



TOWN OF MINTO

Report to Council

To: Mayor George Bridge and members of Council for the Town of Minto
From: Linda Dickson, Emergency Manager/CEMC
Date: September 6, 2016
Subject: Emergency Response Plan Amendment Number 3.

Background:

Under the Emergency Management and Civil Protection Act, R.S.O., 1990, every municipality is required to have an Emergency Response Plan outlining policies and procedures for responding to large scale emergencies/disasters in their municipality. In 2010, the County of Wellington and the Member Municipalities adopted the current Emergency Response Plan. Attached to this report is an amending document to the Emergency Response Plan. The draft amendment was circulated and reviewed with each municipality's Emergency Management Program Committee. The following is a summary of the changes being proposed.

- i) There are a number of "housekeeping" changes to the wording in the Plan including items 3, 4, 5, 10, 12 and 13 and 15.
- ii) In item 1 update the Hazard Definition with Emergency Management Ontario's current definition.
- iii) Items 3, 7, 9 and 16 include new policies for Source Water Protection. The approved Source Water Protection Plans of the various Conservation Authorities in Wellington contain specific policies to add information to the local Emergency Response Plans. The Risk Management Official and Emergency Manager/CEMC have reviewed the Source Water Protection Plans and support the inclusion of the policies identified in the amendment to be in keeping with the requirements of the Source Water Protection Plan.
- iv) The changes to incorporate Source Water Protection policies include wording in the Hazard section of the Plan to define what is considered a Water Emergency for the purposes of the Emergency Response Plan. Also, amend the roles and responsibilities of the Fire Chief to include wording that recognizes the need to ensure additional response steps are taken in vulnerable drinking water supply areas. Add a specific section on Conservation Authorities Source Water Protection Plans and roles for the Risk Management Official during water emergencies in areas of Source Water Protection. Finally add the vulnerable areas mapping from the County Official Plan into to the Emergency Response Plan.



TOWN OF MINTO

Report to Council

- v) Under item 6, add policies to identify roles and responsibilities for the municipality and 211 during emergencies. We have been providing public education information to residents about the existence of 211 and what it can be used for but, with the addition of these policies to the plan, we will focus and direct our public education efforts in 2017 to the use of 211 during emergencies or abnormal municipal situations.
- vi) Items 8 and 14 replace the Ontario Disaster Relief Assistance Program policies with policies to recognize the new Provincial Disaster Recovery Assistance Programs for Ontarians and for Municipalities.

Attachments:

Amendment Number 3 to the Emergency Response Plan is attached.

Recommendation:

That Council supports the adoption of the Amendment Number 3 to the Emergency Response Plan for the County of Wellington and the Member Municipalities, and further that Council authorizes the passing of a by-law adopting the amendment to the Emergency Response Plan.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "L. Dickson", is written over a light blue rectangular background.

Linda Dickson, MCIP, RRP, CMMIII Emergency Management Professional
Emergency Manager/CEMC



TOWN OF MINTO

Report to Council

SCHEDULE "A"

To By-law _____.

Amendment No. 3 to the Emergency Response Plan

1. Change definition for Hazard in Section 1.1 the Emergency Response Plan from **"an event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, and damage to the environment, interruption of business or other types of harm or loss "** to **"A phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage. These may include natural, technological or human-caused incidents or some combination of these (Glossary of Terms, 2011)"**
2. Under Section 1.1 Hazards bullet seven Water Emergencies add the following paragraph to identify the risks associated with defined Source Water Protection Areas:

"Water Emergencies include risks from spills and other contaminants entering vulnerable areas of municipal drinking water supplies including Well Head Protection Areas (WHPAs), Surface Water Intake Protection Zones (IPZs) and Issues Contributing Areas (ICAs).
3. Section 1.1 sixth bullet **"Energy emergencies"** is changed to from **"such as electricity, natural gas, oil and fuel"** and will now read **"energy emergencies such as electricity, natural gas, oil and fuel"**.
4. The end of Section 2 - Aim is amended by adding the words **"future resiliency and reduce the vulnerabilities"** and will now read

"The aim of this Plan is to make provisions for the extraordinary actions and measures that may have to be taken to efficiently and effectively deploy resources, equipment and services necessary to address an emergency situation or event in order to safe guard the health, safety and welfare of residents, particularly those considered most vulnerable; to safe guard critical infrastructure; to protect the environment; and to ensure future economic vitality, future resiliency and reduce the vulnerabilities.



TOWN OF MINTO

Report to Council

5. Section 4.3 is re-titled from “**Declaring Emergencies**” to “**Declaring Municipal Emergencies**”.
6. In Section 5 – Requests for Assistance, add a new subsection 5.5 to include the 211 Notification and Communication Protocols for assistance as follows:

5.5 211 Notification and Communication Protocols

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

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

5.5.1 Responsibilities:

- i) **Municipality, city, town or county:**
 - **Prior to an emergency event which may be declared or undeclared by the Head of Council, provide 211 with the names and contact information of Community Emergency Management Coordinators (CEMCs), Emergency Information Officers (EIO) and others authorized to notify 211 and invoke the assistance of 211. [Form provided.]**
 - **Notify 211 when an event has occurred by dialing 211 or one of the contact numbers provided by the 211 contact centre in your region. [211 contact list provided.]**



TOWN OF MINTO

Report to Council

- Maintain a line of communication with 211 throughout the event providing authoritative, accurate information that can be relayed to the public. This can be done by phone or email.
 - Inform residents that they can call 211 for non-emergency information. This can be done through street signs, press releases, the media and other means.
 - Inform 211 when the emergency event ends.
- ii) 211 (service in Ontario):
- The 211 staff person who receives notification of an emergency event will document the information using a form that captures what, where, who, when etc. and the name and contact information of the person providing the information.
 - Answer non-emergency calls from the public 24/7/365. Ensure the network of 211 service providers in Ontario is notified, can access the most current information about the event and is available to provide support if needed.
 - Track the nature of calls received and convey relevant information to the EIO, CEMC or designated person.
 - Prepare an After Action Report and submit it to the municipality.
7. Under Section 6.1.3 Fire Chief or Alternate delete item x), replace it with the following and renumber remaining items in Section 6.1.3 accordingly:
- x) **“Liaise with Ministry of the Environment and Climate Change and in particular the Spills Action Centre when spills occur. Should a spill/contaminant occur within an identified vulnerable drinking water supply area as shown on Schedules A through G of this plan, ensure that the municipal staff responsible for drinking water supply are notified;**
 - xi) **Liaise with the Fire Marshall’s Office and other related fire department response partners;”**



TOWN OF MINTO

Report to Council

8. In Section 6.1.10 Administration and Finance section change references for **ODRAP** to **Provincial Disaster Recovery Programs**. In addition, all other references to ODRAP in the Emergency Response Plan will be changed accordingly.
9. Add a new subsection 6.2.15.5 Conservation Authorities Source Water Protection Plans as follows:

6.2.15.5 Conservation Authorities Source Water Protection Plans

Under the Clean Water Act, 2006, Source Water Protection Plans were developed by multi-stakeholder committees with the support from local source protection authorities. Many of the Source Water Protection Plans include policies that recommend municipalities update their Emergency Response Plans to identify vulnerable areas of municipal drinking water supplies, the risks posed to these areas by spills or unauthorized discharges, and ensure that policies and procedures are in place to be able to respond to emergencies to these vulnerable areas.

The County of Wellington's Official Plan has been updated to include policies for the protection of vulnerable drinking water resources at-source from land use activities which may pose a drinking water threat to municipal water supplies. Development within these areas will be reviewed and assessed to ensure they do not pose a risk or threat to drinking water supplies or alternatively are properly mitigated to reduce any threat or risk to drinking water. These activities are defined by the Clean Water Act, 2006 and Prescribed by Ontario Regulation 287/07.

The location of these vulnerable areas as shown on Schedule A through G of the Emergency Response Plan include areas within 100 metres of a source, 2 year and 5 year travel times. Alternatively the County of Wellington's Explore Wellington mapping contains additional information for twenty-five year time of travel. The Common Operating Picture also contains locations of the vulnerable areas and the travel times accordingly.

The training programmes for all municipalities in Wellington will be updated and reviewed annually with each municipal Emergency Management Program Committee to ensure first responders and municipal staffs responsible for emergency management receive appropriate awareness training of drinking water source



TOWN OF MINTO

Report to Council

protection and local Source Protection Plans policies. The training may also be provided to appropriate responding emergency management partners.

6.2.15.5.1 Risk Management Official (RMO) and/or alternate

If a municipality is concerned that a vulnerable municipal drinking water supply may have been affected by a spill or contaminated, the municipal Fire Department, Water Department and or Public Works Department staff may request the assistance of the RMO to assist with assessing potential impacts to the sources of municipal drinking water, and further, if a municipal response is required to a spill or contamination of drinking water supplies, the RMO may be requested to attend the EOC to provide advice and information.

Under their requirements for DWQMS, Municipal Water and Waste Water agencies/departments have developed policies to respond to emergency situations. The Water and Waste Water municipal departments in the County of Wellington have created an ad hoc Interoperability Committee who meets on a regular basis to develop consistence procedures for responding to unprecedented water and waste water situations and to assist each other in such situations.

10. Section 8 is amended by adding the words **“and relevant”** after **“in order to ensure timely”** in the first paragraph so it will now read as follows:

“A vital and integral part of any emergency management operation is communication, particularly, between the Emergency Operation Centre and Incident Command. This essential communication requires a reliable and secure means of relaying information between the two emergency command locations, in order to ensure timely and relevant information for the benefit of the decision-making process”.

11. Section 8.2.2.1 Emergency Information Officer is amending by adding **“Communications Coordinator for the Township of Centre Wellington”** after **Communications Manager for the County of Wellington** in the first sentence so that the it now reads as follows:



TOWN OF MINTO

Report to Council

“The Emergency Information Officer(s) (EIO) are the Wellington OPP Media officers, Communications Manager for the County of Wellington, Communications Coordinator for the Township of Centre or designated alternate(s). During the activation of this plan, the EIO will report to the Head of Council and CAO or Chief of Operations. The EIO has the following responsibilities.”

12. Section 8.2.3.2 Joint Emergency Information Centre will be changed by deleting the second sentence and replacing with **“The joint Information Centre would act as the main source of local emergency information”** so that it now reads as follows:

During certain types of emergencies, such as large scale, widespread emergencies, it may be beneficial to establish a joint emergency information centre comprised of representatives from all agencies/organizations that may be involved in the emergency response. **The Joint Information Centre would act as the main source of local emergency information.** All groups participating in the Joint Information Centre assign resources and staff to the JIC to work as a team. The assignment of staff to a Joint Information Centre can be done in advance of the emergency. Examples of emergencies that may benefit from a Joint Information Centre include a Health Emergency such as a pandemic, a Foreign Animal Disease Outbreak, or widespread natural disaster.

13. That section 11.4 Financial Sub-Committee item v) is amended by changing the word **“building”** at the end of the sentence to **“funding”**.
14. Section 11.4.1 will be deleted in its entirety and replaced with the following to reflect the new Provincial Disaster Recovery Programs.

15.11.4.1 Provincial Disaster Recovery Programs

The Province of Ontario administers two Disaster Recovery Programs. The Programs are known as the Disaster Recovery Assistance for Ontarians and the Municipal Disaster Recovery Assistance. The following is a brief description of the two programs and how they are administered through the Province. Detailed information about program eligibility, eligible expenses and program application guidelines are available on the Ministry of Municipal Affairs website.

- i) **Disaster Recovery for Ontarians Program**



TOWN OF MINTO

Report to Council

The DISASTER RECOVERY ASSISTANCE FOR ONTARIANS Program is open to homeowners (primary residence only) and residential tenants, small owner-operated businesses, small owner-operated farms, and not-for-profit organizations. The program is administered by the Province may be activated by the Minister of Municipal Affairs after a sudden, unexpected natural disaster such as a flood or tornado. A municipality does not have to declare an emergency in order for the program to be activated but should advise the Ministry of the situation.

Disaster Recovery Assistance for Ontarians provides assistance for emergency expenses and costs to repair or replace essential property; however, it is not a replacement for insurance. Insurers must be contacted first and documentation must be provided detailing the amount and reason any portion of the damage or loss is not covered under insurance. Eligible expenses are separated into three main categories: Emergency Evacuation/Relocation and Living Expenses; Emergency Measures, Cleanup, Disinfection and Disposal Expenses; Repair and Replacement Expenses.

Homeowners and residential tenants, small business owners, farmers, and not-for-profit organizations may apply directly to the Province within 120 calendar days after the Ministry announces the program has been activated. Following activation of the program, application forms will be made available on the Ministry of Municipal Affairs website or will be made available at municipal offices and other locations in communities affected by a natural disaster.

ii) Municipal Disaster Recovery Assistance

Municipal Disaster Recovery Assistance Program helps municipalities that have incurred significant extraordinary costs because of a sudden, unexpected and extraordinary natural disaster. Eligible expenses may include capital costs to repair public infrastructure or property to pre-disaster condition, and operating costs over and above regular budgets that are necessary to protect public health, safety or access to essential



TOWN OF MINTO

Report to Council

services. Costs are not eligible if they are covered by insurance or if they would have been incurred anyway had the natural disaster not occurred. Mitigating risks and preparing for disasters are first and foremost local responsibilities, and Municipalities are expected to take reasonable precautions to ensure the health and safety of residents and for managing risks. The purpose of this program is to alleviate financial hardship when costs are so extensive that they exceed the capacity of the affected municipality to manage. Municipalities are responsible for covering the upfront costs associated with the natural disasters and should have a plan in place to cover up to three per cent of Own Purpose Taxation.

Incremental costs associated with the event must be demonstrably linked to the disaster and eligible costs incurred must be at least equal to three per cent of a municipality's Own Purpose Taxation levy. To apply to the program Council must pass a resolution requesting consideration under the program and submit an initial claim along with required supporting documentation within 120 calendar days from the date of the onset of the natural disaster.

The cost sharing formula under this program is based on a sliding scale and is applied when eligible costs are at least equal to three per cent of the municipality's Own Purpose Taxation levy. The Own Purpose Taxation levy refers to the total taxes a municipality is eligible to collect to fund its own budget, less certain adjustments, and is intended as a measure of the municipality's financial capacity. The following table demonstrates the cost sharing arrangement.

Provincial and Municipal Cost-Sharing

Cost-sharing formula applied if eligible costs meet or exceed three per cent OPT levy and the program is activated	Provincial Contribution	Municipal Contribution
Eligible costs up to 3% of Own Purpose Taxation levy	75%	25%
Eligible costs exceeding 3% of Own Purpose Taxation levy	95%	5%



TOWN OF MINTO

Report to Council

- 12 Change all references in the document to **Emergency Management Ontario or EMO** to **Office of the Fire Marshall and Emergency Management or OFMEM**.
13. Rename "**Emergency Response Plan Glossary of Terms and Acronym's**" as Appendix A – Emergency Response Plan Glossary of Terms and Acronyms and add **Vulnerable Areas Schedules B1 through to B7** attached to and forming part of this amendment.

DRAFT