

**The Corporation of the Town of Minto
By-law 2017-99**

to amend the Emergency Response Plan for the County of Wellington and
Member Municipalities

WHEREAS, the Town of MINTO passed by-law 10-41 being a by-law to adopt an Emergency Response Plan for the County and member municipalities;

AND WHEREAS, Section 3 (6) of the Emergency Management and Civil Protection Act, R.S.O. 1990 as amended states that “every municipality shall review and, if necessary, revise its emergency plan every year”;

AND WHEREAS, the Emergency Response Plan has been reviewed and it has been deemed necessary to revise certain sections of the plan in accordance with the Emergency Management and Civil Protection Act;

NOW THEREFORE, the Council of the Corporation of the Town of Minto enacts as follows:

1. THAT the Amendment No. 4 to the Emergency Response Plan as set out in Schedule “A” attached, is hereby adopted.
2. THAT this by-law shall come into force and effect on the day of final passing thereof.

Read a first, second third time and passed in open council this 21st day of November 2017.

Deputy Mayor Ronald Faulkner

CAO Clerk Bill White

**SCHEDULE “A”
To By-law 2017-99**

Amendment No. 4 to the Emergency Response Plan for Wellington County and Member Municipalities

The Emergency Response Plan is amended as follows:

1. That Section 4.2 Municipal Emergency Notification Procedures is amended by deleting the second bullet and replacing with the following:
 - Centre Wellington – Infrastructure Call Centre
2. That Section 4.2 Municipal Emergency Notification Procedures is amended by deleting the eighth bullet and replacing with the following:
 - Wellington North – CAO or alternate
3. That Section 6.1.2 Senior Administrative Municipal Official or Alternate ii) is deleted in its entirety and replace with the following:

ii) May fulfill the role of Command/EOC Director.
4. That Section 6.1.6 Wellington OPP, Section 6.1.7 Guelph Wellington Paramedic Services, Section 6.1.8 Medical Officer Health and Section 6.1.9 Local Hydro Utility are removed from Section 6.1 and added to the beginning of Section 6.1.15 after the first paragraph and beginning with number 6.1.15.1. The remainder of Section 6.1.15 is renumbered in its entirety.
5. That Section 6.1.14.6 i) is amended by replacing the word “Operations” with “Logistics” so that the Section now reads

i) Is a member of the Logistics Section of IMS.
6. That Section 7 is amended by deleted all references to Command and replacing with **Command/EOC Director**.
7. Section 7.5 Incident Management System Flow Chart is amended by inserting **/EOC Director** after Command in the Command Box and further that the first paragraph in this section is amended by removing the third sentence in its entirety so that it now reads

“The following diagram represents the basic Incident Management System Structure that may be used in an Emergency Operation Centre during simple to complex emergency situations. This model may be used with or without the declaration of an emergency. In the Emergency Operation Centre, the Head of Council and/or their alternates may fill the role of Command/EOC Director or may appoint an appropriate designate such as the CAO.
8. That Section 7.6 Enhanced Incident Management System is amended as follows:
 - a. The follow chart box for Command is deleted and replaced with **Command/EOC Director**.
 - b. The flow chart box for Emergency Information Officer – County Communications and Wellington OPP is deleted and replace with **Emergency Information Officer**.
 - c. The flow Chart box CAO/Command Advisory Team is deleted and replaced with **Command Advisory Team**.

9. That Section 7.9.1 is amended by deleting the last two sentences so that this Section now reads as follows:

“The Emergency Information Officer is responsible for ensuring the timely dissemination of information to the media. The details of the emergency information processes are outlined in Section 8.2 – Emergency Information Plan”

10. That Section 8.2.2.1, first paragraph, is deleted and replaced with the following:

“The Emergency Information Officer(s) (EIO) are as follows:

Centre Wellington – Communications Coordinator/alternate

**Erin, Guelph/Eramosa, Mapleton, Puslinch and County of Wellington -
Communications Manager, County of Wellington/alternate**

Minto – CAO/Clerk/alternate

Wellington North – CAO/alternate

Wellington County OPP Media officers are designated and trained as Emergency Information Officers and are available to assist County and member municipalities as requested.

The EIO has the following responsibilities:”