

**CORPORATION OF THE TOWNSHIP OF LIMERICK  
BY-LAW NO. 2011-09**

BEING A BY-LAW TO ESTABLISH THE ESTIMATE OF ALL SUMS REQUIRED DURING THE YEAR AND TO STRIKE THE RATES OF TAXATION FOR THE YEAR 2011. Authority as provided by Ontario's Municipal Act, S.O. 2001, c. 25 as amended, reference sections which apply under Part II General Municipal Powers; Part VIII Municipal Taxation; Part IX Limitation on Taxes for Certain Property Classes; and Part X Tax Collection.

WHEREAS the Municipal Act, as amended require that tax rates be established in the same proportion to tax ratios as established by the County of Hastings;

AND WHEREAS the Council for the Corporation of the Township of Limerick has, in accordance with the Municipal Act, considered the estimates of the Municipality and it is necessary that the following sums be raised by means of taxation for the year 2011.

General Levy:	\$ 635,016.83
County Levy:	\$ 304, 923.38
Board of Education:	<u>\$ 241, 124.06</u>
TOTAL	\$1,181,064.28

AND WHEREAS the Assessment from which it is necessary to Levy is as detailed in Schedule "A" of By-Law No. 2010-11.

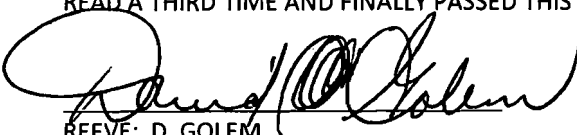
NOW THEREFORE the Council of the Corporation of the Township of Limerick HEREBY ENACTS as follows:

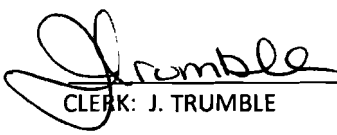
- 1) THAT revenue requirements for property taxation purposes shall comply with the estimates detailed in Schedule "A" attached hereto and forming part of this By-Law.
- 2) THERE shall be levied and collected upon certain Classes and Sub-classes of property within the Corporation of the Township of Limerick and tax rates for 2011, as detailed in Schedule "A", attached hereto and forming part of this By-Law.
- 3) THE final bill for all tax classes shall become due and payable in (2) two installments, approximately one-half being due the 29<sup>th</sup> Day of July, 2011 and approximately one-half being due the 30<sup>th</sup> Day of September, 2011.
- 4) THERE shall be imposed a penalty for non-payment of taxes of 1.25% of the amount due on the first day of the default and an additional penalty of 1.25% shall be added on the first day of each calendar month thereafter on the balance remaining unpaid, up to and including December 31, 2010.
- 5) AFTER December 31, 2011 the Treasurer shall add to the amount of all taxes due and payable, interest at the rate of 1.25% per month or fraction thereof.
- 6) A PENALTY of \$25.00 shall be applied to all payments returned "non-sufficient funds", or such other issue as may result in the debiting of the municipal account.
- 7) TAXES shall be payable to the Corporation of the Township of Limerick. All taxes are payable at the Township Office, Lot 16, Concession 2, or by direct bank deposit, or by mail to the Township of Limerick, 89 Limerick Lake Road, R.R. # 2, Gilmour, Ontario, K0L 1W0.
- 8) THE Tax Collector shall mail, or cause to be mailed to the residence or place of business of such person indicated on the last revised Assessment Roll, a written or printed Notice specifying the amount of the taxes payable.
- 9) THAT this By-Law shall come into force and take effect and be passed on third and final reading thereof, repealing all previous By-Laws pertaining to same.

READ A FIRST TIME THIS 1ST DAY OF MAY 3RD, 2011.

READ A SECOND TIME THIS 1ST DAY OF MAY 3RD, 2011.

READ A THIRD TIME AND FINALLY PASSED THIS 1ST DAY OF MAY 3RD, 2011.

  
REEVE: D. GOLEM

  
CLERK: J. TRUMBLE

SEAL

Township of Limerick  
Summary of Taxation - 2011

Assessment Class	Township		County		Schools		Totals		
	Tax Rate	Tax Levy	Tax Rate	Tax Levy	Tax Rate	Tax Levy	Rates	Taxes	
<b>Residential Classes</b>									
Res/Farm EP	92,840,507	0.625800%	580,995.89	0.300500%	278,985.72	0.231000%	214,461.57	1.157300%	1,074,443.19
Res/Farm ES	6,293,680	0.625800%	39,385.85	0.300500%	18,912.51	0.231000%	14,538.40	1.157300%	72,836.76
Res/Farm NS		0.625800%	-	0.300500%	-	0.231000%	-	1.157300%	-
Res/Farm FP	7,833	0.625800%	49.02	0.300500%	23.54	0.231000%	18.09	1.157300%	90.65
Res/Farm FS	4,488	0.625800%	28.09	0.300500%	13.49	0.231000%	10.37	1.157300%	51.94
MF EP	4,441,223	0.156500%	6,950.51	0.075100%	3,335.36	0.057750%	2,564.81	0.289350%	12,850.68
MF ES	970,899	0.156500%	1,519.46	0.075100%	729.15	0.057750%	560.69	0.289350%	2,809.30
MF FP	47,480	0.156500%	74.31	0.075100%	35.66	0.057750%	27.42	0.289350%	137.38
MF FS	27,223	0.156500%	42.60	0.075100%	20.44	0.057750%	15.72	0.289350%	78.77
Farm EP	6,070	0.156500%	9.50	0.075100%	4.56	0.057750%	3.51	0.289350%	17.56
Farm ES		0.000000%	-	0.075100%	-	0.057750%	-	0.132850%	-
Farm NS		0.000000%	-	0.000000%	-	0.057750%	-	0.369600	-
<b>Non-Residential Classes</b>									
Commercial Full	792,835	0.688400%	5,457.88	0.330600%	2,621.11	1.010593%	8,012.34	2.029593%	16,091.32
Comm Vac/Exc		0.481900%	-	0.231400%	-	0.070742%	-	0.784042%	-
Comm Vac		0.481900%	-	0.231400%	-	0.070742%	-	0.784042%	-
Industrial Full	71,279	0.706700%	503.73	0.339300%	241.85	1.278286%	911.15	2.324286%	1,656.73
Ind Vac/Exc		0.459300%	-	0.220600%	-	0.830886%	-	1.510786%	-
Ind Vac		0.459300%	-	0.220600%	-	0.830886%	-	1.510786%	-
Pipeline		0.000000%	-	0.220600%	-	1.107319%	-	1.327919%	-
<b>Total Taxable</b>	<b>105,503,517</b>		<b>635,016.83</b>		<b>304,923.38</b>		<b>241,124.06</b>		<b>1,181,064.28</b>
<b>Total taxes by class</b>			<b>635,016.83</b>		<b>304,923.38</b>		<b>241,124.06</b>		<b>1,181,064.28</b>
<b>2010 Summary of Taxation</b>			<b>488,979.82</b>		<b>291,676.91</b>		<b>224,495.89</b>		<b>1,005,152.62</b>
<b>Increase (Decrease) in amounts raised</b>			<b>146,037.01</b>		<b>13,246.47</b>		<b>16,628.17</b>		<b>175,911.66</b>
<b>Overall Percentage in amounts raised</b>			<b>29.8657%</b>		<b>4.5415%</b>		<b>7.41%</b>		<b>17.5010%</b>

SCHEDULE "A"  
Of Bylaw-2011-09  
Township of Limerick

**TOWNSHIP OF LIMERICK**  
**MUNICIPAL EMERGENCY RESPONSE PLAN**

This Emergency Plan is issued under the Authority  
Of the Council of the Township of Limerick  
in accordance with By-law 11- 2009  
Dated May 3rd, 2011.

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## **INTRODUCTION TO THE TOWNSHIP OF LIMERICK**

Situated 80 km north of Belleville between Madoc and Town of Bancroft, the Township of Limerick is served by Provincial Highway 62 and Highway 620 and forms part of the County of Hastings. The township is bordered by the Town of Bancroft to the north, Township of Wollaston to the west and the joined Townships of Tudor & Cashel to the south and east.

There is approximately 20269 hectares in area and a population of 345 persons, and approximately 900 seasonal residents. This scenic township is located at a height of land, with waters flowing southward in the Trent River and northward into the Madawaska River; there a number of lakes that boast fishing and attract seasonal visitors. Limerick derived its name from a city and county in Ireland and is one of the most mountainous and heavily timbered townships in Hastings County.

The Township has a Community Centre on Highway 620, which is utilized by many groups and the public at large for weddings, meetings, etc. There is a public boat launch on St. Ola Lake and a public beach at Steenburg Lake. The Township Offices and Council Chambers is attached to the same building complex which houses the Volunteer Fire Department and the Roads Department Garage

## **FORWARD**

Municipal Emergencies can be defined as situations caused by the forces of nature, an accident, or an intentional act or otherwise that constitute a danger of major proportions to life or property. The situations or the threat of impending situations, abnormally affecting the lives and property of our society, by their nature and magnitude require a controlled and co-ordinated response by a number of agencies, both governmental and private, under the direction of the appropriate elected officials, and are distinct from routine operations carried out by an agency or agencies such as police forces, fire departments or hospitals.

Whenever an emergency occurs, which affects the lives and property of citizens, the initial and prime responsibility for providing immediate assistance rests with the local municipal government. This Emergency Plan is designed to ensure the co-ordination of municipal, private and volunteer services in an emergency to bring the situation under control as quickly as possible.

All municipal officials of the Township of Limerick, whether elected or appointed, must be fully conversant with the contents of this emergency plan and be prepared at all times to carry out the duties and responsibilities allotted to them.

# **SECTION 1 INTRODUCTION TO THE EMERGENCY RESPONSE PLAN**

## **1.1 GENERAL**

Emergencies can be defined as situations or impending situations caused by the forces of nature, accidents, or an intentional act that constitutes a danger of major proportions to human life and property.

This Municipal Emergency Response Plan is designed to outline the response capabilities and strategies for the municipality for any type of emergency that may occur. All municipalities are potentially vulnerable to emergencies based on their physical location, their industrial base and upon their recent history.

This Emergency Response Plan will be implemented by the community during emergencies to the level of response required based on the circumstances and conditions at the time. Emergencies can affect public safety, health, welfare and property, the environment and the economic climate of a municipality. The intent upon implementation of this Plan is to reduce the impact of emergencies on life, property and the environment. Emergency Response Plan will herein be referred to as the Plan.

## **1.2 PLAN OBJECTIVES**

- A. To establish a plan of action for the earliest possible response to an emergency with the resources available to protect the health, safety, welfare and property of the inhabitants of the emergency area.
- B. To prepare for and to establish a procedure for the declaration of an emergency.
- C. To prepare and maintain an Emergency Plan for the efficient training and deployment of all personnel and services required in an emergency situation in the Township of Limerick.
- D. To authorize employees of the Township to take action under the Emergency Plan, including the state prior to formal declaration of the emergency.

## **1.3 AIM**

The aim of this Plan is to make provision for the extraordinary arrangements and measures that may need to be taken to protect the health, safety, welfare, environment and economic health of residents, businesses and visitors of the Township of Limerick when faced with an emergency. The planned and coordinated response strategies implemented by way of this plan will minimize those adverse effects on

property, human life and the health and well being of the community. This Plan enables a centralized controlled and coordinated response to emergencies in Township of Limerick and meets the legislated requirements of the Emergency Management and Civil Protection Act.

#### **1.4 SCOPE**

This Plan covers all emergencies that fall within the jurisdiction of the Township of Limerick.

Procedures and checklists are developed to support this Plan in the form of appendices.

This Plan does not cover the detailed plans and procedures and arrangements for supporting or external agencies. Such organizations may be called upon to respond as part of this Plan and are responsible for developing their own plans and procedures consistent with municipal doctrine.

This Plan may also be implemented to assist other municipal jurisdictions with their emergencies once a request for assistance has been made by the other municipality or region. Assistance may also be provided to other jurisdictions as required or through pre-arranged municipal Mutual Assistance Agreements.

#### **1.5 AUTHORITY**

The Emergency Management and Civil Protection Act is the legal authority for this Emergency Response Plan in Ontario. Municipal plans must be developed and implemented with legal authority. The legal authority for this Plan is as follows:

##### **Provincial Legislation**

*Emergency Management and Civil Protection Act, RSO, 1990, Chapter E.9*

*Ontario Regulation 380/04 (under the Emergency Management and Civil Protection Act)*

*Occupational Health and Safety Act R.S.O 1990, Chapter O.1*

*Workplace Safety and Insurance Act, S.O 1997, Chapter 16*

##### **Municipal By-law**

Current Council By-Law (adopting the Emergency Management Program and  
Emergency Response Plan)



The Emergency Management and Civil Protection Act states that:

***[Section 3 (1)]***

"Every municipality shall formulate an emergency plan governing the provision 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."

***[Section 4 (1)]***

"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 property and the health, safety and welfare of the inhabitants of the emergency area.

As enabled by the Emergency Management and Civil Protection Act, this Emergency Response Plan and its' elements have been:

- Issued under the authority of the Township of Limerick *By-law #* ; and
- Filed with Emergency Management Ontario.

***A) Definition of an Emergency***

The Emergency Management and Civil Protection Act define an emergency 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”

***B) Action Prior to Declaration of an Emergency***

When an emergency exists, but has not yet been declared to exist, community employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Township of Limerick.

## **1.6 PLAN ADMINISTRATION**

The Plan will be administered by the Community Emergency Management Coordinator (CEMC) or designate. An annual Plan review process is a legislated requirement and the Plan will be updated by the CEMC if required based on the results of the review.

Refer to Appendix A for Plan Revisions Log.

The annual review of the Plan will be undertaken by the Emergency Management Program Committee. A copy of the Plan when updated must be forwarded to Emergency Management Ontario. In this municipality, Plans will be forwarded to the Emergency Management Ontario Field Sector Officer for review, prior to forwarding to the provincial Emergency Management Ontario office in Toronto.

This Plan has been developed so as not to conflict with, but provide a seamless interface with the operations and guiding principles of Hastings County. This Plan will replace any current plans and becomes effective on the date of issue.

## **1.7 PUBLIC ACCESS TO THE PLAN**

This Plan will be made available for viewing or copying by members of the general public during normal business hours at the Municipal Offices at the following address:

### **Township of Limerick Municipal Office**

89 Limerick Lake Road

RR#2 Gilmour, Ontario

K0L 1W0

Office Phone: (613) 474-2863

Fax: (613) 474-0478

## **SECTION 2 HAZARD IDENTIFICATION / RISK ASSESSMENT (HIRA)**

### **2.1 GENERAL REQUIREMENTS**

The Emergency Management and Civil Protection Act requires that each municipality in Ontario develop a HIRA (Hazard Identification / Risk Assessment) based on the risks and hazards that may affect the safety and well being of municipal residents. All communities are unique and have their own set of natural, man-made or technological hazards that could potentially cause a serious emergency or disaster. Rural communities are prone to different hazards than urban communities but the planning process is the same. Rural communities may be more susceptible to things like flooding / weather related and transportation hazards rather than the industrial or infrastructure hazards of an urban industrial centre.

Communities must regularly identify and assess its credible hazards to determine the level of vulnerability and review it at least every three to five years. If major changes occur in a community, an analysis may be required more often with subsequent adjustments to the Emergency Management Program.

The typical steps in the process are as follows:

- Using historical, news reports and other research data, identify community hazards;
- Perform a risk assessment for each identified hazard;
- Prioritize your planning process, training & exercise programs and public awareness / public educations programs.

### **2.2 MUNICIPAL HIRA (HAZARD IDENTIFICATION RISK ASSESSMENT)**

As a result of developing a Community Risk Profile from the historical and research data, hazards were determined and prioritized; this information is contained in the community risk assessment appendices.

Refer to Appendix B and C for community hazard information.

## **SECTION 3 MUNICIPAL EMERGENCY RESPONSE ORGANIZATION**

### **3.1 GENERAL REQUIREMENTS**

The Emergency Management and Civil Protection Act requires that each municipality in Ontario have a trained Municipal Control Group (MCG) that can be recalled to deal with community emergencies.

This group of trained municipal staff along with the first response organizations and non-governmental organizations in the community make up the Emergency Response Organization.

Generally, the most knowledgeable municipal individual in the organization is the Community Emergency Management Coordinator (CEMC) who acts as an advisor in the Municipal Operations Centre (MOC).

The CEMC interacts with other municipal, county and Provincial staff and has an understanding of the larger picture of the emergency management program.

### **3.2 COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)**

Each municipality designates either an employee of the municipality or a member of Council as the CEMC and also an alternate CEMC. Both must complete training required by Emergency Management Ontario. In many municipalities in Ontario the CEMC is the Fire Chief or Chief Administrative Officer or Clerk.

The CEMC is trained to standards set by the Ministry of Community Safety and Correctional Services and is responsible for the implementation and maintenance of the Community Emergency Management Program. The CEMC also coordinates training for the individuals in the Emergency Response Organization based on the identified hazards, needs and resource capabilities of the municipality.

The roles and responsibilities of the CEMC include:

- Completes required Emergency Management Ontario training;
- Coordinates the development of and implementation of the municipality's Emergency Management Program;
- Maintains the Community Emergency Management Program to the Provincial Program Standards set by Emergency Management Ontario;

- Reports to the municipality's Emergency Management Program Committee;
- Arranges and documents meetings with the Community Emergency Management Program Committee to discuss emergency management issues and plan reviews;
- Arranges for an annual review of the Emergency Management Program;
- Attends the Municipal Operations Center during emergencies and acts as an advisor to the Municipal Control Group;
- Submits required documents to Emergency Management Ontario on an annual basis to maintain program standard certification requirements.

### **3.3 EMERGENCY MANAGEMENT PROGRAM COMMITTEE (EMPC)**

The Emergency Management Program Committee provides assistance to the Community Emergency Management Coordinator (CEMC) in developing the Emergency Management Program and organizing the Emergency Response Organization.

The Emergency Management Program Committee has a legislated obligation to advise Municipal Council on the development and the implementation of the municipality's Emergency Management Program and also assists the CEMC with the annual review of the municipal emergency management program. This Committee may also, if required make recommendations to Council for revisions to the Emergency Management Program.

The members of the Emergency Management Program Committee are:

- Reeve
- CAO/Clerk
- Fire Chief
- Roads Superintendent
- Public Information Officer
- Administrative Resource Officer
- Social Services Coordinator and Health Unit as required

The Emergency Management Program Committee meets at a minimum annually or as required.

- Records are retained to monitor the progress of the Committee and to maintain Program Certification.

The responsibilities of the Emergency Management Program Committee are:

- The Committee shall advise the Council of the development and implementation of the municipality's Emergency Management Program. (Ontario Regulation 380/04 Section 11.5)
- The Committee shall conduct an annual review of the municipality's emergency management program and make recommendations to the Council for its revision if necessary (Ontario Regulation 380/04 Section 11.6)

### **3.4 MUNICIPAL CONTROL GROUP**

The Municipal Control Group functions as a senior management decision making and coordinating body to assess the events as they occur and decide on a unified course of action to overcome specific problems. The group is responsible for maintaining operations throughout the community and also functions as a support center for the Emergency Site Manager by arranging to provide resources and expertise as required. The Municipal Control Group is the central municipal authority and will initiate contact with outside agencies as required.

In many municipalities, the Municipal Control Group and the Emergency Management Program Committee are the same group of trained individuals. The Municipal Control Group is contacted to gather in the Municipal Emergency Operations Centre during emergencies to manage the situation by making strategic decisions and setting priorities on behalf of the municipality.

The Municipal Control Group reports to the Head of Council as the Executive Authority. Members may be municipal staff appointed by Council or may be Council members as well.

Many municipalities in Ontario have a limited staff complement and rely on their local, County or other Council members to augment the Municipal Control Group.

All municipal management and staff will be briefed regarding municipal emergencies when first recalled to the operations centre.

In this Municipality, the Municipal Control Group consists of:

- Reeve
- CAO/Clerk
- Public Information Officer

- Fire Chief
- Roads Superintendent
- Police Representative
- Social Services Coordinator
- Medical Officer of Health
- Administrative Resource Officer

The Municipal Control Group may function with only a limited number of people depending on the emergency. While the MCG may not require the presence of all personnel listed as members of the Municipal Control Group, all members of the MCG must be notified of an emergency event or disaster. See section 5 for individual roles and responsibilities of Municipal Control Group members.

### **3.5 OTHER ORGANIZATIONS**

The Municipal Control Group is at liberty to request additional representatives to join the Municipal Control Group during emergencies as Liaison personnel as required. The Municipal Control Group can make decisions on behalf of the municipality without necessarily all members being present.

### **3.6 A DECLARED COMMUNITY EMERGENCY**

The Reeve (or approved alternate) is responsible for declaring an emergency. This decision is made in consultation with other members of the Municipal Control Group.

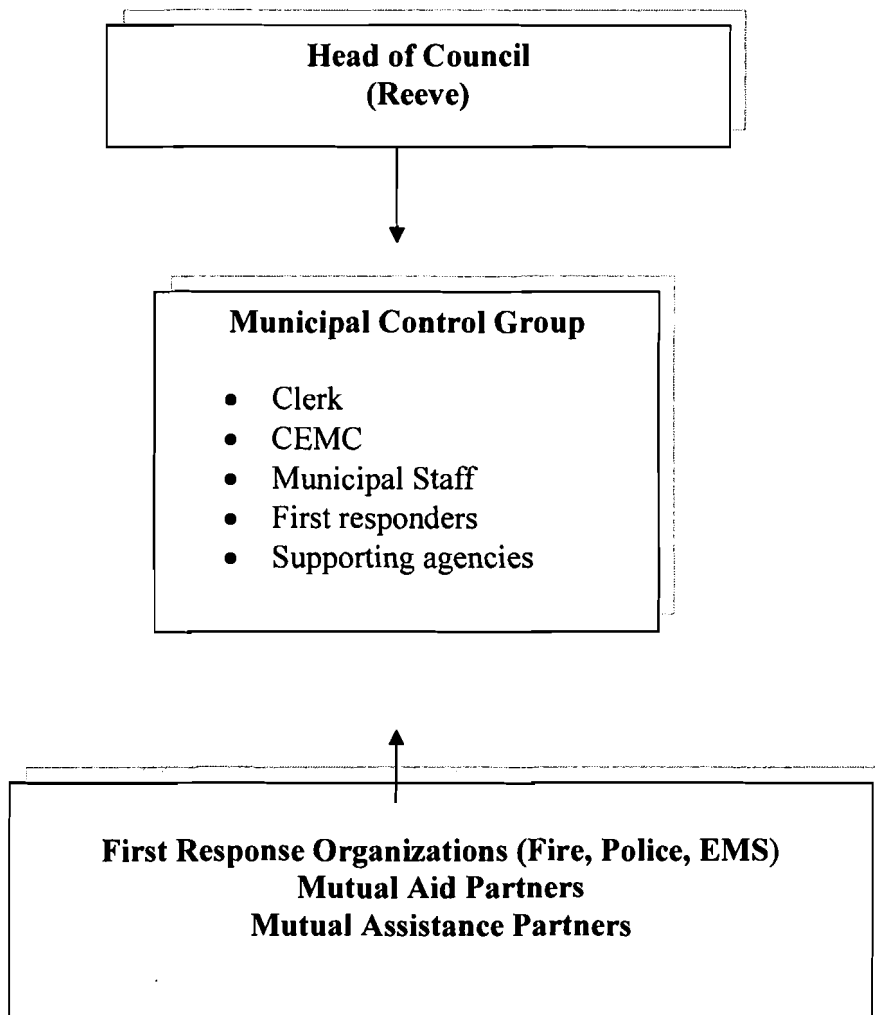
Upon declaring or terminating an emergency, the Reeve will notify:

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

A community emergency may be terminated at any time by:

- Reeve (or approved alternate); or
- Municipal Council; or
- Premier of Ontario

### 3.7 MUNICIPAL EMERGENCY RESPONSE ORGANIZATION DIAGRAM



**Figure 1- MUNICIPAL EMERGENCY RESPONSE ORGANIZATION**



### **3.8 INCIDENT MANAGEMENT SYSTEM**

The Incident Management System (IMS) is an operational framework for emergency response that was introduced formally in 2009 in the form of the IMS Doctrine. The system facilitates communication, response activities and cooperation within and between organizations; as well as allows for incidents to be managed in a cohesive manner.

It provides a basic command structure and functions require to manage an emergency effectively. The IMS system has 5 components: Command, Operations, Planning, Logistics and Finance and Administration. Implementation is voluntary and the pace is dependent on the needs of each organization or jurisdiction.

The Incident Management System (IMS) can be of benefit to a municipality's emergency response effort because IMS:

- Provides a planned coordinated response;
- Provides a clear understanding of roles and responsibilities for Municipal Operations Center staff;
- Provides a more organized approach to information dissemination;

The Incident Management System can also be adapted to any emergency or incident as a simple management process that is expandable in a logical manner from an initial response to a long term recovery operation as needed.

IMS has basic common elements in:

- Organization
- Standardized Terminology
- Procedures

The implementation of IMS should cause the least possible disruption to existing emergency management systems.

## **SECTION 4      ACTIVATION AND NOTIFICATION**

### **4.1      GENERAL REQUIREMENTS**

In the event of an emergency, the Municipal Control Group must be recalled in an organized fashion to the Municipal Operations Center to manage the emergency in progress on behalf of the municipality.

Refer to Appendix D for Municipal Control Group Notification Procedure.

### **4.2      DECISION TO ACTIVATE MUNICIPAL CONTROL GROUP**

The decision to activate the Municipal Control Group rests with any member of the Municipal Control Group; likely beginning with the first responding agency at the emergency scene. Consultation amongst executive authority and Head of Council is necessary

Once the decision has been made to activate the Control Group, the call out process is initiated to recall Municipal Control Group personnel to the Municipal Operations Centre or stated location. Members could be absent for many reasons and the CAO/Clerk will decide based on staff levels, the level which to become operational and conduct emergency business.

### **4.3      NOTIFICATION OF MUNICIPAL CONTROL GROUP**

When called, members of the Municipal Control Group will be asked to report to the Municipal Operations Center or alternate location in the event that the Primary location is not available.

Refer to Appendix E for Emergency Alert Message Form.

Refer to Appendix F for Notification Contact List - Municipal Control Group.

When called, Municipal Control Group members will be told the following:

- What has happened
- Where did it happen
- When did it happen
- Where and when to report for duty
- Other applicable information

#### **4.4 REQUESTS FOR ASSISTANCE**

Assistance may be requested from Hastings County at any time by contacting the County Warden. The request shall not be deemed to be a request that the county assume authority and control of the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario.

Refer to Appendix F for Notification Contact List.

### **SECTION 5 MUNICIPAL OPERATIONS CENTER**

#### **5.1 GENERAL REQUIREMENTS**

Current Provincial legislation (Ontario Regulation 380/04) requires that all municipalities in Ontario have a Municipal Emergency Operations Centre (MOC) that is equipped with appropriate technology and communications equipment to undertake emergency response for the community. The Municipal Operations Centre can be activated for any emergency for the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.

The Municipal Operations Center is a central location that enables government to:

- Coordinate policy decisions;
- Coordinate resource management;
- Set community priorities;
- Respond to emergencies beyond the scope of the on site manager (Incident Commander);
- Provide emergency information to the affected general public population.

#### **5.2 MUNICIPAL OPERATIONS CENTER SET UP**

In order to receive Municipal Control Group members, the Municipal Operations Center needs to be set up with appropriate equipment and supplies that support working personnel. The Municipal Operations Center should be equipped with tables and chairs, primary and secondary communications equipment,

computers, fax and printer, stationery, and required areas such as washrooms and kitchen. It is recommended to store copies of maps and relevant reference materials inside 'kits' in the Municipal Operations Center for quick access.

Refer to Appendix G for Municipal Operations Center Locations and Set up Procedure

Refer to Appendix H for Municipal Operations Center Room Layout

### **5.3 MUNICIPAL OPERATIONS CENTER RELOCATION**

In the event that the Municipal Operation Center is not accessible for any reason, the Municipal Control Group will be notified by phone and asked to report to the *alternate* location.

MCG members will be given instructions and direction by the CAO/Clerk or designate as to the reason for a change in location. Further details will be provided to the group at the initial Business Cycle Meeting at the MOC.

Refer to Appendix G for Municipal Operations Center locations.

### **5.4 MUNICIPAL OPERATIONS CENTER TELECOMMUNICATIONS**

The primary means of Municipal Operations Center telecommunications is the use of protected land lines. Cellular phone communications are not always 100% reliable due to geography and terrain. During emergencies or major events, the demand for telephone services increases dramatically and protective measures must be taken to prevent the system from getting clogged or from not working all together. Backup communications may be blackberries, cell phones, amateur radio, 2 way radios or satellite phones. Alternate communications devices may be provided by the local phone service provider, Fire Department or Roads Department radios, a neighbouring municipality or an upper tier municipality if applicable.

### **5.5 MUNICIPAL RESPONSE**

Once the Notification process has been initiated the municipality will respond according to this Plan and implement any supporting plans or departmental standard operating procedures.

The municipality will utilize existing resources and when needed, will call upon the Mutual Aid Agreements with other municipalities and existing Mutual Assistance Agreements. Hastings County may also be called upon to arrange the provision and delivery of additional resources if required.

## **5.6 BUSINESS CYCLE MEETINGS**

Once the Municipal Operations Center is activated, Business Meetings or Operations Cycles are held at the discretion of the CAO/Clerk. The CAO/Clerk will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible, thus allowing members to carry out their individual responsibilities.

The Administrative Resource Officer will maintain status board and maps which will be prominently displayed and kept up to date. A main event log will be maintained outlining decisions made and actions taken by the Control Group.

- An initial briefing will be provided to the Municipal Control Group when the Municipal Operations Center is activated to bring all members up to date on what has transpired.
- At intervals of one hour at the discretion of the CAO/Clerk; hourly briefings allow time for MCG members to:
  - Collect and pass on information to their sites Incident Commanders or managers at other locations;
  - Set priorities through short and long term planning;
  - Obtain resources / initiate Mutual Assistance Agreements (MAAs) for the response process;
  - Dispel media rumors/mis-information and ;
  - Hold news conferences.
- A final response briefing will be held prior to entering the recovery phase; and
- A final briefing after an event has occurred to discuss the compilation of operational data to be used for a later debriefing and to build a Final Event Report for presentation to municipal Council.

## **SECTION 6      ROLES AND RESPONSIBILITIES**

### **6.1      MUNICIPAL CONTROL GROUP GENERAL RESPONSIBILITIES**

The Municipal Control Group directs the municipal emergency operations (response) within the Municipal Emergency Operations Centre. Each position has their specific assigned duties to avoid duplication of effort and to improve the efficiency of the response effort.

The members of the Municipal Control Group are responsible for the following actions or decisions:

- Calling out and mobilizing their emergency services, agency and equipment; coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the MCG are appropriate;
- Advising the Reeve as to whether the declaration of an emergency is recommended;
- Advising the Reeve on the need to designate all or part of the municipality as an emergency area;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, (i.e. hydro, water, gas, closing down a shopping plaza/mall);
- Arranging for services and equipment from local agencies not under community control (i.e. private contractors, industry, volunteer agencies, service clubs);
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Public Information Officer, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or subcommittees/working groups for any aspect of the emergency including recovery;

- Authorizing expenditure of money required for dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken;
- Participating in the debriefing following the emergency.

## **6.2 INDIVIDUAL MUNICIPAL CONTROL GROUP RESPONSIBILITIES**

### **6.2.1 REEVE**

#### **GENERAL**

The Reeve shall provide information to Council and the Public with regards to impacts of an emergency on our municipality and declare a state of local emergency when required.

During the emergency, the Reeve will provide information necessary to keep the media and public informed.

#### **DUTIES OF THE REEVE**

- A. Upon recommendation of the Municipal Control Group, declare that a state of local emergency exists within the municipality.
- B. Upon recommendation of the Municipal Control Group, declare that a state of local emergency has terminated within the municipality.
- C. Provide Council with status updates on a regular basis, including sufficient details of decisions made and actions taken to enable them to instill a sense of safety, security and confidence within their respective communities.
- D. Establish liaison with federal and provincial elected officials, and other local governments.
- E. Approve the expenditure of funds to meet the requirements of the emergency.
- F. In concert with the Public Information Officer, confirm a schedule of press releases, integrated with the Emergency Public Information plan.
- G. Maintain a log of all actions taken.

## **6.2.2 CHIEF ADMINISTRATIVE OFFICER/CLERK**

### **GENERAL**

The CAO/Clerk shall provide and direct as required, all emergency response or support activities within the Municipal Operations Centre. The CAO/Clerk shall be the Chairperson, shall convene all meetings of the Municipal Control Group and shall be the CAO/Clerk for the Municipal Control Group when an Emergency is declared.

### **DUTIES OF THE CAO/CLERK**

- A. Obtain an initial briefing from response Department Heads.
- B. Ensure that new arrivals to the Municipal Operations Centre are briefed.
- C. Provide an initial briefing for the Reeve and ensure frequently briefings.
- D. Act as principal advisor to the Reeve and other Council members on all emergency related matters.
- E. In conjunction with the Public Information Officer and the Community Emergency Management Coordinator obtains, disseminate, and display information on a regular basis, to other Municipal Control Group members.
- F. Be responsible for the overall coordination of all municipal operations involved in or potentially involved in the emergency response. This is to be done in conjunction with advice received from other members of the Municipal Control Group or independently when it is not practical/possible to obtain the advice of the Control Group.
- G. Commence the long-term operational plan and establish the priorities for the re establishment of any service discontinued as a result of the emergency.
- H. Approving in conjunction with the Reeve, major announcements and media releases prepared by the Public Information Officer.
- I. Upon recommendation of the Municipal Control Group, request Provincial assistance.
- J. Determine the level of staffing required for Municipal operations not directly associated with an emergency and arrange support services.
- K. Ensure that the necessary administrative and clerical staffs are provided to assist the Municipal Control Group.
- L. Secure the necessary financial support from existing sources or from Provincial or Federal authorities. The Municipal Treasurer may provide support.



- M. Ensure that the appropriate legal and statutory requirements are met. The Municipal Solicitor may provide legal assistance.
- N. Maintain a log of all actions taken.

## **6.2.3 PUBLIC INFORMATION OFFICER**

### **GENERAL**

Reporting to the CAO/Clerk, the Public Information Officer is the senior member of the Public Information Team and directly manages all Public Information activities during the emergency.

### **DUTIES OF THE PUBLIC INFORMATION OFFICER**

- A. Direct the activation of the Public Information Plan.
- B. Consult with the Reeve and the CAO/Clerk on the need for news briefings and conferences, the granting of media interviews, the status of media monitoring, recommended responses to media misinformation and rumour, the content of official statements, announcements and other forms of public communication, and the release of any disaster-related information to the public.
- C. Consult with other members of the Municipal Control Group on the status of the emergency situation and on any need for resources that could be fulfilled by the dissemination of public calls for assistance through the media or other means.
- D. Apprise the Municipal Control Group of any significant information received by the Public Inquiry Call Centre from members of the general public and the media.
- E. Correct misinformation by contacting media program producer.
- F. Ensure that a log is kept of all media reporting to be transformed into a media coverage summary and assessment component of the final operational evaluation report of public information activities.
- G. Delegate responsibilities and provide direction to the public information team with respect to production and distribution of informational material, media monitoring, media liaison and other essential information functions.
- H. Prepare and submit a final report containing an operational evaluation of the public information services provided during the emergency, as well as an analysis of media coverage, and recommend necessary adjustments to the Public Information Plan.
- I. Maintain a log of all actions taken.

## **6.2.4 POLICE SERVICES**

### **GENERAL**

The duties of the Police continue to be:

1. Protection of life and property
2. Preservation of the peace
3. Prevention of crime and disorder
4. Crowd and traffic control
5. Investigation of offences

### **DUTIES OF THE POLICE**

The Police Service will implement its procedure for Major Incident Plan including the following:

- A. The protection of life, property, and the provision of law and order.
- B. Provide the Reeve with information and advise on law enforcement matters.
- C. Arrange for the establishment of perimeters for the emergency area.
- D. Control and disperse crowds, and prevent unauthorised entry into the emergency area and maintain law and order and prevent looting within the emergency area.
- E. Provide traffic control in the immediate vicinity of the emergency area to facilitate the movement of emergency vehicles to and from the emergency area.
- F. Arrange for the alerting of persons endangered by the emergency and coordinate evacuation procedures for buildings or areas as authorized and directed by the Municipal Control Group.
- G. Provide police services in evacuation and reception centres, morgues and other facilities as required.
- H. Provide notification of fatalities to the coroner.
- I. Provide assistance to the coroner for the location and operation of a temporary morgue.
- J. Ensuring that a normal police service consisting of protection to life and property and the provision of law and order is delivered, to the greatest extent possible, in non emergency areas.
- K. Maintain a log of all actions taken.

## **6.2.5 FIRE SERVICES**

### **GENERAL**

The duties of the Fire Department continue to be:

1. Protection of Life and Property
2. Suppression and prevention of fires
3. Rescue and extrication.

### **TRANSPORTATION / PROPERTY / HAZARDOUS GOODS**

The Fire Chief shall advise the Municipal Control Group as to properties and transportation of hazardous goods located within or travelling through the municipality by providing available information by accessing but not limited to, fire department pre plans, Mutual Aid, CANUTEC, and the Ministry of the Environment Spills Action Centre.

### **FIRE DUTIES**

The Township of Limerick Fire Department shall:

- A. Provide all operations connected with the fighting of fires.
- B. Provide rescue and extrication operations.
- C. Provide equipment and workers to assist in pumping operations, conditions permitting.
- D. Activate the mutual aid fire system as required.
- E. Determine if additional or special equipment is needed and recommend possible sources of supply (e.g. breathing apparatus, protective clothing, etc).
- F. Providing the Control Group with information and advice on fire fighting and rescue matters.
- G. Maintain a log of all actions taken.

## **6.2.6 ROAD SUPERINTENDENT**

### **GENERAL**

The duties of the Road Superintendent include those areas of operation associated with:

1. Solid waste disposal
2. Maintenance of roads and bridges
3. Public transportation liaison
4. Provide forestry skilled labour
5. Building inspection liaison
6. Emergency water supply and distribution, if required
7. Distribution of electricity liaison

### **EQUIPMENT**

The Road Superintendent shall ensure that an inventory of equipment and personnel is available to assist in the response to an emergency.

### **CONTRACTORS AND EQUIPMENT**

The Road Superintendent shall ensure that an inventory of contractors and equipment suppliers is available to assist in an emergency.

### **TRANSPORTATION**

The Road Superintendent shall ensure that a list of transportation companies with contacts and equipment available to assist in an emergency is provided.

### **DUTIES OF ROADS SUPERINTENDENT**

The Road Superintendent shall contact the various departments or agencies, who shall:

- A. Ensure that all vehicles, equipment and personnel are available for assistance.
- B. Provide barriers and flashers for control of the emergency area.
- C. Clear debris, snow or other obstructions in and around the emergency area.
- D. Be prepared to deliver emergency water supplies for human consumption and for fire fighting, if required.

- E. Maintain liaison with flood control, conservation and environmental agencies and be prepared to conduct relief or preventative operations, such as pumping operations, sandbagging and other flood and water control measures.
- F. Liaise with the Building Inspector to inspect buildings and facilities for safety, and be prepared to provide assistance to demolish unsafe buildings and secure premises, as required.
- G. Provide supplies of fuel and oil for emergency service vehicles.
- H. Provide portable washroom and other sanitary facilities and provide essential waste disposal.
- I. Maintain essential roads and access routes for pedestrian and vehicular access.
- J. Ensure transportation is provided for evacuation as required.
- K. Provide equipment and personnel to assist in the clearing of trees and property.
- L. Liaise with public works officials in neighbouring communities and at counties to ensure a coordinated response.
- M. Assist traffic control, evacuations and other tasks by clearing emergency routes, marking obstacles, providing road signs, etc.
- N. Maintain liaison with Hydro One Networks and Bell Canada and make recommendations for discontinuation/restoration of electrical power/telephone service within the community where necessary in the interest of public safety.
- O. Maintain a log of all actions taken.

## **6.2.7 SOCIAL SERVICES COORDINATOR**

### **GENERAL**

Refer to Appendix J for procedure for notifying Social Services. The responsibilities of the Social Services Coordinator include those areas of operations associated with:

- a. Emergency feeding
- b. Emergency lodging
- c. Emergency clothing
- d. Emergency registration and inquiry
- e. Emergency financial assistance
- f. Provision of reception/evacuation centres
- g. Personal supports (counselling, interpreters)

### **EQUIPMENT AND PERSONNEL**

The Social Services Coordinator shall ensure that a list of equipment and personnel is available to assist in the response to an emergency.

### **EVACUATION CENTRES**

The Social Services Coordinator shall provide operational evacuation and/or reception centres in conjunction with designated agencies for the registration, feeding, care, clothing and shelters of persons using the centres.

### **DUTIES OF THE SOCIAL SERVICES DEPARTMENT**

- A. Ensure the well-being of residents who have been displaced by arranging emergency lodging, clothing, feeding, registration and inquiry, emergency financial assistance, and personal supports;
- B. Supervising the opening and operation of temporary and /or long term evacuation centre's which can be opened on short notice;
- C. Ensuring liaison with the municipality with respect to the pre-designation of evacuation centre's that can be opened on short notice;
- D. Liaison with the Medical Officer of Health on areas of mutual concern regarding the operation of the centre's;
- E. Ensuring liaison with Nursing Homes, Homes for the Aged, Retirement homes and vulnerable people as required;
- F. Make arrangements for meals for the staff/volunteers at the EOC and the emergency site.
- G. Liaise with volunteer agencies such as the Canadian Red Cross, Salvation Army;
- H. Maintain a log of all actions taken

## **6.2.8 MEDICAL OFFICER OF HEALTH**

Refer to Appendix K for Medical Officer of Health Notification Process

### **DUTIES OF THE MEDICAL OFFICER OF HEALTH:**

- A. Report to an Emergency Operations Centre when notified to do so, and / or initiate Health Unit activation plan in support of an imminent or actual emergency.
- B. Coordinate public health initiatives with other governments, agencies and/or organizations as necessary by the emergency. Ensure CEMC is aware of planned initiatives.
- C. Coordinate activities with Social Services and other first responder organizations as required.
- D. Develop and implement operational strategies for dealing with adverse public health issues.
- E. Ensure Health Unit has personnel and equipment surge capacity and that staff have prepared for field deployment.
- F. Coordinate with Logistics Chief on procurement of additional resources, services and materiel as dictated by situation.
- G. Participate in Command and Operational briefings.
- H. Communicate regularly with Ministry of Health, hospitals and long-term care facilities.
- I. Coordinate with Community Care Access Centres specific to the location, status and requirements of special needs individuals and group homes, in the event they need rapid re-location, or extended support away from their normal residence. Advise CEMC.
- J. Coordinate with long-term care facilities, public and private, within the emergency-impacted area, and take whatever measures are necessary to continue the ongoing health and safety of the residents and staff, including the activation of agencies and provincial and federal government departments as required.
- K. Communicate public messaging requirements to PIO / EIO and CEMC.
- L. Share all documents with Document Control Officer for record keeping purposes.
- M. Maintain communications log and submit a completed copy at end of day to Document Control Officer.
- N. Ensure staff have necessary PPE to fulfill their current roles.
- O. Ensure field staff have a reporting schedule that permits for adequate preparation of Command and Operational briefings.
- P. Pass critical information to the GIS Officer as it is received.
- Q. Maintain situational awareness.
- R. Participate in all Post-Event briefings.
- S. If a final report is prepared for MOHLTC, share a copy with CEMC.



## **6.2.9 ADMINISTRATIVE RESOURCE OFFICER**

### **GENERAL**

The Administrative Resource Officer supports the efficient functioning of the Emergency Operations Centre and administers human resource registration.

### **DUTIES OF THE ADMINISTRATIVE RESOURCE OFFICER**

The Administrative Resource Officer shall:

- A. Open the Log Sheet.
- B. Log Municipal Control Group member's arrival and record attendance using sign in sheet.
- C. Record information on the main events board.
- D. Ensure log supplies, forms and office supplies are adequate.
- E. Co-ordinate provision of clerical staff as necessary.
- F. Ensure logs are being completed and collect them from the MCG members at the end of shift.
- G. Notify all alternates of the MCG members and provide a situation briefing and arrange for shift change.
- H. Establishes shift change schedule for the Municipal Control Group.
- I. Select the most appropriate site(s) for registration of human resources.
- J. Maintain records of human resources and administrative detail that may involve financial liability.
- K. Advise the Municipal Control Group on all matters of human resource planning.
- L. Maintain a log of all actions taken.

## **SECTION 7 EMERGENCY PUBLIC INFORMATION**

### **7.1 GENERAL REQUIREMENTS**

The Emergency Management and Civil Protection Act, Ontario Regulation 380/04 requires a Public Information Officer be designated in each municipality. The municipality has an Emergency Public Information Plan that supports this Emergency Response Plan including the roles and responsibilities. When an emergency or disaster strikes, the Public Information Plan provides a framework through which:

- Vital information can be communicated to affected segments of the community
- General information of public interest can be broadly disseminated
- Human and physical resources can be rapidly deployed and mobilized to carry out public information responsibilities related to the emergency or disaster.

The implementation and maintenance of the Public Information Plan are the responsibility of the Public Information Officer acting in close consultation with the Head of Council, the CAO/Clerk and other members of the Municipal Control Group.

Refer to Appendix L for the Public Information Plan.

## **SECTION 8 TRAINING AND EXERCISES**

### **8.1 GENERAL REQUIREMENTS**

It is important that the CEMC and all Municipal Control Group members are fully trained in the implementation of the Emergency Response Plan and participate in simulated mock exercises that test the emergency response organization. Under the Emergency Management and Civil Protection Act, each municipality is required to conduct training programs and exercises to ensure the readiness of municipal staff and other persons noted with responsibilities under the Plan

### **8.2 ANNUAL REQUIREMENTS**

According to Ontario Regulation 380/04, the Municipal Control Group shall conduct an annual practice exercise for a simulated emergency incident in order to evaluate the municipal Emergency Response Plan and its procedures.

# **TOWNSHIP OF LIMERICK EMERGENCY RESPONSE PLAN**

## **APPENDICES**

- A Emergency Plan Revisions Log
- B Hazard Identification Risk Assessment Sheets
- C Community Risk Profile
- D Municipal Control Group Notification Procedure
- E Emergency Alert Message Form
- F Municipal Control Group Notification Contact List
- G Municipal Operations Center Set up Procedure
- H Primary Municipal Operations Center Room Layout
- I Alternate Municipal Operations Center Room Layout
- J Notifying Social Services Procedure
- K Medical Officer of Health Procedure
- L Public Information Plan
- M Criteria for Declaration of Emergency
- N Declaration of Emergency Form
- O Termination of Emergency Form
- P Ontario Disaster Relief Assistance Program Information
- Q Mutual Aid Agreements
- R Mutual Assistance Agreements
- S Municipal Control Group Sign In Sheet
- T Individual Log Sheets
- U Planning Cycle Document
- V Municipal Bylaw
- W Vital Services Directory
- X Environment Canada Weather Information
- Y (Available)
- Z Energy Emergency and Tornado Hazard Specific Plan