

Town of Niagara-on-the-Lake Emergency Response Plan

2022, Rev.1



Photo Courtesy of Queenston Quarry by Frank Racioppo and John Petrella

Records of Amendments & Reviews

Reviews

This plan should be reviewed as often as necessary, but at minimum annually by the Niagara-on-the-Lake Emergency Management Program Committee (EMPC) for accuracy. Any reviews by any other party besides the EMPC would be for comment only.

Reviewing Body	Date
NOTL Emergency Management Program Committee	<i>September 11, 2020</i>
Emergency Management Ontario, <i>Drew Maddison</i>	<i>August 13, 2020</i>

Amendments

Where significant portions of this plan are revised, Council is required to re-adopt the plan by by-law.

No.#	Date	Section

Preamble

The Town of Niagara-on-the-Lake is located in the north-east corner of the Niagara Peninsula covering an area of approximately 132 square kilometers and having a population of approximately 19,000 people. It is bordered by the City of Niagara Falls to the south and the City of St. Catharines to the west. The Town primarily consists of rural lands mixed with the 5 urban areas of Glendale, St.Davids, Queenston, Virgil and Old Town.

While not being an overly large community, the Town contains a number of unique features and infrastructure that require effective emergency response capabilities.

These include but are not limited to:

- a high-volume transportation corridor (Queen Elizabeth Way/405)
- pipelines
- the Niagara River on the eastern border of the Town
- Lake Ontario along the northern border of the Town
- the Niagara District Airport
- a large and distinguished Heritage District
- the Niagara Escarpment
- the Welland Canal to the west of the Town
- dozens of tourist destinations generating millions of out of town visitors each year
- post secondary education facilities
- numerous environmentally sensitive and protected lands

It is through the development and implementation of the following Emergency Response Plan that the Town of Niagara-on-the-Lake looks to protect, preserve and maintain all aspects of our unique Town in the event of a large-scale emergency.

Introduction

Section 1.0

The Niagara-on-the-Lake Emergency Plan has been prepared to provide key officials, agencies and departments within Niagara-on-the-Lake with a general guideline for the response to an emergency and an overview of their responsibilities during an emergency.

The Emergency Response Plan document describes the framework of how the Town of Niagara-on-the-Lake will respond to, recover from and mitigate the impact of an emergency. It describes the legal authorities, concept of operations and functional roles and responsibilities.

1.1 Purpose

The purpose of the Niagara-on-the-Lake Emergency Plan is to establish a plan of action to provide the efficient and effective deployment of services and resources in the event of a major emergency to:

- Protect and preserve the health, safety and welfare of the residents and visitors of Niagara-on-the-Lake
- Limit or prevent damage and destruction of property, infrastructure and the environment.
- Quickly and efficiently enable the recovery and restoration of normal services

1.2 Authorities

The legislation under which the municipality and its employees are authorized to respond to an emergency are:

- The Emergency Management and Civil Protection Act, R. S. O. 1990, c.E.9, as amended (the “Act”)
- Ontario Regulation 380/04
- The Town of Niagara-on-the-Lake Emergency Management Program and Emergency Management Response Plan By-law 5422-22

The Emergency Management and Civil Protection Act: (EMCPA)

The EMCPA requires municipalities to develop, implement, and maintain an emergency management program, and adopt it with a by-law. An emergency management program must consist of:

- An emergency plan;
- Training programs and exercises for employees of municipalities and other persons with respect to the provision of required services and procedures to be followed in emergency response and recovery activities;
- Public education on risks to public safety and on public preparedness for emergencies; and

- Any other element required for municipalities in standards of emergency management programs that may be developed by the Minister of Community Safety and Correctional Services.

Ontario Regulation 380/04

This regulation describes emergency management standards for municipal emergency management programs. There are a number of required elements including:

- Development of an emergency response plan which includes a municipal control group to direct the municipal response to an emergency;
- Implementation of an Emergency Operations Centre with appropriate communications systems;
- Designation of an Emergency Information Officer; and
- Designation of a Community Emergency Management Coordinator (CEMC).

The Town of Niagara-on-the-Lake Emergency Management Program and Emergency Management Response Plan By-law 5422-22

This bylaw approves the enactment of the Niagara-on-the-Lake Emergency Response Plan and other requirements for the Town's Emergency Management Program.

1.3 Public Access to the Emergency Response Plan

The Niagara-on-the-Lake Emergency Response Plan is available on the Town's webpage (www.notl.com). The public may also request to access the plan through the Clerks Department.

Supporting documents/plans do not form part of the Emergency Response Plan as they may be confidential and provide more detailed relevant information that may require frequent updating, be of a technical nature, or contain sensitive or personal information which could pose a security threat or violate privacy legislation if released.

Anytime the Emergency Control Group meets, the Chief Administrative Officer may provide council with an update. This update may be verbal or in the form of a Consolidated Incident Action Plan. It will be at the Chief Administrative Officer's discretion whether the Consolidated Incident Action Plan will become public record or remain confidential. Any and all minutes taken during any meeting held by the ECG shall remain confidential.

1.4 Definition of an Emergency

The Emergency Management and Civil Protection Act defines an emergency as:

'A situation or 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.'

Emergencies are distinct from the normal daily operations carried out by municipal or regional first response agencies and Town departments.

Emergency Management Program

Section 2.0

Under the Emergency Management and Civil Protection Act, R.S.O., 1990, Chapter E.9, s. 2.1, as amended, every municipality is required to have an emergency management program. Pursuant to that Act, The Niagara-on-the-lake Emergency Management Program was adopted under By-law 5422-22. (Appendix A)

2.1 Emergency Management Program Committee

The Emergency Management Program Committee (EMPC) is the critical management team that oversees the development, implementation and maintenance of the emergency management program. The committee ensures training is provided to staff on their functions while also considering appropriate change recommendations.

Niagara-on-the-Lake's EMPC is comprised of the following positions:

- The CEMC
- A member of council
- A Senior Management Team (SMT) representative
- Operations Department representative
- Community & Development Services Department representative
- Corporate Services Department representative
- Deputy Fire Chief – Community Risk Reduction (or Alternate CEMC)

The Deputy Fire Chief – Community Risk Reduction (or Alternate CEMC) will serve as the EMPC Chair.

2.2 Annual Compliance Submission

By the end of each calendar year, Niagara-on-the-Lake is required to complete and submit to the Office of the Fire Marshal and Emergency Management (OFMEM) the required documents to verify that the municipality has met all Provincial requirements.

2.3 Community Emergency Management Co-ordinator

The Town of Niagara-on-the-Lake will at all times have a CEMC and an alternate CEMC, who has been appointed by Council.

2.4 Emergency Information Officer

The Town of Niagara-on-the-Lake will at all times have an Emergency Information Officer.

Hazard Identification & Risk Assessment (HIRA)

Section 3.0

The Niagara-on-the-Lake Emergency Management Program has identified realistic hazards that may occur in Niagara-on-the-Lake and assessed them in terms of probability, frequency of occurrence, and magnitude of consequence or impact. Results of the HIRA assist with the development of training and exercise scenarios, and may initiate the development of hazard-specific plans or procedures in the event of an emergency. (Appendix B)

Critical Infrastructure Identification

Section 4.0

The Niagara-on-the-Lake Emergency Management Program has identified all of the critical infrastructure located not only within Niagara-on-the-Lake but critical infrastructure that exists within the region or province that would have a negative impact on our area should an issue occur with them. Results of this identification assist with the development of training and exercise scenarios, and may initiate the development of infrastructure-specific plans or procedures in the event of an emergency. (Appendix C)

Emergency Control Group

Section 5.0

The response to an emergency will be directed and controlled by the Emergency Control Group (ECG), a group of officials who are responsible for coordinating the municipal response to the emergency. In addition to coordinating the response to the emergency, the ECG shall be responsible for coordinating the provision of essential municipal services to the community.

The ECG consists of the following officials:

- Lord Mayor
- Chief Administrative Officer (CAO)
- Fire Chief/CEMC
- Director of Operations
- Director of Community and Development Services
- Director of Corporate Services
- Deputy Fire Chief – Community Risk Reduction/Alternate CEMC
- Emergency Information Officer/Community Engagement Coordinator
- Assistant to the Lord Mayor & CAO

Each ECG member shall have at least one identified alternate. The alternate is appointed by the ECG member and must be aware of their responsibilities on an on-going basis.

Collective and individual responsibilities of the ECG members have been provided within Appendix D at the end of this document.

Emergency Support Group

Section 6.0

The Emergency Support Group (ESG) is comprised of key municipal officials who will be required to advise and assist the ECG during an emergency. The primary role of the ESG is to assist and support the response effort in the form of technical expertise, staff resource management and physical resource management.

The ESG consists of the following officials:

- Clerk
- Manager of Information Technology
- Manager of Public Works
- Human Resource Generalist
- Chief Building Official/Manager of Enforcement
- Deputy Treasurer
- Manager of Parks & Recreation
- Engineering Supervisor
- Environmental Services Supervisor

Each ESG member shall have at least one identified alternate. The alternate is appointed by the ESG member and must be aware of their responsibilities on an on-going basis.

Collective and individual responsibilities of the ESG members have been provided within Appendix E at the end of this document.

Mobilization of the Emergency Control Group

Section 7.0

An essential component of the Emergency Management Program is the ability to quickly notify members (and alternates) of the ECG and ESG.

7.1 Emergency Notification System

Upon receipt of a warning of a real or potential emergency, the ECG shall be notified. Notification shall be in the form of a phone call directly to ECG members. The CAO, CEMC or Lord Mayor may activate the notification system by beginning to call individual members within the group. The CAO, CEMC or Lord Mayor may continue to call each member or direct another member to continue the calls. If ECG members are available or cannot be reached within a reasonable amount of time from receipt of the emergency situation, ECG alternates shall be contacted.

The ESG shall not be contacted upon initial activation, unless directed to by the CAO.

All member contacts for the ECG, ESG and alternates have been provided to the Niagara Region for use of the Regional Notification System (Appendix F)

Emergency Operations Centre

Section 8.0

The Emergency Operations Centre (EOC) will be the central site of municipal emergency operations and will house the ECG and the ESG. At the EOC both groups will share information, make decisions and provide strategic management as required to mitigate the effects of the emergency. Niagara-on-the-Lake has designated a primary and alternate EOC.

8.1 Activation of the Emergency Operations Centre

The decision to activate the EOC is to be made by the ECG during an emergency. The ECG can meet to discuss a situation with either fully activating the EOC or partially activating the EOC.

Full Activation

Should be considered if the situation at hand requires 12-24-hours of attention 5-7 days a week. Full activations shall be completed within a designated EOC location. Online/Virtual aspects may be integrated into the EOC as required however a central secure information sharing source must be established. First arriving members will be tasked with beginning to set up the EOC until additional members arrive.

Partial Activation

Should be considered if the situation requires anything less than a full activation. Partial activations may be completed through an online/virtual format. A central secure information sharing source must be identified to ensure notes, agendas, minutes, decisions, release, etc. are properly documented and stored.

The EOC is not automatically activated within Niagara-on-the-Lake should one of the permitted members activate the Emergency Notification System to contact all ECG Members.

Declaration and Termination of an Emergency

Section 9.0

When an emergency exists, but has not yet been officially declared, the ECG may take such action(s) under this Emergency Plan, as may be required to protect property, infrastructure and the health, safety and welfare of the residents of Niagara-on-the-Lake.

9.1 Declaring a Provincial Emergency

The Province may at any time declare a provincial state of emergency under section 7 of the EMCPA. The Lieutenant Governor in Council or the Premier may declare an emergency, following which 14 types of orders may be made where the Lieutenant Governor or Premier believes such orders are necessary and essential in the circumstances to prevent, reduce or mitigate serious harm to persons or substantial damage to property.

Any orders made under a provincial state of emergency through the EMCPA are only enforceable by local police officers and constables appointed under the act. Municipal bylaw enforcement officers or anyone appointed to be a provincial offences officer must be granted authorization by the Province and or Provincial Solicitor General to properly enforce these orders.

A provincial declaration does not mean that a municipality must declare an emergency.

9.2 Declaring a Municipal Emergency

The decision to declare a state of emergency is an important one that shall be made by the Head of Council, in consultation with the ECG after a thorough assessment of the situation has been made. The OFMEM Duty Officer may also be consulted regarding the decision to formally declare an emergency to exist.

An Emergency is defined under the Emergency Management and Civil Protection Act: *“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”*.

Provided within the appendices of this document is a decision-making guide for declaring an Emergency. Authorities are encouraged to reference this document prior to declaring an Emergency. (Appendix G)

Unlike the case of an emergency declaration at the provincial level, the EMCPA does not permit any additional orders for municipalities. This means that if the head of council doesn't have the authority to do something, or to order something otherwise, an emergency declaration will not provide them with this authority.

Accordingly, a head of council can only act by actions or orders provided that such action or order either; falls within the scope of municipal authority as provided for in the Municipal Act, 2001 and is not otherwise contrary to law, or is necessary 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

Once the decision has been made to declare an emergency, an Emergency Declaration Form (Appendix H) must be completed and sent to the OFMEM Duty Officer. The form may be scanned and emailed or faxed. Email and fax numbers are provided on the form.

If the declaration is during regular Town business hours, the CEMC shall notify the municipality's OFMEM Field Officer, if they have not already prior to the declaration. If the declaration is after regular Town business hours the CEMC may request the OFMEM Duty Officer notify the OFMEM On-Call Field Officer should immediate assistance be required.

Upon declaring an emergency, the head of council shall notify:

- Niagara-on-the-Lake Council members
- The Niagara Region

The following may also be notified:

- The local Member of Parliament (MP)
- The local Member of Provincial Parliament (MPP)
- Neighbouring municipalities
- The local media
- The general public

9.3 Terminating a Municipal Emergency

The termination of an emergency may be decided by either the Town's council or the Head of Council. Once the decision has been made to terminate a declaration of an emergency, a Termination of a Declared Emergency Form (Appendix I) must be completed and sent to the Office of the Fire Marshal and Emergency Management Ontario.

Upon terminating an emergency, the head of council shall notify:

- Niagara-on-the-Lake Council members
- The Niagara Region
- All other agencies of groups notified during the declaration of the emergency

Requesting Assistance

Section 10.0

During an emergency, the Town of Niagara-on-the-Lake may request assistance from other levels of government, neighbouring municipalities or external private agencies to help successfully respond to an emergency situation.

10.1 Requesting Regional Assistance

Assistance may be requested from the Niagara Region at any time without any loss of control or authority. These requests are made by the Town's CEMC directly to the Niagara Region's Emergency Management Program Specialists.

10.2 Requesting Provincial Assistance

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. These requests are made by the Town's CEMC directly to the Office of the Fire Marshal and Emergency Management through the Provincial Emergency Operations Centre (PEOC).

10.3 Requesting Federal Assistance

Requests for resources from the federal government are requested through the PEOC.

10.4 Requesting Neighbouring Municipal Assistance

Assistance may be requested from other lower tier municipalities within the Niagara Region by contacting the respective CEMC and/or Head of Council or Senior Staff. Regional municipal contacts are located on Appendix J at the end of this document.

10.5 Requesting External Private Agency Assistance

Assistance may be requested from the private sector as required. The decision to request private sector assistance will be made by the ECG in accordance with the emergency procurement guidelines.

Incident Management System

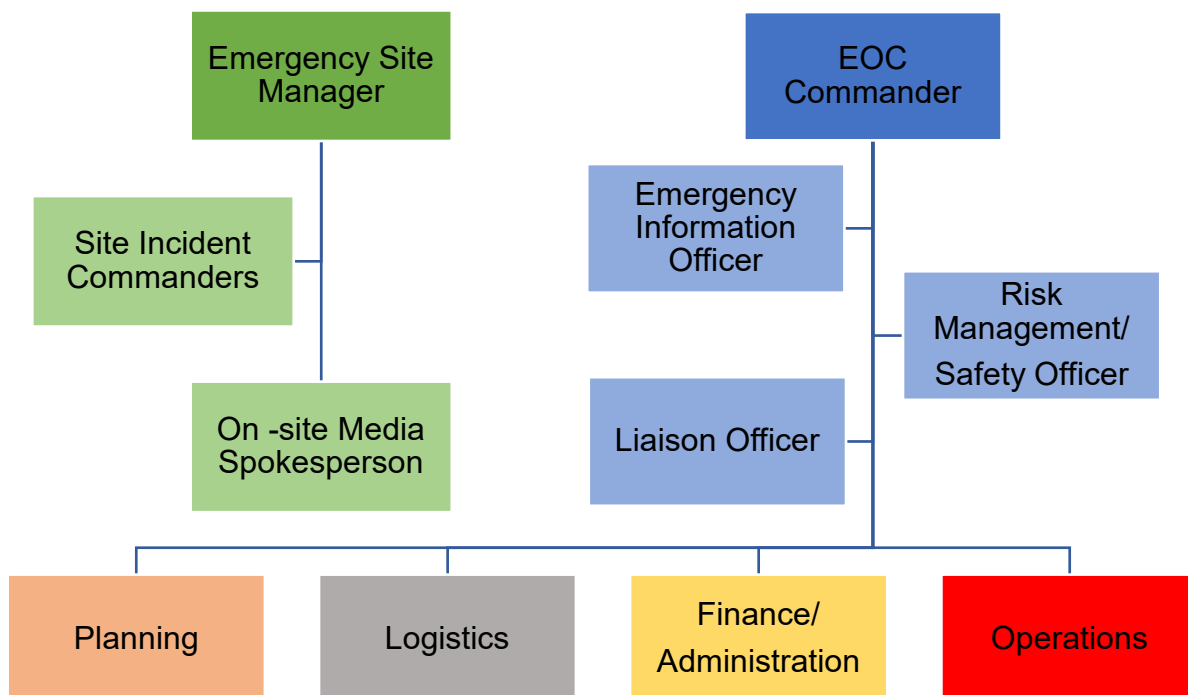
Section 11.0

During a large-scale emergency, the Emergency Control Group and Emergency Operations Centre staff shall transition the management of the emergency from a position-based structure to the Incident Management System (IMS).

The Incident Management System is a provincially-adopted system that assigns responsibilities in accordance with a common organizational structure. The assignment of responsibility is made by function rather than by position. This organizational structure is intended to be consistently used by Provincial staff, Regional staff and other municipalities which will improve the management of the emergency.

11.1 Incident Management System Functions within EOC

A key principle of the Incident Management System is the five key management functions: Command, Operations, Planning, Logistics and Finance/Administration, that must be addressed at any incident. These 5 sections would operate from the Emergency Operations Centre.



Command Section

The Command Section is the first and primary organizational component of the Incident Management System structure. The Command Section consists of the person or team with responsibility for managing the responses to an incident.

Responsibilities include:

- Ensuring the safety of all responders
- Assessing and reassessing the situation
- Determining goals, strategies, objectives and priorities appropriate to the level of response
- Establishing an appropriate command structure using IMS
- Coordinating all incident management activities
- Establishing and maintaining liaison with supporting and/or assisting organizations
- Providing information to/briefing senior and elected officials as required
- Establishing an operational planning cycle (as required)
- Approving an Incident Action Plan (IAP)
- Managing incident resources (including approval of volunteers, etc)
- Managing sensitive issues arising from the incident
- Authorizing the release of emergency information to the public in cooperation with other levels of response

Command Section staff consist of the Emergency Operation Centre Manager, Emergency Information Officer, Risk Management/Safety Officer, Liaison Officer, and other subject matter experts or specialists as required (e.g. Legal) to support the command section. Command Section staff may have an assistant or assistants, as needed.

- **Emergency Operations Centre Commander**
 - Co-ordinate all of the operations of the Emergency Operations Centre
 - Direct the activation of the Emergency Information Plan (EIP)
 - Be the point of contact for the Emergency Site Manager (ESM)
 - Arrange for required personnel and physical resources
 - Arrange for appropriate security for the EOC, Media Inquiry Centre, Public Inquiry Centre, Reception Centres and other facilities in use during the emergency, as required
 - Ensure that alternates of Emergency Control Group and Emergency Support Group members are alerted and on standby to perform duties in the Emergency Operations Centre should the emergency last long enough to warrant relief for primary members

- **Emergency Information Officer**
 - Establish a communication link to the emergency site to receive accurate information for dissemination
 - Implement the Emergency Information Plan
 - Appoint an emergency site spokesperson, if required
 - Liaise with other media coordinators (Police, Regional, Provincial and Federal) as required
 - Coordinate all media releases
 - Coordinate media briefings and press conferences
 - Monitor the media for incorrect information and amend inaccuracies
 - Coordinate the opening and management of a media inquiry centre and coordinate the response to media inquiries
 - Coordinate the opening and management of a public inquiry centre and coordinate the response to public inquiries
 - Arrange to have calls/inquiries from the public routed through the public inquiry centre to the appropriate person or agency
 - Maintain copies of media releases and news articles pertaining to the emergency
 - Arrange to have information distributed door-to-door in affected areas in the event conventional communications are not possible
 - Where necessary and appropriate, coordinate media and photo sessions at the emergency site
 - Arrange to have media representatives seeking information directly from the emergency site or seeking emergency site visits to be arranged by the police
 - Coordinate on-site interviews between media and emergency services personnel
- **Risk Management/Safety Officer**
 - Working closely with the Operations Section to ensure that responders are as safe as possible under the circumstances, including wearing appropriate protective equipment and implementing the safest operational options
 - Advising the Emergency Operations Centre Manager on issues regarding incident safety
 - Minimizing employee risk by promoting safety procedures (e.g. ensure an adequate personnel accountability system is in place to track the status/movement of all personnel)
 - Altering, suspending or terminating any or all activities that are deemed hazardous regardless of jurisdiction
 - Assessing potential municipal risk/liability and advising the Emergency Operations Centre Manager on appropriate risk management options
 - Assisting in the review of the Incident Action Plan to identify safety concerns and issues

- **Liaison Officer**

- Gathering information from and about organizations that are involved with the incident. This includes obtaining from their representatives, information about standard and specialized resources they might have, or special support that they might need, and whether there are considerations or restrictions that may impact how such resources may be used
- Serving as a coordinator for organizations not represented in the Emergency Operations Centre
- Providing briefings to organization representatives about the emergency
- Maintaining a list of supporting and assisting organizations, and keeping it updated as the incident evolves

Operations Section

The Operations Section implements the Incident Action Plan (IAP) and is responsible for all physical operations involved in mitigating the emergency. An Operations Section Chief heads the Operations Section. The responsibilities of the Operations Section Chief include:

- Developing and managing the Operations Section to accomplish the incident objectives set by Emergency Operations Centre Manager
- Organizing, assigning, and supervising all resources assigned to an incident
- Working closely with other members of the Emergency Operations Centre Staff to coordinate operational activities

Planning Section

The Planning Section's primary responsibility is the development of the Incident Action Plan. A Planning Section Chief heads the Planning Section. The responsibilities of the Planning Section include:

- Collecting, evaluating, analyzing, and disseminating incident information
- Managing the planning process including preparing and documenting the Incident Action Plan for each operational period
- Conducting long-range and/or contingency planning
- Maintaining incident documentation
- Tracking resources assigned to the incident
- Working closely with Emergency Operations Centre Staff to be sure that information is shared effectively and results in an efficient planning process to meet the needs of the incident
- Developing plans for demobilization in preparation for when the incident winds down

Logistics Section

The Logistics Section provides all supporting resources to the incident. A Logistics Section Chief heads the Logistics Section. The responsibilities of the Logistics Section include:

- Obtaining, maintaining, and accounting for essential personnel, equipment, and supplies beyond those immediately accessible by the Operations Section
- Providing incident telecommunication/IT services and resources
- Setting up and maintaining incident facilities
- Setting up personal needs and food services
- Providing support transportation

Finance/Administration Section

The Finance/Administration Section provides the financial and administrative support to an incident. A Finance/Administration Section Chief heads the Finance/Administration Section. The responsibilities of the Finance and Administration Section include:

- Monitoring sources of funding
- Tracking and reporting on financial usage
- Tracking timesheets for incident personnel and equipment
- Making reimbursements (individual and organization/department)
- Preparing costs analysis, including the identification of incremental and extraordinary costs associated directly with the incident
- Making cost estimates for alternative response strategies
- Compensation for injury or damage to property
- Tracking disaster relief assistance including local funding raising, if relevant

11.2 Incident Management System Functions at Site

- **Emergency Site Manager**
 - Coordinate all emergency site activities
 - Request additional resources for the Emergency Site through the Emergency Control Group
 - Ensure that strategies, priorities, tactics and task assignments are established to contain and mitigate the emergency situation
 - Ensure the Emergency Control Group is informed of the locations of the emergency site perimeters
 - Ensure the health, safety and well-being of responders, including volunteers who contribute to the emergency response at the scene
 - Ensure the Emergency Control Group is aware of, and agencies address the needs of their staff with regards to stress, fatigue, food, shelter and relief
 - Maintain a communications link with the Emergency Operations Centre for the flow of accurate information and assistance in managing the emergency

- Upon consultation with the Emergency Information Officer appoint an On-Site Media Spokesperson.
 - Ensure that all responsible agency commanders meet on a regular basis to update each other on individual agency actions and progress made, to share information, to set common priorities, to set common objectives and to determine what additional resources may be required
 - Monitor the operation of the site management and make suggestions where appropriate
 - Exercise foresight as to future events in the management of the emergency such as resource requirements, weather, lightning, etc.
 - Understand which laws and policies that must be taken into consideration during the management or recovery of the emergency
 - Maintain a log outlining communications and actions taken
 - Demobilize resources at the termination of the emergency, ensuring an orderly, safe and cost-effective movement of personnel and equipment
 - Participate in post-incident debriefing sessions
 - Prepare a post-emergency report and submit to the CEMC following termination of the emergency
- **Incident Commander**
 - Direct, control and coordinate the on-site emergency response effort of the agency for which the incident commander represents
 - Report to the Emergency Site Manager who will ensure a communication link with the Emergency Operations Centre and Emergency Control Group
 - Establish a unified command post and unified command structure with other emergency response agencies, as required
 - Establish and maintain emergency site communications
 - Continuously assess the situation and establish an incident action plan for the agency for which the incident commander represents
 - Take such action as necessary to minimize the effects of the emergency
 - Maintain a log of all actions taken at the emergency site
- **Onsite Media Spokesperson**
 - Establish an on-site media information centre in a safe and appropriate location
 - Present the media with and facilitate their access to accurate, factual and approved information
 - Provide timely progress reports, on-site technical information and on-site operational details regarding site operations as required by on-site media
 - Redirect all inquiries that do not pertain to emergency site operations to the Emergency Information Officer at the Emergency Operations Centre

- Ensure that media arriving at the emergency site are directed to the on-site media information centre
- Control the areas where the media are and are not allowed to be at the emergency site
- Coordinate with the police, media access to the emergency site
- Coordinate media photo sessions and interviews

Appendices

Appendix A

- Copy of By-law (to be inserted when revised bylaws approved and signed)

Appendix B - *Confidential*

- Hazard Identification & Risk Assessment

Appendix C - *Confidential*

- Critical Infrastructure Identification

Appendix D

- Emergency Control Group and Member Responsibilities

Appendix E

- Emergency Support Group and Member Responsibilities

Appendix F - *Confidential*

- Emergency Control and Support Group Member Contacts

Appendix G

- Emergency Declaration Decision Making Guide

Appendix H

- Emergency Declaration Form

Appendix I

- Termination of a Declared Emergency Form

Appendix J - *Confidential*

- Regional Emergency Contacts

Copy of By-laws

Appendix A

**THE CORPORATION
OF THE
TOWN OF NIAGARA-ON-THE-LAKE
BY-LAW NO. 5422-22**

**A BY-LAW TO ADOPT AN UPDATED EMERGENCY MANAGEMENT
PROGRAM AND EMERGENCY RESPONSE PLAN FOR THE TOWN OF
NIAGARA-ON-THE-LAKE AND RESCIND BY-LAW NO. 5114-18**

WHEREAS the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, as amended, Section 2.1 requires that 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;

AND WHEREAS the Emergency Management Act R.S.O. 1990, ch E.9, as amended, Section 3.1 requires that every municipality shall formulate an emergency plan governing the provisions 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;

AND WHEREAS the Council of The Corporation of the Town of Niagara-on-the-Lake previously adopted the Niagara-on-the-Lake Municipal Emergency Management Program and Emergency Response Plan pursuant to By-law No. 5114-18;

NOW THEREFORE BE IT ENACTED AS A BY-LAW OF THE CORPORATION OF THE TOWN OF NIAGARA-ON-THE-LAKE as follows:

1. **THAT** the Town of Niagara-on-the-Lake Municipal Emergency Management Program and Emergency Response Plan be adopted.
2. **THAT** the Community Emergency Management Coordinator and staff, review and make necessary minor changes to the Emergency Response Plan and appendices as are considered appropriate, while referring all other significant changes within the plan to Council for further review and approval.
3. **THAT** this review be done on an annual basis.
4. **THAT** By-law No. 5114-18 be rescinded in it's entirety.
5. **THIS** by-law shall come into force and take effect immediately upon the passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 30TH DAY OF
MAY 2022**


LORD MAYOR BETTY DISERO


TOWN CLERK RALPH WALTON

**THE CORPORATION
OF THE
TOWN OF NIAGARA-ON-THE-LAKE**

BY-LAW NO. 5423-22

A BY-LAW TO APPOINT PRIMARY AND ALTERNATE COMMUNITY
EMERGENCY MANAGEMENT COORDINATORS FOR THE
CORPORATION OF THE TOWN OF NIAGARA-ON-THE-LAKE AND
RESCIND BY-LAW NO. 5041-18

WHEREAS the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, as amended, (Emergency Management and Civil Protection Act) Section 2.1 requires that 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;

AND WHEREAS the Town of Niagara-on-the-Lake Emergency Response Plan 2022 was approved by Council and adopted by By-law No. 5422-22 on May 30th, 2022;

AND WHEREAS By-law No. 5041-18, approved by Council on March 19, 2018, appointed the Primary Community Emergency Management Coordinator and Alternate Community Emergency Coordinator.

NOW THEREFORE BE IT ENACTED AS A BY-LAW OF THE CORPORATION OF THE TOWN OF NIAGARA-ON-THE-LAKE as follows:

1. THAT the Town's Fire Chief Position be appointed as the Primary Community Emergency Management Coordinator for The Corporation of the Town of Niagara-on-the-Lake;
2. THAT the Town's Deputy Fire Chief(s) Positions(s) be appointed as the Alternate(s) Community Emergency Management Coordinator for The Corporation of the Town of Niagara-on-the-Lake;
3. THAT By-law No. 5041-18 be rescinded in it's entirety;
4. THIS by-law shall come into force and take effect immediately upon the passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 30TH DAY OF
MAY, 2022**



LORD MAYOR BETTY DISERO



TOWN CLERK RALPH WALTON

**THE CORPORATION
OF THE
TOWN OF NIAGARA-ON-THE-LAKE
BY-LAW NO. 5424-22**

A BY-LAW TO APPOINT AN EMERGENCY CONTROL GROUP FOR THE CORPORATION OF THE TOWN OF NIAGARA-ON-THE-LAKE AND RESCIND BY-LAW NO. 5116-18 (Municipal Emergency Management Program & Emergency Response Plan)

WHEREAS the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, as amended, (Emergency Management and Civil Protection Act) Section 2.1 requires that 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;

AND WHEREAS the Council of The Corporation of The Town of Niagara-on-the-Lake adopted the Town of Niagara-on-the-Lake Municipal Emergency Management Program and Emergency Response Plan 2022 pursuant to By-law No. 5422-22;

AND WHEREAS Council approved the recommendations in Report FES-22-002 to appoint an Emergency Control Group.

NOW THEREFORE BE IT ENACTED AS A BY-LAW OF THE CORPORATION OF THE TOWN OF NIAGARA-ON-THE-LAKE as follows:

1. THAT the Emergency Control Group (ECG) be approved and the following members be appointed:
 - a) Lord Mayor (or Designate)
 - b) Chief Administrative Officer (CAO)
 - c) Fire Chief/CEMC
 - d) Director of Operations
 - e) Director of Community & Development Services
 - f) Director of Corporate Services
 - g) Alternate CEMC(s)
 - h) Emergency Information Officer/Community Engagement Coordinator
 - i) Assistant to the Lord Mayor & CAO
2. THAT each member of the ECG shall have at least one identified alternate;
3. THAT By-law No. 5116-18 be rescinded in it's entirety;
3. THIS by-law shall come into force and take effect immediately upon the passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 30TH DAY OF MAY 2012


LORD MAYOR BETTY DISERO


TOWN CLERK RALPH WALTON

**THE CORPORATION
OF THE
TOWN OF NIAGARA-ON-THE-LAKE
BY-LAW NO. 5425-22**

A BY-LAW TO APPOINT AN EMERGENCY MANAGEMENT PROGRAM COMMITTEE FOR THE CORPORATION OF THE TOWN OF NIAGARA-ON-THE-LAKE AND RESCIND BY-LAW NO. 5115-18 (Municipal Emergency Management Program & Emergency Response Plan)

WHEREAS the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, as amended, (Emergency Management and Civil Protection Act) Section 2.1 requires that 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;

AND WHEREAS the Council of The Corporation of the Town of Niagara-on-the-Lake adopted the Town of Niagara-on-the-Lake Municipal Emergency Management Program and Emergency Response Plan 2022 pursuant to By-law No. 5422-22;

AND WHEREAS Council approved the recommendations in Report FES-22-002 to appoint an Emergency Management Program Committee.

NOW THEREFORE BE IT ENACTED AS A BY-LAW OF THE CORPORATION OF THE TOWN OF NIAGARA-ON-THE-LAKE as follows:

1. THAT the Emergency Management Program Committee (EMPC) be approved and the following members be appointed:
 - a) The Community Emergency Management Coordinator (CEMC)
 - b) A member of Council
 - c) A Senior Management Team (SMT) Representative
 - d) An Operations Department Representative
 - e) A Community & Development Services Department representative
 - f) A Corporate Services Department Representative
 - g) The Alternate CEMC(s)
2. THAT the Alternate CEMC serve as the EMPC Chair;
3. THAT By-law No. 5115-18 be rescinded in it's entirety;
4. THIS by-law shall come into force and take effect immediately upon the passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 30TH DAY OF MAY, 2022


LORD MAYOR BETTY DISERO


TOWN CLERK RALPH WALTON

Hazard Identification and Risk Assessment

Appendix B - *Confidential*

Critical Infrastructure

Appendix C - *Confidential*

Control Group Responsibilities

Appendix D

Lord Mayor

- Upon recommendation of the Emergency Control Group, declare an emergency to exist within the municipality.
- Ensure that the Niagara-on-the-Lake Council, the Town's Member of Parliament and Member of Provincial Parliament, neighbouring municipalities and the public are advised of any emergency declaration or termination made by Niagara-on-the-Lake, and that they are kept apprised of the emergency situation, as necessary.
- In consultation with the Emergency Control Group, issue orders considered necessary to implement this Emergency Plan to protect the safety, health, welfare and property of the citizens of Niagara-on-the-Lake.
- Act as a liaison between the Emergency Control Group and Council; keep members of Council informed about the emergency situation and chair emergency Council meetings as required.
- Approve all decisions made by the Emergency Control Group pertaining to "extraordinary measures" affecting the lives and property of citizens within Niagara-on-the-Lake.
- Provide advice to the Emergency Control Group on political issues.
- Liaise with Heads of Council of neighbouring municipalities on issues of mutual concern.
- Obtain any necessary assistance from senior levels of government, other municipalities, and the private sector regarding taking any action necessary to minimize the effects of an emergency on Niagara-on-the-Lake.
- Act as the primary spokesperson for the Town, in coordination with the Emergency Information Officer.
- Authorize the release of information on behalf of the Town, in conjunction with the CAO and/or the Emergency Information Officer.
- Terminate the emergency at the appropriate time and ensure all concerned have been notified.
- Contribute to and participate in a post-emergency debriefing and preparation of a report on the emergency.

Chief Administrative Officer (CAO)

- Activate the Emergency Notification System, as required.
- Manage the Emergency Control Group and schedule and chair Emergency Control Group meetings.
- Lead and direct all operations in the Emergency Operations Centre, including:
 - establishing a cycle of Emergency Control Group meetings and ensuring that the members adhere to it,
 - providing administrative direction, including the maintenance of an agenda of issues/problems, actions and solutions so at each meeting the issues/problems are identified and recorded,
 - responding to and facilitating requests from the emergency site,
 - adjusting staff and resource levels,
 - ensuring that all responsibilities of the Emergency Control Group are fulfilled.
- Act as principal advisor to the Lord Mayor and Council.
- Provide guidance on short-term and long-term operational planning and establishment of the priorities for the restoration of services and facilities that have been damaged, temporarily suspended or reduced as a result of the emergency.
- Ensure a record is kept of all issues and problems identified, resolved and yet to be resolved, major decisions made, instructions issued and actions taken.
- Ensure a record of all expenditures is maintained for later cost recovery, if warranted.
- Ensure compliance with applicable legislation, regulations, by-laws and policies.
- Liaise, as required, with senior officials in provincial ministries and agencies, neighbouring municipalities, non-government agencies and other stakeholders in the community to coordinate response activities and/or request assistance when existing resources are inadequate to meet the demands of the emergency.
- Ensure through the Emergency Information Officer that the Emergency Information Centre is operational and that the telephone numbers are broadcast and published for use by the public and the media.
- Ensure, in consultation with the Lord Mayor and Emergency Information Officer that a schedule of media conferences, news releases and public service announcements is established.
- Approve major announcements and media releases prepared by the Emergency Information Officer, in consultation with the members of the Emergency Control Group.
- Chair a special meeting of the Emergency Control Group as soon as practicable after the termination of the emergency to ensure the post-emergency debriefing takes place and to consider a report on the emergency response.
- Contribute to and participate in a post-emergency debriefing and preparation of a report on the emergency.
- Contact the local Ministry of Municipal Affairs and Housing (MMAH) Municipal Advisor regarding the Disaster Recovery Assistance for Ontarians (DRAO) and Municipal Disaster Recovery Assistance (MDRA) programs.

Director of Operations

- Provide input on the strategic direction and management of the Town's response to the emergency and advice to the Emergency Control Group on matters pertaining to Public Works.
- Oversee the Public Works and Parks & Recreation Divisions in planning and participating in resolving the emergency and continuing to deliver necessary services to clients and parts of the community not affected by the emergency.
- Provide general direction of department activities including physical resource management, roads operations and infrastructure management to meet corporate response and continuity of operations objectives.
- Liaise with other governments/agencies, residents, elected officials, and special interest groups, on matters pertaining to roads operations, environmental concerns, infrastructure rehabilitation and other issues as may arise.
- Provide the Emergency Control Group with advice on technical, engineering and public works matters.
- Provide engineering materials, supplies and equipment as required.
- Continually update and maintain the emergency map kit.
- Provide general direction of department activities including emergency services, and facility operations to meet corporate response and continuity of operations objectives.
- Liaise with other governments/agencies, residents, elected officials, and special interest groups, on matters pertaining to facility use/operations.
- Ensure that Town owned facilities, such as community centres, are structurally sound and buildings unaffected by the emergency are prepared to accept people for temporary housing.
- Coordinate the acquisition, distribution and scheduling of various modes of transport (i.e., public transit, school buses, trains, boats, and trucks) for the purpose of transporting persons and/or supplies, as required, by members of the Emergency Control Group.
- Liaise with public utilities to disconnect any service representing a hazard and/or arrange for the provision of alternate services.
- Maintain water systems and services (when possible).
- Discontinue any water service as required and restore these services when appropriate.
- Discontinue any Roads, Sanitary Sewer and Waste Management service, as required.
- Restore discontinued Roads, Sanitary Sewer and Waste Management services as determined by the Emergency Control Group.
- Ensure the provision of emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health.
- Ensure the provision and maintenance of infrastructure and service such as storm sewers, sanitation sewers, garbage collection and disposal and roads operations.
- Liaise with the Fire Chief concerning water supply for firefighting purposes.

- Provide municipal vehicles, equipment and operators as required.
- Arrange for additional heavy construction equipment as required.
- Participate on the Post-Emergency Recovery Committee and other sub-committees, as required.
- Perform other duties as assigned, in accordance with corporate objectives.
- Contribute to and participate in a post-emergency debriefing and preparation of a report on the emergency.

Director of Community Development & Planning

- Provide input on the strategic direction and management of the Town's response to the emergency and advice to the Emergency Control Group on matters pertaining to Building Controls, By-law Enforcement and Planning.
- Oversee the Community Development and Planning Department in planning and participating in resolving the emergency and continuing to deliver necessary services to clients and parts of the community not affected by the emergency.
- Provide general direction of department activities including building controls, planning and by-law enforcement, to meet corporate response and continuity of operations objectives.
- Liaise with other governments/agencies, residents, elected officials, and special interest groups, on matters pertaining to community programs, damage assessments, property and building rehabilitation and other issues as may arise.
- Maintain a display board depicting up-to-date status information on the emergency.
- Arrange, as required, for the Chief Building Official (CBO) to inspect and take appropriate action (demolition or remediation) for unsafe buildings.
- Participate on the Post-Emergency Recovery Committee and other sub-committees, as required.
- Perform other duties as assigned, in accordance with corporate objectives.
- Contribute to and participate in a post-emergency debriefing and preparation of a report on the emergency.

Director of Corporate Services

- Provide input on the strategic direction and management of the Town's response to the emergency and advice to the Emergency Control Group on matters pertaining to Corporate Services.
- Oversee the Corporate Services Department in planning and participating in resolving the emergency and continuing to deliver necessary services to Council, clients and the parts of the community not affected by the emergency.
- Provide general direction of department activities including personnel, resource and financial management and facilitating extraordinary expenditures, within authorized limits, to meet corporate response and continuity of operations objectives.
- Liaise with other governments/agencies, residents, elected officials, and special interest groups, on matters pertaining to workplace issues, agreements and contracts, aid and assistance, financial matters, legal affairs, compliance with legislation and other issues as may arise.
- Advise on expenditures approved by the Emergency Control Group that may contravene the procurement policy.
- Oversee that accurate corporate records are maintained of all requests, recommendations and decisions made, directions received and/or given, issues resolved or not resolved and actions taken.
- Coordinate the Staff Deployment component of the Continuity of Operations Plan.
- Under the direction of the Emergency Control Group, coordinate offers of and appeals for, volunteers that may be required to assist with operations other than the staffing of reception and evacuation centres.
- Working with Human Resources, ensure that volunteers are properly screened, registered and identified.
- Ensure that the Information Technology Division has been assigned to coordinate all communications and information technology resources within the Emergency Operations Centre.
- Ensure the provision of support staff to assist the Emergency Control Group in the coordination, collection and dissemination of information relative to the emergency.
- Ensure that records of expenses are maintained for future claim purposes and that appropriate accounting processes are being followed. Maintain the petty cash and keep the accounting of all cash/cheques going in and out.
- Participate on the Post-Emergency Recovery Committee and other sub-committees, as required.
- Perform other duties as assigned, in accordance with corporate objectives
- Contribute to and participate in a post-emergency debriefing and preparation of a report on the emergency.

Fire Chief

- Provide input on the strategic direction and management of the Town's response to an emergency and advice to the Emergency Control Group on matters pertaining to fire suppression, fire prevention, hazardous materials response and rescue.
- Manage and direct the fire suppression, fire prevention, hazardous materials response, search and rescue and patient care activities of the Niagara-on-the-Lake Fire & Emergency Services Division in resolving the emergency and continuing to deliver necessary services to clients and parts of the community not affected by the emergency.
- Appoint a Fire Department Incident Commander and establish a command post with communications to the Emergency Operations Centre.
- Provide an Emergency Site Manager when required by the Emergency Control Group.
- Ensure the Emergency Site Manager provides regular status reports to the Emergency Control Group.
- Ensure on site response agencies establish emergency routes, inner and outer perimeters, staging areas, and make recommendations to the Emergency Control Group about evacuation requirements/zones, as required.
- Activate the Mutual Fire Aid System (if required).
- Determine if additional or special information, vehicles, equipment, supplies and/or expertise to assist the Fire response will be required, and make arrangements for procurement through the office of the Fire Marshal of Ontario.
- Assist other departments/agencies as required with non-fire fighting operations as resources are available.
- Advise the Emergency Control Group on issues that fall under the jurisdiction of the Fire Service, regarding the need to evacuate buildings/areas, or demolish structures, which present an immediate danger.
- In collaboration with Police, Conservation Authorities, Public Works Department and the Provincial Emergency Operations Centre, contain spills and ensure compliance with legislation with respect to testing and disposal.
- Liaise with other agencies as required by the Emergency Control Group.
- Participate on the Post-Emergency Recovery Committee and other sub-committees, as required.
- Perform other duties as assigned, in accordance with corporate objectives.
- Contribute to and participate in a post-emergency debriefing and preparation of a report on the emergency.

Community Emergency Management Coordinator (CEMC)

- Activate the Emergency Notification System, as required.
- Act as a facilitator and resource to the Emergency Control Group providing information and guidance related to emergency management matters, procedures and plan implementation.
- Act as a resource to the Chief Administrative Officer and Emergency Control Group members, assisting them in fulfilling their respective duties at the Emergency Operations Centre.
- Act as the primary point of contact with the Office of the Fire Marshal and Emergency Management Ontario.
- Arrange for the response of provincial resources such as the HUSAR (Heavy Urban Search and Rescue) team, Provincial CBRNE (Chemical, Biological, Radioactive, Nuclear & Explosives) response team and EMAT (Emergency Medical Assistance Team).
- Coordinate the internal functioning of the Emergency Operations Centre for effective operational capability.
- Provide advice and assistance to the various sub-committees, groups, departments and personnel involved at the Emergency Operations Centre, and any other location, as required.
- Ensure that Emergency Control Group members have the necessary resources (plans, maps equipment, supplies etc.).
- Undertake special assignments at the request of the Emergency Operations Centre Manager.
- Coordinate a post-emergency debriefing.
- Coordinate, prepare and circulate the post-emergency report.

Emergency Information Officer

- Establish a communication link to the emergency site to receive accurate information for dissemination
- Implement the Emergency Information Plan
- Appoint an emergency site spokesperson, if required
- Liaise with other media coordinators (Police, Regional, Provincial and Federal) as required
- Coordinate all media releases
- Coordinate media briefings and press conferences
- Monitor the media for incorrect information and amend inaccuracies
- Coordinate the opening and management of a media inquiry centre and coordinate the response to media inquiries
- Coordinate the opening and management of a public inquiry centre and coordinate the response to public inquiries
- Arrange to have calls/inquiries from the public routed through the public inquiry centre to the appropriate person or agency
- Maintain copies of media releases and news articles pertaining to the emergency
- Arrange to have information distributed door-to-door in affected areas in the event conventional communications are not possible
- Where necessary and appropriate, coordinate media and photo sessions at the emergency site
- Arrange to have media representatives seeking information directly from the emergency site or seeking emergency site visits to be arranged by the police
- Coordinate on-site interviews between media and emergency services personnel

Support Group Responsibilities

Appendix E

Clerk

- Manage the regular activities of the Clerk's Division, both as they relate to the current emergency and to maintaining essential services and functions to regular municipal service.
- Provide advice, in consultation with legal counsel, to the Emergency Control Group on matters of a legal nature as they may apply to the actions of Niagara-on-the-Lake in its response to the emergency.
- Upon direction of the Lord Mayor, ensure Council is advised of the emergency and arrange special meetings of Council, as required.
- Manage the customer service function of the municipality.
- Provide administrative/clerical staff to the Emergency Operations Centre, as required.
- Coordinate and oversee the record-keeping of the Emergency Control Group and Emergency Operations Centre.
- Log all decisions made by the Emergency Control Group.
- Record the minutes of the Emergency Control Group business cycle meetings.
- Coordinate the provision of administrative assistance and scribe staff.
- Perform other duties as assigned.
- Contribute to and participate in a post-emergency debriefing and preparation of a report on the emergency.

Manager of Information Technology

- Manage the regular activities of the Information Technology Division, both as they relate to the current emergency and to maintaining essential services and functions to regular municipal service.
- Provide the Emergency Control Group with technical advice regarding information technology and telecommunications.
- Report to the designated Emergency Operations Centre and assist with the set-up of communication/technology equipment. Coordinate the provision and installation of telephone(s), computer(s), fax machine(s), printer(s), internet connectivity and other required equipment in the Emergency Operations Centre.
- Provide and support all information and telecommunications requirements including:
 - Computer servers
 - Local area network infrastructure
 - Wide area network infrastructure
 - Desktop/laptop computers and office automation software
 - Telephones/telephone system
 - Corporate software applications
- Initiate the necessary action to ensure the telephone system functions as effectively as possible. As required, establish a telephone system that can function as a public inquiry method.
- Provide information technology advice and assistance, as required.
- Identify and resolve any problems related to information technology.
- Initiate the opening, operation and staffing of switchboards at the Town offices as part of the public information process, if required.
- Ensure that the automated voice recordings through the Town phone system contain current information.
- Maintain an appropriate inventory of phones, computers and other necessary equipment for deployment to the Emergency Operations Centre.
- Arrange to acquire additional communications equipment, if required.
- Perform other duties as assigned.
- Contribute to and participate in a post-emergency debriefing and preparation of a report on the emergency.

Manager of Public Works

- Manage the regular activities of the Public Works Division, both as they relate to the current emergency and to maintaining essential services and functions to regular municipal service.
- Provide the Emergency Control Group with technical advice regarding Public Works.
- Provide Public Works staff and equipment, as required.
- Provide road barriers and traffic markers, as requested.
- Provide guidance and technical advice related to fleet matters during emergency operations.
- Provide municipal vehicles, equipment and staff as required.
- Coordinate the fuel supply for Town vehicles during the emergency.
- In cooperation with the fire department, manage spills of hazardous materials.
- Coordinate all environmental protection initiatives (water, wastewater, irrigation and drainage).
- Perform other duties as assigned.
- Contribute to and participate in a post-emergency debriefing and preparation of a report on the emergency.
- Provide municipal vehicles, equipment and operators as required.
- Arrange for additional heavy construction equipment as required.
- Participate on the Post-Emergency Recovery Committee and other sub-committees, as required.
- Perform other duties as assigned, in accordance with corporate objectives.
- Contribute to and participate in a post-emergency debriefing and preparation of a report on the emergency.

Executive Assistant to the Lord Mayor & CAO

- Act in a resource and advisory capacity to the Emergency Control Group, and other emergency and support staff, as required.
- Provide assistance to the Lord Mayor and Chief Administrative Officer as required.
- Ensure the effective administrative operation of the Emergency Operations Centre.
- Liaise with other agencies as required by the Emergency Control Group.
- Participate on the Post-Emergency Recovery Committee and other sub-committees, as required.
- Perform other duties as assigned, in accordance with corporate objectives.
- Contribute to and participate in a post-emergency debriefing and preparation of a report on the emergency.

Manager of Building Services & By-law Enforcement

- Manage the regular activities of the Building Services & By-law Enforcement Division, both as they relate to the current emergency and to maintaining essential services and functions to regular municipal service.
- Undertake field review to determine overall safety of buildings or structures directly or indirectly affected by the emergency.
- Administer the Building Code Act and the Ontario Building Code.
- Ensure that essential by-law enforcement is maintained.
- Issue any orders for required remedial actions to be undertaken.
- Proceed with any actions required to “render safe” any buildings or structures.
- Provide guidance and advice relating to Building Services and By-law Enforcement.
- Other duties as assigned.

Treasurer

- Manage the regular activities of the Finance Division, both as they relate to the current emergency and to maintaining essential services and functions to regular municipal service.
- Provide guidance and advice regarding finance matters and emergency expenditures.
- Act as a liaison between Niagara-on-the-Lake and purchasing cooperatives across Ontario to aid in sourcing goods, services and construction related to emergencies.
- Oversee record-keeping of financial transactions and expenditures related to the emergency.
- Other duties as assigned.

Manager of Parks & Recreation

- Manage the regular activities of the Parks and Recreation Division, both as they relate to the current emergency and to maintaining essential services and functions to regular municipal service.
- Provide guidance and technical advice related to facility matters during emergency operations.
- Provide staff, as required.
- Assist with the opening, set-up, maintenance and operations of Town buildings for use during the emergency.
- Coordinate the operation of the Community Centre (or any other designated building) as a reception/evacuation centre.
- Ensure power for community and corporate facilities.
- Provide facilities with ice-making capabilities for use by the coroner as temporary morgues.
- Other duties as assigned.

Engineering Supervisor

- Manage the regular activities of the Engineering Division, both as they relate to the current emergency and to maintaining essential services and functions to regular municipal service.
- Provide guidance and technical advice related to engineering and infrastructure during emergency operations.
- Provide engineering materials, supplies and equipment as required.
- Provide the Emergency Operations Centre staff with maps, as required.
- Assist the Emergency Operations Centre staff with Geographic Information System (GIS) access and advice.
- Other duties as assigned

Environmental Services Supervisor

- Manage the regular activities of the Environmental Services Division, both as they relate to the current emergency and to maintaining essential services and functions to regular municipal service.
- Provide guidance and technical advice related to environmental services during emergency operations.
- Maintain water and wastewater systems and services (when possible).
- Discontinue any water services as required and restore these services when appropriate.
- Ensure the provision of emergency potable water, supplies and sanitation facilities to the requirements of the Regional Medical Officer of Health.
- Discontinue any Sanitary Sewer and Waste Management services, as required.
- Restore of discontinued Sanitary Sewer and Waste Management services as determined by the Emergency Control Group.
- Ensure the provision and maintenance of infrastructure and service such as storm sewers, sanitation sewers and garbage collection and disposal.
- Other duties as assigned.

Emergency Contacts

Appendix F - Confidential

Emergency Declaration Decision Making Guide

Appendix G

Emergency Declaration Decision Making Guide

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.]

Checklist in Consideration of a Declaration of 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

Checklist in Consideration of a Declaration of Emergency

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....”]

Emergency Declaration Form

Appendix H



1593 Four Mile Creek Road
P.O. Box 100, Virgil, ON L0S 1T0
905-468-3266 • Fax: 905-468-1722

www.notl.org

Declaration of Emergency

(I)(We) _____ hereby declare an
(Mayor or Elected Head of Council or First Nations Chief)

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 Emergency Area or part thereof described as:

Signed _____

Title _____

This _____ ***day of*** _____ ***20*** _____ ***at*** _____ ***A.M/PM***

In the Municipality of

Fax or email to Provincial Emergency Operations Centre Duty Officer when complete
Fax: 416-314-0474 Email: PEOCDO01@ontario.ca

Termination of a Declared Emergency Form

Appendix I



1593 Four Mile Creek Road
P.O. Box 100, Virgil, ON L0S 1T0
905-468-3266 • Fax: 905-468-1722

www.notl.org

Termination of Emergency

(I)(We) _____ hereby declare that
(Mayor or Elected Head of Council or First Nations Chief)

the emergency related to _____ is terminated
(State the general description of the declared emergency)

in accordance with the Emergency Management and Civil Protection Act, R.S.O. 1990.

Signed _____

Title _____

This _____ ***day of*** _____ ***20*** _____ ***at*** _____ ***A.M/PM***

In the Municipality or First Nation of

Fax to Provincial Emergency Operations Centre Duty Officer @ 416-314-0474 when completed

Regional Emergency Contacts

Appendix J - *Confidential*