

**Horton Township**



**TOWNSHIP OF HORTON**  
**EMERGENCY RESPONSE PLAN**

Revised:  
August 2022



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## Preface

Emergencies are defined as: “a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.”. Emergencies affect public safety – the health, welfare, and property, as well as the environment and the economy of the County of Renfrew.

The Emergency Response Plan is comprised of distinct arrangements, emergency operations and procedures, from the normal day-to-day operations of the township and its departments and address the elements of a fully developed Incident Management System In the event of an emergency significantly implicating the resources of the township, every official, department, municipal partner, and external agency must be prepared to carry out specific and assigned roles and responsibilities.

The Township of Horton Emergency Response Plan has been prepared to provide important emergency response information related to roles and responsibilities during an emergency, and arrangements, services, and equipment.

This plan will contain supporting annexes, which define procedures and agency responsibilities to be implemented when dealing with specific hazards.

It is important that the residents, businesses and interested visitors be aware of these provisions. Copies of the Township of Horton’s Emergency Response Plan may be viewed at the municipal township office.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Mayor David M. Bennett



## Part One: Administration

### 1.1 Aim

The aim of the Township of Horton Emergency Response 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 residents, businesses and visitors of the Township of Horton when faced with an emergency resulting from the effects of a natural, technological, or human-caused disaster. This plan meets the legislated requirements of the *Emergency Management Act*.

The Township of Horton Emergency Response Plan has been developed to address the elements of a fully implemented Incident Management System and reflects the hazards to affect the township. The Community Emergency Management Planning Committee has defined these hazards during an in-depth Hazard Identification and Risk Assessment Study which was revised in March 2020.

For further details contact the Community Emergency Management Coordinator.

### 1.2 Authority

The *Emergency Management and Civil Protection Act* is the legal authority for this emergency response plan in Ontario.

The *Act* states that:

*“The head of council of the municipality may declare that an emergency exists in the municipality or any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”*

As enabled by the *Emergency Management Act, 2003*, this Emergency Response Plan and its elements have been:

- Issued under the authority of the Township of Horton By-law # 2004-10, and;
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

### 1.3 Definition of an Emergency

An emergency is defined under the *Emergency Management and Civil Protection Act* as “An emergency means a situation, or an impending situation caused by the forces of nature, an accident, an international act or otherwise that constitutes a danger of major proportions to life or property.”

The Emergency Operations Centre (EOC) can be activated for any emergency for the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.



## 1.4 Township of Horton Declaration

The Mayor of the Township of Horton, or their designate, has the authority to declare a State of Emergency for the Township of Horton. The designate for the Mayor has been named as the Deputy Mayor of the Township of Horton. The decision to declare a State of Emergency is usually made in consultation with the CAO, CEMC and other available members of the Community Control Group (CCG). The Checklist for Declaration is noted in Annex 1 and the Declaration Form is noted in Annex 2.

The declaration of a State of Emergency at the Township level will likely occur in certain instances, including but not limited to the following:

- A situation compromising the critical infrastructure of the Township;
- A general health issue identified by the local Medical Officer of Health that may affect the entire Township;
- A general situation, such as severe weather which affects a significant proportion of the Township's residents and/or property; and
- At the request of the Province of Ontario.

As a resource to assist the Mayor, Emergency Management Ontario has prepared a Checklist in Consideration of a Declared Emergency for use. Upon declaring an emergency, the Mayor will notify:

- Emergency Management Ontario;
- The Minister of Community Safety and Correctional Services;
- Council of the Township of Horton;
- County Warden, as appropriate;
- Public;
- Neighbouring community officials, as appropriate;
- Local Member of Provincial Parliament (MPP); and
- Local Member of Parliament (MP).

## 1.5 Termination of Emergency

The *Emergency Management and Civil Protection Act* defines that a municipal emergency may be terminated by the:

- Mayor of the Township of Horton or designate;
- Council of the Township of Horton; or
- Premier of Ontario.

The decision to terminate a declared emergency is usually taken in consultation with the Community Control Group (CCG). Upon termination the Mayor or Acting Mayor will notify:

- Emergency Management Ontario;
- The Minister of Community Safety and Correctional Services;
- Council of the Township of Horton;
- County Warden, as appropriate;



- Public;
- Neighbouring community officials, as appropriate;
- Local Member of Provincial Parliament (MPP); and
- Local Member of Parliament (MP).

The Termination of Emergency Form is noted in Annex 3.



## Part Two: Emergency Operation and Procedures

### 2.1 Community Control Group (CCG)

The Community Control Group (CCG) is responsible for the direction and control of the overall emergency response at the Township level. In keeping with the elements of an Incident Management System, the CCG assumes the functions of: Command, Operations, Planning and Logistics. The CCG ensures the provision of essential services to minimize the impact of the emergency on the community. The CCG is responsible to implement the Township of Horton's Emergency Response Plan.

#### 2.1.1 Membership

The Community Control Group is made up of the following members:

- Mayor of Township of Horton, or designate;
- Operations Officer (CAO/Clerk);
- Community Emergency Management Coordinator (CEMC) or alternate
- Liaison Officer – (CEMC or alternate);
- Safety Officer – (CEMC or alternate);
- Public Works Manager;
- Fire Chief or designate
- Emergency Information Officer; and
- Others as required (example: County Officials, OPP, Electrical Utility etc.).

The CCG may function with only a limited number of persons depending upon the nature of the emergency. While the CCG may not require the presence of all members, all members must be notified whenever the plan is activated. The CCG may also require the assistance of external organizations and/or professionals to provide an effective response. Representatives from: the Ontario Provincial Police; Renfrew County Mutual Aid (Fire Services); Renfrew County & District Health Unit; Emergency Management Ontario; Environment Canada; Electrical Utility Representatives; Telecommunications Coordinator; Ministry of Natural Resources and Forestry and other County of Renfrew, Provincial Ministries and/or Agencies may be invited to participate in an advisory capacity to the CCG.

Members of the CCG and the Emergency Operations Centre (EOC) Team are required to have designated alternates to respond if the primary member is unavailable. All responsibilities of the primary member extend to the alternate member when acting in such capacity.

#### 2.1.2 Operating Cycle

The Operations Officer (CAO/Clerk) will establish the frequency of meetings and agenda items.

Members of the CCG will convene at regular meetings to share information, discuss actions to be taken and/or issues to be resolved. These meetings are brief and free from interruptions; effective meetings are disciplined in nature. The Emergency Information Officer will maintain status board and maps which will be prominently displayed and kept up to date.





### 2.1.3 Collective Responsibilities of the Community Control Group

The members of the CCG are responsible, as a group, for the following actions and/or decisions required to support an effective emergency response:

- Implementation of the Township of Horton’s Emergency Response Plan, in whole, or in part, to respond to an impending, potential or existing emergency.
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law.
- Ensuring support to the Incident Management System by offering equipment, staff and resources, as required.
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger.
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, altering landfill hours of operation etc.
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, and service clubs.
- Determining if additional volunteers are required and if appeals for volunteers are warranted.
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public.
- Determining the need to establish advisory groups and/or subcommittees/working groups for any aspect of the emergency including recovery.
- Maintaining individual logs outlining decisions made and actions taken related to the emergency and submitting the original log to the CAO and copy to the CEMC within one week of the termination of the emergency, as required.
- Participating in the operational debrief of the emergency, upon termination.

### 2.1.4 Emergency Notification Procedures

Upon activation of the Emergency Response Plan the Operations Officer (CAO/Clerk) will contact the Mayor, or designate, and the CEMC or alternate. The CEMC is responsible for notification of the CCG.

When a member of the CCG receives a warning of a real or potential emergency, that member will immediately contact the CEMC or alternate and direct them to initiate the notification of the CCG. The member initiating the call must provide pertinent details as part of the notification procedure.

### 2.2 Activation of the Emergency Response Plan

The activation of Township of Horton’s Emergency Response Plan will result in the CCG convening in the designated Emergency Operations Centre (EOC). Any member of the CCG or council may request that the plan be activated. The request will be made to the Mayor, or the CAO/Clerk, or the CEMC or alternate. Only the Mayor, or designate, the CAO/Clerk and the CEMC or alternate have the authority to activate the Emergency Response Plan; activation of the plan is not dependent on, nor synonymous with, an official emergency declaration by the Mayor, or designate. Activation of the plan includes:

- Notification of the CCG
- Determination of the appropriate EOC



- Set up of the EOC; and
- Any other actions required to implement the plan.

Township of Horton's Emergency Response Plan may be implemented in whole, or in part, based on conditions at the emergency site(s) or the severity of the situation.

## 2.3 Emergency Operations Centre (EOC)

The EOC is the central command for the Township of Horton's emergency response. The EOC is a secure meeting room, appropriate communications equipment, rest areas, washrooms, and appropriate areas for meals. The EOC Staff includes the CCG. The EOC will be in the Council Chambers located at the Municipal Office at 2253 Johnston Road, Horton. The alternate EOC will be the upstairs of the Fire Hall located next door to the Municipal Office.

### 2.3.1 Emergency Operations Centre Procedures

The CEMC, with the assistance of the Operations Officer (CAO/Clerk) and other members of the EOC Staff, will ensure that the EOC is operational within 120 minutes.

Upon arrival at the EOC, each CCG member will:

- Attendance of participants will be recorded in the meeting minutes by the Recording Secretary.
- Retrieve the designated EOC Kit.
- Check telephone/communications devices.
- Open personal log.
- Contact own department/agency and obtain a status report, if applicable.
- Participate in the initial briefing.
- Participate in planning the initial response/decision making process.
- Communicate the CCG decisions on to department and/or agency staff.
- Continue participation in the EOC Operations Cycle.

Upon leaving the EOC, each CCG member will:

- Provide location/contact information for the interim.
- Fully brief any replacement/relief, as required.

### 2.3.2 Operations Cycle

Emergency management is cyclical in nature and the Operations Cycle is how the CCG manages over emergency operations. The Operations Cycle includes regular meetings to share information, discuss actions to be taken and/or issues to be resolved. These meetings are brief and free from interruptions; effective meetings are disciplined in nature.

Initial Operations Cycle meetings may take up to 90 minutes and be held frequently, but as the emergency response progresses meetings should be 30 minutes or less and be held less often. The Operations Cycle meetings are to be chaired by the Operations Officer (CAO/Clerk). The Operations Officer (CAO/Clerk), in conjunction with the Mayor, or designate, and CCG, will determine the meeting schedule. It is important to



note that the Operations Cycle should reflect the pace of the emergency in order to meet the primary objectives of supporting the emergency site and coordinating the overall response.

The CCG will convene at the EOC, usually around a planning board or a map, at which time they will in turn report their departments or agencies status to the Mayor, or designate, and Operations Officer (CAO/Clerk). In the discussion regarding the decision/actions related to the priority items points concerning challenges, barriers, required resources, and any other relevant information so that timely and informed decisions can be made as a group. It is essential that every member of the CCG, covering each area of responsibility, be heard from during the Operations Cycle meeting process. The CCG is a team, and the actions taken by one, or the lack of action by one, may have a significant impact on an effective emergency response.

Specifically, the agenda for each Operations Cycle meeting should consistently include:

- 1) Current Status of each CCG member area of responsibility; including 1st and 2nd priority issues for decision/action.
- 2) List of 1st Priority Items.
- 3) Determination of decision/action for 1st Priority Items.
- 4) List of 2nd Priority Items.
- 5) Determination of decision/action for 2nd Priority Items.
- 6) Discussion of emerging issues for future planning.
- 7) Determination of Key Messages for Emergency Information Officer.
- 8) Time of Next Operations Cycle Meeting.

Once the Operations Cycle meeting is completed, the CCG members will contact their respective departments and partner agencies to pass on relevant information or directives from the CCG. In the time period following the Operations Cycle meeting and this information dissemination process, CCG members will begin the process of acting on decisions, gathering information and preparing for the next Operations Cycle meeting.

## 2.4 Roles and Responsibilities of the Community Control Group

The membership of the CCG may be supplemented as required. The Operations Officer (CAO/Clerk) may make requests for participation in CCG meetings of other staff, municipal partners, county partners, provincial stakeholders and allied agencies.

In addition to the collective responsibilities outlined in section 2.1.3, there are distinct responsibilities for each member of the CCG.

### 2.4.1 Mayor or Designate

- Declaring an emergency.
- Terminating an emergency.
- Notifying the Minister of Community Safety and Correctional Services of the declaration and termination of the emergency.
- Ensuring the members of Council are advised about the declaration and termination of an emergency.



- Communicating decisions/actions of the CCG to Council.
- Ensuring that neighbouring communities, the MPP and MP are advised of the declaration and termination of the emergency, as required.
- Approving all key messages, major announcements, and media releases.
- Maintaining a personal log.
- Participating in the post emergency de-brief sessions.

#### 2.4.2 Operations Officer – Chief Administrative Officer/Clerk

During an emergency the CAO/Clerk is referred to as the Operations Officer in the EOC and CCG. The Operations Officer performs the functions of the Incident Commander in the Incident Management System by:

- Activating the emergency notification system.
- Coordinating the activities of the EOC, including security of the EOC.
- Chairing the CCG Operations Cycle meetings.
- Advising the Mayor, or designate, on Township of Horton policies and procedures, as required.
- Reviewing with, and advising the Mayor, or designate, on the key messages, major announcements, and media releases; in the absence of the Mayor approving such messages.
- Ensuring a communication link is established between the Emergency Site Commander and the CCG.
- Initiating and maintaining a business cycle format during emergency operations.
- Ensuring a master record (main events board) is maintained to record all decisions/actions of the CCG.
- In conjunction with the CEMC, ensuring that all essential services of the Township of Horton are maintained, and that business continuity is minimally disrupted. This may include calling out additional staff to provide assistance, as required.
- Maintaining a personal log.
- Participating in the post emergency de-brief sessions.

#### 2.4.3 Community Emergency Management Coordinator or Alternate

The CEMC is responsible for:

- Activating the emergency notification system, including set up of the EOC and secretary of regular meetings.
- Providing information, advice and assistance to members of the CCG on Emergency Management programs and principles; also to provide administrative support to the Operations Officer.
- Providing direction to EOC support staff as required in support of the CCG and ensure proper operation of the EOC.
- Maintaining the Emergency Response Plan in accordance with requirements of the Emergency Management Act.
- In conjunction with the CAO/Clerk, coordinating a post-emergency debriefing and assisting in the development of a final report to Mayor and Council.



- Ensuring a master record of all events and actions taken is maintained (main events board).
- Maintaining a personal log.

#### 2.4.4 Safety Officer – Community Emergency Management Coordinator or Alternate

The Safety Officer is responsible for performing the functions of Safety Officer in the Incident Management System as well as:

- Alerting the CAO/Clerk, or the Mayor of an emergency, or a threat of an emergency that may involve County resources.
- Requesting activation of the Emergency Response Plan to the Mayor or CAO/Clerk.
- Upon notification, proceeding to the designated EOC.
- Activating departmental Notification Procedures, as required.
- Providing direction to the EOC Staff related to their Health and Safety.
- Providing leadership to the CCG members to ensure that the health and safety standards of the emergency site(s) and responders are maintained.
- Liaising with municipal, provincial, and federal agencies, as required.
- Liaising with Mutual Assistance partners.
- Maintaining a personal log.
- Participating in the post-emergency CCG de-brief sessions.

#### 2.4.5 Liaison Officer - Community Emergency Management Coordinator/Alternate

The liaison officer is responsible for:

- Activating and arranging the EOC.
- Ensuring that security is in place for the EOC and registration of CCG members.
- Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment.
- Providing advice and clarifications about the implementation details of the Emergency Response Plan.
- Ensuring liaison with community support agencies.
- Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference.
- Addressing any action items that may result from the activation of the Emergency Response Plan and keep CCG informed of implementation needs.
- Maintaining a personal log.
- Participating in the post-emergency de-brief session.

#### 2.4.6 Fire Chief or Designate

The Fire Chief, or designate, is responsible for:

- Alerting the CAO/Clerk, or the Mayor of an emergency, or a threat of an emergency that may involve County resources.
- Requesting activation of the Emergency Response Plan to the Mayor or CAO/Clerk.



- Upon notification, proceeding to the designated EOC.
- Activating departmental Notification Procedures, as required.
- Provide the CCG with information and advice on firefighting and rescue matters.
- Dependent on the nature of the incident, assign the Incident Commander and inform the CCG.
- Establish ongoing communication link with the senior fire official at the scene of the emergency.
- Inform the Mutual Aid Fire Coordinators and/or initiate mutual aid arrangements for the provision of additional firefighters and equipment, as required.
- Determine if additional or special equipment is required and recommend possible sources of supply.
- Provide assistance to other township and community departments and being available to contribute to non-fire fighting operations, if necessary.
- Establish Incident Command, if required.
- Maintaining a personal log.
- Participating in the post-emergency de-brief session.

### 2.4.7 Public Works Manager

The Public Works Manager is responsible for:

- Alerting the CEMC, the CAO/Clerk, or the Mayor of an emergency, or a threat of an emergency that may involve Township resources.
- Requesting activation of the Emergency Response Plan to the Mayor, CAO or the CEMC.
- Upon notification, proceeding to the designated EOC.
- Activating departmental Notification Procedures, as required.
- Managing the Public Works response of the Township.
- Providing direction/advice to the Public Works staff responding to the emergency.
- Participating fully in the Operations Cycle Meetings of the CCG regarding: staffing and equipment requirements, township roads, bridges, structural integrity, traffic plans and other matters related to the department's responsibilities.
- Maintaining communication and providing information to the Emergency Operations Support
- Ensuring that the health and safety standards of the Public Works Department staff responding to the emergency are maintained.
- Activating the Amateur Radio Emergency Services, if required.
- Maintaining a personal log.
- Participating in the post-emergency de-brief session.

### 2.4.8 Emergency Information Officer – Administrative/Planning Assistant

The Emergency Information Officer is responsible for:

- Requesting activation of the Emergency Response Plan to the Mayor, CAO/Clerk or the CEMC.
- Upon notification, proceeding to the designated EOC.



- Participating fully in the Operations Cycle Meetings of the CCG regarding: staffing requirements for the EOC, logistical requirements for the media, developing key messages for the public, and recording media coverage of the emergency.
- Act as recording secretary to the CCG.
- Apprising the CCG of any significant information passed on to the public and correcting any misinformation.
- Liaising with Emergency Information Officers of the local municipalities to ensure consistency of messaging to the public.
- Recording and tracking the key messages of the CCG during Operation Cycle meetings.
- Coordinating interviews and media conferences for CCG members, as required and approved by the Operations Officer (CAO/Clerk).
- Preparing media releases for review by appropriate officials.
- Maintaining chronological record of all media releases.
- Accessing copies of news report and interviews during, and following, the emergency.
- Monitoring news coverage.
- Maintaining communication and providing information to the EOC.
- Ensuring that the health and safety standards of the emergency information and media centres are maintained.
- Maintaining a personal log.
- Participating in post-emergency CCG de-brief sessions.

#### 2.4.9 Other Members as Required

- A Community Officer of Office of the Fire Marshal and Emergency Management Ontario.
- Representatives from the Ontario Provincial Police
- Renfrew County & District Health Unit
- County of Renfrew Paramedic Service
- County of Renfrew Social Services
- Medical Officer of Health
- County of Renfrew CEMC
- Renfrew County Mutual Aid Committee
- Other appropriate Provincial Ministries are also available as resources to the CCG.
- Members from other private, commercial and/or industrial organizations (e.g. TransCanada Pipeline, Hydro One, Ontario Power Generation etc.) may also be requested to participate.

#### 2.5 Telecommunications

The primary methods of communicating to and from the Emergency Operations Centre will be by text message, telephone or e-mail. In the event that landline and/or cellular telephone service is not available, radio communications provided through the Township of Horton Public Works may be employed to maintain direct contact with the Emergency Site responders. In such cases, Amateur Radio Emergency Services (ARES) may also be activated to support the necessary communications between the CCG members and the Site. The Public Works manager is responsible to activate the ARES and provide for their needs.







## Part Three: Legislative Compliance

### 3.1 *Emergency Management and Civil Protection Act*

The *Emergency Management and Civil Protection Act* is the legal authority for the Township of Horton's Emergency Response Plan.

The *Emergency Management and Civil Protection Act* states that:

*"The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect the property of the health, safety and welfare of the inhabitants of the emergency area." R.S.O. 1990, E.9, s.4 (2).*

With the determination of such authority, the *Emergency Management and Civil Protection Act* also prescribes that every municipality shall:

- Develop and implement an emergency management program and the council of the municipality shall by-law adopt the emergency management program. 2002, c.14, s. 4.
- The emergency management program shall consist of:
  - an emergency plan;
  - training programs and exercises; for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
  - public education on risks to public safety and on public preparedness for emergencies; and;
  - any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s.4.
- Identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. 2002 c14, s.4.
- 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-law adopt the emergency plan. 2002, c. 14, s.5 (1).
- Conduct training programs and exercises to ensure the readiness of employees of the municipality and other persons to act under the emergency plan. 2002, c.14, s.5 (2).
- Review and, if necessary, revise its emergency plan every year. 2002, c. 14, s. 5 (3).
- Submit a copy of the emergency plan and of any revision to the emergency plan to the Chief, Office of the Fire Marshal and Emergency Management Ontario and shall ensure that the Chief, Office of the Fire Marshal and Emergency Management Ontario has, at any time, the most current version of their emergency plans. 2002, c.14, s.10.



As enabled by the *Emergency Management and Civil Protection Act* this emergency response plan and its elements are:

- Issued under the authority of the County of Renfrew By-Law (85-13)
- In conformity to the plan formulated by the Lieutenant Governor in Council; and
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

## 3.2 Freedom of Information and Protection of Privacy

Any personal information collected under the authority of this plan shall be used solely for the purposes of planning, preparing, and conducting response to emergencies as defined by the *Emergency Management and Civil Protection Act*, and the release of information under this plan shall be in conformity with the *Municipal Freedom of Information and Protection of Privacy Act*.

### 3.3.1 Employee Indemnification

Section 11, subsection 1 of the *Emergency Management and Civil Protection Act* protects individual members of council and staff of municipalities from personal liability.

*“No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a Crown employee or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise of performance of any power or duty under this Act or an order under this Act of for neglect or default in the good faith exercise or performance of such a power or duty.” 2006, c.13, s.1 (6).*

### 3.3.3 Municipal Liability

In accordance with the *Emergency Management and Civil Protection Act* a municipality is not relieved from liability as stated in Section 11, subsection 3:

*“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 of if the member were an employee of the municipality.” 2006, c. 13, s.1 (6)*

## 3.4 Plan Maintenance

It is essential that the plan be kept current and viable by adherence to a maintenance schedule. Responsibility for the maintenance of the plan rests with CEMC or alternate who may delegate tasks accordingly.

The emergency contact lists will be reviewed, and the notification system will be tested annually. The plan will be exercised and reviewed annually as a legislative requirement.

The CCG and EOC staff will receive training and participate in an exercise annually as a legislative requirement.