNSSAB	means ‘District of Nipissing Social Services Administration Board’.
ECC	means ‘Emergency Command Centre’ or EOC ‘Emergency Operations Centre’.
EMCPA	means ‘Emergency Management & Civil Protection Act, R.S.O. 1990, Chapter E.9, as amended 2006)
EMO	means ‘Emergency Management Ontario’.
EMS	means ‘Emergency Medical Service’.
EOCG	means ‘Emergency Operations Control Group’.
ESM	means ‘Emergency Site Manager’.
Emergency	means ‘Situations or the threat of impending situations which, by their nature or magnitude, abnormally affect the lives or property of our society’.
	Emergency Management & Civil Protection Act - definition of an emergency: (short form) ‘A situation or impending situation which, by its nature or magnitude, abnormally affects the lives or property of our society’.
HAZMAT	means ‘Hazardous Materials’.
HIRA	means ‘Hazard Identification and Risk Analysis’.
MEMP	means ‘Municipal Emergency Management Program Committee’.
OCIPEP	means ‘Office of Critical Infrastructure Protection and Emergency Preparedness’.
PEP	means ‘Provincial Emergency Plan’.
PNEP	means ‘Provincial Nuclear Emergency Plan’.
POC	means ‘Provincial Operations Centre located and operational at the discretion of Province of Ontario’.
SIT REP	means Situation Report Form, usually from EMO/POC

ACTIVATING THE PLAN

This Plan will be formally activated when an emergency is considered by the Emergency Operations Control Group, through the Head of Council to be of such magnitude as to warrant its use or 'designation' as an emergency.

Preliminary Phase (Emergency Services)

1. In the preliminary phase, the senior officers of the Police, Fire and Ambulance services on-site will gather soon after arrival and assess the incident.
2. If the incident can be dealt with under normal procedures, then the response continues.
3. If the incident could expand to become a community emergency, then the Police, Fire or Ambulance will notify the CEMC or alternate CEMC, who will then contact the Mayor or Deputy Mayor.

Secondary Phase (EOCG Members)

1. The secondary phase of activation will be made by a member of the Emergency Operations Control Group, who receives the initial warning and/or arrives first on the scene of the emergency.
2. The notification may be activated by the Fire Chief, the Police Official, or the Operations Superintendent, or a designate of any of the aforementioned.
3. Upon activation, the notification process will be carried out at once by the CAO Clerk-Treasurer or alternate, who will note the detail of the message to be passed (e.g. description of the emergency, instructions to remain on standby or assemble at the command centre). This person will ensure this information is passed to and understood by each person called.
4. Persons on the notification list will be called in order, starting with the Mayor.
5. If the primary person cannot be reached at any of the listed numbers, telephone the alternate. Note and record time of attempted contact.
6. If neither can be reached, go on to the next appointment on the list.
7. Once the end of the list has been reached, try again to reach those who were not available on the first attempt.
8. Record the exact time each person was reached, or the time of attempted contact.

In the event a contact person or their designate cannot be reached, the Head of Council shall formally request the co-operation of the agency or organization.

1. On receiving the Emergency Alert, the members of the Emergency Operations Control Group will assemble at the Emergency Command Centre located at the Municipal Office/Fire Hall Building, 2847 Chiswick Line.
2. The CAO Clerk-Treasurer or Alternate will exercise overall control, pending the arrival of the Mayor or Alternate, at the Command Centre.
3. Other agencies and organizations may be contacted for assistance.

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario. The Township has additional information on file with respect to requests for assistance.

A Declared Community Emergency

The Mayor or Deputy Mayor of the Township of Chisholm, or in their absence, any member of Council acting as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the Emergency Operations Control Group. A 'Checklist in Consideration of a Declaration of Emergency' is attached as Appendix B to this Plan.

Upon declaring an emergency, the Office Staff will notify:

- Emergency Management Ontario
- Township Council;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP);
- Media.

A community emergency may be terminated at any time by:

- Mayor or Deputy Mayor; or
- Township Council; or
- Premier of Ontario.

When terminating an emergency, the Office Staff will notify:

- Emergency Management Ontario
- Township Council;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP);
- Media

MUNICIPAL EMERGENCY MANAGEMENT PROGRAM COMMITTEE FOR THE TOWNSHIP OF CHISHOLM

The Municipal Emergency Management Program Committee oversees the development, implementation, maintenance and improvement of Chisholm's emergency management program. The committee also conducts an annual review of the emergency program, and submits revisions and recommendations to council. The committee is composed of the following municipal positions.

CEMC (Chair)
CAO Clerk-Treasurer
Alternate CEMC
Operations Superintendent
Fire Chief

In addition, the committee may also notify and call on designates of the above positions, other officials, experts or representatives as deemed necessary, including but not limited to the Office of the Fire Marshal, senior Ontario Provincial Police Officer, District Social Services, Public Health Unit, and other non-governmental agencies such as the Red Cross.

COMPOSITION OF THE EMERGENCY OPERATIONS CONTROL GROUP FOR THE TOWNSHIP OF CHISHOLM

All emergency operations shall be directed and controlled by the Emergency Operations Control Group. The group is charged with minimizing the effects of an emergency on the municipality, and is composed of the persons holding the following positions in the municipality.

The Mayor
CEMC
CAO Clerk-Treasurer
Office Assistant
Fire Chief
Operations Superintendent

In addition, the control group may also notify and call on designated of the above positions, other officials, experts or representatives as deemed necessary, including but not limited to the Office of the Fire, senior Ontario Provincial Police Officer, District Social Services, Public Health Unit, and other non-governmental agencies such as the Red Cross.

A current listing of telephone numbers is on file in the office.

The Control Group may function with only a limited number of persons depending upon the emergency. While the EOCG may not require the presence of all the people listed as members of the control group, all members of the EOCG must be notified.

The Municipal Emergency Operations Control Group will report to the Emergency Operations Centre located at the Municipal Office, 2847 Chiswick Line, in the event of an emergency. In the event this operation centre cannot be used, the secondary location will be the East Ferris Community Centre, 1267 Village Road, Astorville.

The Municipal Office has two phone lines: 724-3526 and 724-3528; and a fax line; 724-5099 and an afterhours line 705-223-0250. Equipment includes a network computer system, a laptop, photocopier, fax machine, three adding machines, desks, chairs and a generator. The layout is as follows: two small offices, one reception area, two receptionist desks, one large meeting room, kitchen, photocopy and supply room, and two washrooms. The Fire Hall, located adjacent to the Municipal Office, has one phone line: 724-2888. The Municipal garage equipment includes one half ton truck, one 1 ton truck, three tandem plow trucks, grader, loader/backhoe, excavator, generator and various other pieces of equipment.

Operating Cycle

Members of the EOCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Operations Manager will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and kept up to date by the Operations Manager.

Administrative Framework

Municipal Emergency Management Program Committee

- CAO Clerk-Treasurer
- CEMC
- Alternate CEMC
- Operations Superintendent
- Fire Chief

Emergency Operations Control Group

- Mayor
- CEMC
- CAO Clerk-Treasurer
- Office Assistant
- Fire Chief
- Operations Superintendent

Local Emergency Response Group

- front-line response / assessment
- monitoring
- plan activation

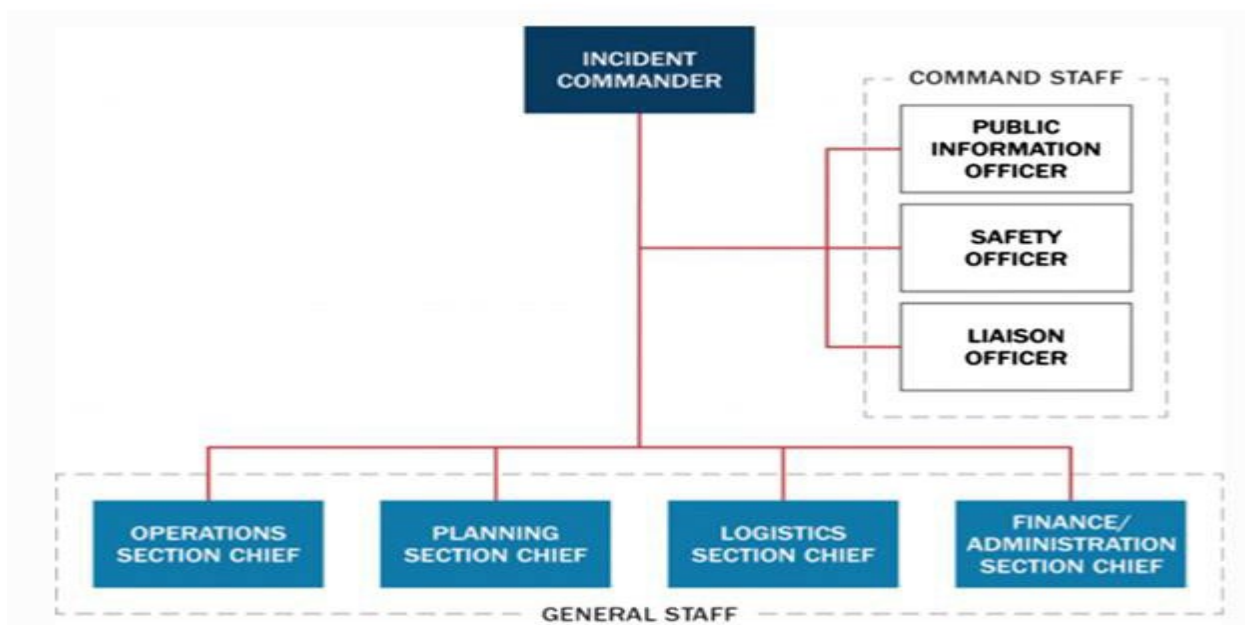
Local Support Agencies & Utilities

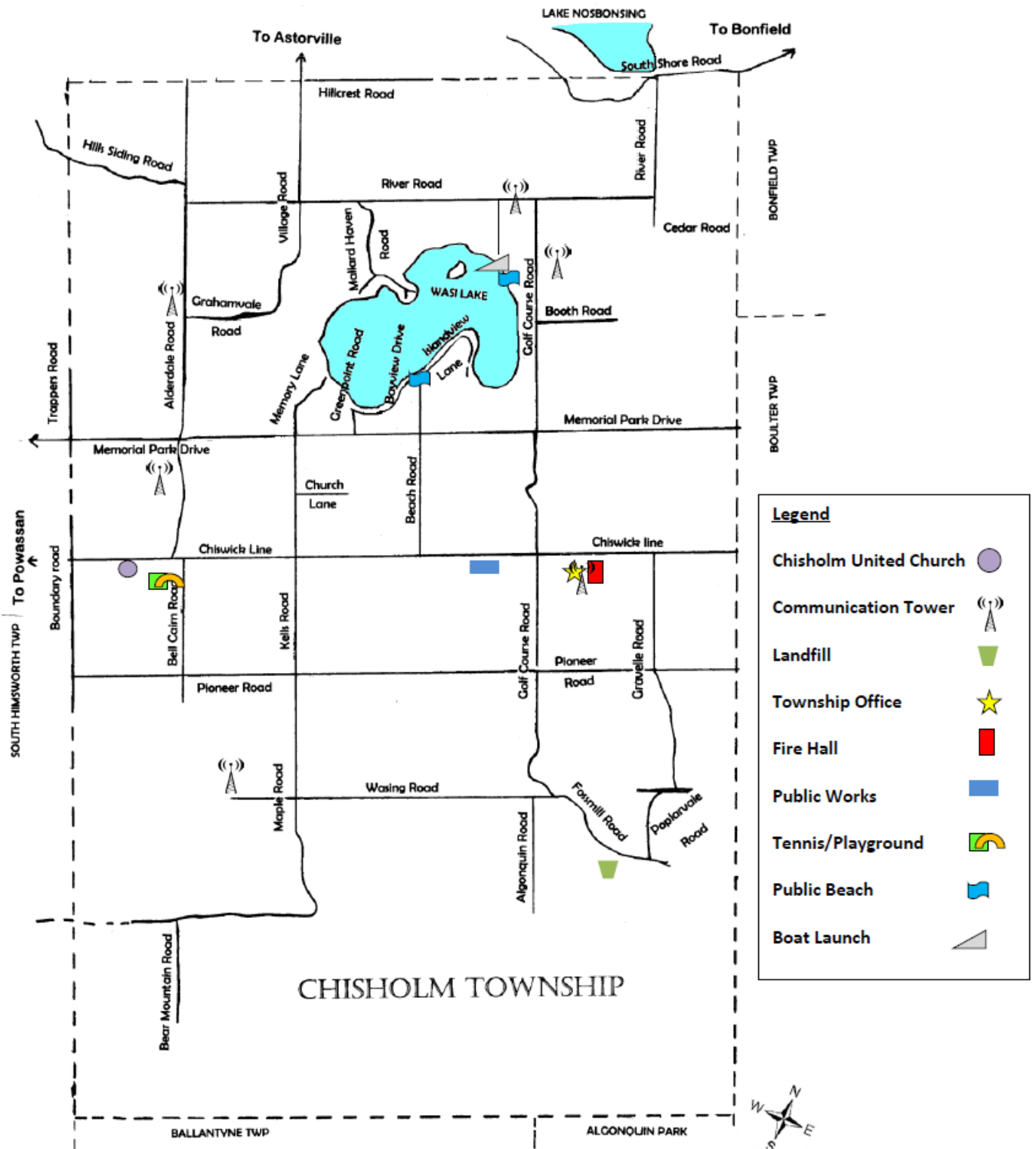
- support resources
- reception services
- volunteer services

Federal & Provincial Governments

- assistance if required
- technical expertise

Typical Incident Management and Emergency Operations Structure





EMERGENCY OPERATIONS CONTROL GROUP - ROLES AND RESPONSIBILITIES

MAYOR

The Mayor is responsible for:

- (a) Declaring an emergency to exist within the designated area and implement plan.
- (b) Declaring that the emergency has terminated (**Note:** *Council may also terminate the emergency*).
- (c) Notifying the Emergency Management Ontario of the declaration of the emergency, and termination of the emergency.
- (d) Ensuring the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.
- (e) Maintain a personal log of all actions taken.
- (f) Be the lead for media inquiries.

COMMUNITY EMERGENCY MANAGEMENT COORDINATOR

The Community Emergency Management Coordinator is responsible for:

- (a) Providing advice and clarifications about the implementation details of the Emergency Response Plan.
- (b) Ensuring that the operating cycle is met by the Emergency Operations Control Group and related documentation is maintained and kept for future reference.
- (c) Addressing any action items that may result from the activation of the Emergency Response Plan and keep EOCG informed of implementation needs.
- (d) Ensuring that appropriate records are maintained for the purpose of the debriefs and post-emergency reporting that will be required.
- (e) Maintain a personal log of all actions taken.

CAO CLERK-TREASURER

The Clerk-Treasurer or Operations Manager is responsible for:

- (a) Activating the emergency notification system.
- (b) As the **Operations Manager**, coordinating all operations within the Emergency Operations Centre.
- (c) Chairing the Emergency Operations Control Group and coordinating activities.
- (d) Advising the Mayor on policies and procedures, as appropriate.
- (e) Calling out additional township staff to provide assistance, as directed.
- (f) Calling out additional township staff and/or volunteers to provide food and beverage to operations team when necessary.
- (g) Prepare a media release for the Mayor.

OFFICE ASSISTANT

The Office Assistant or Assistant Operations Manager is responsible for:

- (a) Ensuring all important decisions made and actions taken by the Emergency Operations Control Group are recorded.
- (b) Notifying the required support staff of the emergency, and the location of the Emergency Operations Centre.
- (c) Initiating the opening, operation and staffing of switchboard at the municipal offices, as the situation dictates, and ensuring operators are informed of Emergency Operations Control Group members' telephone numbers in the Emergency Operations Centre.
- (d) Arranging for printing of material, as required.
- (e) Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required.
- (f) Upon direction by the Mayor, ensuring that all Council are advised of the declaration and the termination of declaration of the emergency.
- (g) Upon direction by the Mayor, arranging a special meeting(s) of Council, as required and advising members of Council of the time, date and location of the meeting.
- (h) For ensuring that records of expenses are maintained for future claim purposes and for ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during the emergency.
- (i) Providing identification tags to Emergency Operations Control Group members and support staff.
- (j) Direct media to spokesperson - Mayor.
- (k) Maintain a personal log of all actions taken.

FIRE CHIEF

The Fire Chief is responsible for:

- (a) Activating the emergency notification system through the Township of Chisholm's Volunteer Fire Department and ensuring that all members are notified.
- (b) Notification of necessary emergency and municipal services, as required.
- (c) The establishment of an incident command post with communication to the Emergency Operations Centre.
- (d) Providing the Municipal Control Group with information and advice on firefighting and rescue matters.
- (e) Establishing an ongoing communications link with the Officer in Charge of the Fire Department at the scene of the emergency.
- (f) Initiate mutual aid arrangements for additional manpower and equipment, if needed;
- (g) Inform the District Co-ordinator of the Nipissing-Parry Sound Mutual Aid of any mutual aid activations.
- (h) Determining if additional or special equipment is needed and recommending possible sources of supply.
- (i) Providing assistance to other municipal 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, etc.
- (j) If phones are out of order, the Fire Chief is responsible for supplying outside communication.

Each vehicle contains a mobile radio and a hand held radio. The frequencies are programmed on the mobiles.

A base station is located in the fire hall. The Fire Hall has its own private telephone separate from the Township Office telephone system. The telephone number is 724-2888.
- (k) Direct media to spokesperson -Mayor
- (l) Maintain a personal log of all actions taken.

OPERATIONS SUPERINTENDENT

The Operations Superintendent is responsible for:

- (a) Providing barricades and flashers at the site and as requested by the OPP and Fire Services.
- (b) Providing municipal equipment and vehicles together with operators/drivers as required.
- (c) Control sandbagging and pumping operations during floods.
- (d) Control snow clearing operations as required.
- (e) Arrange for clearance of debris that is obstructing operations.
- (f) Assist Fire Dept. with radio communication equipment if necessary.
- (g) Make arrangements to acquire additional communications resources during an emergency as directed.
- (h) Procuring additional staff to assist, as required.
- (i) Direct media to spokesperson - Mayor or alternate.
- (j) Maintain a personal log of all action taken.

SENIOR PROVINCIAL POLICE OFFICER

The Senior Provincial Police Officer is responsible for:

- (a) Security
- (b) Traffic Control
- (c) Assisting with an evacuation
- (d) Maintain a personal log of all action taken.

INFORMATION OFFICER (OFFICE ASSISTANT)

The Information Officer is responsible for:

- (a) Setting up interviews and relaying updates to the media
- (b) Giving information to the public.
- (c) Maintain a personal log of all action taken.

NOTIFICATION OF PUBLIC

In the event that a municipal emergency has been declared, the citizens of the Township of Chisholm shall be notified in the following manner:

The Mayor shall advise the local radio and television stations of the particulars of the emergency along with the actions that the public should take.

The radio and television stations will then transmit this information to the public at frequent intervals and until further advised by the Information officer.

The Emergency Operations Control Group will assign personnel as required to contact residents in critical areas of the emergency.

The Emergency Operations Control Group will assign personnel as required to contact the Township's list of vulnerable people, to ensure their safety and welfare.

The Township Office will post a notification on the Township's website (www.chisholm.ca) and Facebook page, unless access to internet is interrupted.

TRANSPORTATION OF DANGEROUS GOODS

In the event of an emergency involving the transportation of dangerous goods, the following outside agencies may be contacted:

1) CANUTEC INFORMATION AND EMERGENCY CENTRE

1-613-996-6666 (24 hour emergency number)

1-613-992-4624 (business hours information number)

This agency will provide information re: handling, as well as contacting assistance agencies.

2) T.E.A.P. (TRANSPORTATION EMERGENCY ASSISTANCE PLAN)

Eastern Ontario (613) 348-3616

Central Ontario (905) 356-8310

Western Ontario (519) 339-3711

3) SPILLS ACTION CENTRE

Spill reports, during office working hours (0815 to 1630 hours), Monday to Friday, may be made to the North Bay Area Office at **497-6865. (BRENT TRACH MOE Cell# (705)498-4116 and CHRIS HORNE MOE Cell# (705)471-3588)**. All non-office hours calls must be placed with the Ministry's Spills Action Centre (SAC).

1-800-268-6060 (24 hour Emergency Number)

Team - "1" Environmental Services (Private Contractor) 1-800-327-7455

EES/REET "Spills", Command Trailer Response Truck 1-800-268-6060

CDN COAST GUARD - (INLAND WATERS - SPILLS) 1-800-265-0237

Ministry of Environment Duty Person 1-416-346-1971

FUEL SHORTAGE

In the event of a fuel shortage or rationing, the Public Works Department and the Fire Department will determine their priorities.

PLAN MAINTENANCE AND REVISION

This plan will be reviewed annually, and when necessary, revised by a meeting of the Municipal Emergency Management Program Committee. Minor revisions, such as name and phone number changes will be updated on an ongoing basis and circulated to the members of the committee.

TESTING OF THE PLAN

An annual exercise will be conducted in order to test the overall effectiveness of the emergency plan and provide training to the Control Group.

APPENDIX A

QUICK GUIDE

NATURE OF EMERGENCIES NATURE OF EMERGENCY CONTACT

Involving Death or Injury.....	Police, Fire and Ambulance, Local Hospitals, Coroner, Pastors
Involving Fire.....	Fire Department, Police, Ambulance.
Involving Floods	Conservation Authority, M.N.R., Public Works Department
Requiring the evacuation of people	Police, Fire Department, Ambulance.
Involving Goods Regulated under the Transportation of Dangerous Goods Act	Police, Fire Department, Ambulance, CANUTEC, TEAP, Call Collect (613)996-6666 Team I Environmental Services 1-800-327-7455
Involving a Discharge of large amounts of Contaminants to the atmosphere.....	Local Health Unit, M.O.L.,M.O.E.,Hydro One, Environmental Services CNB
Involving a Discharge of Pollutants from Marine Craft.....	M.O.E.,Environmental Services CNB, Public Works Dept.
Involving Pesticides	M.O.E.,District Office, Environmental Services CNB
Involving Spills or Discharge	M.O.E. District Office 497-6865
Fax 497-6866 Contaminants to the Environment	M.O.E. After Hours
Call (800) 268-6060	
	Same contacts as above 1-800-268-6060 (SAC) DYNEA 474-7460 Environmental Services CNB District Health Unit --474-1400 or 1-800-563-2808 (After hours - 1-800-563-2808 press 0)
Involving Civilian Aircraft Crash	Toronto Flight Information Region - (905) 676-4509/4590 (24 hours) Canadore College - 474-5166 (emergency number) North Bay Airport - 474-3020 Police, Fire Department, Ambulance, Hospital and Health Units, Coroner
Involving Military Aircraft	C.F.B. North Bay 494-6011 Mission Crew Commander Ext. 6400 Police, Fire Department
Involving Poison	Poison Control Centre (800) 268-9017

APPENDIX B

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 caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property” [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 Premier have the authority to declare an emergency. These individuals, 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, and press 1 for the duty officer.

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**

Checklist in Consideration of a Declaration of Emergency

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, a minister of the Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an emergency management program or an emergency plan or in connection with an emergency." 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

Checklist in Consideration of a Declaration of Emergency

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 Minister of Community Safety and Correctional Services, with the approval of the Lieutenant Governor in Council, to enter into mutual assistance 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.]

Checklist in Consideration of a Declaration of Emergency

- ❑ **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...."]

Declaration of Emergency

Municipality: _____ (print)

I, _____ hereby declare a state of local
(Mayor or Elected Head of Council)
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: (nature of emergency)

For an Emergency Area or part thereof described as: (geographic boundary)

Signed: _____

Title: _____

Dated: _____ at _____ (time)

in the Municipality of:

(NOTE: FAX TO EMO DUTY OFFICER @ 416-314-0474)

Termination of a Declaration of Emergency

Municipality: _____ (print)

I, _____ hereby declare a state of local
(Mayor or Elected Head of Council)
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: (nature of emergency)

For an Emergency Area or part thereof described as: (geographic boundary)

Signed: _____

Title: _____

Dated: _____ at _____ (time)

in the Municipality of:

(NOTE: FAX TO EMO DUTY OFFICER @ 416-314-0474)

JUST IN TIME EMERGENCY RESPONSE AGREEMENT



SCHEDULE "A"

EMERGENCY RESPONSE ASSISTANCE

The CRCS is able to provide the emergency response assistance set out below (the "**Assistance**").

The specific Assistance to be provided will be determined by CRCS and the Partner in coordination, with consideration given to the capacity of CRCS and needs of the Partner, in order to promote efficiency and avoid duplication. CRCS will determine the appropriate method of service delivery for the requested Assistance.

The Partner requires the services as indicated in the **checked boxes** below:

☒ **Registration**

Registration aims to facilitate family reunification, communication with Emergency-Affected Persons and the fast and accurate provision of direct assistance. Information collected via registration will be shared with the Partner pursuant and subject to the terms of this Agreement. Provision of Registration will be provided using CRCS forms and/or an electronic management registration system and/or other tools or systems as required.

Service delivery may include:

- In-person, Paper Based or digital Registration: Registration of individuals by CRCS field personnel using CRCS forms and/or electronic management registration system and/or other tools or systems as required.

☒ **Reception and Information**

Reception refers to providing a place for people impacted by an emergency to go, where they can receive information and Assistance, and to managing access to and from the facility. Information refers to providing individuals with information about Assistance, other assistance available to them, whether from CRCS or other agencies, and information about the emergency situation.

Service delivery may include:

- Referral: Referring clients to other organizations or government programs that can assist them.
- Stand-alone Assistance: Providing Reception and Information as a stand-alone service within a government-led reception centre or shelter.
- Reception Centre: Establishing, staffing, and/or managing a reception centre at an Emergency Site.
- Call Centre: Establishing a call centre to provide information.
- Outreach: Conducting direct outreach to provide information.

☐ **Family Reunification**

Family Reunification assists in reuniting families by collecting information and answering inquiries regarding the condition and whereabouts of missing persons.

Service delivery may include:

- Phone: Providing access or means to access phone service.

JUST IN TIME EMERGENCY RESPONSE AGREEMENT



Persons may request that their information not be shared with others, including through Family Reunification (Restricted Files), for example due to concerns about abusive relationships. Such requests will be respected.

Lodging

This service aims to ensure that individuals are provided with safe, temporary lodging away from an area affected by an Emergency. It also seeks to support individuals' return to their homes.

Assistance may include:

- Commercial Lodging: Coordinating commercial lodging (e.g. hotel, motel, etc.).
- Group Lodging/Congregate Shelter: Establishing, staffing, and/or managing a Group Lodging/Congregate Shelter facility.
- Billeting/ Friends and Family: Support individuals to stay with their family or friends who can offer accommodation.

☐ Food

This service aims to provide feeding for those who cannot feed themselves, or those without food or food preparation facilities, as well as for personnel and other response workers. CRCS tries to ensure, to the best of its ability and in the circumstances, that food meets the nutrition needs of at-risk groups. Food should also respect the culture of the affected persons.

Service delivery may include:

- Commercial Feeding: Arranging for food via stores, groceries, and/or restaurants.
- Feeding Station: Coordination to establish Feeding Stations at Reception Centers or Group Lodging/Congregate Shelters.
- Cooperation with Partners: Coordinating food services via cooperation with partners.

☐ Clothing

Clothing service is designed to provide clothing to persons in need to prevent harm from exposure and to meet clothing needs until normal sources of supply become available.

Assistance may include:

- Provision of Clothing: Coordinating clothing via agreements with commercial suppliers.
- Detergent/Laundry: Providing for detergent and laundry, to enable individuals to do their own laundry or for laundry to be cleaned by a third party.
- Cooperation with Partners: Arranging clothing distribution via cooperation with partners.

Transportation

Emergencies may require or result in the evacuation of individuals from their homes, for short or long periods of time. Emergency-Affected Persons may lose access to their regular means of transport due to the Emergency, and may require assistance to pay for unplanned transport expenses. Transportation service aims to provide assistance to facilitate mobility for Emergency-Affected Persons.

Assistance may include:

- Provision of Means: Providing means to either acquire fuel, bus, train or subway tickets or cab fare.
- Direct Provision: Providing transport through contracted companies, such as chartered buses.

JUST IN TIME EMERGENCY RESPONSE AGREEMENT



Personal Services

Personal services provide immediate personal assistance to people dealing with physical, social, or emotional problems created by or aggravated by an Emergency. This service also provides assistance to meet the functional requirements of clients such as children, dependent adults, and mobility-impaired adults.

Assistance may include:

- **Personal and Hygiene Products:** Providing hygiene kits or the means to acquire hygiene products.
- **Baby supplies:** Providing the means to acquire baby supplies such as diapers and ointment.
- **Prescriptions:** Providing the means to renew necessary medical prescriptions.
- **Special Mobility Aids:** Providing means to acquire special mobility aids necessary for healthy living.
- **Personal Services and Health Care:** Providing the means to fulfill basic support and medical aid requirements, including to acquire eyeglasses, hearing aids, or dentures or referral to professional health services.

Safety and Wellbeing

Safety and Well-Being (SWB) considers, in the provision of the Services, an understanding of safe and supportive environments in all aspects of service delivery; assigning the highest priority to creating opportunity for beneficiaries to benefit from activities that address their well-being. In major emergencies SWB may be delivered by designated SWB Personnel, but there is also an increasing effort within CRCS to ensure that all Personnel are oriented to the foundational concepts of SWB in service provision.

Assistance may include:

- **Protection:** Creation and maintenance of safe environments for impacted populations.
- **Accountability:** Beneficiary accountability through feedback mechanisms.
- **Community Engagement:** Promotion or coordination of networks addressing safety, protection, and wellbeing; promotion of community resilience in support of populations of focus, including non-clinical wellness checks.

CRCS will work in collaboration with community organizations as applicable to avoid duplication of services offered to beneficiaries. Further services may be provided subject to discussion and mutual agreement between the Parties.

JUST IN TIME EMERGENCY RESPONSE AGREEMENT



SCHEDULE B: REIMBURSEMENT AND INVOICING

The Partner agrees to reimburse the CRCS for its direct operational and programmatic costs incurred in providing the Assistance as well as a provision for indirect costs as set out in this Schedule "B" and the Estimated Budget.

Direct Costs

The CRCS will charge for reasonable and actual direct costs incurred to provide the Assistance as set out in this Schedule.

All Eligible Costs shall be: directly attributable to the Assistance; reasonable; and actually incurred. Eligible Costs may include, but are not limited to:

- a) Wage and benefits for Personnel providing operational support to the Response, including but not limited to finance, people services, legal, risk and other operational support.
- b) Travel expenses for staff and volunteers (Personnel) including but not limited to mileage, accommodations and incidentals;
- c) Personnel meals: Per diem amount for Personnel meals while deployed. Only applicable if food is not supplied by community for workers at site, or if meals provided do not accommodate for allergies or dietary requirements;
- d) Shipping or transport of CRCS material assets, where applicable and mutually agreed upon by the parties;
- e) Sub-contractors (i.e. professional services); or
- f) Project equipment and inventory;
- g) Reasonable costs associated with the activation and demobilization of operations / winddown of assistance.

Indirect Costs

The CRCS will also apply a 12% indirect costing rate against the invoices in order for the CRCS to recover indirect costs incurred that support the organization's work but cannot be individually and directly attributable to the Assistance. In all financial statements, the indirect costing rate shall be reported as a flat fee. The CRCS has no obligation to provide further substantiating document or information to the Partner for this indirect costing rate.

Invoicing / Reporting

CRC will invoice the Partner on a monthly basis in the form set out at **Schedule "C"**. Such monthly invoicing will include actual costs incurred and include an itemized list of costs supported by receipts and invoices.

For further clarity, no receipts or invoices related to staff and volunteer per diems or individual expense claims under \$100.00 will be provided.

CRCS shall make best efforts to provide the final invoice within 90 days following the Response End Date; however such timing is dependent upon receipt and reconciliation of third party invoices. The Partner shall submit payment within thirty (30) days of receipt of an invoice. For further clarity, the Parties understand and agree that invoices and financial reports do not include further detail than what is set out in this Agreement.

**AGREEMENT
FOR THE EMERGENCY USE OF
AN ALTERNATE EMERGENCY OPERATIONS CENTRE**

An agreement to authorize the emergency use of the East Ferris Community Centre located at 1267 Village Road, Astorville, Ontario as an Alternate Emergency Operations Centre (EOC) by the Township of Chisholm:

The purpose of this agreement is to establish the framework under which the Township of Chisholm will have access to the East Ferris Community Centre as its Alternate EOC should the Township of Chisholm be unable to use its Primary EOC. This location will be used as a the location where the Township of Chisholm will hold meetings of the Municipal Emergency Control Group (MECG) and take such decisions as are necessary to manage the emergency when the Primary EOC location is unusable.

This Agreement made this 9th day of Sept. 2014

BETWEEN:

The Corporation of the Township of Chisholm
(Hereinafter referred to as the "Township")

-And-

The Municipality of East Ferris
(Hereinafter referred to as the "Municipality")

WHEREAS, the Province of Ontario has passed an act which provides for the management of emergencies in municipalities, namely "The Emergency Management and Civil Protection Act, R.S.O. 1990";

AND WHEREAS the act makes provision for the council of a municipality to enter into an agreement with the council of any other municipality or with any person for the provision of any personnel, service, equipment, or materials during an emergency;

AND WHEREAS the Township has created an Emergency Response Plan that calls for the MECG to meet in the Primary EOC location to manage any emergency;

AND WHEREAS the Primary EOC location may be unusable due to the effects of the emergency, or for any other reason;

AND WHEREAS the Municipality has offered the use of the East Ferris Community Centre to the Township as an Alternate EOC should the Township be unable to use their Primary EOC and should the Municipality not require the use of the East Ferris community Centre at the time;

NOW THEREFORE, the parties hereby agree to the following:

DEFINITIONS

In this agreement:

- a) "Facility" means any building, grounds, facilities, and equipment owned or under the control of the Municipality located at 1267 Village Road, Astorville, Ontario.
- b) "Emergency" means an emergency declared or otherwise by the Township and includes a situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property. These situations could threaten public safety, public health, the environment, property, critical infrastructure, and economic development;

NOTIFICATION

In the event of an emergency or an impending emergency, the Township will advise the Municipality of the requirement to use the facility by notifying the Chief Administrative Officer/Clerk or his/her designated alternate. Notification may include methods as established through the Township's Emergency Response Plan. Notification arrangements shall be mutually agreed to from time to time, and these arrangements shall be reviewed and tested annually.

LIAISON

On request for the activation of the facility the Municipality will supply, at least one staff member as a liaison person to assist the Township to use the facility.

The liaison person will be expected to provide the Emergency Control Group with information related to measures being employed to safeguard staff, and to protect the facility.

USE OF FACILITY

In the event of an emergency, the Municipality agrees to make available to the Township as much of the facility as may be needed. The Township and the Municipality will give due consideration to the requirements of the facility for safe accommodation of staff. Notwithstanding the above paragraph, final authority for the use and control of the facility shall rest with the Municipality. The Municipality may choose not to make the facility available at any time for whatever reason.

STAFFING

The Municipality shall have at least one or more members of its staff on the facility premises at all times to assist with the operation and maintenance of the facility.

DILIGENCE AND CARE

The Township shall exercise due diligence and care of the facility and shall not interfere with any of the normal facility activities unless deemed necessary as part of the response to the emergency.

Prior to the use of such facility, a duly authorized representative of the Township and the Municipality shall jointly inspect the facility. A memorandum will then be signed by both parties outlining any pre-use damage or deficiencies.

Upon termination of use by the Township, both parties shall again inspect the facility and make note of any damage, deficiencies or other such factors resulting from the Township's use of said facility.

INDEMNITY

The Township hereby agrees to save harmless and indemnify the Municipality, its Officers, and Employees from and against all claims, demands or causes of action whether at law or in equity, in respect of its use of the said facility as herein provided, and from and against all damages, losses, costs, charges and expenses which the facility 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 the Township or its agents, employees or representative;
- b) claims, demands or causes of action by any other person or persons using the facility pursuant to this agreement.

INSURANCE

The parties hereto further covenant and agree that their public liability insurer(s) have been presented a copy of this agreement. The said insurer(s) will confirm full coverage under existing policies to include usage of the facility by officers and representatives of the parties hereto, their employees and agents and members of the public pursuant to the provisions of this agreement.

In addition, the parties further covenant to provide to the other party hereto a confirmation letter from its insurer(s). The letter will confirm receipt of the agreement and confirms and acknowledges its liability coverage for those individuals utilizing the facility as set out in this clause and pursuant to the provisions of the agreement.

COSTS

The Township hereby agrees to reimburse the Municipality for any extraordinary costs arising from the Township's use of the facility or equipment. Such costs may include, but are not limited to, the actual costs of supplies, overtime wages or salaries paid to facility employees, additional utility costs for heating and lighting, additional expenses incurred in cleaning the premises, additional security costs, and long distance telephone charges. Where possible, agreement shall be sought by the Township from the Municipality before such extraordinary expenditures are made by the Township.

Such payment will be made within 60 days of the submission of an invoice to the Municipality.

Nothing in this agreement shall preclude the Township from taking action to recover such costs paid to the Municipality from such person or agency as may be found responsible for causing the emergency, or from seeking federal or provincial funding to cover any or all costs incurred by the Township.

Upon payment by the Township to the Municipality, the Municipality relinquishes all rights to seek damages or compensation from such person or agency as may be found responsible for causing the emergency, or from federal or provincial sources.

VOLUNTEERS

Individual volunteers, or volunteer groups and agencies such as amateur radio, Red Cross, Salvation Army, or St. John Ambulance who are engaged by the Township to manage or assist in the facility shall be considered as agents of the Township.

CONDUCT ON FACILITY PREMISES

The Township agrees to take all reasonable precaution against vandalism, mischief or behavior contrary to provincial or federal statutes by any party or parties who make use of the facility.

FEEDING

No food preparation or consumption will be carried out in the facility in locations other than those normally set aside for such activities. No stoves or other cooking devices other than those normally and permanently installed by the Municipality in the facility shall be used.

RETURN OF EQUIPMENT AND SUPPLIES

The Township shall be responsible for removing borrowed, donated or purchased equipment from the facility upon termination of the emergency.

CONTROL OF EXISTING CONTRACTS

Notwithstanding agreements which the Municipality may have with suppliers of goods and services to and for the facility, the Municipality shall assign their enjoyment of such supplies or services to the township in time of an emergency.

LEGAL RELATIONSHIP

The parties hereto agree that the legal relationship between the Township, its representatives, officers, employees and agents and members of the public, on the one behalf, and the Municipality on the other behalf, shall be that of Licensee and Licensor and that no estate, right title or interest in the lands or property of the facility is hereby intended to be created or conveyed.

TERMINATION

This agreement may be terminated by either of the parties hereto, by 60 days notice given in writing to the other party 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.

SUCCESSORS AND ASSIGNS

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.

TOWNSHIP OF CHISHOLM

[Signature]
MAYOR
[Signature]
CLERK-TREASURER

WITNESS

[Signature]
WITNESS
[Signature]

MUNICIPALITY OF EAST FERRIS

[Signature]
MAYOR
[Signature]
CHIEF ADMINISTRATIVE OFFICER/CLERK

[Signature]
WITNESS
[Signature]
WITNESS

LETTER OF UNDERSTANDING

The Corporation of the Township of Chisholm, in the Province of Ontario, agrees to compensate the Chisholm United Church in the Township of Chisholm for the costs incurred in the event of an emergency reception area requirement. Reasonable costs include but are not restricted to:

- Staff time/costs
- Food and water
- And other services as may be required

Any costs payable to second parties as a result of the provision of an emergency reception facility are to be paid directly by the Corporation of the Township of Chisholm, in the Province of Ontario.

The Corporation of the Township of Chisholm in the Province of Ontario, hereby releases, waives and forever discharges the Chisholm United Church and all their respective agents, officials, servants, contractors, representatives, elected and appointed officials, volunteers, successors and assigns of and from all claims, demands, damages, costs, expenses, actions and cause of action, where in law or equity arising out of this agreement.

The Corporation of the Township of Chisholm in the Province of Ontario will pay the Chisholm United Church for those services upon receipt of an itemized account of services rendered.

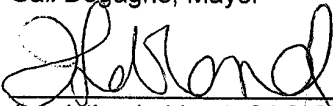
This agreement shall be renewed every five (5) years, unless terminated by either party on 30 days written notice.

Dated this 20th day of November 2023.

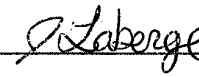
THE CORPORATION OF THE TOWNSHIP OF CHISHOLM

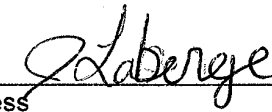


Gail Degagne, Mayor



Jennistine Leblond, CAO Clerk-Treasurer

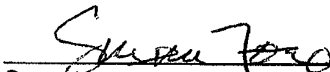

Witness


Witness

CHISHOLM UNITED CHURCH

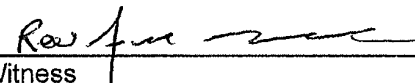


Chairman



Secretary


Witness


Witness

APPENDIX C



Hazard Identification & Risk Assessment: Risk Register

Risk Ranking	Hazard	Level of Risk
1	Flood	Moderate
2	Infectious Disease	Moderate
3	Wildland Fire	Low
4	Weather Events	Low
5	Electrical Energy	Low

Assigning Risk Level

Assigning a risk level assists the program in prioritizing risks, which helps to determine how to address or treat each risk. The Risk Level Matrix, below, can assist programs to determine risk levels based on probability and consequence levels of each identified risk. Risks can be assigned as low risk, moderate risk or high risk.

Risk Level Matrix

Probability 	ALMOST CERTAIN	Moderate Risk	Moderate Risk	High Risk	High Risk	High Risk
	LIKELY	Moderate Risk	Moderate Risk	Moderate Risk	High Risk	High Risk
	POSSIBLE	Low Risk	Moderate Risk	Moderate Risk	Moderate Risk	High Risk
	UNLIKELY	Low Risk	Low Risk	Moderate Risk	Moderate Risk	Moderate Risk
	RARE	Low Risk	Low Risk	Low Risk	Moderate Risk	Moderate Risk
		INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
		 Consequence				

Hazard Risk #2: Plan for Infectious Disease.

Purpose

To ensure the Township of Chisholm provides key public services and protects the life, health and safety of citizens during a severe disease outbreak.

Goals

1. To prepare council, staff and volunteers to protect themselves and their families from pandemic illness.
2. To maintain crucial services.
3. To minimize serious illness, death, and suffering.

Key elements:

1. Information: Staff/CEMC will gather best available, scientifically-valid information – on infectious agent/disease (including epidemiology and demographic impact) from credible sources.
2. Scenarios: Staff will consider projected impact of the disease, including infection rate, severe illness (possibly requiring hospital care) and deaths. (Projections are for planning purposes only, and not a prediction.)
3. Training: At earliest possible date, staff will receive training on nature and biology of disease, mechanisms of spread, etc., and ways infection can be countered.
4. Messaging: Staff/CEMC will develop key prevention messages for staff and residents.
5. Preparation: Department heads will plan for impact of disease on operations.
6. Co-ordination: Staff/CEMC will work closely with public health authorities and maintain close working relationship.
7. Action: Staff will work to maintain municipal services and reduce disruptions.

When an outbreak is anticipated:

Department heads will discuss:

- The impact of illness affecting staff.
- Will a pandemic create shortages of necessary supplies?
- Which of their department's tasks, roles or functions will be priorities?
- In an emergency, can staff be reallocated, or can part-time or short-term employees, retired staff or volunteers help meet the labour shortage?
- Can work be done remotely?
- Can work areas or tasks be altered to increase social distance?
- Can phone calls and e-mails be used to reduce face-to-face contact?
- Are there HR issues that require Council input?
- Have relationships with health authorities been established?

In the pandemic phase when outbreak is occurring:

- Department heads will establish policies re: illnesses and absenteeism (based on directions from MOH.)
- Municipal Emergency Control Group may be convened at suggestion of CEMC, Mayor, or senior administration.

The Municipal Emergency Control Group will:

- Consider whether to declare an emergency.
- Seek or implement directions from Medical Officer of Health.
- Monitor municipal efforts to maintain core functions and set priorities if necessary.
- Consider ways to assist vulnerable populations (people who are quarantined, the elderly, people with chronic health problems, individuals who are socially isolated, etc.)
- Issues may include the delivery of food and medicine to quarantined or “self-isolated” people, snow removal, fire response, and emergency access to quarantined residents.

In the post pandemic phase:

- Members of Control Group and Emergency Planning Committee will assess pandemic response, consider lessons learned, review and revise plan.

Legal Authority:

The Emergency Management and Civil Protection Act requires municipalities create an emergency plan “governing the provision of necessary services during an emergency” as well as “the manner in which employees of the municipality and other persons will respond.”

The act empowers the Premier of Ontario, as well as the Head of Council, to declare or terminate states of emergency.

In the event of an outbreak or health emergency, the Ministry of Health and Long-Term Care is the lead agency, while the local Medical Officer of Health (MOH) or designate has the authority to control communicable diseases and determines the actions needed to protect the community from a communicable disease as outlined in the Health Protection and Promotion Act (HPPA).

In addition, the Medical Officer of Health has the authority to issue an order with respect to communicable disease if “he or she is of the opinion (upon reasonable and probable grounds) that a communicable disease exists or may exist, or that there is an immediate risk of an outbreak”.

Original Version Date: November 24, 2022