



PROPERTY & FIRE REPORT

To: Council

Meeting Date: December 10, 2024

Prepared by: Paul Redman
Fire Chief/CEMC

Date Prepared: December 4, 2024

Subject: Emergency Management Program Committee Review

Recommendation:

That the Council of the Township of Wellesley approve the changes to the IMS Response Plan and Bylaw 01/2018 as recommended by the Emergency Management Program Committee.

Summary:

Both the IMS Response Plan and Emergency Management By-law have been reviewed and had minor modifications made for council approval.

Report:

The Townships Emergency Management Program Committee is required by Emergency Management Ontario to review our Emergency Response Plan and recommend any changes to council. The Township submits several documents to the province to maintain our yearly compliance. In 2024 the EMPC recommended minor changes to our IMS Response Plan and By-Law.

Township Strategic Plan:

This initiative aligns with the Township of Wellesley's Health Promotion Strategic Initiative to elevate health and healthy living within the municipality by complementing national, provincial and regional initiatives with feet-on-the street, ground-level health programs and recreational infrastructure and programs.

Financial Implications:

N/A

Other Department / Agency Comments:

N/A

Legal Considerations:

N/A

Attachment(s):

IMS Response Plan

Emergency Management By-Law

Approved By:

Rik Louwagie, CAO



The Township of Wellesley Emergency Response Plan

Reviewed and Updated by EOC Committee 2024

INTRODUCTION

This plan has been prepared to serve as an operational guideline to the expected initial response to an emergency situation occurring within the municipal boundaries of the Township of Wellesley.

For this plan to be effective, it is essential that all stakeholders be familiar with its contents and its provisions. Further, this plan must be maintained as structures, reporting relationships and/or employees change within the municipal structure and/or those of the regional government and other agencies and organizations that are part of this Emergency Response Plan.

The Emergency Management and Civil Protection Act, RSO 1990, c. E9, as amended (hereafter referred to as “the Act”) provides the authority for the Township of Wellesley to develop this Emergency Response Plan. The Act also provides in part that the head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect the property and health, safety and welfare of the inhabitants of the emergency area. (RSO 1990, c. E9, s.4(1)).

AIM OF THE TOWNSHIP PLAN

The aim of the Township Plan is to provide a structure for the effective implementation, coordination and administration of extra-ordinary actions, arrangements, or measures taken by the Township of Wellesley to protect the life, health and safety, welfare and property of residents and visitors to the township in the event of an emergency or a pending emergency; to mitigate the impact of an emergency; and to guide recovery efforts from an emergency.

Wellesley subscribes to the provincial Incident Management System (IMS) and has structured its response plan to adhere to the principles of IMS.

EMERGENCIES DEFINED

The Act defines emergency as: a situation or an impending situation caused by the forces of nature, an accident, and an intentional act or otherwise that constitutes a danger of major proportions to life or property.

Further, the seven (7) Local Municipalities and the Regional Municipality of Waterloo have adopted the following guide to serve local officials during and following emergencies. (Approved by REPAC - 2008.11.21) The activity, notification, and typical examples of each Level signify the variation of the impact to the community caused by the major incident or emergency.

The intent of the response levels is to bring clarity between the Local Municipality(s) and the Region of Waterloo, regarding coordination, communication and collaboration.

Five Levels of Emergency Management Response in Waterloo Region

Level 1 – Monitoring by Municipal Officials

Activity

- routine incident responded to by Police/Fire/EMS
- Social Services' First Response Protocol is implemented (up to 50 people evacuated for up to 72 hour period)
- incident monitored by other emergency response officials (i.e. MOH, Hydro, other utilities)
- Level I incident could lead to a Level II response/activation

Notification

- monitored by Fire Chief and CEMC and other key officials as appropriate
- discretion of the Fire Chief, notify the Mayor and CAO, and other key officials

Typical Example(s)

- gasoline tanker overturned
- house fire
- factory fire

Level 2 – Partial Notification of Local Emergency Control Group (ECG)

Activity

- Level II incident could lead to Level III response/activation
- Level II incident could be directly elevated to Level IV response/activation
- Social Services' First Response Protocol is implemented (up to 50 people evacuated for up to 72 hours)

Notification

- select members of the Local CCG are notified and may be on stand-by
- local CEMC will notify Regional Manager of Emergency Measures
- regional ECG may be notified and on stand-by (since Level II could lead directly to a Level III response/activation)

EMERGENCIES DEFINED (continued)

Level 2 (continued)***Typical Example(s)***

- ice jam and potential flooding in the community
- March, 2015 ice storms
- significant chemical industrial fire

Level 3 Full Notification/Activation of Local ECG***Activity***

- local Emergency Operations Centre (EOC) may be established
- local ECG is notified and may convene at the EOC
- emergency may or may not be declared
- Social Services' First Response Protocol is implemented (up to 50 people evacuated for up to 72 hour period)
- Level III incident could lead to Level IV response/activation

Notification

- regional Manager of Emergency Measures is notified by local CEMC
- region's ECG is notified and may convene at regional EOC

Typical Example(s)

- large scale hazmat incident
- large scale flood in a municipality

Level 4 Regional Emergency***Activity***

- regional ECG and EOC are activated
- local community EOC(s) and ECG(s) will continue to be activated and meeting at their EOC(s)
- business cycles for multiple EOCs will be coordinated, thus ensuring collaboration and communication
- activation of reception/evacuation centres managed and operated by Social Services
- beyond the coping capacity of a local municipality

Notification

- regional ECG convened as per the Regional Emergency Response Plan
- this means that the Mayor, Acting Mayor or designated Senior Municipal Official of the Township of Wellesley will be required to attend at the regional EOC (this will be designated in the notification)
- this may be expanded to also include the CEMC of the Township (as an additional communication link)

Typical Example(s)

- major aircraft incident
- pandemic and other health emergencies, such as SARS
- widespread hydro-electric power outage

EMERGENCIES DEFINED (continued)

- severe weather event (tornado, ice storm)
- major flood with widespread impacts

- hosting of evacuees from outside Waterloo Region

Level 5 Provincial Emergency

Activity

- beyond the coping capacity of the combined resources of the regional and local municipalities
- regional and local municipal EOCs are activated

Notification

- provincial Emergency Operations Centre to coordinate daily teleconference with affected municipalities

Typical Example(s)

- ice storm, 1998
- blackout, 2003
- pandemic

EMERGENCY CONTROL STRUCTURE

Emergencies are situations or the threat of impending situations abnormally affecting the lives and/or property of our society which, by their nature or

TOWNSHIP OF WELLESLEY

EMERGENCY RESPONSE PLAN

magnitude, require a coordinated response by a number of agencies, both government and private, under the direction of appropriate officials – **as distinct from routine operations carried out by departments/agencies as part of normal day to day procedures.**

In emergency situations in the Township of Wellesley, these appropriate officials comprise the emergency control structure including the Emergency Control Group (ECG), the EOC (Emergency Operations Centre) Support Staff and the External Support Agencies.

The Emergency Control Group will manage and direct the overall response to an emergency situation in the Township of Wellesley.

The EOC Support Staff will provide assistance to the Emergency Control Group at the Emergency Operations Centre and such other locations as may be appropriate, and will provide information and advice to others impacted by the emergency.

The External Support Agencies will bring their specialized expertise and resources into operation in a manner coordinated with the directions and activities of the Emergency Control Group.

Key members of the Emergency Control Group have the authority to activate this plan and to require that its members assemble to address an emergency situation or pending emergency situation.

ACTIVATION OF THE TOWNSHIP OF WELLESLEY EMERGENCY MANAGEMENT PLAN

This plan is considered activated at any time the Emergency Control Group (ECG) members are alerted and instructed to assemble at the Emergency Operations Centre (EOC).

NOTE: The Township Plan may be activated WITHOUT the declaration of an emergency. Activation of the Township Plan DOES NOT CONSTITUTE an emergency declaration by the Township of Wellesley.

AUTHORITY TO ACTIVATE THE TOWNSHIP PLAN

The following persons (or their designated alternates) have the authority to activate the Township Plan:

- ☐ the Mayor of the Township of Wellesley
- ☐ the Chief Administrative Officer (CAO)

TOWNSHIP OF WELLESLEY

EMERGENCY RESPONSE PLAN

- ☐ the Fire Chief
- ☐ the Chief of Waterloo Regional Police or ~~his~~ their alternate

Any of the authorized persons may activate the Township Plan by contacting the Dispatch Supervisor of the Waterloo Regional Police and requesting that he/she activate the Emergency Alerting System.

You may reach the Dispatch Supervisor of the Waterloo Regional Police at:

519 – 653 – 7700 Extension 8840

The Dispatch Supervisor of the Waterloo Regional Police is responsible for immediately alerting the following members of the Emergency Control Group, Emergency Support Group or their designated alternates:

- ☐ the Mayor
- ☐ the Chief Administrative officer (CAO)
- ☐ the Fire Chief/
- ☐ the Director of Public Works
- ☐ the Director of Recreation
- ☐ ~~the Director of Development Services~~
- ☐ ~~the Director of Corporate Services~~
- ☐ the Community Emergency Management Coordinator (CEMC)
- ☐ the Chief of the Waterloo Regional Police
- ☐ the Commissioner of Social Services – Waterloo Region
- ☐ the Director of Regional Emergency Medical Services
- ☐ the Township Clerk

The Dispatch Supervisor of the Waterloo Regional Police will request that each of the persons alerted assemble at the Township's Emergency Operations Centre, or alternate Emergency Operations Centre forthwith, and will pass along such other information as may be requested by the person activating the Emergency Alerting System.

**PLEASE REFER TO APPENDIX 2
FOR THE CALL OUT LIST**

AUTHORITY TO ACTIVATE THE TOWNSHIP PLAN (continued)

The Township Clerk is responsible for contacting other personnel.

The Township Clerk should refer to

APPENDIX 3 – TOWNSHIP SUPPORT GROUP

EMERGENCY CONTROL GROUP RESPONSIBILITIES

The Emergency Control Group (ECG) consists of senior elected and appointed officials of the Township of Wellesley (**by-law 1-2018**) who will manage and direct the overall response to any emergency in the Township.

The ECG, under the chairmanship of the EOC Commander, will direct the assembly and assignment of resources to address the emergency situation. As a group, the ECG provides advice with respect to the need to and timing of declaring an emergency, disconnection of various utilities, evacuations, expenditures of municipal funds, communicating with the public, municipal councilors and other levels of government, calling for volunteers and their assignments, maintaining a log of actions taken, supporting recovery efforts and participating in event debriefing following the cessation of an emergency.

DECISION MAKING AND SOLIDARITY

At any time the Township Plan is activated by assembling the Emergency Control Group, decisions made and actions taken are made in consultation with the Mayor under the provisions of the Act.

During Emergency Control Group meetings, all members will provide advice and make recommendations. Once a decision is made by the EOC Commander, all members of the ECG must collectively support that decision under public scrutiny, whether opposed to those decisions at the discussion level or not.

In addition to these collective responsibilities, the following members of the Emergency Control Group have specific individual responsibilities:

- ☐ the Mayor
- ☐ the Chief Administrative Officer (CAO)
- ☐ the Fire Chief
- ☐ **the Director of Development Services**
- ☐ the Director of Public Works
- ☐ the Chief Building Official
- ☐ **the Director of Corporate Services**
- ☐ **the Director of Recreation**

INDIVIDUAL RESPONSIBILITIES**THE MAYOR****ALTERNATE: ACTING MAYOR**

TOWNSHIP OF WELLESLEY

EMERGENCY RESPONSE PLAN

The Mayor is the 'face and voice' of the township during an emergency; and is the visible leader who will provide timely information and advice to those impacted or potentially impacted by the emergency situation, through a variety of mediums.

The Mayor is also responsible for:

- ☐ when appropriate, activating the Emergency Alerting System
- ☐ upon the advice of the ECG, declaring an emergency
- ☐ upon the advice of the ECG, declaring an emergency terminated
- ☐ formally signing the declaration form
- ☐ formally notifying the following that an emergency has been declared, and/or terminated:
 - ☐ the Chair of the Regional Municipality of Waterloo
 - ☐ the Ministry of Community Safety and Correctional Services – Provincial Operations Centre
- ☐ with the assistance and support of members of the ECG, and EOC support staff ensuring that members of the Township Council are apprised of the emergency situation and updated regularly, to ensure that council operates through the Mayor, and not independently for the duration of the situation
- ☐ conveying concerns of Township Councilors to the ECG
- ☐ with the assistance and support of members of the ECG, ensuring that the media, the public and neighbouring municipal officials are advised of the declaration and the termination of an emergency
- ☐ representing the Township by acting as its primary spokesperson
- ☐ liaise with the senior Township officials

THE CHIEF ADMINISTRATIVE OFFICER (CAO)

The Chief Administrative Officer is the senior administrative official of the Township.

The Chief Administrative Officer is responsible for:

- ☐ when appropriate, activating the Emergency Alerting System
- ☐ advising the ECG on Township policies and procedures when they may impact ECG decisions
- ☐ providing support and advice to the Mayor with respect to preparing for media contacts, updating information for distribution to councilors and political leaders of neighbouring municipalities and provincial ministries/agencies
- ☐ ensuring that appropriate support staff are available to the ECG

TOWNSHIP OF WELLESLEY

EMERGENCY RESPONSE PLAN

- ensuring that appropriate communications are established and maintained with the Regional CAO and area municipal CAOs as required
- represent the Township at the Regional EOC in the event that both local and regional emergency EOCs are activated
- ensuring that an action log is maintained for the duration of the emergency

EOC COMMANDER

FIRE CHIEF – EOC COMMANDER

ALTERNATES: CHIEF BUILDING OFFICIAL, FIRE AND RESCUE SERVICES ADMINISTRATOR

When an emergency occurs, or an emergency situation is pending and the Chief Administrative Officer is absent from the Township, the Township Fire Chief is the Alternate Chief Administrative Officer with respect to the role and responsibilities of the Chief Administrative Officer, as set out in this plan.

The Fire Chief has the following responsibilities:

- when appropriate, activate the Emergency Alerting System

TOWNSHIP OF WELLESLEY

EMERGENCY RESPONSE PLAN

- serve as EOC Commander, and Chair the ECG unless, after consultation with the Chief Administrative Officer, the EOC Commander determines that another official is more experienced/qualified to assume the role for the duration of the emergency
- establish an operations cycle and Operational Period(s), particularly with respect to the timing and duration of Command/General Staff meetings
- approve each Incident Action Plan and establish the Operational Period
- providing an Incident Commander and/or Area Commander if required
- providing strategic guidance and support to the Incident/Area Commander
- ensure that a log of actions taken by the ECG is maintained
- ensuring that support staff are trained to take and deliver messages in a timely manner when he is attending operations cycle business meetings
- approve major announcements and all media releases, in consultation with the Emergency Control Group, prior to their release

COMMUNITY EMERGENCY MANAGEMENT COORDINATOR – FIRE CHIEF

ALTERNATES: CHIEF BUILDING OFFICIAL, FIRE AND RESCUE SERVICES ADMINISTRATOR

In the event of an emergency, the Community Emergency Management Coordinator will be responsible to:

- ensure that the EOC is set up, that ECG members' staff rooms are available; that telephone numbers are provided; and that all appropriate materials are at hand for the ECG and their support personnel
- assist the EOC Commander to manage the business meeting portion of the emergency operations cycle, and provide support as required
- ensure that required forms for declaring and terminating an emergency are at hand as required
- assist the Mayor and/or the Chief Administrative Officer in communicating with other governments (province, region, area municipalities)

TOWNSHIP OF WELLESLEY**EMERGENCY RESPONSE PLAN**

- participate in the post-emergency debriefing and develop the report on the emergency
- ensure that declaration of emergency and termination of emergency forms are faxed to the Provincial Operations Centre
- serve as the primary point of contact with representatives of Emergency Management Ontario, and expedite connecting them with the appropriate township officials
- ensure that the Regional Manager of Emergency Measures is notified upon the activation of the Township plan.

**ALTERNATES-COMMUNITY EMERGENCY MANAGEMENT COORDINATOR
– CHIEF BUILDING OFFICIAL, FIRE AND RESCUE SERVICES
ADMINISTRATOR**

In the event of an emergency, the Community Emergency Management Coordinator is unavailable, the Chief Building Official or the Fire and Rescue Services Administrator will be responsible to:

- ensure that the EOC is set up, that ECG members' staff rooms are available; that telephone numbers are provided; and that all appropriate materials are at hand for the ECG and their support personnel
- assist the EOC Commander to manage the business meeting portion of the emergency operations cycle, and provide support as required
- ensure that required forms for declaring and terminating an emergency are at hand as required
- assist the Mayor and/or the Chief Administrative Officer in communicating with other governments (province, region, area municipalities)
- participate in the post-emergency debriefing and develop the report on the emergency

TOWNSHIP OF WELLESLEY

EMERGENCY RESPONSE PLAN

- ensure that declaration of emergency and termination of emergency forms are faxed to the Provincial Operations Centre
- serve as the primary point of contact with representatives of Emergency Management Ontario, and expedite connecting them with the appropriate township officials
- ensure that the Regional Manager of Emergency Measures is notified upon the activation of the Township plan.

OPERATIONS SECTION CHIEF

DIRECTOR OF PUBLIC WORKS – OPERATIONS SECTION CHIEF

ALTERNATE: PUBLIC WORKS SUPERVISOR, PUBLIC WORKS TECHNOLOGIST

The Director of Public Works will serve as Operations Section Chief, and be responsible to:

- determine current tactical assignments of all township equipment
- develop a list of available equipment, by exercising control of township resources, and ensuring that all vehicles and equipment are available for immediate use, in accordance with the directions of the ECG,
- develop plans for fuel delivery and vehicle maintenance and support; and co-ordinate with Logistics Section Chief
- assist in identifying staffing resources for Planning and Logistics section □
- manage staging areas as required by the Incident Commander
- work in concert with Planning and Logistics to forecast future resource requirements
- participate in the development of Incident Action Plans

TOWNSHIP OF WELLESLEY

EMERGENCY RESPONSE PLAN

- ensure that his support staff are trained to take and deliver messages in a timely manner when he is attending operations cycle business meetings
- arrange for the inspection and demolition of unsafe buildings as required by the Township's Chief Building Official
- liaise with appropriate utilities to disconnect any service that may represent a hazard/danger and/or arrange for alternate service as appropriate
- liaise with appropriate external agencies in co-operation with the Section Chiefs of Planning and Logistics, to ensure their services and expertise are made available as required
- maintain an activity log throughout the emergency period

The Section Chief is strongly encouraged to consult widely among qualified, experienced personnel and with others as deemed appropriate (and may consider forming an Advisory Committee) to develop the most effective plans and actions to meet the requirements of the role.

PLANNING SECTION CHIEF

DIRECTOR OF **DEVELOPMENT SERVICES -PLANNING SECTION CHIEF**

ALTERNATE: GIS AND ASSET MANAGEMENT TECHNICIAN

The Director of **Development Services** will serve as Planning Section Chief and is responsible to:

- overall supervision and leadership in compiling the Incident Action Plans with support from Incident Command and other Section Leaders (collect and collate information)
- coordinate with Emergency Information Officer the status reports, diagrams, maps, etc. required by the ECG
- develop and maintain a resource tracking system in a display manner for easy consultation and use by ECG members
- acquire and distribute maps, as required
- collect, collate, file all Activity Logs (IMS 214)
- ensure that diagrams of traffic plans, evacuation routes, etc are prepared and available to the ECG and others, as required
- ensuring that his support staff are trained to take and deliver messages in a timely manner when he is attending operations cycle business meetings
- maintain an activity log throughout the emergency period

The Section Chief is strongly encouraged to consult widely among qualified, experienced personnel and with others as deemed appropriate (and may consider forming an Advisory Committee) to develop the most effective plans and actions to meet the requirements of the role.

LOGISTICS SECTION CHIEF

DIRECTOR OF RECREATION – LOGISTICS SECTION CHIEF

ALTERNATE: RECREATION SUPERVISOR

The Director of Recreation will serve as Logistics Section Chief and is responsible to:

- ☐ work with the Operations Section Chief to ensure that equipment needed at incident site is given top priority and delivery to the staging area(s)
- ☐ co-ordinate and process requests for human resources – volunteers and/or temporary staff in support of Operations, Logistics and Planning activities
- ☐ liaise with the Regional Commissioner of Social Services with respect to the need to activate evacuation and registration centres
- ☐ determine which facilities have been/should be activated and determine the resources required to staff same
- ☐ activate township facilities in accordance with the Incident Action Plan
- ☐ ensure provision of facilities, services and materials in support of incident
- ☐ assist in the preparation of the transportation plan
- ☐ ensure that traffic plan, medical plan and telecommunication plans are prepared as required, working in consultation with WRPS, EMS and Public Health and the Planning Section
- ☐ develop and initiate feeding/potable water/beverage plan in accordance with the Incident Action Plan
- ☐ develop plan for acquisition and installation of sanitation facilities
- ☐ ensure that his support staff are trained to take and deliver messages in a timely manner when he is attending operations cycle business meetings

TOWNSHIP OF WELLESLEY**EMERGENCY RESPONSE PLAN**

- liaise with WRPS to ensure that emergency facilities have adequate security
- maintain an activity log throughout the emergency period

The Section Chief is strongly encouraged to consult widely among qualified, experienced personnel and with others as deemed appropriate (and may consider forming an Advisory Committee) to develop the most effective plans and actions to meet the requirements of the role.

FINANCE/ADMINISTRATION SECTION CHIEF**TREASURER – DIRECTOR OF CORPORATE SERVICES****ALTERNATE – DEPUTY TREASURER**

The **Director of Corporate Services** will serve as Finance/Administration Section Chief and will be responsible to:

- co-ordinate finance and administration support for the incident
- ensure maintenance all business processes
- ensure compliance with financial policies
- provide guidance and advice re procurement guidelines
- oversee pricing, rental, contract agreements
- manage claims management and injury reports
- provide guidance and advice re user agreements
- manage documentation re hours of work, pay, remuneration, expenses for township personnel, contract personnel, consultants, volunteers
- maintain documentation re equipment and suppliers
- develop incident cost summary by operational period
- ensure that his/her support staff are trained to take and deliver messages in a timely manner when he is attending operations cycle business meetings
- in conjunction with the Emergency Information Officer, co-ordinate the offers of and appeals for volunteers
- provide liaison with Reception/Evacuation Co-ordinators regarding the distribution/completion of volunteer registration forms
- receive and maintain all completed volunteer registration forms and other human resources information – and ensuring its safe transmission to the Planning Section Chief as part of the termination of the emergency

TOWNSHIP OF WELLESLEY

EMERGENCY RESPONSE PLAN

- work with EOC Security, ensure that all volunteers, temporary workers and others as appropriate, receive identification cards
- provide necessary information to the Logistics Section Chief to enable transportation arrangements to be completed
- maintain an activity log for the duration of the emergency period

The Section Chief is strongly encouraged to consult widely among qualified, experienced personnel and with others as deemed appropriate (and may consider forming an Advisory Committee) to develop the most effective plans and actions to meet the requirements of the role.

EMERGENCY INFORMATION OFFICER

CLERK – EMERGENCY INFORMATION OFFICER (EIO)

ALTERNATE- DEPUTY CLERK, EXECUTIVE ADMINISTRATOR

In the event of an emergency, the Clerk will assume the role and responsibilities of Emergency Information Officer for the purpose of managing external communications for the duration of the emergency situation.

As the Emergency Information Officer, the Clerk will be responsible to:

- monitor media reporting with respect to the emergency situation and prepare regular and timely summaries of that reporting to the Chair of the CCG
- act to correct erroneous or misleading information appearing in media
- connect and correspond with peer group EIOs (police, region, public health, etc.) to ensure no conflicting information is released to the public
- develop and maintain an accurate directory of telephone numbers through which the media may be contacted, and a similar list of numbers that members of the media may call to obtain up-to-date information
- provide advice to the ECG with respect to content for media releases, including drafting those releases, obtaining the approval of the EOC Commander prior to distribution; and ensuring their timely distribution to the media, members of council, the CCG, and township staff
- establish a Media Centre and ensuring that it contains sufficient copies of all media releases, and is available to all media
- arrange media briefing timetables, and media briefings; and serving as the briefing coordinator, by introducing township spokespersons, conducting the question and answer sessions and concluding briefings in a timely and professional manner

- liaise with Waterloo Regional Police Public Information Officer(s), Communications Department of the Region of Waterloo and with the Incident Commander with respect to on-scene spokespersons, media tours, etc.
- direct the Citizen Inquiry Supervisor to ensure that those responding to public inquiries receive and understand the most up-to-date information for public dissemination, and that information relayed by the public is passed along to the ECG and the Planning Section in a timely manner, including exchange of information with 2-1-1 centres

EMERGENCY INFORMATION OFFICER (continued)

In addition, the Emergency Information Officer (EIO), will serve as Citizen Inquiry Supervisor and will be responsible for:

- maintain a chronological log of key media communications and events
- work with the Mayor and others to assist them in preparing for media briefings, including developing key messages and order of speaking
- maintain a log of media reports (print, voice and video), and ensuring it is complete at the conclusion of the emergency
- ensuring activation of Citizen Inquiry Telephone Lines at the Township offices or such other location as may be required
- continual liaison with the Emergency Information Officer to obtain current information and to manage the passing of this information to citizens who contact the inquiry line
- establishing and maintaining an up-to-date and accurate list of contacts for key agencies, operations and sites established for the duration of the emergency such as, but not limited to; Incident Commander, Evacuation & Registration Centres, external support agencies, and the like ...
 - redirecting inquiries to the appropriate agency/individual
 - arranging interim staffing to support the Citizen Inquiry operations for the duration of the emergency
 - overseeing the regular and timely update of pertinent information Through 2-1-1 centres

EMERGENCY OPERATIONS CENTRE SUPPORT STAFF

SOCIAL MEDIA AND PUBLIC COMMUNICATIONS- EXECUTIVE ADMINISTRATOR

ALTERNATE- CLERK/DEPUTY CLERK

In the event of an emergency in the Township of Wellesley, the Executive Assistant is responsible for:

- Monitoring social media posts (Township and Community) and responses
- Posting Emergency messaging across all social media platforms
- Crafting messages for social media platforms
- Assist CAO with administrative duties throughout the emergency
- Scheduling for CAO during emergency
- Screen any false or misleading social media postings
- Control the social media platform narrative quickly and completely

**SCRIBES- ACCOUNTS PAYABLE, RECREATION SCHEDULING
ADMINISTRATOR, PLANS EXAMINER, PUBLIC WORKS TECHNOLOGIST,
RECREATION PROGRAM COORDINATOR**

Whenever the Emergency Control Group conducts a business meeting as part of the operations cycle, the Scribes are required to maintain a log of the key proceedings of that meeting. Scribes will also provide similar assistance to the Command Staff Section Chiefs as assigned.

More specifically, the Scribes are responsible for:

- ☐ assisting the CEMC in the set up of the EOC and ensuring that supplies are maintained throughout the emergency
- ☐ ensuring that attendance logs for the business meetings is maintained and accurate
- ☐ maintaining notes of the proceedings of the meetings; in particular, noting key decisions made (and the time); listing all tasks assigned, including completion targets where discussed
- ☐ at the conclusion of each business session, prepare a summary of the key assignments for the Chair of the ECG and, at his/her direction, provide copies to all members of the ECG
- ☐ maintaining a chronological log of the completion of each assigned task, and provide timely summaries of this log to the EOC Commander
- ☐ at the conclusion of the emergency, obtain copies of the logs kept by members of the ECG and retain them with originals of scribing notes of the proceedings of the ECG meetings
- ☐ transcribing logs of the ECG meetings at the conclusion of the emergency, and provide copies to the members of the ECG for use during the debriefing session

INCIDENT COMMAND/AREA COMMAND

ON-SITE: EMS, POLICE , FIRE...

Incident Command is responsible for managing all responses to an incident at the site. Generally, the first organization to respond establishes Incident Command. Typically, the Incident Commander is the senior person of that organization at the site.

During any major emergency, responders (Fire, Police, and EMS) will congregate where the emergency exists.

The Incident Commander is responsible for:

- ☐ establishing communications between emergency responders on site, and with the Area Command and/or EOC Commander
- ☐ ensuring the safety of emergency response personnel
- ☐ continual assessment of the situation and determining response at the scene, appropriate to the situation
- ☐ coordinating all activities to manage the situation at the site
- ☐ ensuring that the Incident Action Plan (IAP) is developed and communicated to all responders on site and to the Emergency Operations Centre as appropriate
- ☐ maintaining Unity of Command structure at the site
- ☐ liaising with the appropriate Section Chiefs and the Fire Chief as appropriate
- ☐ having regard for provincial laws and corporate policies that may impact the decisions and activities undertaken at the site.

EOC SECURITY

BUILDING INSPECTOR, BY-LAW

- ☐ controlling access and egress from the EOC proper, and for maintaining the attendance log for the EOC
- ☐ assisting in the ordering and distribution of food supplies for EOC personnel
- ☐ assisting where practical in responding to counter inquiries
- ☐ assisting in the set-up for media scrums
- ☐ guiding EOC members and their alternates, as well as their support staff to their designated work area, and assist in logging onto computer and telephone systems as required

SWITCHBOARD OPERATOR

In the event of an emergency in the Township of Wellesley, the switchboard will be reactivated and a qualified operator, appointed by the Township Clerk will be responsible for:

- ☐ opening and operating the switchboard at the Township office
- ☐ notifying the after hours answering service, as required
- ☐ receiving incoming calls and directing them to the appropriate office of EOC support personnel
- ☐ responding to inquiry calls with the most up-to-date information available
- ☐ receiving and recording information calls and ensuring that that information is passed to the appropriate EOC personnel

EMERGENCY OPERATIONS

MUNICIPAL EMERGENCY OPERATIONS CENTRE

In the event of an emergency, an Emergency Operations Centre (EOC) will be established in accordance with the Township Plan.

The EOC will be the facility at which the Community Control Group members, their support staff and such support and advisory staff from the Township, and other agencies will attend to make decisions, share information and provide support as required to mitigate the effects of the emergency.

SEE APPENDIX 7 FOR THE LOCATION OF THE EMERGENCY OPERATIONS CENTRE

OPERATIONS MANAGEMENT

The Emergency Operations Centre has been designed to facilitate effective communication and co-ordination between the Emergency Control Group, its individual members, Command Staff, General Staff and their support network, emergency control and/or support staff at emergency site(s), and other agencies involved in mitigating the impact of the emergency.

The EOC Commander is responsible for managing the overall business operations within the EOC. The primary tool employed by the EOC Commander to structure co-ordination/information sharing and decision-making between the ECG members is the 'Operations Planning Cycle'.

OPERATIONS PLANNING CYCLE

OPERATIONS MEETINGS

Whenever the ECG assembles at the EOC, it is the responsibility of the EOC Commander to convene an ECG meeting. This meeting is the primary component of the operations planning cycle.

During the initial ECG meeting, attendees receive an initial briefing from or on behalf of the Incident Commander. It is usually a verbal report and may be augmented by a verbal report from the EOC Commander.

The EOC Commander confirms the role and designation of Section Chiefs and their roles and responsibilities. Once the Operational Period is determined and

the time of the next ECG meeting has been established, the ECG meeting is then adjourned.

EMERGENCY OPERATIONS CYCLE

PREPARING THE INCIDENT ACTION PLAN(S)

Following the conclusion of the ECG meeting, the Planning Section Chief, other Section Chiefs, other General Staff and support staff initiate the planning for the next Operational Period.

Each Section Chief works with his/her support staff to develop strategies and priorities to achieve their objectives – referred to as Tactics Meetings

The Planning Section Chief then chairs a Planning Meeting of the General Staff heads and advisors, so that he/she has the necessary information to prepare the next Incident Action Plan. The EOC Commander, Command Staff and ECG members may attend. When completed, that IAP will be presented at the next ECG meeting by the Planning Section Chief.

At the next Operations Meeting of the Emergency Control Group, the Planning Section Chief presents the Incident Action Plan. EOC Commander will lead a discussion of the IAP to ensure that there is support for the plan.

Each IAP typically includes Mission...Objectives...Strategies, and...Priorities, together with an optimal timeframe for accomplishing the plan (the operational period). Once satisfied that the plan is complete and appropriate, the EOC Commander will approve the IAP, and designate the next operational period.

This cycle continues until the emergency is terminated.

Whenever the ECG meeting is in session, participants must temporarily suspend external communication and temporarily delegate responsibility for such external communications to their support personnel.

The schematic organizational chart can be found in on page 40 at the end of the document.

LAYOUT OF THE EMERGENCY OPERATIONS CENTRE

TOWNSHIP OF WELLESLEY

EMERGENCY RESPONSE PLAN

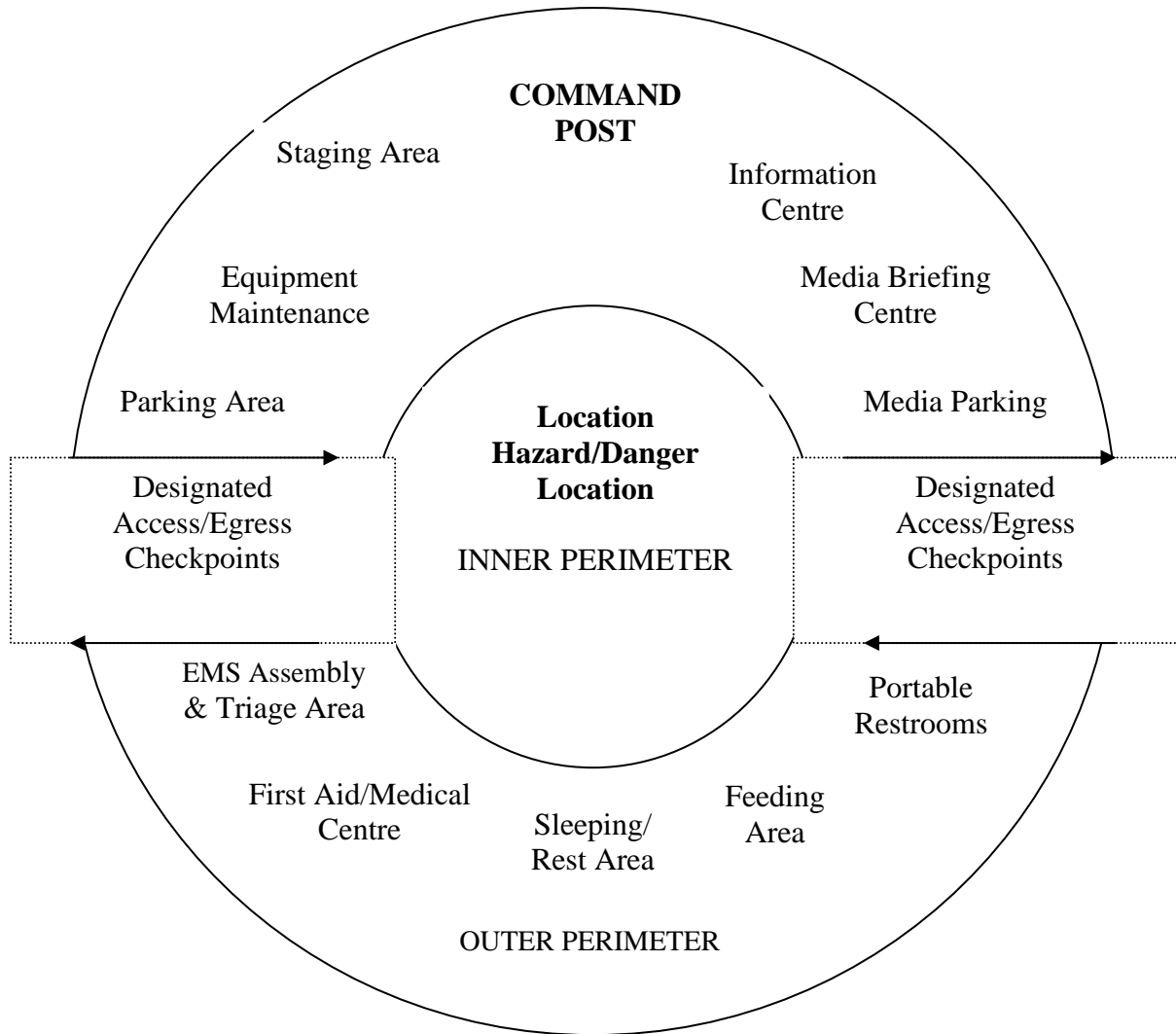
The Emergency Operations Centre is the central administrative location for all members of the ECG. The EOC will consist of the following:

- a room for formal operations cycle meetings of the ECG
- separate rooms for each Section Chief to engage appropriate personnel in working sessions
- additional areas for support personnel for each of the following Support Staff for who work areas are required:
 - Waterloo Regional Police
 - Waterloo Regional Social Services
 - Waterloo Public Health
 - Wellesley Township Fire Department
 - Wellesley Township Public Works
 - Wellesley Township Public Information Officer
 - Emergency Communications
 - Media Room
 - Citizen Inquiry

The floor plan establishing those offices in the Emergency Operations Centre can be found in Appendix 8.

EMERGENCY SITE LOCATION, LAYOUT, CONTAINMENT

The emergency site is the location containing and immediately surrounding the danger/hazard. An emergency site is typically comprised of an inner perimeter, and outer perimeter.



The components of the inner perimeter will vary depending on the type and severity of an emergency, as well as the time period required to address the emergency incident. This diagram is for illustrative and instructional purposes only.

EMERGENCY DECLARATION/TERMINATION

Emergency declarations promote a sense of urgency during an emergency situation regarding the danger present, and formally engage the powers of the Emergency Management and Civil Protection Act.

An emergency declaration should be made at any time the Township of Wellesley must implement 'extra ordinary' actions to protect the life, health, safety and property of its residents.

DECLARATION OF A MUNICIPAL EMERGENCY

The Mayor or Acting Mayor (pursuant to the provisions of Motion # 292 and confirming By-law 45 - 2010) is empowered by the Emergency Management and Civil Protection Act to declare an Emergency to exist within the Township of Wellesley or any part thereof.

This decision is made in consultation with and on the advice of the ECG.

Once a decision is made to declare an emergency, the Emergency Declaration Form (found in Appendix 6) must be completed, signed and dated. Once completed, it must be faxed to the Provincial Emergency Operations Centre: FAX 1 – 416 – 314 - 3257

DECLARATION OF A REGIONAL EMERGENCY

The Regional Chair (or the Chair's designated alternate) is empowered by the Act to declare an emergency to exist within the boundaries of The Regional Municipality of Waterloo.

NOTE: Municipal emergencies that have been declared remain in effect if the Township is part of the declared Regional Emergency

DECLARATION OF A PROVINCIAL EMERGENCY

The Premier of the Province of Ontario (or designated alternate) has the power under the Act to declare a 'provincial emergency' to exist within the boundaries of the Province of Ontario.

Note: The Premier has the power to declare an emergency in any community within the boundaries of the Province of Ontario.

Once a decision is made to declare an emergency, the Emergency Declaration Form (found in Appendix 5) must be completed, signed and

**dated. Once completed the form must be faxed to the Provincial
Emergency Operations Centre. FAX 1 – 416 – 314 – 3257**

TERMINATION OF A MUNICIPAL EMERGENCY

At any time that an emergency has been declared to exist, it **MUST** be terminated at a later time.

A municipal emergency declaration by the Mayor or alternate may be terminated by the Mayor or alternate, or by a majority vote of the Township Council.

The Premier of the Province of Ontario may declare a municipal emergency terminated.

Any decision to terminate a municipal emergency should be made in consultation with the Emergency Control Group.

Once a decision is made to terminate an emergency, the Emergency Declaration Form (found in Appendix 6) must be completed, signed and dated. Once completed the form must be faxed to the Provincial Emergency Operations Centre. FAX 1 – 416 – 314 – 3257

TERMINATION OF A REGIONAL EMERGENCY

Any time a regional emergency has been declared to exist, it **MUST** be terminated at a later time.

A regional emergency may be declared to be terminated by the Regional Chair or by a majority vote of Regional Council.

The Premier of the Province of Ontario may declare a municipal emergency terminated.

TERMINATION OF A PROVINCIAL EMERGENCY

Any time a provincial emergency has been declared to exist, it **MUST** be terminated at a later time.

A provincial emergency may be declared to be terminated by the Premier.

DUTY TO NOTIFY

NOTIFICATION – DECLARATION OF MUNICIPAL EMERGENCY

TOWNSHIP OF WELLESLEY

EMERGENCY RESPONSE PLAN

The Emergency Management and Civil Protection Act require that certain notifications be made forthwith in the event that a municipal emergency is declared.

Upon completing the Emergency Declaration Form, the Solicitor General of the Province of Ontario is to be notified forthwith.

Notification to the Solicitor General is to be made by a facsimile copy of the Emergency Declaration Form sent to Emergency Management Ontario (Ministry of Community Safety & Correctional Services).

The fax number is 1 – 416 – 314 – 3257.

That fax transmission must be confirmed by a telephone call to Emergency Measures Ontario.

The number for Emergency Measures Ontario is 1 – 866 – 314 – 0472

The e-mail contact is: operations.emo@ontario.ca

In addition, the following persons/agencies are to be notified of every emergency declaration made by the Mayor:

- ☐ Chair, Regional Municipality of Waterloo
- ☐ Members of Township Council
- ☐ Heads of Council of local municipalities in Waterloo Region
- ☐ Local Member(s) of the Legislative Assembly of Ontario
- ☐ Local Member(s) of Parliament
- ☐ Members of the public (via media announcement)

NOTIFICATION OF TERMINATION OF MUNICIPAL EMERGENCY

The Emergency Management and Civil Protection Act require that, when a declared emergency is declared to be terminated, certain notification be made forthwith. Those to be notified include:

- ☐ the Ministry of Community and Correctional Services, through Emergency Measures Ontario at the following telephone number

FAX 1 – 416 – 314 – 3257

TELEPHONE 1 – 866 – 314 - 0472

- ☐ Chair, Regional Municipality of Waterloo
- ☐ members of Township Council
- ☐ Heads of Council of local municipalities in Waterloo Region
- ☐ Local MPPs and MPs

- Members of the public (via media announcement)

EMERGENCY INFORMATION TO THE PUBLIC

Whenever the Township plan is activated, it is important to ensure that the Township establishes and maintains timely communication with its residents.

The Emergency Control Group, and in particular the Emergency Information Officer, will take all necessary and appropriate steps to ensure that accurate and timely information about the emergency is available through:

- its citizen inquiry system (including the 2-1-1 centres)
- regular updates on its website
- the release of regular media announcements
- media interview – both at the EOC and at the emergency site insofar as is practical

MEDIA INFORMATION CENTRE

There is a designated area within the primary EOC that is to serve as a media information centre- a location where members of the media may obtain up to date copies of media releases, media briefing timetables and the like.

Depending on the size and location of the emergency, the Media Information Centre may be located at a site other than the primary EOC. In such cases, that information will be transmitted to all the media in a timely fashion.

MEDIA INFORMATION CENTRE (continued)

Depending on the size of the emergency and its expected duration, it may be necessary and appropriate to establish an on-site media centre. Consideration of this possibility will be taken in consultation with the Incident Commander.

Should an on-site media centre be established, the Media Co-coordinator will consult with the CAO and the Emergency Site Manager with respect to the person to be appointed.

The on-site media coordinator will work in co-operation with the ESM with respect to arranging media visits/tours to the site.

MEDIA SPOKESPERSONS

TOWNSHIP OF WELLESLEY

EMERGENCY RESPONSE PLAN

The Mayor serves as the voice of Council during emergency operations. The Mayor will attend all media briefings (where practical) to present general information about the emergency, emergency operations and explain any 'extra-ordinary' measures – such as the rationale behind an evacuation order.

The Chief Administrative Officer serves as the voice of the Community Control Group. The Executive Director will attend all media briefings (where practical) or be represented by one or more members of the ECG, to explain the emergency efforts being undertaken by staff, other government and/or non-government partners in emergency operations.

One or more subject matter specialists may be required to attend media briefings to address specific matter relevant to their areas of expertise.

EXTERNAL SUPPORT AGENCIES

Representatives of the following agencies/organizations may be called upon to attend at the EOC and/or participate in meetings of the CCG, to bring their agency's resources and/or experience to bear on the emergency situation:

- | | |
|--|---|
| <input type="checkbox"/> Kitchener-Wilmot Hydro Inc. | <input type="checkbox"/> Waterloo North Hydro. |
| <input type="checkbox"/> Union Gas | <input type="checkbox"/> Grand River Transit |
| <input type="checkbox"/> Waterloo Region School Board(s) | <input type="checkbox"/> Hospital Administrators |
| <input type="checkbox"/> Ontario Provincial Police (OPP) | <input type="checkbox"/> Critical Incident Stress Teams |
| <input type="checkbox"/> Grand River Conservation Authority | <input type="checkbox"/> Amateur Radio |
| <input type="checkbox"/> Emergency Measures Ontario | <input type="checkbox"/> Ontario Hydro |
| <input type="checkbox"/> Waterloo Region Manager of Emergency Services | |

EMERGENCY ASSISTANCE/RESOURCES

ASSISTANCE FROM NEIGHBOURING MUNICIPALITIES

During emergency operations, the ECG members and Section Chiefs determine the allocation of township resources to support emergency sites, emergency operations or other functions within the township. Depending on the emergency situation, the township may also need to co-ordinate response/assistance with neighbouring municipalities, the regional government and/or the provincial government.

This could include assistance through emergency response plans, or agreements such as Fire Mutual Aid Plans.

Any request for emergency assistance made by the Township of Wellesley to a neighbouring municipality should be made:

- ☐ Head of Council to Head of Council, or
- ☐ Chief Administrative Officer (CAO) to CAO, or
- ☐ Fire Chief through Emergency Dispatch, or
- ☐ Department Head to Department Head

Such requests for assistance should be made on the basis of prior consultation with the ECG.

It is possible that neighbouring municipalities may request emergency assistance from the Township of Wellesley while dealing with emergency situations within their municipalities.

EMERGENCY ASSISTANCE/RESOURCES (continued)**ASSISTANCE FROM NEIGHBOURING MUNICIPALITIES (continued)**

If such a request is made prior to the activation of the Township Plan the Department Head will make a determination of its capability to assist.

If such a request is made after the activation of this plan, the ECG will evaluate the request and make a determination regarding the capability of the Township to assist.

ASSISTANCE FROM THE REGIONAL MUNICIPALITY

At any time the township plan is activated, certain agencies/departments of the Regional Municipality of Waterloo may be involved in emergency operations. These agencies are expected to provide representation as part of the Township's ECG. These include but are not limited to:

- ☐ Public Health Department
- ☐ Social Services Department
- ☐ Waterloo Regional Police Services

TOWNSHIP OF WELLESLEY

EMERGENCY RESPONSE PLAN

- Waterloo Region Emergency Medical Services
- Waterloo Region Manager of Emergency Services

These representatives of these agencies are responsible for coordinating Regional assistance at the Township's Emergency Operations Centre.

ASSISTANCE FROM THE PROVINCE OF ONTARIO

When the combined resources of the Regional Municipality of Waterloo and the seven Area Municipalities are deemed insufficient; or where the specialized skills/services of provincial assets are required, a request may be made to the Province of Ontario for assistance under the provisions of the Emergency Management and Civil Protection Act by communicating with the Provincial Emergency Management Centre Duty Officer.

Contact the **Provincial Emergency Management Operations Centre**

The telephone number for that office is 1-866-314-0472

E-mail contact is: operations.emo@ontario.ca

PEMOC can be a valuable source of information and support, as well as an avenue to obtain up-to-date briefing from the provincial level.

ASSISTANCE FROM VOLUNTEERS/VOLUNTEER AGENCIES

Depending on the specific emergency, assistance may be required from civilian volunteers and/or various designated volunteer emergency support agencies.

Requests for such assistance will be at the direction of the ECG.

Where requests for civilian volunteer assistance are to be made, the ECG should carefully consider the ramifications of seeking such volunteers if a declaration of an emergency has not been made.

Only persons who volunteer to assist the township after a declaration that an emergency exists has been made are deemed to be 'municipal workers' under the provisions of the Workplace Safety Insurance Board.

EMERGENCY EXERCISES

The Township Plan details the response protocol for any emergency occurring within the boundaries of the Township of Wellesley.

For this plan to be effective, it must be tested on a regular basis.

TOWNSHIP OF WELLESLEY

EMERGENCY RESPONSE PLAN

This plan is to be tested by using emergency exercises of varying types, duration and complexity to ensure its contents remain appropriate and ready to be implemented at any time.

The Community Emergency Management Co-coordinator is responsible, for the co-ordination and implementation of local exercises to test any component of the plan.

At least one (1) annual exercise shall be conducted in order to test the overall effectiveness of this emergency plan and to provide training to the Emergency Control Group and their alternates, and other individuals or groups identified in the plan.

Revisions to this plan shall incorporate recommendations that flow from an evaluation of performance during such exercises.

It is the responsibility of every member of the Emergency Control Group to ensure that service specific exercises are conducted on a regular basis to test and to update the functional procedures and plans to deliver their responsibilities in the event of an emergency.

PLAN MAINTENANCE AND REVISION

The Township Plan will be maintained by the CEMC and the Fire Chief.

It is the responsibility of each department/service/ECG member involved with this plan to notify the CEMC of any revisions required to the plan, its appendices or administrative procedures attached thereto.

The Township Plan will be reviewed annually, in a manner deemed appropriate by the CEMC and, where revisions are deemed to be warranted, will be reviewed by a meeting of the Emergency Control Group.

Once revisions are approved, the Fire Chief will be responsible for ensuring forthwith that revisions are prepared, circulated and recorded in the master copy of the township plan.

DEFINITIONS

CAO Chief Administrative Officer

CACC Central Ambulance Communication Centre

TOWNSHIP OF WELLESLEY	EMERGENCY RESPONSE PLAN
CEMC	Community Emergency Management Co-coordinator
ECG	Emergency Control Group
EMO	Emergency Measures Ontario
EMS	Emergency Medical Services
EOC	Emergency Operations Centre
MOH	Medical Officer of Health

Area Commander

The senior officer assigned to manage response to multiple incident sites – through Incident Commanders.

Central Ambulance Communication Centre

The ambulance communications centre from which ambulance resources are dispatched across a defined area.

DEFINITIONS (continued)

Chief Administrative Officer

The senior municipal administrative official in an organization that employs the CAO-model of administration.

Community Emergency Management Coordinator

A municipal staff position assigned responsibility for ensuring the development and maintenance of emergency response plans, and readiness and training programs to enhance response capabilities in times of emergencies.

Critical Incident Stress Team

A trained volunteer cadre of specialists from within the ranks of Police, Fire and Emergency Medical Services (WREST) available to assist with stress debriefing during and after emergencies.

Emergency Control Group

Specified municipal and regional staff who, together with the Mayor, meet to manage emergency response and mitigation when an emergency situation occurs or is imminent in the Township of Wellesley.

Emergency Measures Ontario

A division of the Provincial Ministry of Corrections and Public Safety charged with responsibility for coordinating emergency response readiness in the Province of Ontario.

Emergency Medical Services

A division of the Regional Municipality of Waterloo, responsible for Ambulance and paramedic response within the Region of Waterloo.

EOC Commander

The Fire Chief of the Township of Wellesley, who is assigned leadership responsibility of the Emergency Control Group during an emergency or pending emergency.

Incident Commander

Senior officer at incident site, who assumes responsibility for managing all responses at the incident site.

Head of Council

The Mayor of a lower tier municipality in the Region of Waterloo.
Also the Chair of the Regional Municipality of Waterloo.

DEFINITIONS (continued)

Inner Perimeter

A restricted area in the immediate vicinity of an emergency scene as established by the Emergency Site Manager. Access to the inner perimeter is restricted to members of emergency response agencies and other designated emergency response personnel.

Medical Officer of Health

An appointed person responsible for the delivery of Public Health Programs within the Region of Waterloo.

Outer Perimeter

A specified geographic area surrounding the inner perimeter that serves as an assembly point for essential emergency resources. Access to the outer perimeter is strictly controlled and permitted only by permission of the Emergency Site Manager.

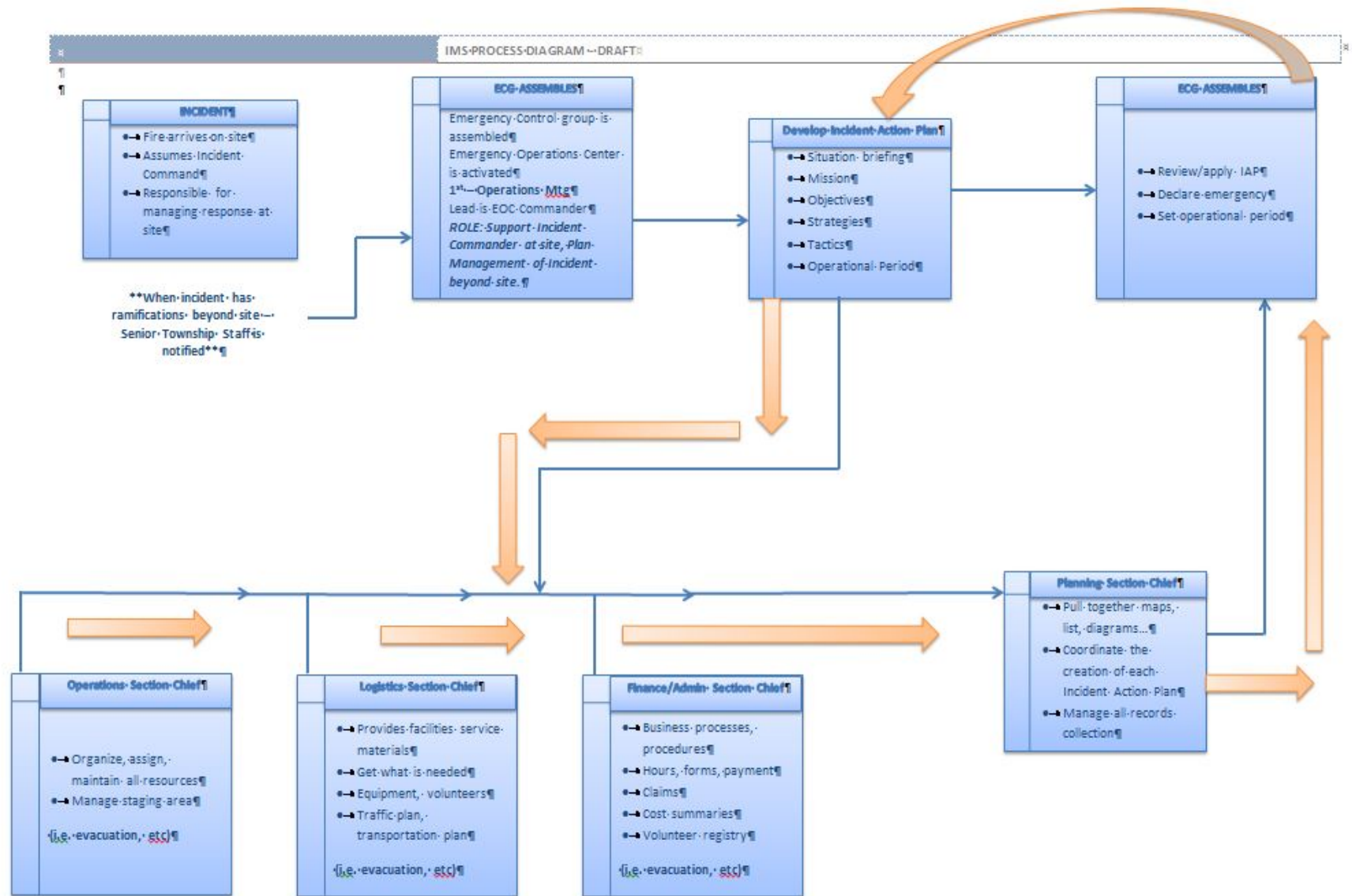
Section Chief(s)

Municipal officials designated to be responsible for Operations, Planning, Logistics, Finance and Administration whenever the Emergency Response Plan is activated.

Triage The process of sorting patients/victims and allocation of treatment based on priority needs at the scene, designed to maximize the number of survivors.

TOWNSHIP OF WELLESLEY

EMERGENCY RESPONSE PLAN



THE CORPORATION OF THE TOWNSHIP OF WELLESLEY

BY-LAW NUMBER 47/2024

**A BY-LAW TO AMEND BY-LAW NUMBER 01/2018
BEING THE EMERGENCY MANAGEMENT PROGRAM
FOR THE PROTECTION OF PUBLIC SAFETY, HEALTH, THE ENVIRONMENT, THE
CRITICAL INFRASTRUCTURE AND PROPERTY, AND TO PROMOTE ECONOMIC
STABILITY AND A DISASTER-RESILIENT COMMUNITY
FOR THE TOWNSHIP OF WELLESLEY**

WHEREAS the Province of Ontario has passed the Emergency Management and Civil Protection Act, R.S.O., 1990, Chapter E.9, as amended (The “Act”) an Act which requires the development and implementation of an emergency management program (short title – The Emergency Management Act) by the Council of a municipality;

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

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

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

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

AND WHEREAS the Act requires every municipality shall have an emergency management program committee. The committee shall be composed of the Emergency Management Program Coordinator (CEMC), senior municipal official, such members of council as may be appointed by Council, municipal employees who are responsible for emergency management functions and may include other persons representing organizations and industry. The council shall appoint one of the members of the program committee to be the chair of the committee. (EMCP Act, Ontario Regulation 380/04 11(1)(2).

AND WHEAREAS the Act provides that the municipality has a right of action to recover monies expended or costs incurred in the implementation of an emergency plan or in connection with an emergency against the person who caused the emergency, and;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Wellesley amend By-law 01/2018 to reflect change of titles within the corporation as follows:

1. THAT the Mayor, CAO, Fire Chief, Clerk, Chief Building Official, Director of Development Services, Director of Public Works, Director of Recreation and Director of Corporate Services are hereby appointed as the Municipal Emergency Control Group.

2. THAT the Clerk is hereby appointed as the Emergency Information Officer for the Township of Wellesley.

Read a first and second time this 10th day of December 2024.

Mayor, Joe Nowak

Clerk, Grace Kosch

Read a third and final time and passed this 10th day of December 2024.

Mayor, Joe Nowak

Clerk, Grace Kosch