

**The Corporation of the Town of Spanish
Council Minutes
Special Meeting of
Thursday, December 1st, 2022
7:00 p.m., In Council Chambers**

Present:	Karen Von Pickartz	Mayor
	Sandra Trudel	Deputy Mayor
	Mary-Louise Zarichney	Councillor
	Ted Clague	Councillor
	Pam Lortie	CAO/Clerk-Treasurer
	Lisa Hobbs	Deputy Clerk
Excused:	Debra Joncas	Councillor

The Mayor called the meeting to order at 7:00 p.m. and asked for the disclosure of any pecuniary interest and the general nature thereof. None were disclosed.

ADOPTION OF AGENDA:

RESOLUTION #22-12-01

MOVED BY: Sandra Trudel

SECONDED BY: Mary-Louise Zarichney

BE IT RESOLVED THAT the agenda for the special Council meeting of December 1, 2022 be adopted as presented.

Carried

DELEGATIONS:

Jeff Edwards, Community Emergency Management Coordinator, attended to provide an Elected Officials training session, slide deck is attached.

- What is an emergency? Danger of major proportions – forest fire, wind storms, prolonged power outage – harm to persons, damage to property, impact on the environment.
- Every municipality must have an emergency management program – hazard Identification and Risk Assessment (HIRA) must review emergency plan annually, list critical infrastructure, public education – mailouts, website, training/exercise, also must be completed annually.

- Emergency response plan, communications plan, telecommunications plan, generator plan, evacuation plan, business continuity plan, 3 hazard specific plans, recovery plan, pandemic plan.
- Must have an Emergency Management Committee.
- Community Control Group (CCG) – Mayor, Clerk, Fire Chief, CEMC and Public Works, Advisors to the CCG -OPP, EMS, Public Health, Others as Required. Members must be trained, advisors are not required, although they are invited and usually are in attendance.
- Only the Mayor can declare an emergency, usually on the advice of the CCG.
- The CCG supports the emergency site, but does not tell the site what to do. CCG also advises on when to terminate an emergency. A quorum of Council may terminate an emergency. The Premier can also terminate an emergency.
- CCG can suspend municipal by-laws if they are not legislated.
- CCG can make decisions without council's approval.
- CCG does not direct the incident site, but operates outside the yellow tape.
- Incident Site is led by the Incident Commander – everything inside the yellow tape.
- Emergency Operations Centres (EOC) is lead by the EOC Director/Commander – everything outside the yellow tape.
- Why Declare an Emergency? Permits use of extra-ordinary measures – do by-laws need to be suspended? Allows decisions to be made more quickly if/when required.
- Benefits of declaring an emergency – provides exceptional means to deal with exceptional situations, may open the way to additional resources, protects volunteers, draws public attention to emergency information,
- Large numbers of NGOs that are willing and able to come in and assist during an emergency at no charge, self-insured and self-contained.
- Municipality must notify EMO as soon as possible following the decision to declare an emergency.
- Council's responsibilities – ensure continuity of government, activate specific legal authorities (disaster declarations) – pass resolution requesting Minister of MMAH to declare a disaster area, coordinate with the EIO to help keep public informed – make sure correct information is being put out, assist in positions that may need to be staffed during an emergency (Donations Management Officer, Public Inquiry Officer).

- Other responsibilities – do not instruct CCG members what to do, do not direct or supervise the response to the emergency, allow those with the training, knowledge and experience to respond to the emergency, make yourself available for updates.
- Disaster Recovery Assistance for Ontarians (DRAO) - for residents
- Municipal Disaster Recovery Assistance (MDRA) – for municipality
 - Must be naturally occurring.
 - Sudden and unexpected
 - Cover eligible essential, basic costs connected to disaster response
 - Only covers what insurance doesn't cover already – covers up to 90% only
 - Have 120 calendar days from the onset of a disaster to apply for assistance
 - Wait to pass resolution to ensure you capture all disaster-related costs
 - Must have Cost over 3% Own Purpose Taxation levy
- Personal Liability Exemptions – member of council or an employee of the municipality if acting in good faith.
- Municipal Liability – does not relieve a municipality from liability.
- If the Premier declares an emergency, does the Province pick up all expenses? Don't know
- Everyone must keep log during an emergency. Note keeping very important. Logs do not leave the premises and must be turned in to the Clerk at the end of the day for safekeeping.
- Wisdom Gained -book about forest fire in Slave Lake.

RESOLUTION #22-12-02

MOVED BY: Mary-Louise Zarichney

SECONDED BY: Sandra Trudel

BE IT RESOLVED THAT Jeff Edwards, our CEMC, be thanked for providing this training session on Emergency Planning to Council.

Carried

NEW BUSINESS –

QUESTION PERIOD – (on agenda items only)

MOTIONS/NOTICE OF MOTIONS – None

CONFIRMATION BY-LAW

RESOLUTION #22-12-03

MOVED BY: Ted Clague

SECONDED BY: Mary-Louise Zarichney

BE IT RESOLVED THAT a by-law being a confirmation by-law regarding a special meeting of council held on the 1st day of December, 2022 be read a first time, be considered read a second and third time, be passed, signed by the Mayor and CAO/Clerk-Treasurer, numbered by-law #2022-66 and be engrossed in the by-law book.

Carried

RESOLUTION #22-12-04

MOVED BY: Mary-Louise Zarichney

SECONDED BY: Ted Clague

BE IT RESOLVED THAT we do now adjourn to meet again on Wednesday, December 7th, 2022 at 7:00 p.m., in the Council Chambers for a Regular Meeting of Council or at the call of the Mayor.

Carried

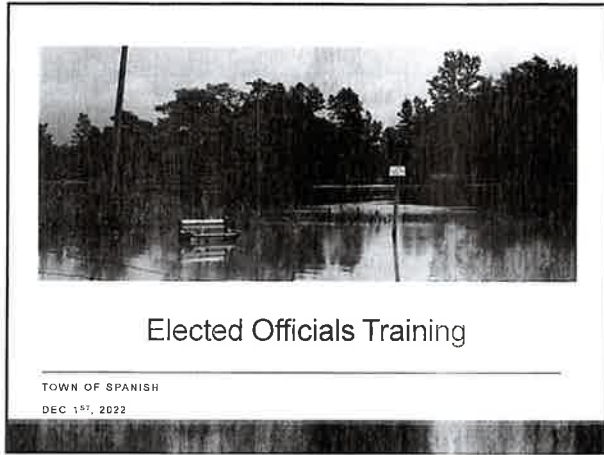
The meeting adjourned at 8:20 p.m.



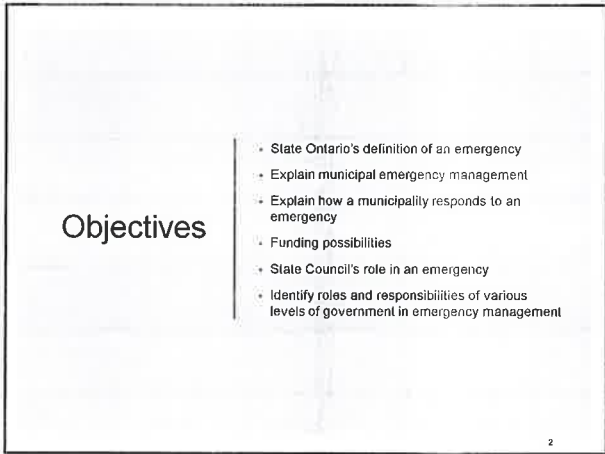
Karen Von Pickartz, Mayor



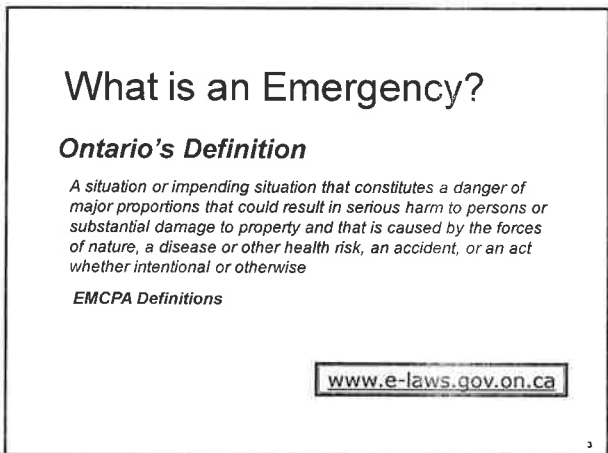
Pam Lortie, CAO/Clerk-Treasurer



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Municipal Approach

- Each municipality is required to have an emergency management program
- The CEMC is responsible for coordinating the development of the emergency response plan, staff training, and conducting annual exercises to ensure the readiness of the community
- The CEMC works closely with local emergency services and other partners to integrate plans and services

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EMCPA Municipal EM Program Requirements

Program Committee	Emergency Response Plan (ERP)	Establish Emergency Operations Centre (EOC)	Annual Training
Annual Exercise	Appoint an Emergency Information Officer	Annual Review	Community Emergency Management Coordinator (CEMC)
By-law Approval	Hazard Identification and Risk Assessment (HIRA)	Critical Infrastructure Identification	

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Community Control Group

Made up of senior departmental and agency officials including:

- Mayor
- Clerk
- Fire Chief
- CEMC
- Public Works

Advisors to the CCG

- OPP
- EMS
- Public Health
- Others as required




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Community Control Group

Responsibilities Include:

- Advising on the need to declare an emergency;
- Determining actions needed to be taken to control the situation;
- Determining resources or expertise required to assist in controlling the situation;
- Determining what to tell the public and the media;
- Determining the need to suspend municipal services;
- Determining what other plans need to be implemented;
- Advising on the need to terminate the emergency declaration.



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Community Control Group

- Operates in the EOC
- Operates using the ERP, EIP, ETP, and others
- Liaises with outside agencies
- Can suspend municipal by-laws
- Operates 24/7
- Can make decisions without council's approval
- Does not direct the incident site – operates outside the yellow tape


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CCG vs Site

Site = Everything
inside the yellow
tape

CCG = Everything
outside the yellow
tape



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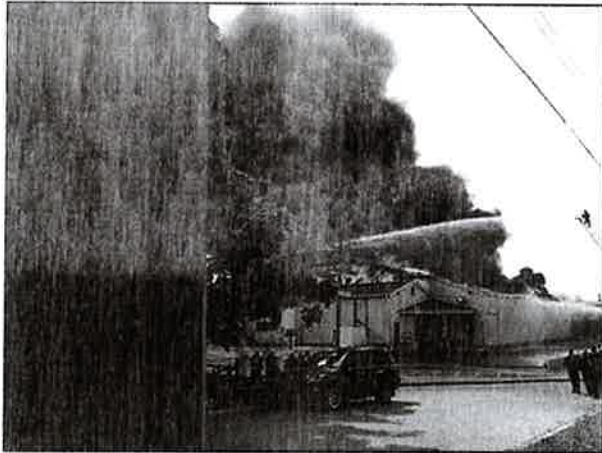
Incident Management and Coordination

When disasters occur, response happens at two levels:

- **Incident Site** - to manage tactical activities to stabilize an incident, save lives, and protect property and the environment
 - Led by Incident Commander
 - Everything inside the yellow tape
- **Emergency Operations Centers (EOC)** provides incident support activities, including strategic coordination, resource acquisition and information gathering
 - Led by EOC Director/Commander
 - Everything outside the yellow tape

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Why Declare an Emergency?

- Declaration permits use of extra-ordinary measures
- Allows suspension of by-laws
- Allows decisions to be made more quickly if/when required

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STATE OF EMERGENCY

Ottawacitizen.com

Reasons to Declare

- Council cannot make decisions quickly enough.
- Need to purchase things quickly
- Sole Source contracting
- Citizens to follow directions/instructions

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Benefits/Implications

- Provides exceptional means to deal with exceptional situations
- May open the way to additional resources:
 - Supplies
 - Services
- Protects volunteers
- Draws public attention to emergency information

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Municipal Declarations and EMO

- Municipality must notify EMO as soon as possible following the decision to declare an emergency
- EMO provides an Emergency Declaration Checklist to assist with decision making



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Termination of Municipal Emergency Declarations

s.4. (2) The head of council or the council of a municipality may at any time declare that an emergency has terminated


(4) The Premier of Ontario may at any time declare that an emergency has terminated

EMCPA s.4. (2)(4)

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Council's Responsibilities



cbc.ca

- Ensure continuity of government
- Activate specific legal authorities (disaster declarations)
- Coordinate with the EIO to help keep public informed
- Assist in positions that may need to be staffed during an emergency (Donations Management Officer, Public Inquiry Officer)

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Council's Responsibilities

Not to direct or supervise the response to the emergency

Allow those with the training, knowledge, and experience to respond to the emergency

Make yourself available for updates from Mayor on a regular basis

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Ministry of Municipal Affairs and Housing Programs

The Ministry of Municipal Affairs and Housing (MMAH) has two programs to assist with disaster recovery assistance:

1. Disaster Recovery Assistance for Ontarians (DRAO)
2. Municipal Disaster Recovery Assistance (MDRA)

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Common Components

Both the Disaster Recovery Assistance for Ontarians and Municipal Disaster Recovery Assistance have the following common components:

- Apply to **sudden** and **unexpected** natural disasters with costly impacts
- Cover eligible **essential**, basic costs connected to disaster response and recovery. The programs are **not** intended to replace insurance
- Are delivered by the province

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Program Features: Municipal Disaster Recovery Assistance

- Municipalities have **120 calendar** days from the onset of a disaster to apply for assistance
- Clear eligibility rules: eligible disaster-related costs must be **≥3%** of municipality's Own Purpose Taxation levy
- Province and municipality share eligible costs.
Costs up to 3% OPT: province pays **75%**, municipality pays **25%**. Costs beyond 3% OPT: province pays **95%**, municipality pays **5%**

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Terracestandard.ca

Personal Liability Exemptions

- Member of council
- An employee of a municipality

are not personally liable as long as they are acting in good faith.
EMCPA s.11(1)

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Municipal Liability

The EMCPA Section 11 Subsection (1) **does not** relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality. 2006, c. 13,

EMCPA s.11(3)

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QUESTIONS!?

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