



The Corporation of the Town of Milton

Report To: Council

From: Peter Gatto, Fire Chief

Date: November 4, 2024

Report No: CORS-031-24

Subject: Town of Milton - Emergency Management Program By-law Update

Recommendation: **THAT** report CORS-031-24 detailing Emergency Management Program be approved;

AND THAT Council approve the Emergency Management Program By-law 098-2024;

AND THAT Council approve amendment to By-law 026-2018 Being a By-law to Establish and Regulate the Fire Department.

EXECUTIVE SUMMARY

- Municipalities are legislatively required to develop and implement an Emergency Management Program and Emergency Plan.
- The Town's Emergency Management Program was recently reviewed and updated to reflect the Town's current emergency management procedures.
- Staff has consolidated the existing bylaws (136-2006, 147-2008, 025-2018) related to emergency management in to one.

Background

As outlined in the *Emergency Management and Civil Protection Act, R.S.O. 1990, c. E9* and *Ontario Regulation 380/04* every municipality is required to develop and implement an Emergency Management Program and Emergency Plan. Municipal Councils are responsible for adopting applicable by-laws to meet legislative requirements.

Discussion

As part of a planned review of the Town's Emergency Management Program, all related documents were updated to reflect the Town's current emergency management procedures. Documents included: (a) Municipal Emergency Response Plan, (b)



Discussion

Emergency Management Program Committee Terms of Reference, (c) Hazard Identification Risk Assessment, and (d) Critical Infrastructure List.

Key Updates/Changes

- The Municipal Emergency Response Plan is listed as a schedule within the Emergency Management Program By-law which provides staff the flexibility to edit and update the plan as required.
- Implementation of the Incident Management System (IMS). This model provides a consistent structure that is scalable and interoperable with other levels of governments and organizations.
- Emergency management role updates – The Community Emergency Management Coordinator (CEMC) is now assigned to the Deputy Fire Chief of Staff to align with the organization structural of the Fire Management Team. The Fire Chief will be designated as the alternate CEMC.
- Staff Assignments - The composition of the Town's Emergency Management Program Committee (EMPC) and Municipal Emergency Control Group (MECG) has been updated to reflect the Town's organizational decision-making structure.

By-Law Consolidation

To provide greater flexibility when amending elements of the Town's emergency management program and ensuring the municipality meets provincial legislation requirements, staff has consolidated the existing bylaws (136-2006, 147-2008, 025-2018) related to emergency management in to one.

The new consolidated by-law includes the Town's revised Municipal Emergency Response Plan (MERP), which is attached as Schedule B to this report.

Conclusion

Staff will continue to examine further opportunities to improve the Town's emergency management program and ensure that the Town is prepared and resilient for any emergencies it may encounter.

Financial Impact

There are no financial implications resulting from the recommendations in this report.



Respectfully submitted,

Kristene Scott
Commissioner, Corporate Services

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Attachments

- Appendix 1 - Emergency Management Program By-law 098-2024
- Schedule A - Emergency Management Program
- Schedule B - Municipal Emergency Response Plan (MERP)
- Schedule C - Emergency Management Program Committee Terms of Reference
- Appendix 2 - Amend By-law 026-2018 Being a By-law to Establish and Regulate the Fire Department

CAO Approval
Andrew M. Siltala
Chief Administrative Officer

Recognition of Traditional Lands

The Town of Milton resides on the Treaty Lands and Territory of the Mississauga's of the Credit First Nation. We also recognize the traditional territory of the Huron-Wendat and Haudenosaunee people. The Town of Milton shares this land and the responsibility for the water, food and resources. We stand as allies with the First Nations as stewards of these lands.

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: MILTON EMERGENCY MANAGEMENT PROGRAM



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

SCHEDULE A: MILTON EMERGENCY MANAGEMENT PROGRAM



- 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.

SCHEDULE A: MILTON EMERGENCY MANAGEMENT PROGRAM



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

SCHEDULE A: MILTON EMERGENCY MANAGEMENT PROGRAM



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:

SCHEDULE A: MILTON EMERGENCY MANAGEMENT PROGRAM



- 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

SCHEDULE A: MILTON EMERGENCY MANAGEMENT PROGRAM



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 MECG, 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 MECG 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.



MILTON

**MUNICIPAL EMERGENCY
RESPONSE PLAN**



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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.

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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 Appendix B.3 Distribution List.

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.

Halton Region is responsible for providing the following services during an emergency, as per the Halton Region Emergency Program and Plan (2018):

- Emergency Social Services (Social and Community Services)
- Emergency Evacuation Centers (Social and Community Services)
- Emergency Public Health Services (Health Department)
- Regional Infrastructure Services (Public Works)

During Halton Region Emergency Operations Centre activations, the Regional Emergency Control Group (Regional Emergency Control Group may require a representative from the Town of Milton. Should a Town of Milton representative be required by the Regional Emergency Control Group, the request will be sent through the Regional CAO to the Town CAO.

3. EMERGENCY PLAN GOVERNANCE

The concept of emergency management operations is to provide for the overall management and coordination of incident site support activities and consequence management issues. There

SCHEDULE B: THE MUNICIPAL EMERGENCY RESPONSE PLAN



may be multiple incidents (incident areas) to any emergency within the Town of Milton that may require the coordination of resources.

3.1 Emergency Management Program Committee

The Town's emergency management program, including this Plan, is subject to a comprehensive annual review by the members of the Town's Emergency Management Program Committee (EMPC). The EMPC advises council on the development and implementation of the Town's emergency management program, including this Plan, and will make recommendations to council for its revisions as necessary.

The Town of Milton EMPC Membership List is included in bylaw 098-2024, Schedule C.

3.2 Municipal Emergency Control Group

The Town's Municipal Emergency Control Group (MECG) are responsible for directing the Town's response in an emergency, including the implementation of this Plan. Additional Town employees and subject matter experts may be requested to assist the MECG during an emergency as required, depending on the nature, severity, and scope of the incident.

As per the Town's adoption of the Incident Management System (IMS), the operational duties and responsibilities of the MECG may be delegated to members of the Town's Municipal Emergency Management Team (MEMT) as deemed appropriate.

Membership of the MECG includes members of the Town of Milton's Strategic Management Team (SMT), the Fire Chief, and the Community Emergency Management Coordinator (CEMC), and identifies the following positions:

- Commissioner, Community Services
- Commissioner, Corporate Services
- Commissioner, Development Services
- Chief Financial Officer/Treasurer
- Director, Strategic Communications
- Fire Chief
- Community Emergency Management Coordinator
- Executive Advisor, Mayor and Chief Administrative Officer

3.3 Municipal Emergency Management Team

The MEMT consists of employees throughout the various Town departments, each possessing the skillsets, knowledge and expertise to support a specific area of the emergency response. Assembling this group of individuals with varying skillsets and knowledge ensures the formation of a team that is able to holistically coordinate a comprehensive emergency response. It is important to note that depending on the nature of the emergency, members of the MECG may fill roles within the MEMT.

SCHEDULE B: THE MUNICIPAL EMERGENCY RESPONSE PLAN



The responsibilities of positions within the MEMT often reflect the responsibilities of the individual in their everyday role within the Town. Additional IMS, and emergency management training is available to employees who may be activated as a member of an MEMT.

The MEMT provides for the overall management and coordination of emergency operations centre (EOC) activities, site operations, and potentially other EOC activities. The MEMT is responsible for:

- Notifying response agencies and coordinating the activities of the various Municipal services and organizations which are needed to effectively respond to and recover from the emergency;
- Providing support to the Incident Commander and site personnel;
- Collecting situational awareness information and prioritizing, evaluating, summarizing it, as well as disseminating and displaying it;
- Establishing priorities based on all the information gathered and developing Incident Action Plans;
- Obtaining, coordinating and managing payment of any additional resources (both personnel and equipment) needed to support the emergency;
- Coordinating all internal and external information including communicating emergency information to the public with input from site operations; and
- Maintaining the day-to-day activities of the community outside of the emergency area.

3.3.1 MEMT Response Priorities

The nature and extent of the emergency will determine what actions are required to ensure the safety of persons in emergency, or who may otherwise be impacted by the emergency. In order of priority, the following response goals are applied to all emergency situations:

1. Provide for the health and safety of all responders;
2. Save lives;
3. Reduce suffering;
4. Protect public health;
5. Protect critical infrastructure;
6. Protect property;
7. Protect the environment; and
8. Reduce economic and social losses.

3.4 Plan Implementation and Notification

An official declaration of an emergency does not have to be made for this Plan to be implemented. This Plan can be implemented as soon as an emergency occurs, or is expected to occur, which is of such magnitude as to warrant its implementation to protect the lives and property of the inhabitants of the Town of Milton.

SCHEDULE B: THE MUNICIPAL EMERGENCY RESPONSE PLAN



Upon becoming aware of an emergency, or potential emergency conditions, any member of the MECG may initiate the activation of the Plan. The individual activating the Plan will follow all appropriate notification procedures identified by the Town of Milton (Appendix B.5).

Additionally, any Town employee or external stakeholder who becomes aware of an emergency, or potential emergency, should report the situation to their supervisor.

3.4.1 Stakeholder Notification

The Town of Milton's Liaison Officer, with support from other MEMT staff as required, will notify any applicable external agencies who may be involved in the emergency response. If required, the Liaison Officer will notify Emergency Management Ontario of the activation, through the Provincial Emergency Operations Centre.

3.4.2 Public Notification

The designated Emergency Information Office (EIO), or alternate, is responsible for coordinating and approving all emergency messaging that is disseminated to the public. The EIO will ensure that public messaging is developed and disseminated in coordination with other applicable agencies involved in an emergency response.

3.5 Incident Management System

The Town of Milton has adopted the Ontario Incident Management System (IMS); a standardized emergency response system used throughout the province of Ontario to manage all stages of an incident. Consistent with the IMS core principle of flexibility, the utilization of the IMS structure is scalable and adaptable, and may be modified in order to effectively respond to the unique needs of any given emergency. The Town maintains internal processes and checklists for use by the MECG/MEMT to be used during an emergency.

4. EMERGENCY RESPONSE OPERATIONS

The Town of Milton monitors conditions within the Town to identify potential emergencies. If the Town is not experiencing an emergency as classified in the below tiered levels, it is business-as-usual.

4.1 Tiering of Emergency Situations

The following four emergency situation tiers may be used as a guide before, during and following an emergency in the Town of Milton. Each level represents a variation in the scope of impact to the community caused by the emergency.

4.1.1 Level I – Enhanced Monitoring

A Level I emergency situation is an extraordinary incident that is within the normal scope of day-to-day operations. The incident can be classified as a small scoped incident generally requiring site response only. Typically, these incidents will be responded to by police, fire, paramedics, or public works. Because any incident has the potential to expand or become more complex, a Level I emergency may be monitored and managed by the lead response agencies, the Chief Administrative Officer, the Community Emergency Management Coordinator (CEMC), and/or other key municipal officials.

4.1.2 Level II – Partial Activation

A Level II emergency situation is an incident affecting a portion of the municipality or is of a complex nature that requires a degree of coordination from several departments. The incident may interrupt municipal operations and functions for several days and the disruption may require a longer recovery time. It is classified as a large incident that is managed at the site level, however, might require an EOC support.

4.1.3 Level III – Full Activation

A Level III emergency situation is a catastrophic event affecting a major portion or all of the municipality or is of a complex nature that requires a degree of coordination from several departments. It may result in serious harm to the health, safety or welfare of the community, or in widespread damage to critical infrastructure or property. The incident is classified as major, requiring site(s) and EOC(s) support with optional multi-organizational coordination.

The incident may require all municipal departments to respond, as well as support from external agencies. Recovery may take an extended period of time. The municipality may declare a state of emergency depending on the emergency and response actions.

4.1.3.1 Additional Resources and Requests for Assistance

When the resources of the Town of Milton are deemed insufficient to respond to the emergency, the Head of Council may request the activation of the Halton Region Emergency Program and Plan through the Regional Chair or delegate.

The Town of Milton will respond to emergencies within the Town's jurisdictional boundaries and may request support from Halton Region via the Regional CAO, and the provincial and/or federal government via the Provincial Emergency Operations Centre, if required.

- When the Town of Milton services are disrupted due to an emergency incident, the Town will assume the lead role for the duration of the response.
- When Halton Region services are disrupted due to an emergency incident, Halton Region will assume the lead role for the duration of the response.

SCHEDULE B: THE MUNICIPAL EMERGENCY RESPONSE PLAN



- When both the Town of Milton and Halton Region services are disrupted, each will assume the lead in restoring their respective services and coordinate response operations as needed.

It is possible that assistance from other levels of government, or external partner agencies with specialized knowledge or expertise, may be required by the Town of Milton to help successfully respond to an emergency.

Depending on the nature of the emergency and the assistance required, these agencies may be requested to attend the emergency site(s) and/or EOC to provide assistance or provide information and advice to the MEMT.

Where upper-level government assistance may be required, which is outside of the normal Municipal service or service working agreements, any requests for assistance from the Provincial government, including any ministry, designated agency, board, or commission within the Provincial government, shall be made to Emergency Management Ontario through the Provincial Emergency Operations Centre (PEOC).

Requests for personnel or resources from the Federal Government are requested through the PEOC who in turn liaises with the Federal Government Operations Centre.

4.1.4 Level IV – Multi-Jurisdictional Emergency

A Level IV emergency situation is an event that impacts more than one municipality in the Region of Halton or is a catastrophic event affecting a major portion or all of Milton or is of a complex nature that requires a degree of coordination or additional resources by the Town. It can be a local, provincial, or national emergency, with defined site(s) or be non-site specific with multiple EOCs and multi-organization coordination, spanning across a large region or provincially declared emergencies or federally declared national emergencies.

In a Level IV emergency situation, the following may or may not occur:

- The Regional EOC may be established;
- The Regional Emergency Control Group (RECG) may be convened;
- A liaison team selected by the Milton EOC Director may be sent to the Regional EOC;
- The Milton EOC will continue to operate as a site command post for the RECG; and
- All Region of Halton resources assigned to the Town of Milton will check in with Milton EOC and will be assigned by the Milton MEOG.

4.2 Town of Milton Emergency Operations Centre

SCHEDULE B: THE MUNICIPAL EMERGENCY RESPONSE PLAN



The EOC is a physical or virtual location where the MEMT may gather to collectively and collaboratively support emergency response and manage the consequences of an emergency. The EOC is utilized, where necessary, to centralize and coordinate efforts occurring at the site(s) or area, manage events that do not have a clearly defined site, or to assist senior and elected officials and incident responders make policy-level decisions and support the sharing and management of resources.

There is a primary location and alternate locations designated as the EOC (Appendix B.7). In the event of the implementation of the Plan for a declared or undeclared emergency, EOC personnel will be notified to assemble at one of the designated physical locations or virtually.

5. DECLARATION AND TERMINATION OF AN EMERGENCY

5.1 Prior to Declaration

When an emergency exists, but has not yet been declared, the Town of Milton employees and first responders may take such action(s) under the authority of this Plan necessary to protect lives and property within the Town of Milton. Schedule B.4 serves as an internal guide when considering declaring a municipal emergency.

5.2 Designated Head of Council

If the Mayor, as head of council, is absent, or otherwise unable to act during an emergency, a Member of Council who is appointed by Council will act in the place of the Mayor during their absence and/or inability to act.

5.3 Declaration of an Emergency

As head of council, the Mayor, or designate, of the Town of Milton has the authority to declare that an emergency exists within the Town or in any part thereof. Declaring an emergency allows the Mayor as head of council, or designate, to take such action and make such orders as he or she considers necessary, and which are not contrary to law, to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of inhabitants of the emergency area.

The decision to declare an emergency will be made in consultation with the MCEG. Supporting documentation and resources (such as Appendix B.4 Checklist in Consideration of a Declaration of Emergency) which can assist in the decision to declare an emergency are maintained by the Town of Milton, and will be made available to the MCEG, MEMT, or Mayor & Council members during an emergency, and upon request.

Upon declaration of an emergency in Milton, the Head of the Council will notify:

SCHEDULE B: THE MUNICIPAL EMERGENCY RESPONSE PLAN



- Emergency Management Ontario. This notification is generally made via the Provincial Emergency Operations Centre.

The following may also be notified of a declaration of emergency:

- Members of Milton Town Council;
- Chief Administrative Officer (CAO);
- The Regional Chairperson of the Regional Municipality of Halton;
- Local Member(s) of Provincial Parliament (MPPs);
- Local Member(s) of Federal Parliament (MPs);
- Local media; and
- The public.

5.4 Termination of an Emergency

The Mayor as head of council, or designate, may at any time declare that an emergency has been terminated. The decision to terminate an emergency declaration will be made in consultation with the MECG. The Premier of Ontario may also at any time declare that an emergency declared within the Town of Milton has been terminated.

A termination of emergency does not result in the suspension of response or recovery activities, but does reflect a general stabilization of an incident that may be managed through ongoing response or mitigation efforts.

Upon termination of an emergency in Milton, the Head of Council will notify:

- Emergency Management Ontario. This notification is generally made via the Provincial Emergency Operations Centre.

The following parties may also be notified of a termination of emergency based on the degree of notification that was issued throughout the emergency:

- Members of Milton Town Council;
- Chief Administrative Officer (CAO);
- The Regional Chairperson of the Regional Municipality of Halton;
- Local Member(s) of Provincial Parliament (MPPs);
- Local Member(s) of Federal Parliament (MPs);
- Local media; and
- The public.

6. DEMOBILIZATION AND RECOVERY

SCHEDULE B: THE MUNICIPAL EMERGENCY RESPONSE PLAN



Once emergency conditions have stabilized to the point where they no longer require a coordinated response from the MEMT, the decision may be made to demobilize the MEMT and any resources dedicated to the emergency response that are no longer deemed necessary.

The demobilization of the MEMT does not necessarily result in the suspension of response activities, but indicates that such activities may be managed through the Town's regular departments, a dedicated recovery planning team, or other applicable levels of governments and/or jurisdictions.

Similarly, the recovery phase of an emergency may be managed by the MEMT, 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 MCEG and MEMT will determine the appropriate mechanisms to transition to the recovery phase.

7. EMERGENCY MANAGEMENT PROGRAM

The Act requires municipalities to carry out specific activities annually to comply with the Act and to maintain community resilience. The Town of Milton's emergency management program sets up the elements of a continuous improvement process to develop, implement, maintain, and evaluate emergency management and continuity of operations programs that address prevention, mitigation, preparedness, response, and recovery. Some of these program elements include, but are not limited to:

- The identification of hazards and assessment of risks;
- Training and exercises;
- The development of additional emergency management processes and procedures; and
- Community and stakeholder engagement and education.

The above program elements, in addition to this Plan, help ensure community and organizational resilience within the Town of Milton during both emergency and non-emergency periods.

8. PLAN REVIEW AND MAINTENANCE

The Plan will be reviewed annually by the Emergency Management Program Committee (EMPC) and where necessary revisions will be recommended to Council. However, revisions to the appendices and minor administrative or housekeeping changes may be made by the EMPC. It is the responsibility of each person, Town of Milton department, division, service or municipal service identified within the Plan to notify the CEMC or designate forthwith of the need for any administrative changes or revisions to the Plan or appendices. The CEMC or designate is responsible for maintaining a current confidential contact list for all EOC personnel.

SCHEDULE B: THE MUNICIPAL EMERGENCY RESPONSE PLAN



Each Town of Milton department involved with the Plan will prepare emergency response procedures or guidelines outlining how it will fulfil its own internal responsibilities under this Plan during an emergency. Each Town of Milton department will designate a member of its staff to review, revise and maintain its own functional emergency response procedures or guidelines on a periodic basis.

8.1 Version Control

Version	Date	Change(s) made by	Summary of change(s)

9. APPENDICES

Various appendices are maintained by the Town of Milton that support this Plan and emergency response activities. Information found within these appendices is confidential in nature and is restricted to only Town of Milton employees that require the information.

- Appendix B.1 Hazards Identification and Risk Assessment (HIRA) Report
- Appendix B.2 Critical Infrastructure (CI) Inventory
- Appendix B.3 Distribution List
- Appendix B.4 Checklist in Consideration of a Declaration of Emergency
- Appendix B.5 Emergency Management Team Notification Procedure
- Appendix B.6 Emergency Operations Centre Staff: Roles and Responsibilities
- Appendix B.7 Emergency Operations Centre Guidelines

SCHEDULE C: MILTON EMERGENCY MANAGEMENT PROGRAM COMMITTEE TERMS OF REFERENCE



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

SCHEDULE C: MILTON EMERGENCY MANAGEMENT PROGRAM COMMITTEE TERMS OF REFERENCE



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.

SCHEDULE C: MILTON EMERGENCY MANAGEMENT PROGRAM COMMITTEE TERMS OF REFERENCE



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.

THE CORPORATION OF THE TOWN OF MILTON

BY-LAW NO. 099-2024

AMEND BYLAW 026-2018 BEING A BY-LAW TO ESTABLISH AND REGULATE THE FIRE DEPARTMENT

WHEREAS the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

AND WHEREAS the Municipal Act provides that sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to (a) enable municipalities to govern their affairs as they consider appropriate and, (b) enhance their ability to respond to municipal issues;

AND WHEREAS the FPPA permits a Council of a municipality to establish, maintain and operate a Fire Department for all or any part of the municipality;

AND WHEREAS the FPPA requires a municipality that establishes a Fire Department to appoint a Fire Chief;

NOW THEREFORE, THE COUNCIL FOR THE CORPORATION OF THE TOWN OF MILTON ENACTS AS FOLLOWS:

1. **THAT** SECTION 8.2 under RESPONSIBILITIES AND AUTHORITY OF FIRE be repealed and replaced with the following wording:

8.2 The Fire Chief shall perform the duties of the Town's alternate Community Emergency Management Coordinator (CEMC)
2. **THAT** all other provisions of By-law No. 026-2018, as amended, remain in full force and effect.
3. **AND THAT** this By-law shall come into force and effect and take on the date of its passing.

PASSED IN OPEN COUNCIL ON NOVEMBER 4, 2024.

Gordon A. Krantz Mayor

_____Town Clerk
Meaghen Reid