

THE CORPORATION OF THE TOWN OF MILTON

BY-LAW NO. 098-2024

A BY-LAW TO PROVIDE FOR AN EMERGENCY MANAGEMENT PROGRAM AND TO REPEAL AND REPLACE BY-LAWS NO. 136-2006, 147-2008 AND 025-2018

WHEREAS Section 2.1(1) of the *Emergency Management and Civil Protection Act* R.S.O. 1990, c. E.9, as amended, (the Act) requires municipalities to develop and implement an emergency management program and adopt it by by-law;

AND WHEREAS Section 2.1(2) of the Act states that the emergency management program must consist of an emergency plan; training programs and exercises for employees of municipalities and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities; public education on risks to public safety and on public preparedness for emergencies; and any other element required by standards for emergency management programs that may be developed by the Solicitor General;

AND WHEREAS Section 2.1(3) of the Act requires every municipality to identify and assess hazards and risks to public safety that could give rise to an emergency and identify facilities and other infrastructure elements that are at risk of being affected by an emergency;

AND WHEREAS Section 3 (1) of the Act requires the municipality to formulate an emergency plan to govern the provision of necessary services during an emergency and the procedures under and the way employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan;

AND WHEREAS section 12 of 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 WHEREAS Section 14 (1) of the Act requires emergency management programs to conform with regulatory standards set by the Solicitor General;

AND WHEREAS Section 23.1 and 23.2 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, permits a municipality to delegate certain powers and duties to a person or body;

AND WHEREAS Council approved the Delegation of Powers and Duties policy on November 26, 2007;

NOW THEREFORE, the Council of The Corporation of the Town of Milton hereby enacts as follows:

1. **THAT** an Emergency Management Program be developed for the Town of Milton consistent with *Emergency Management and Civil Protection Act R.S.O. 1990, c. E.9, as amended* and in accordance with the Regulatory Standards established under the Act.
2. **THAT** the Emergency Management Program for the Town of Milton shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.
3. **THAT** The Deputy Fire Chief of Staff shall perform the duties of the Town’s Community Emergency Management Coordinator (CEMC). The CEMC is responsible for coordinating the emergency management program for the Town including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.
4. **THAT** Schedules “A”, “B”, and “C” attached hereto shall form part of this by-law.
 - Schedule A – being the Town of Milton Emergency Management Program Overview
 - Schedule B – being the Town of Milton Municipal Emergency Response Plan
 - Schedule C – being a document to establish the terms of reference for the Community Emergency Management Program Committee
5. **THAT** the Community Emergency Management Coordinator, or his or her designate, be delegated the authority to amend Schedule A and Schedule B documents upon the recommendation of the Emergency Management Program Committee.
6. **THAT** Town of Milton by-laws 136-2006, 147-2008 and 025-2018 hereby be repealed.
7. **THAT** this by-law shall come into force and effect on the date of the passing and enactment.

PASSED IN OPEN COUNCIL ON NOVEMBER 4, 2024.

Gordon A. Krantz Mayor

Meaghen Reid Town Clerk

SCHEDULE 'A' TO BY-LAW NO. 098-2024

Milton Emergency Management Program Overview

Introduction

The *Emergency Management and Civil Protection Act* (EMCPA) and *Ontario Regulation 380/04 : STANDARDS* require municipalities to develop emergency management programs and carry out specific activities annually to comply with legislated standards. The Town of Milton Emergency Management Program is based on a risk management approach and sets up the elements of a continuous improvement process to develop, implement, maintain and evaluate the various required emergency management and continuity of operations programs to meet, and where possible exceed, all the necessary requirements of the *Act* and *Regulation 380/04*.

Components of Emergency Management

There are 5 components to the Town's Emergency Management Program; Prevention, Mitigation, Preparedness, Response, and Recovery

Prevention	Those actions taken to prevent an emergency or disaster from occurring.
Mitigation	The actions taken to reduce the effects of an emergency or disaster should one occur.
Preparedness	Those actions taken prior to an emergency or disaster occurring to ensure an effective response.
Response	The actions taken in reaction to an emergency or disaster.
Recovery	Those actions taken to convalesce from an emergency or disaster.

Program Management

The Town of Milton Emergency Management Program (EMP) shall be adopted by municipal by-law.

The EMP By-law establishes the Council directive for emergency management.

The EMP includes the following principles:

- The EMP of the Town of Milton will be developed, implemented, reviewed and updated in accordance with the EMPCA and O. Reg. 380/04
- The Town will establish a budget for the EMP and develop procedures and financial controls to support the EMP before, during and after an emergency

- The Town will document and maintain logs and records of activities and decisions related to the EMP and establish an effective records management process, and
- The EMP will be updated when necessary to respond to organizational changes, changes to applicable legislation, policies, regulatory requirements, directives, standards and codes of practice made at various levels of government and other decision-making authorities.

The EMP includes the following components, as a minimum and can be expanded as deemed appropriate by the CEMC and EMPC:

1. Emergency Management Program Committee (EMPC) - The EMPC has oversight of the Town's Emergency Management Program to assist with the development of and advise Council on the development and implementation of the program. The EMPC functions under a Terms of Reference.
2. Community Emergency Management Coordinator (CEMC) - Every municipality must appoint a CEMC who is responsible for the coordination of the EMP in compliance with the EMCPA.
3. Community Risk Profile (Hazard Identification and Risk Assessment/Critical Infrastructure) - The Community risk profile assesses various hazards and risks to public safety that could give rise to emergencies and identifies the facilities and other elements of infrastructure that are at risk of being affected by emergencies.
4. Emergency Response Plan (ERP) - Municipalities are required to develop an ERP that outlines the provision of necessary services during an emergency, and the procedures under and the manner in which employees of the Town of Milton and partner agencies will respond to the emergency. The Plan assigns responsibilities to implement the plan and identifies the notification procedures for the Municipal Emergency Control Group (MECG) members. Members of the MECG are appointed by Council, and participate in annual training and an annual emergency exercise.
5. Training - The members of the MECG shall complete the annual training that is required by the Chief, Emergency Management Ontario.
6. Exercise - All MECG members, must participate in an annual exercise, which evaluates the ERP and MECG procedures.
7. Emergency Operations Centre - The municipality is required to establish an Emergency Operations Centre (EOC) that may be used by the MECG during emergencies. The EOC must have the appropriate technological and telecommunications infrastructure to allow for effective communication with the MECG.
8. Emergency Information Officer – The municipality must designate an employee of the municipality as its EIO, who acts as the primary media and public contact for the municipality in an emergency.
9. Emergency Preparedness (Public Education) – As part of the EMP the municipality shall take steps to reinforce general emergency preparedness and to educate the community of risks and hazards prioritized in the municipality.

Community Risk Profile

Hazard Identification and Risk Assessment (HIRA)

The purpose of the HIRA is to assess the potential risk of hazards with the capacity to cause a disaster. This helps set priorities for prevention, mitigation, preparedness, response and recovery. This will assist Council, municipal staff, emergency management professionals, residents, and external agencies working with the Town to take action to reduce future losses. The Town will identify and monitor the hazards that can have an impact on its operations and areas of responsibility. Hazards are to be considered in nine (9) categories;

- A. Agricultural & Food Emergency
- B. Environmental
- C. Extraterrestrial
- D. Hazardous Materials
- E. Health
- F. Public Safety
- G. Structural
- H. Supply and Distribution
- I. Transportation

Each category is sub-categorized to develop hazard profiles.

The Town will conduct an annual risk assessment that will include evaluating the likelihood of a hazard or combination of hazards occurring, considering factors such as threat analysis, frequency, history, trends, and probability. The risk assessment will include data on the impact of the risk event on the Town and on citizens, property and the environment.

Critical Infrastructure

The Town shall identify the facilities and infrastructure which, if significantly impacted by an emergency, have a serious impact on the residents of their municipality, the municipality's ability to deliver services, or on the local economy. The town will maintain a list of critical infrastructure in the following nine (9) sectors.

- 1. Public Safety and Security
- 2. Continuity of Government.
- 3. Food and Water
- 4. Telecommunication Systems
- 5. Electrical Power System
- 6. Gas and Oil
- 7. Financial Services
- 8. Health System

9. Transportation Networks

The facilities and infrastructure identified in this list do not necessarily need to be owned or operated by the municipality, nor be located within the municipality.

Public Awareness and Education

Public awareness and public education programs will be implemented where the public is potentially impacted by a hazard.

Public awareness is about raising the level of general knowledge of the impacts of events on personal safety and the actions that can be taken to be best prepared should a situation arise.

Public education is aimed at raising the level of knowledge regarding specific hazards and risks that exist in the municipality and hazard/risk based preparedness for such events.

Public awareness and public education may take many forms, including, but not limited to:

- Displays or presentations at public events;
- Distribution of flyers or other printed material through the mail;
- Public Service Announcements on local media;
- Advertisements in local newspapers; and/or
- Information posted on municipal and other websites.

Emergency Information Management

A Crisis Communications Plan forms the basis to communicate information and respond to requests from internal and external audiences, including media, for incident information. An Emergency Information Management System will include the set up of:

- Telecommunications and other communications systems that are regularly tested. Consideration will be given to the need for redundancy, interoperability, and security of communications systems,
- Emergency communication and warning systems to alert people who may be impacted by an actual or impending emergency and to advise the public of threats to people, property, and the environment, either directly, or through authorized agencies, may be developed and periodically tested.
- Communication procedures inclusive of protective action guidelines for emergencies where potentially impacted populations can be advised to shelter-in-place, evacuate or take any other actions as directed.

The Town will establish and maintain procedures to provide emergency information that includes the following:

- A central point of contact for the media
- Procedures to gather, monitor, and disseminate emergency information
- Pre-scripted information bulletins
- Procedures to coordinate and approve information for release
- Procedures to communicate with special needs populations
- Protective action guidelines for shelter-in-place and evacuation

MECG Training and Exercises

CEMC

A training program for CEMC's has been designed to achieve a level of awareness of the fundamental principles of emergency management, a thorough understanding of the EMCPA and Regulations and the development of a compliant municipal emergency management program. The CEMC is required to complete a series of courses in order to complete the full training program. Emergency Management Ontario (EMO) offers the following courses as the training program;

- EM 200 – Basic Emergency Management
- EM 300 – Community Emergency Management Coordinator Course
- IMS 100 – Introduction to Incident Management System (available online)
- IMS 200 – Basic Incident Management System

The CEMC is required to complete this training program within one year of their appointment as CEMC.

MECG

The municipality must have a MECG appointed by Council, who is responsible to direct the municipal response during times of emergency. The MECG members are to be municipal officials, municipal employees, or members of Council and appointed by position in order to identify an individual.

All MECG members must participate in training on an annual basis or may verify that they have received an adequate amount of training in each of the following areas:

- Knowledge of all of the components of the municipal Emergency Management Program, including, but not limited to the HIRA and CI list;
- Knowledge of the municipality's ERP, including their roles and responsibilities, and those of organizations which may have a role in response;
- Knowledge of the procedures used to notify members of the MECG and activate/operate under the ERP;
- Knowledge of the location, communications infrastructure and technology in the EOC.

The Town will develop, implement and maintain or provide a competency-based training program to support the needs of the MECG. The objective of the training program will be to create awareness and enhance the skills required to develop, implement and

execute an individual's role and responsibilities within the ERP and provide a thorough understanding of the Town's EMP. Training records will be maintained.

Exercise

The Town will conduct an annual emergency exercise to evaluate the ERP plans, procedures, and capabilities. Exercises will be designed to test individual essential elements, interrelated elements, or the entire plan. Additional evaluations will be based on post-incident analyses and reports, lessons learned and performance evaluations. Procedures will be established to correct and improve on any areas identified during evaluation.

Recovery

The Town will develop and implement a recovery plan to support short-term and long-term priorities for recovery of functions, services, resources, facilities, programs and infrastructure as part of demobilization to any event where the ERP is enacted. The recovery plan will be based on the results of hazard identification and risk assessment, continuity of operations strategies, program constraints, operational experience, and cost-benefit-analysis. The recovery plan will include measures to reduce vulnerability of the Town during the recovery period.

The recovery phase of an emergency may be managed by the MEEG, Municipal Emergency Management Team, or through the Town's regular departments, a dedicated recovery planning team, or other applicable levels of government and/or jurisdictions. It can be difficult to define when the transition from response to recovery occurs, and response and recovery measures may occur simultaneously. The MEEG will determine the appropriate mechanisms to transition to the recovery phase.

Program Review

The EMPC will assess opportunities to continuously improve the EMP and conduct an annual review of the emergency management program based on goals, objectives and evaluation of the program. The EMPC will recommend the CEMC submit for program compliance as appropriate upon completion of all required components.

SCHEDULE 'B' TO BY-LAW NO. 098-2024

Town of Milton Municipal Emergency Response Plan



MILTON

MUNICIPAL EMERGENCY RESPONSE PLAN

Table of Contents

1.	Administration	Error! Bookmark not defined.
1.1	Introduction	Error! Bookmark not defined.
1.2	Scope	Error! Bookmark not defined.
1.3	Access to the Plan	Error! Bookmark not defined.
2.	Authority	Error! Bookmark not defined.
2.1	Emergency Management and Civil Protection Act and Ontario Regulation 380/04	Error! Bookmark not defined.
2.2	Town of Milton Emergency Management Program By-Law	Error! Bookmark not defined.
2.3	Halton Region Emergency Plan	Error! Bookmark not defined.
3.	Emergency Plan Governance	Error! Bookmark not defined.
3.1	Emergency Management Program Committee	Error! Bookmark not defined.
3.2	Municipal Emergency Control Group	Error! Bookmark not defined.
3.3	Municipal Emergency Management Team	Error! Bookmark not defined.
3.3.1	MEMT Response Priorities	Error! Bookmark not defined.
3.4	Plan Implementation and Notification	Error! Bookmark not defined.
3.4.1	Stakeholder Notification	Error! Bookmark not defined.
3.4.2	Public Notification	Error! Bookmark not defined.
3.5	Incident Management System	Error! Bookmark not defined.
4.	Emergency Response Operations	Error! Bookmark not defined.
4.1	Tiering of Emergency Situations	Error! Bookmark not defined.
4.1.1	Level I – Enhanced Monitoring	Error! Bookmark not defined.
4.1.2	Level II – Partial Activation	Error! Bookmark not defined.
4.1.3	Level III – Full Activation	Error! Bookmark not defined.
4.1.4	Level IV – Multi-Jurisdictional Emergency	Error! Bookmark not defined.
4.2	Town of Milton Emergency Operations Centre	Error! Bookmark not defined.
5.	Declaration and Termination of an Emergency	Error! Bookmark not defined.
5.1	Prior to Declaration	Error! Bookmark not defined.
5.2	Designated Head of Council	Error! Bookmark not defined.
5.3	Declaration of an Emergency	Error! Bookmark not defined.
5.4	Termination of an Emergency	Error! Bookmark not defined.
6.	Demobilization and Recovery	Error! Bookmark not defined.
7.	Emergency Management Program	Error! Bookmark not defined.
8.	Plan Review and Maintenance	Error! Bookmark not defined.
8.1	Version Control	Error! Bookmark not defined.
9.	Appendices	Error! Bookmark not defined.

1. ADMINISTRATION

1.1. Introduction

The Municipal Emergency Response Plan (referred to throughout this document as “the Plan”) outlines the provision of necessary services during an emergency, and the procedures under and the manner in which employees of the Town of Milton and partner agencies will respond to the emergency.

The Plan is not intended to be a prescriptive document, but instead provides a general framework of the Town’s approach to emergency response. Every emergency scenario is unique, and may require actions that are not explicitly included within the Plan. Plans and procedures are not intended to be substitutes of current information, best practices, and good judgement. It is the responsibility of all users of the Plan to interpret the document reasonably and responsibly.

1.2. Scope

The purpose of the Plan during an emergency is to be an aid to facilitate the effective co-ordination of human and physical resources, services, and activities necessary to:

- Protect and preserve life, property, and the environment;
- Minimize and/or mitigate the effects of the emergency on the residents and physical infrastructure of the Town of Milton; and
- Quickly and efficiently enable the recovery and return of normal services.

It also makes provision for the efficient administration, coordination and implementation of extraordinary arrangements and response measures taken by the Town of Milton to protect the health, safety and welfare of the residents of Milton during an emergency.

1.3. Access to the Plan

The most current version of this Plan is available to the public in digital format on the Town of Milton website. Requests for physical copies of this plan can be made during regular business hours through the Clerk’s Counter at Town Hall.

Upon request, copies of the Plan will also be provided to partner organizations and agencies, provincial government partners, and surrounding municipalities and regions that may have a role to play in responding to or providing assistance for emergencies in the Town of Milton.

Copies of the Plan that include any appendices and attachments which are considered confidential in nature are distributed only to persons who are listed in

2. AUTHORITY

2.1. Emergency Management and Civil Protection Act and Ontario Regulation 380/04

This Plan adheres to the statutory requirements established under the Emergency Management and Civil Protection Act R.S.O. 1990, CHAPTER E.9 , as amended (EMCPA) and Ontario Regulation (O. Reg.) 380/04: STANDARDS pertaining to the requirement of municipal governments within the Province of Ontario to formulate an emergency plan. Throughout the Plan the aforementioned legislation may be referred to as “the Act”.

2.2. Town of Milton Emergency Management Program By-Law

The council of the Town of Milton, through By-Law #098-2024, has adopted this Plan. Significant changes that affect the structure of this plan and the Town’s emergency response provisions and procedures must be approved and adopted by council, through By-Law.

2.3. Halton Region Emergency Plan

This Plan, and all applicable procedures, works alongside the Halton Region Emergency Program and Plan, and has no effect to the extent of any recognized inconsistencies identified between the two plans.

SCHEDULE 'C' TO BY-LAW NO. 098-2024

Milton Emergency Management Program Overview

1. Council Mandate

The Milton Emergency Management Program Committee is an Advisory Committee authorized by Milton Town Council. The Committee has been established by Milton Town Council in accordance with these adopted Terms of Reference and Subsection 11(1) of Ontario Regulation 380/04 under the Emergency Management and Civil Protection Act. The Committee shall report to Milton Town Council.

2. Goal

The goal of the Milton Emergency Management Program Committee is to advise and assist the Town of Milton with respect to the Municipal Emergency Management Program.

3. Scope and Purpose

The purposes of the Milton Emergency Management Program Committee are:

- a. To provide guidance and assistance in setting priorities and goals for the Emergency Management Program.
- b. To provide recommendations on personnel, resources and equipment for the Program.
- c. To make available the goals of the program to all agencies, volunteers, groups and staff.
- d. To ensure the co-operation and coordination of all emergency management initiatives in areas under their influence.
- e. To monitor, evaluate and provide feedback on the various Emergency Management Programs.
- f. To approve in principle, the emergency plans and protocols prior to submission to Milton Town Council for approval or, where Council approval is not required, prior to finalization.
- g. To consider emergency management issues and receive updates as may be brought forward by Municipal Departments and the other organizations represented on the Committee from time to time.

4. Composition

The Committee shall be comprised of the following members (or their designates):

- a. Chief Administrative Officer
- b. Commissioner, Community Services
- c. Commissioner, Corporate Services
- d. Commissioner, Development Services
- e. Chief Financial Officer/Treasurer
- f. Fire Chief/ Alternate Community Emergency Management Coordinator
- g. Deputy Fire Chief/ Community Emergency Management Coordinator
- h. Executive Advisor, Mayor and Chief Administrative Officer
- i. Director of Strategic Communications
- j. Director, Strategic Initiatives & Business Development
- k. Commanding Officer 1 District, Halton Regional Police Service
- l. President and CEO, Milton Hydro
- m. Director, Parks & Operations, Conservation Halton
- n. Chief of Emergency Management, Halton Region

5. Frequency of Meetings

Committee meetings should generally be scheduled throughout the year, and at a minimum shall meet once in the calendar year. The Chair may call a meeting at any other time deemed necessary.

6. Committee Chair

The Chair of the Committee will be the Chief Administrative Officer or designate.

7. Role of the Chair

The Chair shall preside over the meetings of the Committee and assist the Committee in reaching consensus on fundamental policy issues of concern to the Committee.

8. Support Staff

Staff support will be provided by the Executive Assistant, Mayor and Chief Administrative Officer, including the taking of minutes, the distribution of minutes and agendas, and the general administrative co-ordination of meetings. Staff support for working groups that are expressly established by these Terms of Reference or by Milton Town Council will be assessed at the time of establishment.

9. Committee Records

Staff will co-ordinate and retain committee records including Agendas, Minutes, Subcommittee Reports, Annual Reports and Aims and Objectives.

The Committee shall prepare and review, at minimum, an annual report including, but not limited to, achievements reached during the year and a work plan for the upcoming year.

10. Maintenance and Refinement of Terms of Reference

These Terms of Reference shall be maintained by the Committee.

Amendments to these Terms of Reference may be proposed by the Committee, through Staff, to Milton Town Council. Only Milton Town Council may approve changes to these Terms of Reference.