



# Climate Action Advisory Committee Agenda

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**December 03, 2025**

**05:00 PM**

**Council Chambers**

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This meeting is being held in a hybrid format, with members of the Climate Action Advisory Committee, staff, and the public attending either in person at the Administration Centre – Council Chambers, 217 Gideon Street, or virtually via Zoom where permitted.

All information including opinions, presentations, reports, documentation, etc. that are provided at a public or open meeting are considered a public record.

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## Land Acknowledgement

I would like to begin our meeting by recognizing the First Nations, Metis and Inuit peoples of Canada as traditional stewards and caretakers of the land. We acknowledge that Clearview Township is located within the boundaries of Treaty 18, the traditional lands of the Anishinaabeg, Haudenosaunee, Tionontati, Wendat, and is the home of many First Nations, Metis, and Inuit peoples as part of an intricate nationhood that reaches across Turtle Island. At this time of truth and reconciliation, we welcome the opportunity to work together towards new understandings and new relationships and ask for guidance in all we do.

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### 1. Approval of Agenda

#### Recommendation:

Be It Resolved that the Climate Action Advisory Committee hereby approve the meeting Agenda dated December 3, 2025, as presented.

### 2. Declaration of Interest

### 3. Approval of Previous Minutes

#### Recommendation:

Be It Resolved that the Climate Action Advisory Committee hereby approve the meeting

minutes dated October 1, 2025, as presented.

#### **4. Business Arising from the Minutes**

##### **4.1 Climate Action Recognition Program Update**

##### **4.2 Emergency Preparedness**

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- **Safety around hydro lines:**

<https://www.hydroone.com/power-outages-and-safety/corporate-health-and-safety/public-safety>

- **Protecting property from fires:**

<https://www.nfpa.org/education-and-research/wildfire/preparing-homes-for-wildfire>

- **Generator Safety Tips**

#### **5. New Business**

#### **6. Future Projects**

A standing item for committee members to briefly discuss potential new initiatives and projects that align with the [Committee's mandate](#).

#### **7. Next Meeting**

January 7, 2026 at 5:00 p.m.

#### **8. Adjournment**

##### **Recommendation:**

Be It Resolved that the Climate Action Advisory Committee meeting hereby be adjourned at \_\_\_\_ p.m.



## Climate Action Advisory Committee Minutes

The Climate Action Advisory Committee met in a hybrid format, meeting in-person at the Administration Centre, Council Chambers, 217 Gideon Street, and virtually via Zoom on October 01, 2025, at 05:00 PM.

Those in attendance were:

- Members:** Jerry Sampson, Chair  
Christopher Millar, Vice-Chair  
Jim Campbell  
Kim Pickett  
Council Representative, Councillor Marty Beelen
- Regrets:** Allison Fachnie  
Owen Gray
- Staff:** Briar Kelly, Community Economic Development Officer  
Legislative Coordinator - Committee & Boards, Shannon Peart
- Others:**

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### 1. Approval of Agenda

**Moved by** Jim Campbell

**Seconded by** Councillor Beelen

Be It Resolved that the Climate Action Advisory Committee hereby approves the meeting Agenda dated October 1, 2025, as presented.

**Motion Carried**

### 2. Declaration of Interest

None.

### 3. Approval of Previous Minutes

**Moved by** Councillor Beelen

**Seconded by** Jim Campbell

Be It Resolved that the Climate Action Advisory Committee hereby approve the meeting minutes dated September 3, 2025, as presented.

**Motion Carried**

### 4. Business Arising from the Minutes

#### 4.1 Climate Action Recognition Program

Council has adopted the Recognition Program, and the committee discussed next steps, including assigning responsibilities and confirming the project timeline. The current committee term ends October 26, 2025, and members agreed to shorten the nomination window to align with preparations for the next term. Promotional materials, including graphics, a webpage, and an online nomination form, will be developed by Township staff for release by November 1, 2025. The nomination period will run from November to December, closing December 31 at 11:59 p.m., with evaluation and selection occurring in January and February 2026. The target date for the recognition event is Earth Day 2026.

Jim Campbell will coordinate with staff liaison on the nomination form and required fields. The committee will prepare an evaluation form, determine the selection group, and plan the recognition event format. Consideration was given to the lame duck period and the timing of recommendations to the next Council. As this is the pilot year, the committee may adjust timelines and processes as needed.

#### 4.2 Emergency Preparedness Report

The report from the staff liaison has been added to the October 6, 2025, Council meeting agenda. Jim Campbell and Kim Pickett will attend to address questions related to the Emergency Preparedness Report. The report's completion date will be determined by staff, with a target for feedback by Q1 2026.

### 5. New Business

#### 5.1 Simcoe County Launches Emergency Readiness Survey

The survey will remain open until October 31, 2025.

## 6. Future Projects

Kim Pickett reported on a potential collaboration with Seneca students on environmental-related projects. She suggested the committee consider acting as a project sponsor, offering to lead the initiative if there is interest. Participation would provide additional support, with student groups assisting with tasks between January and April. The committee will consider how to utilize the students to support their initiatives and will bring their ideas back for discussion at the next meeting.

Christopher Millar, Vice-Chair left the meeting at 5:47 PM.

## 7. Next Meeting

## 8. Adjournment

**Moved by** Kim Pickett

**Seconded by** Jim Campbell

Be It Resolved that the Climate Action Advisory Committee meeting hereby be adjourned at 6:00 p.m.

**Motion Carried**

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Jerry Sampson, Chair

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Shannon Peart, Legislative Coordinator - Committee & Boards

**By-law Number 25-05****The Corporation of the Township of Clearview****Being a By-law to establish and regulate the Township of Clearview Fire Department**

(Establish Fire Department)

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**Whereas** Section 5 (0.1) of Fire Protection and Prevention Act, 1997, as amended, provides that the Council may by by-law establish, maintain and operate a fire department;

**And Whereas** it is deemed expedient and necessary to establish, maintain and operate a fire department for the protection and security of the residents of the Township of Clearview;

**Now Therefore** Council of the Corporation of the Township of Clearview hereby enacts as follows:

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**1. Definitions**

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1.1 In this by-law, including the recital, the following terms shall have the meanings set out below unless the subject matter or context requires another meaning to be ascribed:

**"Automatic Aid"** means any agreement under which a municipality agrees to provide an initial response to fires, rescues and emergencies that may occur in a part of another municipality where a Fire Department is capable of responding more quickly than any Fire Department situated in the other municipality; or a municipality agrees to provide a supplemental response to fires, rescues and emergencies that may occur in a part of another municipality where a Fire Department in the municipality is capable of providing the quickest supplemental response to fires, rescues and emergencies occurring in the part of another municipality;

**"CAO"** means the Chief Administrative Officer appointed by Council to act as the Chief Administrative Officer for the Corporation;

**"Captain"** means an officer appointed by the Fire Chief, in command of an assigned company of Firefighters and/or equipment;

**"Company"** means a complement of personnel operating one or more pieces of apparatus under the supervision of an Officer;

**"Confined Space"** means any space that has limited or restricted means for entry or exit (i.e. tanks, vessels, silos, storage bins, hoppers, vaults, trenches, excavations and pits) and that is not designed for human occupancy;

**"Corporation"** means The Corporation of the Township of Clearview;

**"Council"** means the Council of the Corporation;

**"Deputy Fire Chief"** means the one person appointed by Council to act in the place of the Fire Chief in their absence.

**"Fire Chief"** means the person appointed by Council to act as fire chief for the Corporation in accordance with the requirements of the FPPA;

**"Fire Code"** means the fire code established under Part IV of the FPPA;

**"Fire Coordinator"** means the person appointed by the Fire Marshal, under the authority of the FPPA;

**"Fire Department"** means the Clearview Fire & Emergency Services;

**"Division Chief-Fire Prevention"** means an Officer appointed by the Fire Chief to provide for fire prevention programs and who is designated as an Assistant to the Fire Marshal under subsection 11 (1)(c) of the Fire Protection and Prevention Act.

**"Fire Protection Services"** includes fire suppression, fire prevention, fire safety education, communications and support services, training of persons involved in the provision of Fire Protection Services, rescue and emergency services and the delivery of all those services;

**"Fire Protection Agreement"** is a contract between municipalities, other agencies, individuals, or a company that clearly defines the responsibilities, terms, conditions and all other aspects of the fire services purchased, provided and/or required;

**"FPPA"** means the *Fire Protection and Prevention Act 1997, S.O. 1997, Chapter 4* as amended, revised, re-enacted and/or consolidated from time to time and any successor statute thereto;

**"Firefighter"** means the Fire Chief and any other person employed in, or appointed to the Fire Department and assigned to undertake Fire Protection Services, and includes Officers and technicians;

**"Inspector"** means the Fire Chief or a Firefighter designated by the Fire Chief as an inspector in accordance with Section 19 of the FPPA;

**"Lieutenant"** means a Captain in training;

**"Limited Services"** means a variation of services significantly differentiating from the norm as a result of extenuating circumstances, such as environmental factors, obstructions, remote properties, private roadways, lanes and drives.

**"Mutual Aid"** means a program to provide/receive assistance in the case of a major emergency in a municipality, community or area where resources in a municipality, community or area have been depleted, but does not include Automatic Aid.

**"Officer"** means any Firefighter with the rank of Lieutenant or higher.

**"Township"** means the Corporation of the Township of Clearview and its geographic boundaries.

**"Training Officer"** means an Officer appointed by the Fire Chief or Deputy Chief to develop, coordinate, manage, implement and evaluate training programs to ensure safety of all Fire Department personnel in accordance with national, federal, provincial and municipal standards;

**"Volunteer Firefighter"** means a Firefighter who provides Fire Protection Services either voluntarily or for a nominal consideration, honorarium, training or activity allowance.

## **2. Establishment**

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- 2.1 The fire service for the Township of Clearview is to be known as the Clearview Fire & Emergency Services (the "Fire Department") is hereby established, and the head of the department shall be known as the Fire Chief.
- 2.2 In addition to the Fire Chief, the fire service shall consist of a Deputy Fire Chief and such number of other members as may be deemed necessary by Council, and employed or appointed by the Township and shall be structured in conformance with the approved Organizational Chart (Schedule B), forming part of this by-law.
- 2.3 The mandate, vision and primary goals of the Fire Department shall be those contained in Schedule A, forming part of this by-law.
- 2.4 The provisions of this by-law are subject to the FPPA and all other applicable legislations and by-laws and to the provisions of any agreement and/or accord between the Township and Firefighters.



### **3. Composition**

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- 3.1 The Fire Department shall be organized in accordance with the Organizational Chart as outlined in Schedule B.
- 3.2 In addition to the Fire Chief, the Fire Department personnel shall consist of a Deputy Fire Chief, Division Chief-Fire Prevention, Training Officer, Captains, Lieutenants, Volunteer Firefighters and administrative support staff and any other personnel position that may be established from time to time.
- 3.3 The Fire Chief shall be appointed by by-law of the Council.
- 3.4 The Deputy Fire Chief shall be appointed by by-law of the Council.

### **4. Employment**

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- 4.1 The Fire Chief may recommend for appointment, any qualified person as a Firefighter and as a member of the administrative support staff if the position is authorized by Council and is subject to the approved hiring policies of the Corporation.
- 4.2 Any person applying as a volunteer Firefighter of the fire department is required to pass a medical examination in accordance with the Fire Department recruit program prior to being appointed for firefighting duties. Costs affiliated with this examination shall be at the expense of the applicant.
- 4.3 The hiring of volunteer Firefighters shall be in accordance with the fire department recruit program.
- 4.4 If a physician finds that a volunteer Firefighter is physically unfit to perform their assigned duties, that volunteer Firefighter will be offered a leave of absence until they are fit to resume duties as a Firefighter or Officer.
- 4.5 A person appointed as a Firefighter for firefighting and/or fire prevention duties shall be on probation for twelve (12) months in accordance with the Fire Department Policy.
- 4.6 Any probationary Firefighter may be discharged for any "just cause" (refers to a violation of a township policy or rule) upon recommendation by the Fire Chief to the CAO and Human Resources (HR).
- 4.7 All recommendations for appointments, promotions and demotions will be reported to the CAO and HR by the Fire Chief.
- 4.8 The remuneration of all Firefighters shall be determined by Council or other administrative legal process.

## **5. Core Services**

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- 5.1 The core services of the Fire Department, as approved by Council, shall be those contained in Schedule C to this by-law.
- 5.2 Nothing in this by-law will restrict the Fire Department to providing only core services or limit the provision of Fire Protection Services.

## **6. Levels of Service**

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- 6.1. The Fire Department will provide all properties within the Corporation with an equal level of response, both in equipment and Firefighter personnel.
- 6.2. Limited Services may be provided by the Fire Department. Limited Services may also result from those conditions identified in Core Services (Schedule C) such as: travel distance, trained personnel, water supply, environmental factors and structural integrity.
- 6.3 In consideration of the reliance by the Fire Department on the response of Volunteer Firefighters whose deployment to emergencies in sufficient numbers cannot in all instances be guaranteed, adverse climate conditions, delays or unavailability of specialized equipment required by the Fire Department, or other extraordinary circumstances which may impede the delivery of Fire Protection Services, any approved service set out in Schedule C may from time to time, be provided as a Limited Service as defined in this by-law, as determined by the Fire Chief, their designate or the highest ranking Officer in charge of a response.
- 6.4. The Corporation shall accept no liability for the provision of Limited Services by the Fire Department as reasonably necessary.

## **7. Responsibilities & Authority of Fire Chief**

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- 7.1 The Fire Chief shall be the head of the Fire Department and is ultimately responsible to Council, reporting through the CAO for proper administration and operation of the fire service.
- 7.2 The Fire Chief shall be a fully contributing member of the Corporation's Senior Management Team reporting to the CAO.
- 7.3 The Fire Chief or designate shall exercise all powers and duties mandated by FPPA and any applicable legislation. This will include making such general orders, policies, procedures, rules and regulations and to take such other measures as may be considered necessary for the proper administration and

efficient operation of the Fire Services Department, without restricting the generality of the foregoing:

- a) For the care and protection of all property belonging to the Fire Department;
- b) For arranging for the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services and supplies for the Fire Department;
- c) For arranging and implementation of automatic aid, mutual aid and other negotiated fire protection and emergency service agreements within the Corporation's borders and/or within the municipal borders adjoining municipalities;
- d) For determining and establishing the qualifications and criteria for employment or appointment and the duties of all Firefighters and administrative support staff of the Fire Department;
- e) For the conduct and the discipline of Firefighters and administrative support staff of the Fire Department;
- f) For preparing and upon approval by Council, implementing and maintaining core services (Schedule C) as identified in this by-law;
- g) For assistance, as a contributing member of the Emergency Management Committee, in the preparation, implementation and maintenance of any emergency plans, organizations, services or measures established or to be established by the Corporation;
- h) For reporting to the appropriate crown attorney or other prosecutor or law enforcement officer or other officer the facts upon the evidence in any case in which there is reason to believe that a fire has been the result of criminal intent or negligence or in which there is reason to believe an offence has been committed under the FPPA;
- i) For keeping an accurate record, in convenient form for reference, of all fires, rescues and emergencies responded to by the Fire Department and reporting of same to the office of the Fire Marshal;
- j) For keeping such other records as may be required by Council, the Corporation and FPPA;
- k) For preparing and presenting two (2) activity reports and one (1) annual report of the Fire Department to Council;
- l) For preparing and presenting the annual estimates of the Fire Department to Council and for exercising control over the budget approved by Council for the Fire Department.

- 7.4 The Fire Chief shall be responsible for the administration and enforcement of this by-law and all general orders, policies, procedures, rules and regulations made under this by-law and for the enforcement of any other by-laws of the Corporation respecting Fire Protection Services, and shall review periodically such by-laws, including this one, and to recommend to Council such amendments as the Fire Chief considers appropriate. In the case of general orders, policies, procedures, rules and regulations made under this by-law, revise or terminate any of them if the Fire Chief considers it appropriate.
- 7.5 The Fire Chief shall have all powers, rights and duties assigned to a Fire Chief under FPPA including, without limitation, the authority to enforce compliance with the Fire Code and to delegate their powers or duties in accordance with Section 6.(6) of FPPA to a Firefighter. Further, the Fire Chief shall be afforded the ability to take all proper measures for the prevention, control and extinguishment of fires and for the protection of life and property and shall be able to enforce all municipal by-laws respecting fire prevention.
- 7.6 The Fire Chief may liaise with the Office of the Fire Marshal of Ontario and any other office or organization (local, regional, provincial or federal) as required by Council or as considered necessary or advisable by the Fire Chief, for the proper administration and efficient operation of the Fire Department and the effective management of Fire Protection Services for the Corporation.
- 7.7 The Fire Chief is authorized to contribute to and assist in the formulation of Mutual Aid, Automatic Aid and Emergency Service Agreements or Emergency Response Plans with other emergency agencies. Through recommendations from the Fire Chief and approval by Council, the agreement and plans may be implemented and further, the Fire Chief is authorized by Council to perform the duties of County Fire Coordinator as required.
- 7.8 The Fire Chief may utilize such Firefighters and administrative support staff of the Fire Department as the Fire Chief may determine, from time to time, to assist in the performance of their duties and/or perform the role as required of a designate in such a manner as to include, but not be limited to, the following:
- a) Provide administrative support and customer assistance for facilities and services provided by the Fire Department;
  - b) Prepare overall departmental budget(s) and exercise budgetary control;
  - c) Prepare the payroll data of the Fire Department as required, to initiate requisitions and acquire materials and services and certify all accounts of the Fire Department;
  - d) Maintain personnel records as required in conjunction with the direction of the Corporation's Human Resources Department;

- e) Arrange for the provision of new facilities, equipment, and apparatus;
- f) Carry out the general administrative duties of the Fire Department;
- g) Liaise with the local Firefighters' Association(s);
- h) Liaise with other emergency response and safety agencies;
- i) Liaise with other departments within the Corporation and participate on committees or be involved in functions as required;
- j) Provide emergency communications/dispatch, firefighting and emergency response duties and/or assist at emergency or life supporting incidents as required by the Fire Chief to prevent, control, and extinguish fires, and further prevent fire and life safety tragedy;
- k) Conduct investigations of fires by Fire Department personnel in concert with Investigators of the Office of the Fire Marshal and the Police Service;
- l) Perform specialized emergency and/or rescue response such as a vehicle/auto/machinery extrication, water/ice/rescue, hazardous materials response (emergency decontamination) and render emergency patient care and other life saving measures as per Fire Department policies;
- m) Conduct, facilitate and participate in training at Fire Stations or other approved sites and keep clear and concise records of said training as per the Fire Department policy.
- n) Research and/or develop new technologies and strategies to maintain safe operating efficiency and effectiveness in emergency or routine operations;
- o) Prepare and conduct examinations of Firefighters as required;
- p) Conduct in-service fire prevention audits, visits, inspections and/or other pre-planning familiarization inspections of premises and occupancies on a complaint, request or proactive basis as required;
- q) Enforce all legislation pertaining to fire prevention and the Fire Code and respond to all fire and life safety complaints and/or concerns as appropriate;
- r) Provide Fire & Life Safety Education and distribution of educational materials as appropriate;
- s) Perform apparatus and equipment maintenance cleaning, checks, inspection and testing at stations or other as required;
- t) Coordinate and address joint health and other safety issues between other departments within the Corporation and the Fire Department, and within the Fire Department itself;

- u) Ensure the Joint Health and Safety Committee performs, meets and provides recommendations to Administration as required by legislation, and further that all staff confirm and abide by safety practices to ensure a safe workplace;
- v) Prepare quarterly, statistical data or other analysis reports as required;
- w) Assist in the preparation and implementation of Departmental Emergency Plans and contingencies in conjunction with the Corporation's Emergency Plan;
- x) Perform other duties as assigned and shall comply with all other requirements of the job description and abide by all orders, policies, procedures, rules and regulations as provided.

## **8. Supervision**

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- 8.1 The Deputy Fire Chief shall be appointed by by-law, and in the absence of the Fire Chief shall have all the powers and may perform the duties of the Fire Chief.
- 8.2 The Firefighters and administrative support of the Fire Department, while on duty shall be under the direction and control of the Fire Chief or the next ranking officer present in any place.
- 8.3 When the Fire Chief designates a Firefighter to act in place of an Officer in the Fire Department, such Firefighter, when so acting, has all the powers and shall perform all the duties of the Officer replaced.
- 8.4 The Fire Chief and all other Officers shall protect and guard all property entrusted to their care and the Fire Chief, all Officers and all Firefighters, insofar as lies in their power, shall take proper measures to protect all Firefighters of the Fire Department from accident, injury or death as a result of duty.
- 8.5 All matters pertaining to or affecting the Fire Department proposed or contemplated by Firefighters must be submitted to the Fire Chief before any action is taken. Firefighters are strictly forbidden to take part in any plan that will affect, directly or indirectly, upon the Fire Department or its operation, except after consultation and approval by the Fire Chief.
- 8.6 Every Firefighter and administrative support staff person shall conduct themselves in accordance with the general orders, policies, procedures, rules and regulations made by the Fire Chief and shall give their whole and undivided attention while on duty to the efficient operation of the Fire Department and shall perform the duties assigned to them to the best of their ability in accordance with FPPA and any other written agreement that may be applicable.

- 8.7 The Fire Chief may reprimand or suspend any Firefighter or administrative support staff for insubordination, inefficiency, misconduct, tardiness or for non-compliance with any of the provisions of this by-law, departmental policies or procedures, guidelines or the general orders and departmental rules that, in the opinion of the Fire Chief, would be detrimental to the discipline and efficiency of the Fire Department. Disciplinary action shall be in accordance with the disciplinary procedures as outlined in the Fire Department's Standard Operating Guidelines.

## **9. Fire Suppression**

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- 9.1 A Firefighter may enter private property to suppress any fire or other hazardous condition.
- 9.2 A Firefighter may pull down or demolish any building or structure when considered necessary to prevent the spread of fire.
- 9.3 The Fire Department may request other appropriate persons or agencies present at a fire to assist in extinguishing fires, pulling down or demolishing buildings or structures to prevent the spread of fire, initiate crowd and traffic control or suppression of fires or other hazardous conditions in other reasonable ways.

## **10. Fire Prevention**

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- 10.1 The Fire Chief shall delegate to the Division Chief-Fire Prevention, delegating in total or in part the following duties pertaining to the function of Fire Prevention:
- Enforce and maintain compliance with FPPA which includes but is not limited to:
    - Public Education
    - Smoke Alarm Program
    - Distribution of Fire Safety Information
    - Fire Code Compliance & Enforcement
    - Maintain current Risk Assessment

## **11. Training**

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- 11.1 Training provided to the Department shall comply with the requirements of:
- a) NFPA 1001 Standard for Fire Fighter Professional;
  - b) NFPA 1006 Standard for Technical Rescuer Professional Qualifications;

- c) NFPA 1021 Standard for Fire Officer Professional Qualifications;
- d) NFPA 1041 Standard for Fire Service Instructor Professional Qualifications;
- e) NFPA 1521 Standard for fire Department Safety Officer Professional Qualifications;
- f) *NFPA 1002*: Standard for Fire Apparatus Driver/Operator Professional Qualifications;
- g) Training will be conducted in accordance with the Fire Department training policy;
- h) Other related industry training standards and reference materials may be used as reference guides for Fire Department training as approved by the Fire Chief;
- i) All training will comply with the occupational health and safety act and applicable provincial legislation.

## **12. Recovery Costs – Additional Expenses**

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- 12.1 In this section property shall mean personal and real property.
- 12.2 In addition to the Recovery of Costs provisions in Part VIII of the FPPA, the Fire Chief may require the owner of the property or the person having control of the property within or outside the Township, to pay costs or fees for fire and emergency response or other administrative services provided to them. Invoicing for response services or recovery of fees will be conducted in accordance with the Corporation's by-law for the Fees and Charges for certain municipal services and activities.
- 12.3 If as a result of a Fire Department response to a fire or emergency incident, the Fire Chief or their designate determines that it is necessary to incur additional expenses, retain a private contractor, rent special equipment not normally carried on a fire apparatus or use more materials than are carried on a fire apparatus in order to suppress or extinguish a fire, preserve property, prevent damage to equipment owned by or contracted to the Corporation, assist in or otherwise conduct fire cause investigation or determination or otherwise carry out the duties and functions of the Fire Department and/or to generally make "safe" an incident or property, the owner of the property or the person having control of the property within or outside the Township requiring or causing the need for additional service or expense shall be charged the full costs to provide the additional service including all applicable taxes in accordance with the provisions of the by-law.



### **13. Emergency Responses Outside Limits of the Municipality**

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- 13.1 The Fire Department shall not respond to a call with respect to a fire or an emergency incident outside the limits of the Township except in areas under paid agreement or mutual aid, or the following:
- a) In a municipality with which a Fire Protection Agreement has been entered into to provide Fire Protection Services;
  - b) At the discretion of the Fire Chief to a municipality authorized to participate in the Simcoe County Mutual Aid Plan established by a fire coordinator appointed by the Ontario Fire Marshal, emergency fire service plan and program or any other organized plan or program on a reciprocal basis;
  - c) On property beyond the Corporation boundary where the Fire Chief or his designate determines that immediate action is necessary to preserve and protect life and/or property and the correct department is notified to respond and/or assumes command or establishes alternative measures acceptable to the Fire Chief or designate;
  - d) Response due to a request for special assistance as required through a declaration of a provincial or federal emergency and such request has been approved by the Fire Chief, the CAO and the Head of Council.

### **14. Fire Alarms**

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- 14.1 No person shall prevent, obstruct, or interfere in any manner whatsoever with the communication of a fire alarm to the Fire Department or with the Fire Department responding to a fire alarm that has been activated.
- 14.2 Where fire alarms are required in buildings, no person shall silence or reset the fire alarm without the approval of an authorized representative of the Fire Department.

### **15. Conflict**

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- 15.1 Where this By-law may conflict with another By-law of the Corporation, this by-law shall supersede and prevail over that other By-law to the extent of the conflict.

### **16. Schedules**

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- 16.1 The following Schedules form part of this by-law:

- Schedule A – Mandate, Vision & Primary Goals

- Schedule B – Organization Chart
- Schedule C – Core Services

## **17. Repeal of By-laws**

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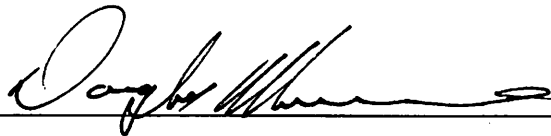
17.1 That By-law 14-22 and any amending by-laws are hereby repealed.

## **18. Effect**

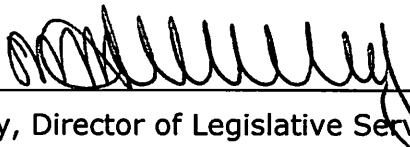
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18.1 This By-law shall come into force and effect on the passing thereof.

**By-law Number 25-05 read a first, second and third time and finally passed this 13<sup>th</sup> day of January, 2025.**



Douglas Measures, Mayor



Sasha Helmkey, Director of Legislative Services/Clerk

## **Schedule A – Mandate, Vision & Primary Goals**

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### **Mission Statement**

The primary mission of the Clearview Fire and Emergency Services Department is to provide a range of programs to protect the lives and property of the inhabitants of the Township of Clearview from the adverse effects of fires, sudden medical emergencies or exposure to dangerous conditions created by person or nature.

### **Goals**

The goal of the Department is to provide fire protection services through a range of programs and educational initiatives designed to protect the lives and property of the inhabitants from the adverse effects of fires, sudden medical emergencies or exposure to dangerous conditions created by person or nature; first to the municipality; second, to those municipalities requiring assistance through authorized mutual aid program activities; third, to those municipalities which are provided fire protection by the Fire Department as defined in an authorized agreement.

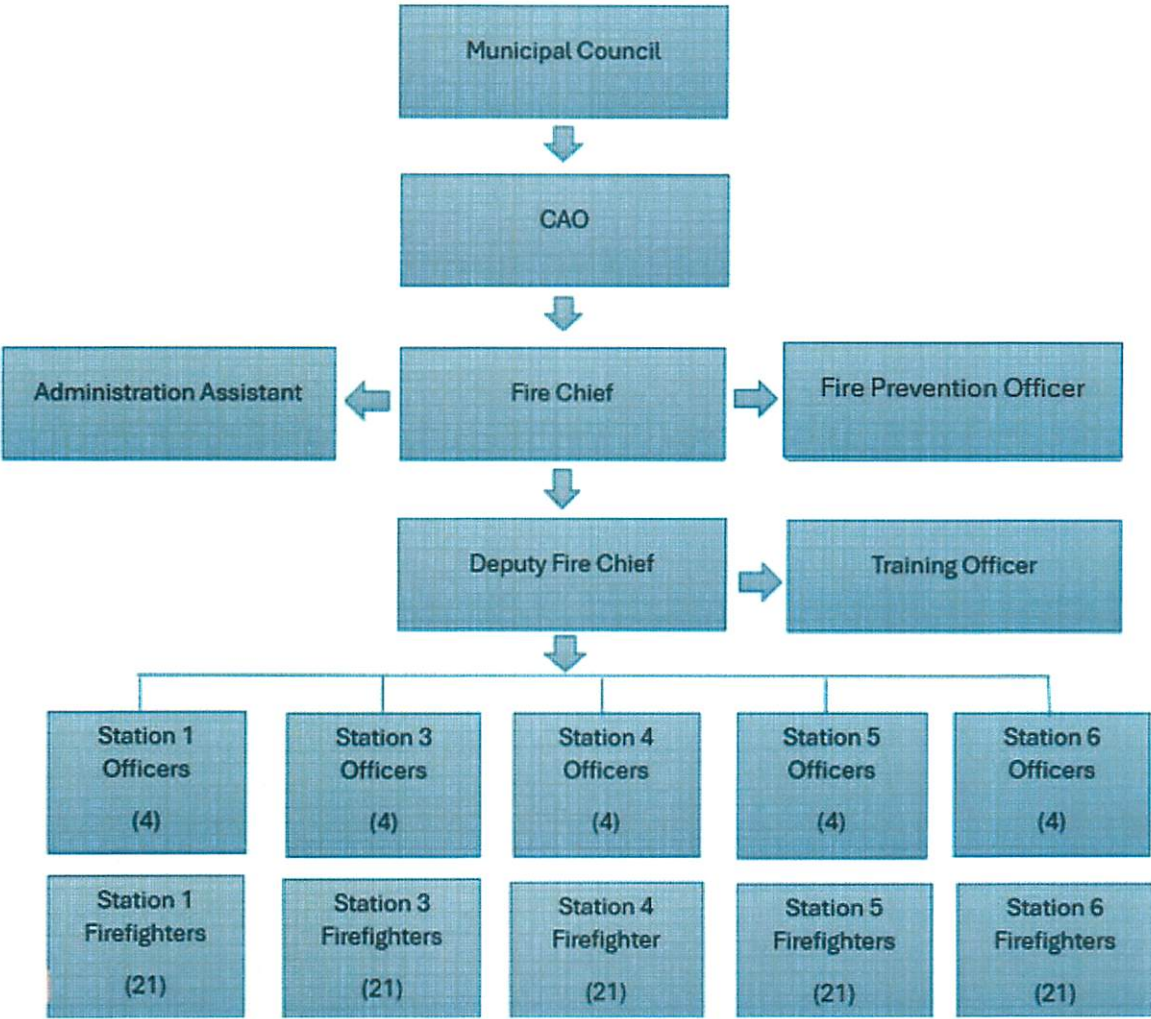
### **Objectives**

In order to achieve the goals of the Fire Department, necessary funding must be in place and the following objectives must be met:

1. Identify and review the fire services requirements of the municipality.
2. Provide an adequate administrative process consistent with the needs of the department.
3. Ensure that firefighting equipment and operating personnel are available within the municipality to provide adequate response to a citizen's call within a reasonable length of time.
4. Provide departmental training to an accepted standard which will ensure the continuous upgrading of all personnel in the latest techniques of fire prevention, specialized rescue, first-aid, firefighting and control of emergency situations and to co-operate with other municipal departments with respect to management training and other programs.
5. Provide a maintenance program to ensure all fire protection apparatus, including allied equipment, is ready to respond to emergency calls.
6. Provide an effective fire prevention program to:
  - Reduce and/or eliminate fire hazards,
  - Ensure compliance with applicable municipal, provincial and federal fire prevention legislation, statutes, codes and regulations in respect to fire safety.

7. Develop and maintain an effective public information system and educational program, with particular emphasis on school fire safety programs; and commercial industrial and institutional staff training.
8. Ensure in the event of a major catastrophe in the municipality, assistance to cope with the situation is available from outside departments and other agencies.
9. Develop and maintain a good working relationship with all federal, provincial and municipal departments, utilities and agencies, related to the protection of life and property.
10. Interact with other municipal departments.
11. Ensure these objectives are not in conflict with any other municipal department.

Schedule B – Organization Chart





## Schedule C – Core Services

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Under Part II of the FPPA municipal responsibilities are outlined, and a municipality shall,

- a) Establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and as it determines may be necessary in accordance with its needs and circumstances;
- b) Provide such other fire protection services.

“Fire Protection Services” includes fire suppression, fire prevention, fire safety education, communication, training of persons involved in the provision of fire protection services, rescue and emergency services and the delivery of all those services.

Core services provided by the Fire Department shall be identified under six (6) main categories including:

- Fire suppression
- Other emergency Responses
- Services requiring outside agencies
- Fire prevention and public education
- Dispatching and communications
- Emergency Management

### 1. Fire Suppression

The Fire Department protection area covers five hundred and fifty-seven (557) square kilometers. Fire Department response to some areas may exceed twenty-five (25) minutes due to the travel distance from the relevant station and road grades. Weather conditions will also be a major factor in response times in urban and particularly rural areas.

The Fire Department shall respond to overheats, pre-fire conditions and fire conditions including but not limited to:

- |                        |   |
|------------------------|---|
| • <b>Structures</b>    | commercial, residential, industrial and agricultural    |
| • <b>Vehicles</b>      | highway, off road, commercial, industrial, recreational |
| • <b>Chimneys</b>      | commercial, residential, industrial and agricultural    |
| • <b>Outdoor areas</b> | agricultural, grass, brush and trash bins               |

These services shall be performed utilizing SCBA, PPE, apparatus and a wide array of hand tools and other technical equipment by personnel trained to NFPA 1001, Standard for Fire Fighter Professional Qualifications. Services will include forcible entry, ventilation, exposure protection, salvage and overhaul.

**Interior Suppression & Rescue**

- Performed when staffing and building integrity permit entry
- Performed with fire suppression support
- Performed as water supply permits
- Implemented to rescue trapped persons.
- Personal Certified to NFPA 1001 Standard for Firefighter Professional Qualifications

**Offensive Operations** (interior fire suppression)

- Performed when staffing, water supply and building integrity permit entry
- Implemented to prevent further dollar loss.
- Personal Certified to NFPA 1001 Standard for Firefighter Professional Qualifications

**Defensive Operations**

- Performed when there is insufficient staffing and/or structural instability
- Performed as water supply permits
- Implemented to reduce loss to surrounding areas

**Factors Affecting Effectiveness and Response For Fire Suppression Operations - Areas without Municipal Water Supply**

- Ninety (90) percent of the Township of Clearview does not have municipal water supply
- In areas without Municipal water supply the Fire Department will respond with water tankers. This service meets Superior Tanker Shuttle Accreditation.

**Rural Firefighting Operations**

- Areas outside of a 4 kilometer radius of a fire station may or may not have municipal water supply
- Increased response times due to travel distance, road grades and weather conditions
- Fire suppression operations will be determined by accessibility, staffing, structural integrity and water supply.

## **2. Other Emergency Responses**

### **Level "A" Tiered Response**

- The Township has an agreement to respond as a tiered agency with OPP or EMS.

### **Motor Vehicle Collisions**

- Respond as a tiered agency
- Traffic control
- Patient care
- Scene stabilization
- Spill/debris cleanup

### **Vehicle Extrication**

- Respond as a tiered agency
- Gain access to patients trapped in vehicles, for removal by EMS or other agencies
- Using hand tools, heavy hydraulics and air bags as required

### **Remote Extrication**

- To assist police and/or EMS in the search/extrication of patients from remote locations
- Typical patients include hikers, bikers, skiers, horseback riders, snowshoeing, climbers
- Respond with ATV and trailer mounted stretcher
- Respond on foot where ATV access is not possible
- Limited by terrain and weather conditions
- All personnel will be trained in the operation of the ATV

### **Farm Accidents**

- Responding to remote areas, roll overs, entanglements, confined space, silos
- Using hand tools, heavy hydraulics, air bags as required

### **Industrial Accidents**

- Responding to entanglements, confined space, electrical hazards, chemical hazards
- Using hand tools, heavy hydraulics, air bags as required

### **High and Low angle Rope Rescue**

- Includes the use of ropes, pulley systems used to perform remote extrication



- Personnel trained to the NFPA 1006 Standard for Technical Rescuer Professional Qualifications and Fire Department High/Low Angle Rope Program.

### **Water and Ice Rescue**

- Shall be delivered shored based or on water based on the circumstances
- Shall include search and rescue on the surface
- Does not include salvage or recovery
- Using thermal PPE, ropes, RIT craft (inflatable raft)
- Personnel trained to the NFPA 1006 Standard for Technical Rescuer Professional Qualifications and Fire Department Water and Ice Rescue Program

## **3. Services Requiring Outside Agencies**

### **Building Collapse Rescue (Barrie fire)**

- Personnel trained to awareness level only
- Mutual Aid coordinator shall be contacted
- Clearview Fire & Emergency Services shall provide support and assistance to the responding Agency

### **Trench Rescue (Barrie Fire)**

- Personnel trained to awareness level only
- Mutual Aid coordinator shall be contacted
- Clearview Fire & Emergency Services shall provide support and assistance to the responding Agency

### **Hazardous Materials (transporting, storage) (Barrie fire)**

- Personnel trained to awareness & operational level only
- Shall include all hazardous materials and fire incidents involving propane storage
- Highway 26 transportation corridor
- Agricultural and industrial process
- CANUTEC shall be contacted
- Clearview Fire & Emergency Services shall provide support and assistance to the responding Agency

### **Electrical Hazards**

- Personnel trained to awareness level only
- Includes responses to downed or arcing hydro wires
- EPCOR or hydro one and OPP shall be contacted

- Clearview Fire & Emergency Services shall provide scene security and traffic control as required until the responding agencies arrive

### **Carbon Monoxide**

- Personnel trained to operations level
- Includes responses to residential and commercial carbon monoxide alarms
- As requested by outside agencies (Enbridge Gas)
- Using air monitoring detectors determine the presence of carbon monoxide
- Evacuate the areas as required
- Notify outside agencies as required to respond, locate and repair source of carbon monoxide leak

### **Natural Gas Leaks**

- Personnel trained to operations level
- Includes responses to gas line ruptures
- As requested by outside agencies (Enbridge Gas)
- Enbridge Gas shall be contacted
- OPP shall be contacted
- Clearview Fire & Emergency Services shall provide scene security and traffic control as required until the responding

### **Confined Space Rescue (Barrie Fire)**

- Rescue from areas not designed for human occupancy

## **4. Fire Prevention and Fire & Life Safety Education**

### **Inspections**

- Inspections shall be completed in accordance with FPPA – complaint, request
- Investigations completed in accordance with the FPPA
- Review and approval of fire safety plans as required by the Ontario Fire code

### **Enforcement**

- The Ontario Fire Code shall be enforced in accordance with the FPPA and Municipal By-laws

### **Public Education**

- Maintain website with seasonal fire safety messages
- Distribution of fire and life safety information administered in accordance with the FPPA
- Enhanced education for agricultural industry and rural community

- Enhanced education for the tourism industry
- Design and implementation of public education programs as required by the FPPA
- Fire extinguisher training

### **Smoke alarm program**

- A residential smoke alarm program shall be on going as required by the FPPA
- Smoke alarms for residential occupancies shall be provided to those in need and in accordance with fire prevention division policies

### **Community Risk Assessment**

- The Township of Clearview Community Risk Assessment shall be maintained annually as required by O' Reg.378/18 Community Risk Assessment.

## **5. Emergency Dispatching and Communications**

All 911 calls and fire personnel are paged to emergencies by Barrie Fire & Emergency Services (NFPA Standards):

- Located in Barrie, ON
- Using the Clearview Fire & Emergency Services radio communication system

## **6. Emergency Management**

The Emergency Management and Civil Protection Act require each Ontario Municipality to develop and implement an Emergency Management Program in accordance with the "Act" and its associated regulations and standards.

Emergency Management Programs in Ontario are based on International Standards and recommended practices. The Provincial and Municipal Programs incorporate Four Pillars of Emergency Management, listed below.

**Prevention/Mitigation:** Actions taken to reduce or eliminate the effects of an emergency or disaster.

**Preparedness:** Actions taken prior to an emergency or disaster to ensure an effective response. These actions include development of an Emergency Response Plan, a business continuity plan, training, exercises and public awareness and education.

**Response:** Actions taken to respond to an emergency or disaster.

**Recovery:** Actions taken to recover from an emergency or disaster.

**To achieve annual compliance with the “Act” Emergency Management Ontario requires conformation on 15 essential requirements as follows:**

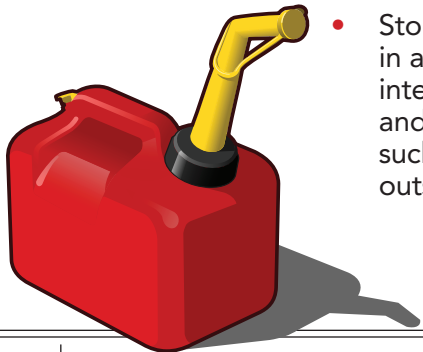
1. Designated Community Emergency Management Coordinator
2. The CEMC and Alternative CEMC completed required training
3. Established a Community Emergency Management Program Committee
4. Current by-law adopting an Emergency Management program
5. Current review of Community Risk Profile
6. Established an Emergency Response Plan, and submit to EMO
7. Ensure that the by-law adopting the Response Plan current
8. Designate an Emergency Operation Centre
9. Ensure that the EOC has appropriate communications and back up capability
10. Current review of municipality’s Critical Infrastructure
11. Conduct annual training to the Community Control Group and support staff
12. Conduct annual Exercise for the Community Control Group
13. Designate a person to act as the Emergency Information Officer
14. Provide a Public Education Program
15. Conduct annual review of Emergency Management Program.



# Generator Safety

Downed utility lines, power company blackouts, heavy snow falls or summer storms can all lead to power outages. Portable generators are a temporary solution to power appliances. It's important to know that portable generators emit carbon monoxide (CO), a poisonous, deadly gas. Use these tips to avoid CO exposure:

- Use portable generators outdoors in well-ventilated areas at least 20 feet (7 metres) from all doors, windows, and vent openings. Measure the 20-foot (7 metre) distance from the generator to the building.
- Never use a generator in an attached garage, even with the door open.
- Place generators so that exhaust fumes can't enter the home through windows, doors or other openings in the building. The exhaust must be directed away from the building.
- Make sure to install carbon monoxide (CO) alarms in your home. Follow manufacturer's instructions for correct placement and mounting height.
- Turn off generators and let them cool down before refueling. Never refuel a generator while it is hot.



- Store fuel for the generator in a container that is intended for the purpose and is correctly labeled as such. Store the containers outside of living areas.

## Just Remember...

When plugging in appliances, make sure they are plugged directly into the generator or a heavy duty outdoor-rated extension cord. The cords should be checked for cuts, tears and that the plug has all three prongs, especially a grounding pin.

If you must connect the generator to the house wiring to power appliances, have a qualified electrician install a properly rated transfer switch in accordance with the National Electrical Code® (NEC) and all applicable state and local electrical codes.

## FACT

- ! Portable generator exhaust is toxic and deadly. Do not stand or sit downwind of generator exhaust. If you can smell exhaust, you are inhaling it.



**NATIONAL FIRE  
PROTECTION ASSOCIATION**

The leading information and knowledge resource  
on fire, electrical and related hazards



CLEARVIEW  
TOWNSHIP

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# Emergency Response Plan

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Township of  
Clearview

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Clearview Fire Services and  
Emergency Management  
Office

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## RECORD OF AMENDMENTS

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**ACRONYMS**

<b>ARES</b>	Amateur Radio Emergency Services
<b>CAO</b>	Chief Administrative Officer
<b>CCG</b>	Emergency Community Control Group
<b>CEMC</b>	Community Emergency Management Coordinator
<b>EIC</b>	Emergency Information Centre
<b>EIO</b>	Emergency Information Officer
<b>EMCPA</b>	Emergency Management and Civil Protection Act
<b>EMO</b>	Emergency Management Ontario
<b>EMS</b>	Emergency Medical Services
<b>EOC</b>	Emergency Operations Centre
<b>ESM</b>	Emergency Site Manager
<b>IAP</b>	Incident Action Plan
<b>IC</b>	Incident Command
<b>IMS</b>	Incident Management System
<b>MOH</b>	Medical Officer of Health
<b>MP</b>	Member of Parliament
<b>MPP</b>	Member of Provincial Parliament
<b>OFMEM</b>	Ontario Fire Marshal and Emergency Management
<b>PEOC</b>	Provincial Emergency Operations Centre

## INTRODUCTION

The population of the Township of Clearview is 15,000 residents.

To protect residents, businesses, and visitors, the Township of Clearview requires a coordinated emergency response by a number of agencies under the direction of the Community Control Group (CCG). These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services.

Emergencies are defined as:

*Situations or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property. They affect public safety, meaning health, welfare and property as well as the environment and economic health of the Township of Clearview.*

The Township of Clearview Emergency Management Committee (CEMC) developed this Emergency Response Plan (ERP). Under direction of the CEMC, amendments have been made. Every official, municipal department and agency must be prepared to carry out his/her assigned responsibilities during an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Township of Clearview important emergency response information related to:

- Arrangements, services and equipment; and
- Roles and responsibilities during an emergency.

Emergencies that can occur within the Township of Clearview are categorized into:

- Natural Events (i.e. climate-induced weather systems, high winds, heavy rain, floods, ice/wind storms, etc.)
- Technological
- Human Induced (i.e. labour disruptions, or events as a result of human error)

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Township of Clearview Emergency Plan may be viewed at the Administration Centre, Library Branches and online ([www.clearview.ca](http://www.clearview.ca)). For more information, please contact:

Scott Davison  
Fire Chief & Community Emergency Management Coordinator

Box 200, 217 Gideon Street  
Stayner, ON L0M 1S0  
705-428-6230 Ext. 402

Legislation entitled *Emergency Management and Civil Protection Act R.S.O. 1990, c.E.9*; (hereinafter referred to as the “EMCPA”) is the primary authority enabling passing of the bylaw formulating this emergency plan which will govern the provision of necessary services during an emergency. This plan also prescribes procedures and the manner in which municipal employees and other persons will respond to an emergency.

## AIM AND PURPOSE

The AIM of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Township of Clearview when faced with an emergency.

It enables a centralized, controlled and coordinated response to emergencies in the Township of Clearview, avoiding duplication of effort, and meets the legislated requirements of the EMPCA.

The aim of the Township of Clearview's Emergency Plan to provide a framework for which response and recovery measures will be taken to:

- Save lives
- Protect the health and safety of responders
- Protect public health
- Protect infrastructure and property
- Protect the environment
- Reduce suffering
- Reduce economic and social loss

The Emergency Plan has been designed so that it is flexible and applicable to all types of emergency situations (i.e. an all-hazards plan) by:

- i. Assigning specific responsibilities to appropriate individuals, departments, agencies, and local boards, and
- ii. Providing concepts and procedures to be used by City staff in developing their respective emergency plans, which will augment this Emergency Plan.

The Emergency Plan is applicable to all departments of the Corporation and agencies and local boards under the jurisdiction of the City Council.

## AUTHORITY

The Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, s. 3(1) states that:

*“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.”*

As enabled by the EMCPA, 2003, this emergency response plan and its elements have been:

- Issued under the authority of Township of Clearview By-law 22-87; and
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

The EMPCA prescribes procedures under and the manner in which Municipal employees and other persons will respond to an emergency. Important measures enabled under the legislation and which form part of the plan are:

- Expenditure of monies associated with the formulation and implementation of the emergency plan;
- Authorization for municipal employees to take appropriate action before formal declaration of an emergency;
- Specify procedures to be taken for safety and/or evacuation of persons in an emergency area;
- Designate other members of Council who may exercise powers and perform the duties of the Head of Council under the emergency plan during the absence of the Head of Council or upon his/her inability to act;
- Establish committees and designate employees to be responsible for reviewing the emergency plan, training employees in their functions and implementing the emergency plan during an actual emergency;
- Obtaining and distributing materials, equipment and supplies during an emergency; and
- Such other matters as are considered necessary or advisable for the implementation of the emergency plan during an emergency.

## MUNICIPAL EMERGENCY DECLARATION AND TERMINATION

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/she considers necessary and are not contrary to law to implement the Township of Clearview Emergency Plan and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O., 1990, c. E.9, s.4.

The **Head of Council, or Council, or the Premier of Ontario may at any time declare that an emergency has terminated.** R.S.O., 1990, c. E.9, s.4.

**An emergency plan shall designate one or more members of Council** who may exercise the powers and perform the duties of the head of council under this Act or the emergency plan during the absence of the Head of Council or during his/her inability to act. R.S.O., 1990, c. E.9, s.9.; 2002, c. 14, s. 13.

**The Mayor or Acting Mayor, as Head of Council,** may in accordance with the provisions of the Emergency Management and Civil Protection Act **declare that an emergency exists** in the Township of Clearview. By-law 22-87, s.2.

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## PROVINCIAL EMERGENCY DECLARATION AND TERMINATION

Subject to subsection (3), the Lieutenant Governor in Council or the Premier, if in the Premier's opinion the urgency of the situation requires that an order be made immediately, may by order declare that an emergency exists throughout Ontario or in any part of Ontario; R.S.O., 1990, c. E.9, s.7.0.1; 2006, c. 13, s. 1 (4).

A provincial emergency is terminated at the end of the 14th day following its declaration unless the Lieutenant Governor by order declares it to be terminated at an earlier date or extends an emergency before it is terminated for one further period of no more than 14 days. R.S.O., 1990, c. E.9, s.7.0.1; 2006, c. 13, s. 1 (4)

Refer to Annex B for procedures on declaration and termination of emergencies.

---

## POWERS OF THE PREMIER, MUNICIPAL POWERS

If an order is made under section 7.0.1 and the emergency area or any part of it is within the jurisdiction of a municipality, the Premier, where he or she considers it necessary, may by order made under this section;

direct and control the administration, facilities and equipment of the municipality in the emergency area, and, without restricting the generality of the foregoing, the exercise by the municipality of its powers and duties in the emergency area, whether under an emergency plan or otherwise, is subject to the direction and control of the Premier; and

require any municipality to provide such assistance as he or she considers necessary to an emergency area or any part of the emergency area that is not within the jurisdiction of the municipality and direct and control the provision of such assistance. R.S.O., 1990, c. E.9, s.7.0.3; 2006, c. 13, s. 1 (4)

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## MUNICIPAL BY-LAW NOT REQUIRED

Despite subsection 5 (3) of the Municipal Act, 2001, a municipality is authorized to exercise a municipal power in response to an order of the Premier or his or her delegate made under subsection (2) without a by-law. R.S.O., 1990, c. E.9, s.7.0.3; 2006, c. 13, s. 1 (4).

## EMERGENCY NOTIFICATION SYSTEM

When an emergency exists, but has not yet been declared, Fire, Police, Paramedics, Public Works etc., may take such action(s) under this emergency response plan as may be required to protect the property and health, safety and welfare of the Township of Clearview.

The Township of Clearview has established Emergency Monitoring Status Indicators to identify specific phases of an emergency event and the actions or monitoring that the Community Control Group and Township staff will undertake during each phase.

<b>Township Status: ROUTINE GREEN</b>	Declaration of <b>Routine</b> conditions means that the Corporation is operating under normal conditions. Under these conditions the Township maintains ongoing surveillance for abnormal events.
<b>Township Status ENHANCED YELLOW</b>	Declaration of <b>Enhanced</b> conditions means that an abnormal event, potential or actual emergency has been detected or is in development. Under these conditions the Township enhances its surveillance and monitoring activities and takes appropriate related actions.
<b>Township Status EMERGENCY RED</b>	Declaration of <b>Emergency</b> conditions means that the Township is in an emergency response mode. Under these conditions the Township implements its Emergency Response Plan and activates its Emergency Operations Centre (EOC) to coordinate the appropriate response activities.
<b>Township Status RECOVERY GREY</b>	Declaration of <b>Recovery</b> conditions means that the Township is working to ensure a smooth transition from Enhanced or Emergency Conditions to Routine Conditions.

## WHEN THE EMERGENCY PLAN MAY BE IMPLEMENTED

The Township of Clearview Emergency Plan is effective upon receipt for planning and operational purposes to assure effective response in circumstances when:

- An actual or imminent emergency, which requires a coordinated response within the Township area, requiring arrangements and procedures distinct from the normal daily operations by emergency services, whether an emergency has been declared to exist including but not limited to:
  - Large area is threatened
  - Area evacuation is required
  - Township facilities are affected and/or threatened
  - Extraordinary actions and/or expenditures are required
  - Township boundaries are crossed
  - Premier of Ontario implements the Provincial Plan, with or without declaring an emergency
- Mayor or Acting Mayor declares that an emergency exists within the Township area
- An emergency is declared by the Premier, or his or her designate
- An emergency is declared by the federal government



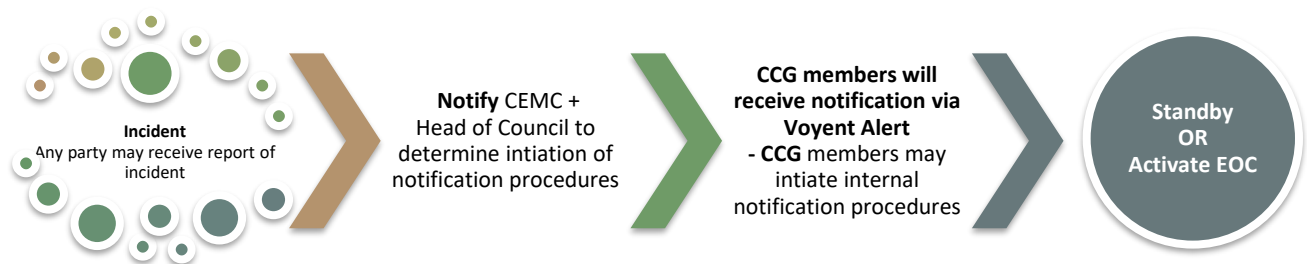
## CONSIDERATIONS FOR ACTIVATING THE EMERGENCY PLAN

Any member of the CCG may be the first to become aware of an actual or potential emergency as a result of personal observation or information provided by Township of Clearview response agencies, other response agencies, Township employees, the media, or the public. In considering the need to activate the CCG, a positive response to one or more of the following criteria may indicate a situation, whether actual or anticipated, that requires the CCG and/or an emergency plan be activated:

- ❑ The situation poses an imminent threat of major proportions to the health, safety or well- being of the people or environment within the Township of Clearview.
- ❑ The situation poses an imminent threat of major proportions or is causing wide spread disruption to the conduct of normal business within the Corporation.
- ❑ The situation requires a response that exceeds, or threatens to exceed the normal capabilities of the Township of Clearview response agencies for either resources or personnel.
- ❑ The situation has the potential to expand beyond the Township of Clearview area.
- ❑ The situation poses a widespread threat to the Township of Clearview's municipal infrastructure needed for the delivery of business-critical services.
- ❑ The current level of multi-agency response is of such duration that the widespread replacement of human resources or other resources has or will become an ongoing situation.
- ❑ The situation, actual, anticipated or perceived, is leading to large-scale public anxiety.
- ❑ The situation is likely to require extraordinary emergency spending outside of current budgetary approvals as a result of damage to property and infrastructure.
- ❑ The provincial government has declared a provincial emergency, which has an impact on Ontario as the result of a catastrophic event or situation.

## WHO CAN ACTIVATE THE EMERGENCY NOTIFICATION SYSTEM?

Only a member of the Community Control Group (CCG) may initiate the notification procedure.



When a member of the CCG receives a warning of a real or potential emergency, they will immediately contact the Community Emergency Management Coordinator (CEMC) who then in consultation with the Head of Council will determine whether to initiate the Notification Procedure through the Township of Clearview Fire & Emergency Services Hub. The member initiating the call must provide pertinent details (e.g. a time and place for the CCG to meet) as part of the notification procedure.

CCG members will be notified of an emergency by text message through Clearview Fire Control communications and/or Firefighter Response System (FFRS). Members will alert that they are attending the EOC by activating their FFRS. CCG members alternately may be notified through phone call or email.

If deemed appropriate, the individual CCG members may initiate their own internal notification procedures of their staff and volunteer organizations.

Where a threat of an impending emergency exists, any member of the CCG may initiate the notification procedures and place CCG members on standby.

The Township of Clearview subordinate plans may be implemented at any time in the whole or in part, as required, by their respective custodians; and, when such action is taken a standby alerting the CCG is mandatory.

### EMERGENCY OPERATIONS CENTRE (EOC)

In the event of an emergency in the Township of Clearview, an Emergency Operations Centre will be established. The CCG and Support Teams and additional response agencies will work together at the Emergency Operations Centre to make decisions, share information and provide support as required to mitigate the effects of the emergency.

The Chief Administrative Officer may direct that an alternate EOC be activated if the primary site cannot be used for reasons such as:

- the primary EOC is in or is expected to be in the danger zone of the emergency,
- the primary EOC is not available, or,
- the circumstances indicate that the alternate EOC is more appropriate.

The Emergency Operations Centre must maintain a level of preparedness (supplies, seating plans, and communication systems) which rests with the Chair of the Community Emergency Management Program Committee.

The Township of Clearview's Emergency Operations Centre (EOC) is located at a secure facility within Clearview. An alternate location has been designated and will be used if a situation arises where the primary EOC is not accessible.

Refer to Annex C for EOC Location and Operational Requirements.

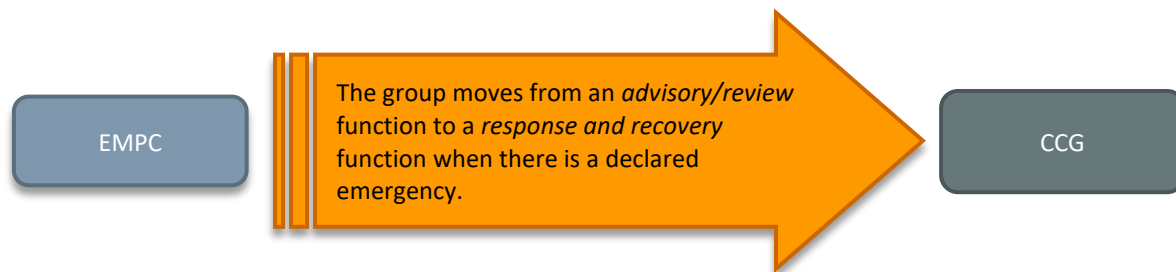
## EMERGENCY MANAGEMENT PROGRAM COMMITTEE (EMPC) AND EMERGENCY CONTROL GROUP (CCG)

The Emergency Management Program Committee (EMPC) is responsible for providing leadership and oversight to the planning and development of the Emergency Management Program in the Township of Clearview as outlined in the Emergency Management and Civil Protection Act, R.S.O., 1990, Chapter E.9, s. 9(d).

It is important to note that the CCG membership is the same as the Emergency Management Program Committee (EMPC) membership.

**The EMPC will move from an advisory role to a response or recovery role known as the Emergency Community Control Group (CCG)** O. Reg. 380/04, s. 12 (1). The CCG may be activated upon in part or in whole, depending on the nature of the event, and may call upon township staff to support emergency operations. The collective responsibility of the CCG is as follows:

- Coordination of response and recovery efforts in a large-scale emergency requiring the activation of the CCG;
- Implementing initial activities of Clearview during a large-scale emergency;
- Operates the Emergency Operations Centre (EOC) as needed; and
- Ensure appropriate communications are developed to various entities including township staff, Council, Simcoe County, Provincial Emergency Operations Centre (PEOC) and other impacted parties.



### EMPC AND CCG MEMBERSHIP

Position	Primary (Tier 1)	Tier 2 (or alternates)
CCG Manager (EOC Director)	Director	Deputy Director
Legal Advisor	Clerk	Deputy Clerk
Liaison/CEMC	Fire Chief	Deputy Fire Chief
Emergency Information Officer	Communications Coordinator	OPP Resource
Head of Operations	Operation Specific	Operation Specific
Head of Planning	Clerk	Deputy Clerk/GIS Specialist
Head of Logistics	Operation Specific	Operation Specific
Head of Finance and Administration	Treasurer	Deputy Treasurer/Human Resources

The Township of Clearview's CCG shall provide strategic direction to the Township's response in an emergency, including implementation of the Emergency Plan.

The CAO shall be the Manager of the CCG and in that capacity also act as Manager of the Emergency Operations Centre (EOC) overseeing all emergency response activities.

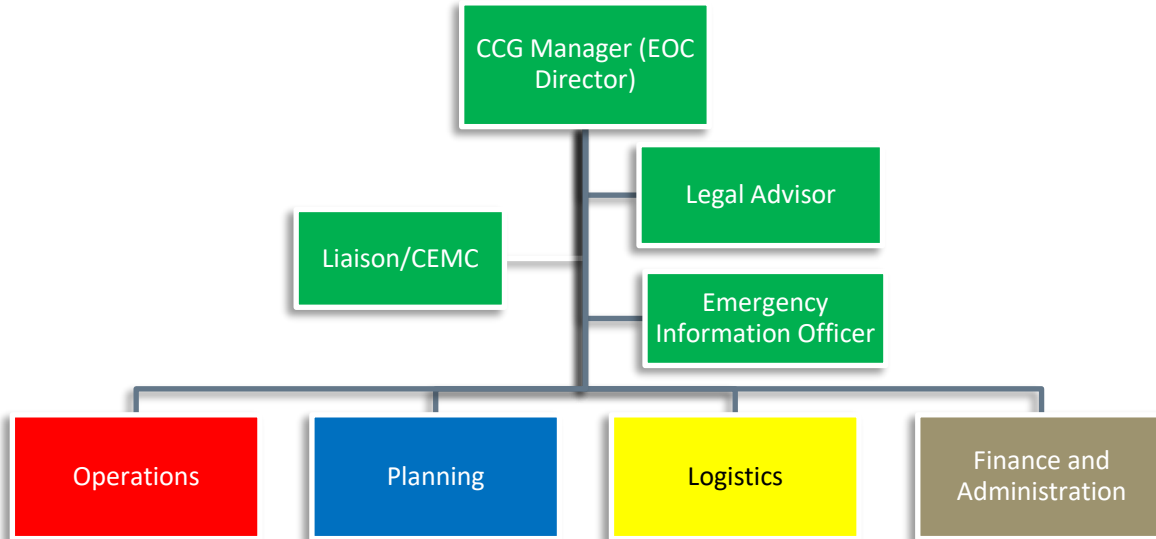
Depending on the type and extent of the emergency, the CCG may consist of persons within the Executive Management Team in the Township of Clearview.

Each member of the CCG will also designate at least one alternate who, in their absence, will have the knowledge and authority to make decisions and exercise the full responsibilities assigned to the CCG member.

#### EMERGENCY RESPONSE USING INCIDENT MANAGEMENT SYSTEM

The Township of Clearview's Emergency Management System is based upon the Provincial Incident Management System (IMS). Individual CCG members with the appropriate training and knowledge will assume the following roles and responsibilities during the emergency situation. Roles will be filled as appropriate to the emergency situation. As a result, not all roles may be filled in a small-scale emergency and/or individuals may take on dual functionalities to support the incident. In this situation, responsibilities remain with the EOC Director or Section Chief as appropriate, until delegated. All members of the CCG are to report to the EOC Director.

The membership of the CCG will fill the IMS roles as appropriate and determine sufficient personnel for their respective departments to handle in-coming and out-going communications or assist as otherwise required.



It is important to note that not all functions or positions are required for all emergencies. Only those functions and positions that are needed to effectively handle the emergency should be activated.

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## EMERGENCY SITE RESPONDERS/MANAGEMENT TEAM

During an emergency, emergency service personnel will meet at the scene and work together to mitigate the situation. Emergency operations of each agency represented at the emergency scene will be performed within their respective chain of command structure, with the senior ranking officials from each agency establishing an agency Command Posts at each emergency site. However, an Emergency Site Management Team must coordinate all operations at the emergency site in order to ensure that emergency site operations are conducted in a well-organized and efficient manner. This requires the addition of a unified command location.

The Emergency Site Management Team generally consists of persons holding the following positions or their appropriate representatives:

- Emergency Site Coordinator when appointed by the Emergency Community Control Group
- Alternate Emergency Site Coordinator, if required.
- Agency On-Scene Commander or “Officer in Charge” from all agencies and departments present at the scene
- On-Site Media Spokesperson.

Additional person added to the Emergency Site Management Team may include any other officials, experts or representatives deemed necessary by the Emergency Site Manager in consultation with the Emergency Community Control Group.

The ESM will designate one Command Post as the primary communications centre, from which he/she will operate to coordinate the response, in co-operation with various agency’s OSC. All interagency communication will be channelled through this Command Post and a direct link (radio and/or telephone) will be established with the CCG at the EOC.

## OPERATIONAL CYCLE

Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Community Emergency Management Coordinator will establish the frequency of meetings and agenda items.

Six components of a CCG meeting:

- i. **An assessment and prognosis of the situation:**
  - a. What is happening?
  - b. What is required?
- ii. **The establishment of priorities:**
  - a. What is important?
  - b. What can be done in a timely manner?
  - c. What are the alternatives?
- iii. **The setting of objectives.**
- iv. **The determination of an action plan:**
  - a. Who does what?
  - b. What task is required?
  - c. What is a reasonable timeframe?
- v. **Timelines for the implementation of assigned tasks.**
- vi. **Monitoring and reporting:** Coordination, briefings and recording of assignments are important strategies in ensuring consistent and effective efforts are being followed in compliance with the group's decisions.



Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. When a meeting ends each member of the CCG carries out the assigned tasks/objectives and gathers information for the next scheduled meeting. The Community Emergency Management Coordinator Assistant/Alternate will maintain status boards and maps that will be prominently displayed and kept up to date.

## OPERATIONAL PRIORITIES

Priorities when conducting emergency response operations are:

- Saving lives, and protecting property and the environment;
- Meet people's immediate needs, i.e. rescue, medical care, food, shelter, and clothing;
- Temporarily restoring facilities, publicly and privately owned, that are essential to the health, safety, and welfare of people (e.g. medial, sanitation, water, electricity, and emergency road repair); and, mitigating hazards that pose further threat to life, property, the economy and/or the environment.
- Restore and recover to normal operations.

## REQUEST FOR ASSISTANCE

The Township of Clearview may request assistance to augment existing resources or provide specialized expertise at any time, without any loss of control or authority of the emergency, from any person or agency including, without limitation, the following:

- public sector (i.e., neighbouring municipalities, Simcoe County, adjacent counties, Provincial Government, Federal Government)
- volunteer agency sector
- private sector

Where reciprocal agreements with another municipality, private sector agency, or any person for the provision of any personnel, service, equipment or material during an emergency are in place, they may be invoked in accordance with their terms.

The Township of Clearview may request assistance, in the form of personnel, services, equipment and material, from neighbouring municipalities and townships within Simcoe County, as outlined in the Simcoe County Mutual Aid Agreement. The Simcoe County Mutual Aid agreement sets the terms and conditions of the assistance which may be requested or provided, in advance of an emergency. Please refer to Annex G – Mutual Aid Agreements.

Under certain circumstances and/or when the combined resources of the County of Simcoe are deemed insufficient to control the emergency, then the Head of Council may request assistance from the Premier of Ontario. The requesting of said services shall not be deemed to be a request that the Government of the Province of Ontario assume authority and control of the emergency.

Such a request shall be made to the Office of the Fire Marshal and Emergency Management (OFMEM).

Assistance may be requested from OFMEM at any time. OFMEM maintains a 24 hour duty roster and can coordinate assistance from a number of Provincial agencies and the Federal Government, including Military Aid to the Civil Authority.

Upon declaration of an Emergency by the Head of Council, OFMEM will deploy a liaison team to the CCG to provide advice and assistance.

The Emergency Notification Contact List, including contact numbers for requesting assistance, is attached as Annex A.

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## NEIGHBOURING MUNICIPAL ASSISTANCE

Any requests for emergency assistance made by the Township of Clearview to a neighbouring municipality / from a neighbouring municipality to the Township of Clearview should be made, through normal channels of communication, by either:

- Head of Council to Head of Council
- Chief Administrative Officer to Chief Administrative Officer
- Fire Chief to Fire Chief
- Police Chief to Police Chief.

Once a request for emergency assistance is received, the City will determine its capability to assist. The PEOC and County EOC should be informed about the request to ensure that resource allocations are monitored.

If the request for emergency assistance is made after an activation of this Plan, the Emergency Community Control Group will evaluate the request and make recommendations regarding the capability of the City to assist. All requests for assistance from the City will be initiated through the CCG and communicated to other municipalities through the CAO as the head of the CCG. This task can be delegated to support staff.

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## REGIONAL ASSISTANCE

Refer to Annex G for Simcoe County Mutual and Automatic Aid Plan.

When this Plan is activated, certain agencies or departments of Simcoe County may be involved in emergency operations. These agencies are expected to provide representation as part of the Emergency Control/Support Structure as required. These regional stakeholders could include but are not limited to:

- Simcoe Muskoka District Health Unit (SMDHU)
- Emergency Social Services Department
- Simcoe County Paramedic Services

The representatives of the above agencies in cooperation and consultation with the County EOC and/or County CEMC are responsible for co-ordination of County assistance to the City at the Emergency Operations Centre.

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## PROVINCIAL ASSISTANCE

Assistance may also be requested from the Office of the Fire Marshal and Emergency Management (OFMEM) at any time without any loss of control or authority. A request for assistance should be made by contacting OFMEM'S PEOC.

When Provincial assistance is required, which is outside of normal departmental or service working arrangements requests will be made by contacting Office of the Fire Marshal and Emergency Management, Provincial Emergency Operations Centre (PEOC) Duty Officer or through the Duty Officer at O.P.P. General H.Q. (24 hours).

OFMEM will communicate with the appropriate Provincial agencies, determine the capability to provide assistance and report the outcome to the Township of Clearview.



Some ministries of the Ontario Government have been assigned special responsibilities by Order-in Council for monitoring the state of emergency preparedness in Ontario and for reviewing at regular intervals the state of emergency planning within their own ministries. The following lists ministries and their respective special responsibilities

When emergencies occur, municipal officials should avail themselves of the expertise and resources that can be provided by the local offices of the Ministries that have special responsibilities. All provincial agencies can be contacted through OFMEM via the PEOC.

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#### FEDERAL ASSISTANCE: DEPARTMENT OF NATIONAL DEFENCE (DND)

Federal Assistance, including that of the Department of National Defence, cannot be obtained directly by a municipality but must be requested through the Office of the Fire Marshal and Emergency Management, Provincial Emergency Operations Centre.

The Department of National Defense is responsible for all matters relating to national defense, including Aid to Civil Power. Request for information or assistance are to be made via Office of the Fire Marshal and Emergency Management. Possible DND assistance could include:

- Airlifts, medical evacuations and disaster assistance.
- Large quantities of equipment and personnel for fire purposes.

#### EMERGENCY INFORMATION AND THE MEDIA

Upon implementation of this Emergency Response Plan, it will be important to coordinate the release of accurate information for the news, media, issue authoritative instructions to the public, and respond to our redirect requests for, or reports on, information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, the following positions will be established:

- Emergency Information Officer
- Community Spokesperson
- Citizen Inquiry Supervisor

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as decided by the Community Control Group. This area, if established, will be staffed as determined by the community spokesperson.

The Citizen Inquiry Section is located at the Administration centre, under the supervision of the CEMC.

Refer to Annex F for the Emergency Information Plan.

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## MESSAGING INFORMATION

The EIO, either through preformatted messages for television or radio, or through prepared messages, may relay the following types of information:

- Date, time and location of the emergency and the area impacted.
- Basic information about the emergency and its seriousness and advice to remain calm and await further instructions.
- Information on the response to the emergency.
- Instructions for public actions such as evacuation or sheltering, if required.
- Identification of communication channels (radio, television, telephone info lines) through which further information can be obtained by the public.
- Request for volunteers.

Media release will be clear and concise – not speculative or opinionated.

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## EMERGENCY TELECOMMUNICATIONS STRATEGY

Upon Implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site and the EOC. Also communications may be required at various locations including evacuation centres, hospitals, and other key responding agencies.

The Emergency Telecommunications Coordinator for the Township of Clearview is pre-designated Amateur Radio Operator. The Emergency Telecommunications Coordinator is part of the initial Emergency Notification Procedure who in turn will call upon their contacts for further communications support, as required.

The Emergency Telecommunications Office is located in the EOC. It is equipped with portable hand radios, battery back-up, two-way radio with the necessary channels to communicate with police, fire, EMS and the OFMEM.

Communications between the EOC and the other responding agencies will be with the support of a runner, all messages are to be written on approved forms and logged.

Should the Township of Clearview lose all telephone communications, pre-arranged communications (Fire Department radios), which will act as a relay to the EOC and emergency site.

## TERMINATION OF EMERGENCY

A County state of emergency may be terminated at any time by the following individuals:

- The Head of Council for the County of Simcoe
- County of Simcoe Council
- Premier of Ontario

Similar to the declaration of an emergency, the following parties will be notified of the termination:

- Office of the Fire Marshal and Emergency Management
- Ministry of Community Safety and Correctional Services
- Township Council
- County Warden, as appropriate
- Public, as required
- Neighbouring community officials, as required
- Other respective parties as appropriate

Refer to Annex B for Termination of Emergency procedures and forms.

## POST EMERGENCY: RECOVERY

The recovery will focus initially on the immediate and short-term needs of the disaster victims and the rapid and orderly restoration of critical infrastructure and essential public services. Later in the recovery process, efforts will focus on the longer-term needs of the disaster victims and the restoration of all infrastructure, public facilities and services.

### DISASTER RELIEF: MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING

The Ministry of Municipal Affairs and Housing administers the Disaster Recovery Assistance Program through two methods:

#### (1) MUNICIPAL DISASTER RECOVERY ASSISTANCE PROGRAM

The Municipal Disaster Recovery Assistance program under the Ministry of Municipal Affairs and Housing reimburses municipalities for extraordinary costs associated with emergency response and repairs to essential property and infrastructure following a natural disaster. Municipal Disaster Recovery Assistance is a claims-based program that, when activated by the province, offers financial assistance to qualifying municipalities that have sustained significant extraordinary costs as a result of a natural disaster, such as a tornado or severe flooding. The program offers assistance for extraordinary operating and capital costs arising from a natural disaster. Eligible operating costs are those incurred to protect public health, safety and access to essential services. Eligible capital costs are those to repair public infrastructure or property to pre-disaster condition. Costs that are covered by insurance or costs that would have been incurred if the disaster had not taken place (such as regular municipal salary costs) are ineligible under the program.

#### (2) DISASTER RECOVERY ASSISTANCE FOR ONTARIANS PROGRAM

Disaster Recovery Assistance for Ontarians is designed to provide financial assistance in the aftermath of a natural disaster that causes costly, widespread damage to eligible private property. The Minister of Municipal Affairs and Housing may activate the program for areas affected by natural disasters. Applicants within an area for which the program has been activated can apply to be reimbursed for basic, necessary costs related to the disaster.

Refer to Annex K for Disaster Recovery Assistance Program guidelines.

### EMPLOYEE ASSISTANCE AND CRITICAL INCIDENT STRESS COUNSELLING

The Director of Human Resources will assist and coordinate, as required, through support agencies the provision of Employee Assistance and Critical Incident Stress Counseling programs. Counseling and psychological support (assessment and referral) will be arranged for staff as well as emergency volunteers and evacuees, as required, during and after the emergency, for mental health disorders, emotional trauma and shock suffered as a result of the emergency.