

CORPORATION OF THE TOWNSHIP OF MCKELLAR

January 3, 2023 – 1:00 p.m.

AGENDA

Topic: Special Meeting of Council

Time: January 3, 2023 1:00 P.M.

23-01 1st resolution

2023-01 1st by-law

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. DECLARATIONS OF PECUNIARY AND/OR PERSONAL INTEREST AND
 GENERAL NATURE THEREOF**
- 4. ADOPTION OF AGENDA**
- 5. CLOSED SESSION**
- 6. RESPECT AND ACKNOWLEDGMENT DECLARATION**

We would like to begin by acknowledging that the land on which we gather is the traditional territory of the Anishnaabe and the Mississauga People

- 7. PUBLIC MEETING**
- 8. DELEGATIONS AND PRESENTATIONS**
- 9. COMMITTEE OF THE WHOLE**
- 10. MOTION TO REVIEW A PREVIOUS MOTION**
- 11. ADOPTION OF MINUTES OF PREVIOUS MEETING(S)**
- 12. PLANNING MATTERS**
- 13. COMMITTEE/BOARD MINUTES WITH RECOMMENDATIONS FOR
 APPROVAL**
- 14. MAYOR'S REPORT**
- 15. STAFF REPORTS WITH RECOMMENDATIONS FOR APPROVAL**
 - 15.1 FD-2022-08 Request for Bunker Gear Investment**
- 16. CORRESPONDENCE FOR CONSIDERATION**

17. MOTION AND NOTICE OF MOTION

18. BY-LAWS

18.1 2023-01 Being a By-law to Confirm the Proceedings of Council for the December 20, 2022 Meeting

18.2 2023-02 Being a By-law to Adopt the Emergency Management Plan

18.3 2023-03 Being a By-law to Enter into a Service Contract with Chris Everitt for By-law Enforcement and to Appoint a By-law Officer

19. UNFINISHED BUSINESS

20. NEW BUSINESS

21. PUBLIC NOTICES, ANNOUNCEMENTS, INQUIRIES AND REPORTS BY COUNCIL MEMBERS

22. CONSENT AGENDA – CORRESPONDENCE

23. QUESTION/COMMENT PERIOD (RELATED TO ITEMS ON AGENDA)

24. CONFIRMING BY-LAW

24.1 By-law 2023-04 - Confirming the Proceedings of Council

25. ADJOURNMENT



Township of McKellar Staff Report

Prepared for: Council

Department: Fire Department

Agenda Date: December 20, 2022

Report No: FD-2022-08

Subject: Request for Bunker Gear Investment

Background

As mentioned in previous reports to council our inventory of Bunker Gear and related PPE has lacked upkeep and investment for a number of years. In a post incident inspection of gear it has been determined that of the approximately 20 sets of bunker gear that McKellar currently owns, almost half is either expired or due to expire in the next year. We were able to secure the donation of 3 sets of bunker gear which created an immediate level of relief to get us through the busy season in McKellar and allowed us to outfit all of our responders with at least a level of protection from the elements. However an investment is necessary to improve our overall situation and correct the previous neglect. As it stands, McKellar has 5 recruits whom have made the commitment to attend the Mutual Aid fire recruit program in the new year. This commitment will require them to attend approximately 80 hours of training on evenings and weekends, pass physical and written testing, and achieve a passing grade of (approximately 70%, still to be determined by the mutual aid training committee) in order to become level 1 firefighters in the province of Ontario. With the new OFM and Provincial regulations which take effect Jan 1 2026, the need for us to increase our numbers and status is apparent in order for us to achieve our level of service designation. At current, McKellar is on course to only provide an exterior level of response. Only if we can provide enough responders, trained to a certain level, will we be able to conduct interior operations. Of the 5 firefighters, only 1 has gear which they will be allowed to wear. 1 has no bunker gear, and any recruitment between now and the beginning of the class will require gear. At current we will not be able to send the new recruits with the gear they currently have. We also have 1 captain with gear which expires in February. This is an unfortunate situation as it will effect the level of service we can provide our community and was completely avoidable with the necessary planning.

Recommendation

It is my recommendation that the township approve the purchase of 8-10 full sets of gear and associated PPE, and that the budget in years to come give consideration to the purchase of 2-3 sets of gear per year beginning in 2024. 8-10 would put us in the position to have all of our most active responders outfitted in valid gear, and provide 1-2 sets for future recruitment or damaged gear replacement. The lifespan for any NFPA certified bunker gear, boots, gloves, or helmets is 10 years from date of manufacture.

Financial

In consultation with the 5 other chiefs of the Mutual Aid Group, they are hoping to conduct a bulk purchase of bunker gear for themselves as a group, from Starfield Lion before the prices go up in January by approximately 7 %. This is a great chance to get a bulk deal, however the price of this gear even in bulk is still \$2600 per set. Not including helmet, boots and gloves, all of which we need. I was able to obtain a quote (attached) for the purchase of 10 sets of gear from another supplier which includes gloves, boots and helmets (please note only 4 sets of gloves and helmets are immediately needed as we replaced a few already this year) for \$28190 (however we get the HST back). While the Starfield gear is the leader in terms of quality, the other gear does meet our needs, and provides us a little more flexibility with it's pricing.

Conclusion

McKellar Fire has been on a very positive trajectory and it is very important to our success to maintain this momentum. It provides us with more opportunity to attract talent, and retain talent, by being a positive place to get involved in our community. We ask of our volunteers to help in situations, and at times, where our rate payers are having their worst day, and it is our responsibility to ensure that they can do so in the safest way possible.

Respectfully submitted by:


Robert Morrison, CEMC/Fire Chief

Reviewed by:


Ina Watkinson, Clerk/Administrator



3635112 Canada Inc.
o/a M&L Supply, Fire & Safety
14935 Cty Rd 2, PO Box 269
Ingleside, ON K0C 1M0
Tel: (613) 537-9559
Fax: (613) 537-9449

QUOTATION

DATE	QUOTE NO.
Dec 02 22	012125-0
MCKELLAR	

Pg 1 of 1

Sold To
McKellar, Township of 701 Hwy 124 PO Box 69 McKellar, ON P0G 1C0

Ship To
McKellar, Township of 701 Hwy 124 PO Box 69 McKellar, ON P0G 1C0

	Contact	SHIP VIA	YOUR P/O NO.	TERMS			SALESPERSON	
		BEST WAY	QUOTE	Net 30 Days			Rose, Steve	
ITEM/PART NO.	DESCRIPTION		ORDERED	UNIT	PST	HST	RATE	AMOUNT
LABA3207B/42	B1 Battalion 32" BLACK Pioneer OSX Battalion Jacket, Size 42		10	EA	E	O	1,199.390	11,993.90
LABA3307K/44-30	B1 Battalion 3" Bib KHAKI Pioneer OSX Battalion Pant, Size 44-30		10	EA	E	O	891.820	8,918.20
IALVW91-8.5	Viking Chainsaw Boot 8.5		10	EA	E	O	185.000	1,850.00
HAFC-P5000-M	FireCraft® "Phoenix" NFPA Structural Glove - M		4	EA	E	O	157.010	628.04
BUPX-BK	Firedome Helmet - BLACK (NFPA) w/R721 BLACK		4	EA	E	O	389.294	1,557.18

Prices do not include freight.

Prices in effect for Fifteen (15) days from date of quote and are sensitive to fluctuating Bank of Canada exchange rates. Large fluctuations in the posted rate may render this quote inaccurate.

Quote Comments

Sub Total	24,947.32
Prov Tax	.00
GST/HST	3,243.15
Total	28,190.47

GST/HST#: 894274125

CORPORATION OF THE TOWNSHIP OF MCKELLAR**BY-LAW NO. 2023-02**

Being a By-law to adopt the Township Emergency Response Plan

WHEREAS Section 2(1) of the Emergency Management and Civil Protection Act, R.S.O. 1990 Chapter E.9 as amended requires that every municipality shall develop and implement an emergency management program and the Council of the municipality shall by by-law adopt the emergency management program;

AND WHEREAS Section 3(1) of the Emergency Management Act and Civil Protection Act, R.S.O. 1990 Chapter E.9 as amended requires 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;

AND WHEREAS, this Act makes provision for the Head of Council to declare that an emergency exists in the community or in any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and not contrary to law, to implement the emergency response plan and respond to an emergency;

AND WHEREAS, the Act authorizes employees of a community to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

NOW THEREFORE the Council of the Corporation of the Township of McKellar enacts as a By-law of the Corporation as follows:

1. That an Emergency Management Program be developed and implemented in accordance with the standards published by Emergency Management Ontario in accordance with international best practices;
2. That the Head of Council or designated alternate, as provided in the plan, be empowered to declare an emergency and implement the emergency response plan;
3. That certain appointed officials or their designated alternates, as provided in the approved community emergency response plan are empowered to cause an emergency notification to be issued to members of the Community Control Group, and to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;
4. That the Emergency Management Program Committee will cause the emergency management program to be reviewed annually and to recommend changes to the program as considered appropriate and refer recommendations to Council for further review and approval;
5. That the emergency response plan attached hereto as Schedule "A" of this By-law is hereby adopted.
6. That Council authorize staff to make administrative changes to the plan including changes due to personnel changes, organizational changes, contact information, phone numbers and other administrative matters.

- 7. That By-law No. 2010-13 and any and all by-laws or parts thereof, contrary hereto or inconsistent herewith, be and the same are hereby repealed.
- 8. This by-law shall come into force and take effect upon third and final reading.

READ a **FIRST** and **SECOND** time this 3rd day of January, 2023.

David Moore, Mayor

Ina Watkinson, Clerk / Administrator

READ a **THIRD** time and **PASSED** in **OPEN COUNCIL** this 3rd day of January, 2023.

David Moore, Mayor

Ina Watkinson, Clerk / Administrator

MUNICIPAL EMERGENCY PLAN

Revised 2022

INTRODUCTION

THE MUNICIPALITY OF THE TOWNSHIP OF McKELLAR

The Township of McKellar, located 25 kilometers east of the Town of Parry Sound on Highway #124 is a rural recreational municipality where opportunities abound for the outdoor enthusiast. With over 15 lakes, numerous rivers, miles of groomed snowmobile trails and leisurely walking trails, visitors to the area will find a multitude of activities to do all year round. From the award winning Ridge at Manitou Golf Club to quaint Bed and Breakfasts to fishing camps, cottage resorts and campsites, the traveler will find a variety of activities and accommodations to meet every budget. If you enjoy fishing, boating, swimming, hiking, snowmobiling, ice fishing, sightseeing from the air or just plain relaxing at the shore, come and experience McKellar Township.

The Township of McKellar is 17,634 hectares in size and has a permanent population of 1,413 ().

FORWARD

With the *Emergency Management and Civil Protection Act, RSO, 1990*, all municipalities in Ontario have obligations to develop, implement and maintain an Emergency Management Plan that includes plans, exercises and public awareness according to an emergency specified framework.

The Emergency Management Program must be risk based and in accordance with the Hazard Identification Risk Assessment (HIRA) developed for the community. The Emergency Management Program should reflect all aspects of the hazards identified in the community profile.

Emergency Management Programs should include 5 core components. These are;

Prevention – actions taken to prevent the emergency itself.

Mitigation – actions taken to reduce or eliminate the effects of an Emergency that cannot be prevented.

Preparedness – measures taken prior to the emergency or disaster to ensure an effective response to those hazards that cannot be mitigated.

Response – measures taken to respond to an emergency.

Recovery - measures taken to recover from an emergency

The Emergency Management Program in Ontario is designed around a framework of operational concepts and response principles and will be implemented in three stages with each level building on the previous level. Ontario's program is based on National Fire Protection Association (NFPA) 1600 and compliance will be monitored at the municipal level Emergency Management Ontario field officers.

The *Emergency Management and Civil Protection Act* is supported by *Ontario Regulation 380/04* providing more direct guidance in specific areas.

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PART I INTRODUCTION TO THE MUNICIPAL EMERGENCY PLAN

1.1 GENERAL

Emergencies can be defined as situations or impending situations caused by forces of nature, accidents, health issues or an intentional act that constitutes a danger of major proportions to human life and property.

This Municipal Emergency Plan is designed to outline the response capabilities and strategies for the municipality for any type of emergency that may occur. All municipalities are potentially vulnerable to emergencies based on their location, their industrial base and upon recent history.

This plan will be implemented by the community during emergencies to the level of response required based on the circumstances and conditions at the time. The level of response required may overpower some resources and outside assistance may be required. The intent of the plan implementation is to reduce the impact on life, property and environment.

Emergencies can affect public safety, health, welfare and property, the environment and the economics of a municipality.

This Municipality Emergency Plan will henceforth be known as the “Plan”.

1.2 AIM

The aim of the Plan is to adopt and implement prevention, preparedness, response and recovery measures that will help support the return of the community to its normal operations. The planned and coordinated response strategies implemented by way of this plan will minimize those adverse effects on property, human life and the health and well being of the community,

1.3 SCOPE

This Plan covers all emergencies that fall within the municipality’s jurisdiction. Standard operating procedures and checklists may be developed in future to support this Plan.

This Plan does not cover the detailed plans and procedures and arrangements for local agencies. Such organizations may be called upon to respond as part of the Plan and need to develop their own plans and procedures consistent with provincial legislation.

This Plan may also be implemented to assist other municipal jurisdictions with their emergencies once a request for assistance has been made by the other municipality. Assistance may also be provided to other jurisdictions as required or through pre-arranged municipal Mutual Assistance Agreements.

1.4 AUTHORITY

Municipal plans must be developed and implemented with legal authority. This authority for this Plan is as follows:

1.4.1 Provincial Legislation

Emergency Management and Civil Protection Act, RSO 1990
Ontario Regulations 380/04 (under the Emergency Management and Civil Protection Act)
Occupational Health and Safety Act
Workplace Safety and Insurance Act

1.4.2 Municipal By-laws (adopting the Emergency Program and Emergency Plan)

The *Emergency Management and Civil Protection Act, RSO, 1990*, outlines specific powers of municipal officials such as the ability for the Head of Council to declare that an emergency exists in the municipality or any part thereof.

1.5 PLAN STRUCTURE

The Plan is the primary emergency plan for this municipality and is formatted in a chronological order as events unfold during emergency response and defines roles and responsibilities of the response organization.

The Plan is supported by Appendices which include local agency plans and other resources available.

1.6 PLAN ADMINISTRATION

The Plan will be administered by the Community Emergency Coordinator (CEMC) or delegate. An annual Plan review process is a Provincial requirement, and the Plan will be updated by the CEMC if required based on the results of the review.

The annual review of the Plan will be the responsibility of the Emergency Management Program Committee (EMPC). A copy of the Plan, when updated, must be forwarded to the Chief, Emergency Management Ontario in electronic format if possible. The EMPC shall make recommendations to Council for its revision if necessary.

1.7 PUBLIC ACCESS TO THIS PLAN

This Plan is made available for viewing or copying by members of the general public during normal business hours at the Municipality / Township Office at the following address:

Township of McKellar

701 Highway 124

McKellar, Ontario P0G 1C0

PUBLIC FACING EMERGENCY PLAN TO HAVE NO PRIVATE OR CONFIDENTIAL INFORMATION

PART II HAZARD IDENTIFICATION RISK ASSESSMENT (HIRA)

2.1 General Requirements

Hazards can be defined as events or physical conditions that have the potential to cause

Fatalities, serious injuries, property damage, infrastructure damage, and damage to the environment, interruption of business or other types of harm or loss.

Provincial legislation (*Emergency Management and Civil Protection Act*) requires that each municipality in Ontario develop a HIRA (Hazard Identification / Risk Assessment) based on the risks and hazards that may affect the safety and well being of municipal residents.

All communities are unique and have their own set of natural or man-made hazards that could potentially cause a serious emergency or disaster. Rural communities are prone to different hazards than urban communities. Rural communities may be more susceptible to things like flooding / weather related and transportation hazards rather than the industrial or infrastructure of an urban industrial center.

Communities must regularly identify and assess their credible hazards to determine the communities' vulnerability and review it at least every three to five years. If major changes occur in a community, an analysis may be required more often with subsequent adjustments to the Emergency Management Program.

The normal steps in the process are as follows:

- Using historical data, news reports and other research data, identify community hazards;
- Perform a risk assessment for each identified hazard;
- Prioritize planning process, training & exercise programs and public awareness / public education programs

2.2 Municipal Hazard Identification and Risk Assessment

Specific municipal HIRA

PART III MUNICIPAL EMERGENCY RESPONSE ORGANIZATION

3.1 General Requirements

Provincial legislation (*Emergency Management and Civil Protection Act, RSO, 1990*) requires

That each municipality in Ontario have a trained Municipal Control Group (MCG) that can be called to deal with community emergencies.

This group of trained municipal staff, along with the first response organization and non-governmental organizations in the community, make up the Municipal Emergency Response Organization.

Generally, the most knowledgeable municipal individual in the organization is the Community Emergency Management Coordinator (CEMC) who acts as an advisor in the Emergency Operations Center (EOC). The CEMC works with the Emergency Management Program Committee to ensure the municipal response organization meets the needs of the community.

The CEMC interacts with other municipal and Provincial staff and has an understanding of the larger picture of emergency management information.

Each municipality designates either an employee of the municipality or a member of Council as the Community Emergency Management Coordinator and also an alternative CEMC. Both must complete training required by Emergency Management Ontario (EMO).

The Community Emergency Management Coordinator is trained to standards set by the Ministry of Community Safety and Correctional Services (MCSCS) and is responsible for the implementation and maintenance of the Community Emergency Management Program. The CEMC may also coordinate training for the individuals in the Emergency Response Organization in each municipality, based on the hazards, needs and resources of the municipality.

Municipalities in Ontario are encouraged to designate and train at least one alternate Community Emergency Management Coordinator

3.2 Emergency Management Program Committee (EMPC)

The Emergency Management Program Committee provides assistance to the Community Emergency Management Coordinator in developing the Emergency Management Program and organizing an Emergency Response Organization.

The Emergency Management Program Committee has a legislated obligation to advise the Municipal Council on the development and the implementation of the municipality's emergency management program and assists the Community Management Coordinator with the annual program review of the municipal emergency management program. This committee may also, if required, make recommendations to Council for revisions to the emergency management program.

The municipal members of the Emergency Management Program Committee are CEMC, Fire Chief, Clerk Administrator, Director of Operations, Member of Council, and Emergency Information Officer.

The Emergency Management Program Committee meets on a regular basis at the Municipal Offices. Records, meeting minutes and agenda are retained to monitor the progress of the Committee and to maintain Program Certification.

3.3 Municipal Control Group (MCG) / Emergency Control Group

The municipal Control Group (also referred to as Emergency Control Group) is notified to gather in the Emergency Operations Center during emergencies to manage the situation by making strategic decisions and setting priorities on behalf of the municipality. The Municipal Control Group reports to the Head of Council as the Executive Authority. The Municipal Control Group may be municipal staff or may be Council members as well.

In this Municipality, the Municipal Control Group consists of:

- Head of Council or alternate
- Clerk Administrator or Alternate
- Fire Chief or alternative
- Director of Operations or Alternative
- Evacuation Center Coordinator or alternative
- Emergency Information Officer or alternative
- Deputy Clerk/ Treasurer or alternative
- Administrative Resources Officer or alternative

Reference the following chapters in this plan for their roles and responsibilities.

3.4 EXTERNAL AGENCY RESOURCES

The purpose of the External Agency Resource is to provide support as required by the Municipal Control Group.

This Group will be notified by the appropriate Municipal Control Group member as their resources are required or information is necessary.

Members of the External Resource group are:

- Ontario Provincial Police
- District of Parry Sound Social Services Administration Board
- North Bay Parry Sound District Health Unit
- West Parry Sound Health Centre
- Emergency Medical Services
- School Boards
- Red Cross
- Salvation Army

PART IV PLAN IMPLEMENTATION / NOTIFICATION

4.1 GENERAL REQUIREMENTS

An emergency call will be made to the municipality that will initiate the Municipal Control Group Notification process. These details will be recorded on an appropriate log to begin the emergency master log process.

When called, the Municipal Control Group will be asked to report to the Emergency Operations Center or alternate location in the event that the Primary location is not available.

When called, Municipal Control Group member will be told the following:

- What has happened
- Where it happened
- When it happened
- What agencies are responding
- Where and when to report to the Emergency Operations Centre
- Other applicable information.

4.2 INCIDENT MANAGEMENT SYSTEM

The Province is mandating that the Incident Management System (IMS) be used as a common emergency management process for all emergencies.

The Incident Management System is an international system that is being adopted by Emergency Management Ontario as the operational framework for emergency management for the Government of Ontario.

It provides a basic command structure and functions required to manage an emergency effectively. The INS system has 5 components: Command, Operations, Planning, Logistics, and Finance and Administration.

With the development and implementation and completion of all Provincial requirements of the Comprehensive Level Program, each municipality in Ontario will have the Incident Management System (IMS)

The Incident Management System (IMS) can be of benefit to a municipality's emergency response effort because IMS.

- Provides a planned coordinated response;
- Provides a clear understanding of roles and responsibilities for Emergency Operations Centre staff;
- Provides a more organized approach to information dissemination;

The Incident Management System can also be adapted to any emergency or incident as a simple management process that is expandable in a logical manner from the initial response to a long term recovery operation as needed.

IMS has basic common elements in:

- Organization
- Standard Terminology
- Procedures

The implementation of the Incident Management System should cause the least disruption to existing emergency management systems.

4.3 MUNICIPAL NOTIFICATION PROCESS

In the event of an emergency, the Municipal Control Group (MCG) must be called in an organized fashion to the Emergency Operation Centre to manage the emergency in process on behalf of the municipality.

In the Township of McKellar, the Fire Department Answering Service is notified and ensures that all Municipal Control Group members are notified to report for duty.

In the Township of McKellar, any member of the Municipal Control Group is able to activate the group to report to the Emergency Operations Center and implement the emergency plan to manage an emergency in progress.

In the event that any member of the Municipal Control Group is unable to communicate with the Fire Department Answering Service during an emergency or potential emergency to initiate a call out of the MCG, the members shall attend at the Emergency Operations Center or contact the Mayor, or attend at the Mayor's residence to be updated on the status of the emergency and actions to be taken.

4.4 REQUESTS FOR ASSISTANCE

The West Parry Sound Municipalities have entered into a mutual assistance agreement whereby assistance can be provided to municipalities under the conditions of the agreement.

All municipalities in Ontario may request assistance from the Provincial Emergency Operations Center (PEOC), if required. All requests for assistance from the Province must be directed through the Provincial Emergency Operations Center.

PART V - EMERGENCY OPERATION CENTRE

5.1 GENERAL

Current Provincial legislation (O. Reg. 380/04) requires that all municipalities in Ontario have an Emergency Operations Centre that is equipped with appropriate technology and communications equipment to undertake emergency response for the community.

5.2 EMERGENCY OPERATION CENTER (EOC) ACTIVATION

Once the Municipal Control Group (MCG) has been called to deal with an emergency in progress the administration process begins to take place (manage the emergency response and recovery process) at the Emergency Operations Center.

The Emergency Operations Center is a central location that enables government to:

- coordinate policy decisions,
- coordinate resource management,
- set community priorities,
- respond to emergencies beyond the scope of the on site manager (Incident Commander.)
- provide emergency information to the affected general public population.

The activation process recalls the Municipal Control Group (MCG) to implement this Plan. Once the Municipal Control Group is called, municipal staff ensures the Emergency Operations Center is set up to manage the emergency.

5.3 EMERGENCY OPERATION CENTER ACTIVATION LOCATION

In the event the Emergency Operations Center is not accessible for any reason, the Municipal Control Group will be notified by phone and asked to report to the *alternate* location.

The Municipal Control Group members will be given instructions as to the reason for the change in location. Further details will be provided to the Municipal Control Group at the initial business cycle meeting at the Emergency Operations Centre.

5.4 EMERGENCY OPERATION CENTER TELECOMMUNICATIONS

The primary means of Emergency Operations Center telecommunications is the use of land phone lines.

During emergencies or major events, the demand for telephone services increases dramatically and protective measures must be taken to prevent the system from getting clogged or not working altogether.

Backup communications may be VHF Radio, cell phones, amateur radio, and satellite phones. Alternate communication devices may be provided by the local provider, local Fire Departments, or a neighboring municipality.

5.5 MUNICIPAL RESPONSE

Once the Notification process has been initiated, the Municipality will respond according to this Plan and implement any supporting plans or department standard operating procedures.

The municipality will utilize existing resources and when needed, will call upon Mutual Aid Agreements with other municipalities and existing Mutual Assistance Agreements when needed.

5.6 BUSINESS CYCLE MEETINGS

Once the Emergency Operations Center is activated, business meetings are directed by the Clerk Administrator.

- An initial briefing will be provided to the Municipal Control Group when the Emergency operations Center is first activated to bring all members up to date on what has transpired.
- At intervals of 30 minutes or at the discretion of the Clerk Administrator. Time between briefing allows for Municipal Control Group members to:
 - Collect and pass on information to their Incident Commanders (IC's) or Managers at other locations;
 - Set priorities through short term planning;
 - Obtain resources / initiate Mutual Assistance Agreements (MAAs) for the response process;
 - Hold news conferences.
- A final response briefing will be held prior to entering the recovery phase;

- A final briefing will be held after an event has occurred to discuss the compilation of operational data to be used for a later debriefing to build a Final Event Report for presentation to Municipal Council.

PART VI ROLES AND RESPONSIBILITIES

6.1 MUNICIPAL CONTROL GROUP

The Municipal Control Group directs the municipal emergency operation (response) within the Emergency Operation Center. Each position has specific assigned duties to avoid duplication of effort and to improve the efficiency of the response effort.

Within the operations center, each position also has standardized duties. All personnel must undertake these actions to ensure the operational continuity and proper documentation of decisions made and the efforts undertaken. These duties by operational phases are as follows:

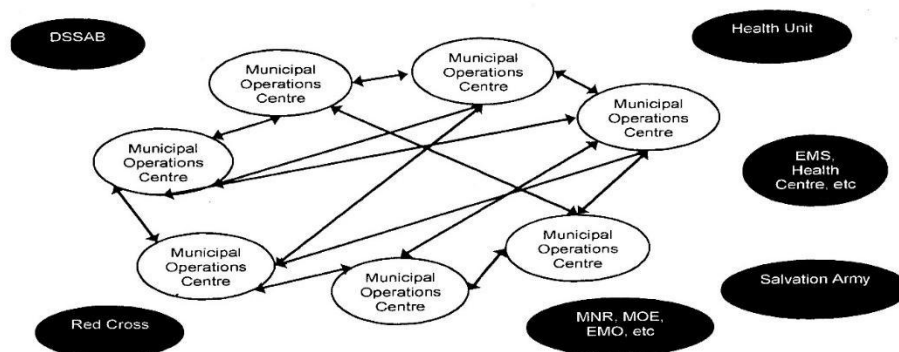
Initial Response to the Emergency Operations Center:

- Municipal staff will open and logistically organize the Emergency Operations Center
- Emergency Operations Center Staff Registration / signing in
- Test workstation equipment
- Open an Operational Log Book
- Confirm operational status (communication check)
- Obtain a situational update from department / agency peers
- Collect initial information for initial briefing

When the Emergency Operations Center is Operational:

- Keeping an accurate logbook throughout the operations
- Ensuring position is covered for next operational period (as determined by the Clerk / Administrator) and good communication during the changeover period.

6.1.1 Figure 1 Municipal Operations Center Activity Example with External Agencies.



6.2 MUNICIPAL CONTROL GROUP RESPONSIBILITIES

The actions or decisions which the members of the **Municipal Control Group** are to be responsible for are:

- Acquiring and assessing the information to determine status of situation
- Calling out and mobilizing their emergency services, agencies and equipment
- Coordinating and directing their services and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law
- Determining if the location and composition of the Municipal Control Group are appropriate
- Advising the Head of Council as to whether the declaration of an emergency is recommended
- Advising the Head of Council as to the need to designate all or part of the Township as an emergency area
- Ensuring the Emergency Site Manager (ESM) is appointed
- 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, gas, etc.
- Arranging for services and equipment from local agencies (i.e.: private contractors, volunteer agencies, service clubs, etc.)

- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under Township control, as considered necessary
- 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 Public Information Officer, and for dissemination to the media and public
- Authorizing expenditure of money to deal with the emergency
- Notifying the service, agency or group under their direction, of the termination of the emergency
- Maintaining a log outlining decisions made and actions taken during the emergency response
- Participating in a debriefing following the emergency

6.3 MUNICIPAL CONTROL GROUP MEMBERS RESPONSIBILITIES

The following sections indicate specific responsibilities according to position/agency:

6.3.1 HEAD OF COUNCIL OR ALTERNATE: (Moore)

- Declaring an emergency to exist within the designated area
- Declaring that the emergency has been terminated (NOTE: Township Council may also terminate an emergency)
- Notifying Emergency Management Ontario of the declaration of an emergency
- Ensuring that members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.
- Providing communication with the media as required in conjunction with the Clerk Administrator and Public Information Officer.

6.3.2 CLERK ADMINISTRATOR OR ALTERNATE: (Watkinson)

- Activating the emergency notification system
- Chairing meetings of the Municipal Control Group
- Coordinating all operations within the emergency operation center, including the scheduling of regular meetings.
- Advising the Head of Council on policies and procedures, as appropriate

- Approving, in conjunction with the Head of Council, major announcements and media releases prepared by the Emergency Information Officer in conjunction with the Municipal Control Group
- Ensuring that a communication link is established between the Municipal Control Group and the Emergency Site Manager
- Calling out additional Volunteers to provide assistance as required
- Providing logistical support to all members of the Municipal Control Group in carrying out their roles and responsibilities in an emergency response
- Liaising with support services, agency and system required in the emergency response
- Maintaining records of Municipal Control Group activities.

6.3.3 FIRE CHIEF OR ALTERNATE: (Morrison)

- Activating the emergency notification system (EOC notification)
- Providing the Municipal Control Group with information and advice on fire fighting and rescue matters
- Establishing an ongoing communications link with senior fire official at the scene of an emergency
- Informing the Fire/Mutual Aid Coordinator of additional fire fighting personnel and equipment that may be needed
- Determining if additional special equipment is needed and recommending possible sources of supply (i.e.: breathing apparatus, protective clothing, etc.)
- Providing assistance to other Municipal departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary) i.e.: search and rescue, first aid, casualty collection, evacuation, etc.)
- Acting as contact from Municipal control group in an emergency to the Emergency Medical Services
- Providing an Emergency Site Manager, if required

6.3.4 DIRECTOR OF OPERATIONS OR ALTERNATE: (Gostick)

- Activating the emergency notification system (EOC Notification)
- Providing the Municipal Control Group with information and advice on engineering matters
- Liaison with senior public works officials from local municipalities to ensure a coordinated response

- Providing of engineering public works response
- Construction, maintaining and repairing municipal roads
- Providing equipment and manpower as required by the Municipal Control Group
- Liaising with fire services re: emergency water supplies
- Coordinating the provision of emergency potable water, supplies and sanitation facilities to the requirements of the medical Officer of Health for the evacuation center
- Discontinuing any public works service or utility to any consumer, as required, and restoring these services when appropriate
- Liaising with public utilities to disconnect any service and/or to arrange for the provision of alternate services or functions
- Providing public works vehicles and equipment as required by other agencies
- Maintaining liaison with flood control, conservation and environmental agencies and preparing to take preventative action
- Providing an Emergency Site Manager, if required

**6.3.5 EMERGENCY INFORMATION OFFICER OR
ALTERNATE:(Watkinson or Britton)**

- Ensuring that the media releases are approved by the Clerk Administer (in consultation with the Head of Council) prior to dissemination, and distributing hard copies of the media release to the Municipal Control Group and other key persons handling inquiries from the media
- Monitoring news coverage and correcting erroneous information
- Maintaining copies of media releases and newspaper articles to the emergency
- Arranging interviews with media and the Head of Council on behalf of the Township's Council
- Coordinating media photograph sessions at the scene when necessary and appropriate
- Coordinating on-scene interviews between the emergency services personnel and the media
- Responding to and re-directing inquiries and reports from the public based upon information. (Such information may be related to school closing's access routes or the location of evacuee centers.)

- Responding to and directing inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or effected by the emergency to the appropriate emergency service
- Responding to and directing inquiries pertaining to persons who may be located in evacuation and reception centers to the registration and inquiry telephone number(s)
- Procuring staff to assist, as required
- Establishing a communications link with other media coordinator(s) (i.e.) provincial, federal, private industry, etc.) involved in the incident, ensuring that all information related to the media and public is timely, complete and accurate
- Ensuing that the Emergency Information Center (EIC) is set up and staffed and ensuring a sire EIC, if required
- Ensuring liaison with the Mutual Control Group to obtain up-to-date information for media releases, coordinate individual interviews and organize press conferences
- Ensuring that the following are advised of the telephone number of the media center:
 - Media
 - Municipal Control Group
 - Switchboard (Township and Emergency Services)
 - Police Public Relations Officer
 - Neighboring Communities
 - Ay other appropriate persons, agencies or businesses

6.3.6 EVACUATION CENTER COORDINATOR:(Bordeleau)

A Municipal Official will act as Emergency Center Coordinator during an emergency and is responsible for coordinating with Red Cross, Salvation Army, Parry Sound District Social Services Administration Board, and North Bay Parry Sound District Health Unit by:

- Determining the best facility for an evacuation center to address resident's requirements
- Ensuring the wellbeing of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services

- Ensuring the supervision of the opening and operation of temporary and/or long term evacuee centres, and ensuring they are adequately staffed
- Acting as contact from the municipal control group to the Red Cross
- Acting as contact from the municipal control group to the Salvation Army
- Acting as contact from the municipal control group to the Parry Sound District Social
- Services Administration Board
- Liaising with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centers
- Ensuring that a representative of the Near North District School Board and/or Parry
- Sound Roman Catholic Separate School Board is/are notified when a facility(s) is/are required as evacuee reception center(s), and that staff and volunteers utilizing the school facility(s) provide support from the Red Cross or Salvation Army representative(s) with respect to its/their maintenance, use and operation
- Ensuring kennel and other facilities for the care of personal pets

6.3.7 LIAISON OFFICER OR ALTERNATE ()

The Liaison Officer will provide factual information, updates, and authorized direction to the municipal control group in a timely fashion and to any municipal control group member who is absent from the emergency operation center.

The Liaison Officer will clearly identify the role, and the agencies that are represented. All communications must be clear and concise verbal and further provided by fax or email transmissions as required. It is of the utmost importance that the municipal control group receives information that keeps them informed and in a position to make decisions.

- The Liaison Officer is a municipal representative who has responsibility to provide ongoing information flow between the municipal operation center and any municipal control member who is not in attendance at the municipal operation center or any other ministry or agency as required

- Liaising with the Medical Officer of Health on areas of public health concern
- Acting as contact from the municipal control group to the Parry Sound Health Center

6.3.8 ADMINISTRATIVE RESOURCE OFFICER OR ALTERNATE (Smith)

- Assisting the Chief Administrative Officer as required
- Ensuring all important decisions made and actions taken by the Municipal Control Group are recorded on the event board
- Upon direction from the Chief Administrative Officer, notifying the required support and advisory staff of the emergency situation and the location of the Emergency Operations Center
- Arranging for the printing of materials, as required
- Coordinating the provision of clerical staff to assist in the Emergency Operations Center, as required
- Procuring staff to assist, as, required
- Making arrangements for meals for the staff/volunteers at the Emergency Operations Center and the Site in conjunction with the Salvation Army

6.3.9 ONTARIO PROVINCIAL POLICE OR ALTERNATE

- Providing accurate factual information to the Municipal Control Group
- Notifying necessary emergency and community services, as required
- Establishing a site command post with communications to the Emergency Operations Center
- Depending on the nature of the emergency, assisting in assigning the Site Manager and informing the Municipal Control Group
- Establishing the inner perimeter within the emergency area
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel
- Providing traffic control staff to facilitate the movement of emergency vehicles

- Alerting persons endangered by the emergency and coordinating evacuation procedures
- Ensuring liaison with the Emergency Evacuation Coordinator regarding the establishment and operation of evacuation and/or reception centres
- Ensuring the protection of life and property and the provision of law and order
- Providing police service in Emergency Operations Centre, evacuee centres, morgues, and other facilities, as required
- Notifying the coroner of fatalities
- Ensuring liaison with other communities, provincial and federal police agencies, as required
- Providing an Emergency Site Manager, if required

6.4 EXTERNAL AGENCY RESOURCES

6.4.1 DISTRICT OF PARRY SOUND SOCIAL SERVICES ADMINISTRATION BOARD

The CAO of the Parry Sound District Social Services Administration Board is responsible for:

- Providing accurate factual information and advice to the Evacuation Centre Coordinator of the activated municipal control group
- Contacting the Provincial Community and Social Services Ministry as required
- Providing welfare (financial) assistance to any person in financial need of food, accommodation and clothing due to the emergency situation
- Arranging the opening, operation, direction and supervision of sufficient Emergency Welfare Centres as may be required to provide the immediate financial welfare services required
- Informing the Municipal Control Group of the telephone numbers and locations of the Emergency Welfare Centres. Ensuring that all persons using the Emergency Welfare Centres are registered
- Liaising with the Public Information Officer regarding locations and procedures to obtain financial support at the Emergency Welfare Centres

6.4.2 NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT

The North Bay Parry Sound Health Unit is responsible for:

- Providing accurate factual information and advice to the Liaison Officer in the matter of public health and the Evacuation Centre Coordinator with regards to evacuation centre issues
- Ensuring contact with the Ontario Ministry of Health and Long Term Care, Public Health Branch
- Depending on the nature of the emergency, providing lead agency direction
- Establishing an ongoing communications link with the senior health official at the scene of the emergency or at evacuation centres
- Providing advice on any matters which may adversely affect public health
- Providing authoritative instructions on health and safety matters to the public through the Emergency Information Coordinator
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long Term Care policies
- Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources
- Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency
- Notifying the Public Works Representative Providing accurate factual information and advice to the Fire Chief of the activated municipal control group
- Ensuring emergency medical services at the emergency site
- Depending on the nature of the emergency, assigning the Site Manager and informing the Municipal Control Group
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency

- Obtaining EMS from other municipalities for support, if required;
- Advising the Municipal Control Group if other means of transportation is required for large scale response
- Liaising with the Ministry of Health and Long Term Care Central Ambulance Communications Centre to ensure balanced emergency coverage is available at all times throughout the community
- Ensuring liaison with the West Parry Sound Health Centre
Ensuring liaison

The West Parry Sound Health Centre is responsible for:

- Providing accurate factual information and advice to the Liaison Officer of the activated municipal control group
- Implementing the hospital's emergency plan
- Ensuring liaison with the Medical Officer of Health and local Emergency Medical Services representatives with respect to hospital and medical matters, as required
- Evaluating requests for the provision of medical site teams/medical triage teams
- Ensuring liaison with the Ministry of Health and Long Term Care, as appropriate regarding the need for potable water supplies and sanitation facilities

6.4.3 WEST PARRY SOUND HEALTH CENTRE

The West Parry Sound Health Centre is responsible for:

- Providing accurate factual information and advice to the Liaison Officer of the active municipal control group
- Implementing the hospital's emergency plan
- Ensuring liaison with the Medical Officer of Health and local Emergency Medical Services representatives with respect to hospital and medical matters, as required
- Evaluating requests for the provision of medical site team medical triage teams
- Ensuring liaison with the Ministry of Health and Long Term Care, as appropriate

6.4.4 EMERGENCY MEDICAL SERVICES

The Emergency Medical Services is responsible for:

- Providing accurate factual information and advice to the Fire Chief of the activated municipal control group
- Ensuring emergency medical services at the emergency site

- Depending on the nature of the emergency, assigning the Site Manager and informing the Municipal Control Group with the Medical Officer of Health, as required

6.4.5 NEAR NORTH DISTRICT SCHOOL BOARD and/or SEPARATE SCHOOL BOARD

The School Boards are responsible for:

- Providing accurate factual information and advice to the Liaison Officer of the activated municipal control group
- Implementing the Emergency Plans of the affected school board/facility
- Upon being contacted by the Municipal Evacuation Centre Coordinator, provide school board representatives to co-ordinate and provide direction with respect to maintenance, use and operation of the facilities being used as evacuation or reception centres
- In the event of an Emergency during normal hours, the principal of the effected school is responsible for (i) implementing the school's Emergency Plan or (ii) implementing the School's Evacuation Plan, as advised by the Municipal Control Group, depending on the nature and scope of the emergency

6.4.6 CANADIAN RED CROSS

The Red Cross will be directed from the municipal control group by the Evacuation Centre

Coordinator to conduct the following activities as per agreement:

- Be activated and operate under the direction and authority of the Municipal Evacuation Centre Coordinator
- Activate the Red Cross emergency alert system
- In cooperation with the Salvation Army, jointly operate the evacuation centre in an effective and efficient manner
- As requested, provide a registration and inquiry service
- As requested, provide lodging requirements
- Assist in reuniting separated family members as soon as conditions permit
- Provide other human and material resources as required
- Maintain a record of all action taken

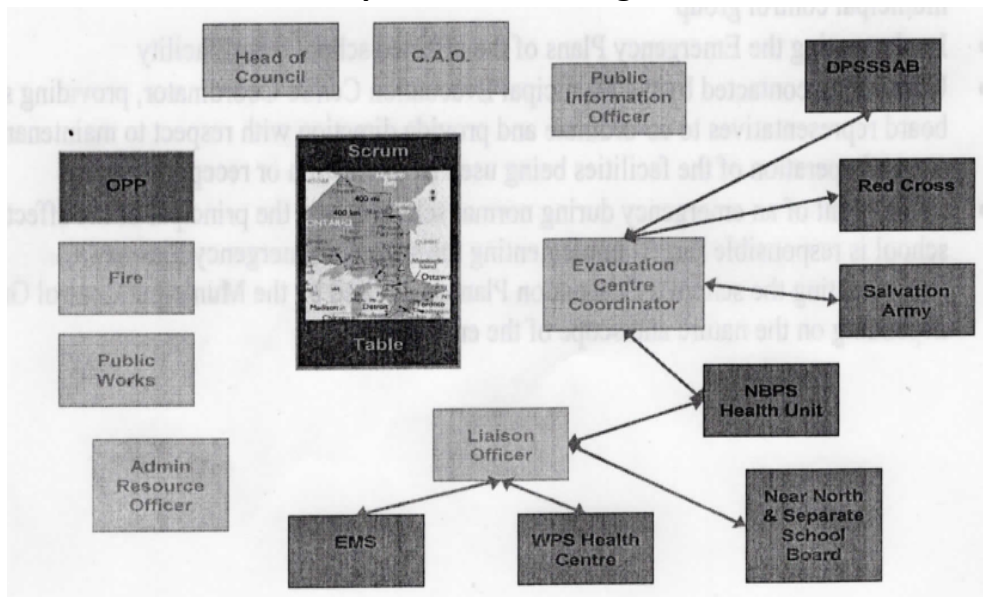
6.4.7 SALVATION ARMY

The Salvation Army will be directed from the municipal control group by the Evacuation Centre

Coordinator to conduct the following activities as per agreement:

- Be activated and operate under the direction and authority of the Municipal Evacuation Centre Coordinator
- In cooperation with the Red Cross, jointly operate the evacuation centre in an effective and efficient manner
- Provide evacuation centre food, clothing, and mobile feeding units
- Provide food for emergency operations centre and site locations
- Provide and coordinate clergy assistance
- Provide other human and material resources as required
- Maintain a record of all action taken

6.4.8 Figure 1 Communications Links between Municipal Control Group and External Agencies



7.1 GENERAL REQUIREMENTS

During an emergency, it is imperative that the general public and those directly involved in the emergency be given correct and timely information. It is essential that it begin as soon as the Emergency Operations Centre becomes operational and ends when the emergency has been officially terminated. Emergency Information (EI) updates must be provided as well during the Recovery phase if it is extended for any period of time. The Emergency Information Officer and their staff will ensure that Emergency Information is provided as long as necessary and as long as recovery operations are in progress.

7.2 EMERGENCY INFORMATION OFFICER

The “Emergency Management and Civil Protection Act” requires that each municipality designate an Emergency Information Officer (EIO) to assist with the dissemination of emergency information to the affected general public.

7.3 MEDIA CENTRE/EI CENTRE

In the event of an Emergency, it is advisable to have an area in each municipality that can be used for media purposes and away from the Municipal Emergency Operations Centre. Media should be kept at arms’ length from the Municipal Emergency Operations Centre to avoid disruption.

This area should allow space/staff/equipment for:

- public interviews with TV / Radio staff
- municipal news conferences
- distribution of media packages etc.
- media monitoring
- writing media releases

The designated area in the municipality as the Emergency Information Centre / Media Centre is:

McKellar Library
701 Hwy 124
McKellar, Ontario
POG ICO

In this Township, the designated spokespersons are the Head of Council and Clerk/Administrator.

PART VIII COMMUNITY EMERGENCY MANAGEMENT COORDINATOR

8.1 DURING ACTIVATION

During a Municipal Control Group activation, the Community Emergency Management Coordinator (CEMC) is responsible for:

- Assisting in activating and arranging the Emergency Operations Centre
- Ensuring that security is in place for the Emergency Operations Centre and registration of Municipal Control Group members
Ensuring that all members of the Municipal Control Group have necessary plans, resources, supplies, maps, and equipment
- Providing advice and clarifications about the implementation details of the Emergency Response Plan
- Maintaining the records and logs for the purpose of debriefings and post-emergency reporting that will be prepared

8.2 DURING NORMAL OPERATIONS

During normal municipal operations, the responsibilities of the Community Emergency Management Coordinator (CEMC) shall include:

- Successfully completing all training as required by Emergency Management Ontario and maintaining familiarity at all times with current standards and legislated community accountabilities
- Identifying the emergency management program financial and resource requirements, and preparing or assisting in the preparation of an annual emergency program budget submission.
- Forming a Community Emergency Management Program Committee to address the following:
 - Conduct the community's Hazard Identification and Risk Assessment process.
 - Prepare and obtain Emergency Management Ontario approval of a community emergency response plan.
 - Ensure the designation and development of an appropriate community Emergency Operations Centre.
 - Conduct the critical infrastructure identification process.

- Conduct annual training for the members of the Municipal Control Group and Municipal Operations Centre support staff.
- Conduct an annual exercise to evaluate the community emergency response plan.
- Identify individuals to act as emergency information staff.
- Develop and implement a community emergency management public awareness program.
- Conduct an annual review of the community emergency management program.
- Maintain the response plan to ensure it is up to date and accurately reflects the community risk assessment and emergency management program priorities.
- Liaise with the sector Emergency Management Ontario Community Officer at all times to ensure that the community emergency management program maintains the legislated standards.

PART IX GENERAL ADMINISTRATION

9.1 VOLUNTEER REGISTRATION

During any emergency, volunteers are going to come forward and want to provide assistance to the affected community. *Registered* volunteers or those under contract are considered “employees” under the Workplace Safety and Insurance Act and are eligible for injury benefits.

Emergency workers (volunteers) may be pre-registered by the municipality or registered as needed. Registration should be handled by those persons managing the Human Resources functions.

9.2 MUTUAL AID FIRE AGREEMENTS

Each municipality should enter into Mutual Aid Fire Agreements with neighboring municipalities in or outside its own jurisdiction to obtain the required fire resources when needed during emergencies to assist its community.

The Fire Chief / designate is the responsible party for initiating the Mutual Aid process for the community.

9.3 MUTUAL ASSISTANCE AGREEMENTS (MAA'S)

Mutual Assistance Agreements (MAA's) are legal documents made in advance to lay the ground rules for obtaining needed non-fire resources in the event of an emergency and are used for those situations that are beyond the capabilities of local resources.

West Parry Sound Municipalities are advised to enter into Mutual Assistance Agreements with neighboring municipalities for obtaining needed non fire resources and/or offering assistance/resources to neighboring municipalities when resources capabilities are low.

9.4 MUNICIPAL RECORD OF PLAN CHANGES

Reason For Municipal Plan Changes Date of Changes	Emergency Management Program Committee/ CEMC Approval Name

APPENDICES TO MUNICIPAL EMERGENCY PLAN

PART I MUNICIPAL OPERATIONS APPENDICES

APPENDIX	A	EMERGENCY MESSAGE
APPENDIX	B	MUNICIPAL CONTROL GROUP NOTIFICATION LIST
APPENDIX	C	EMERGENCY OPERATIONS CENTRE FLOOR PLAN/SHELTERS
APPENDIX	D	EMERGENCY OPERATIONS CENTRE LOG BOOK
APPENDIX	E	IMS (INCIDENT MANAGEMENT SYSTEM) STRUCTURE
APPENDIX	F	DECLARATION OF EMERGENCY
APPENDIX	G	TERMINATION OF EMERGENCY
APPENDIX	H	COMMUNITY RESOURCES CONTACT LIST
APPENDIX	I	NORTHERN COMMUNICATION NOTIFICATION SCRIPT
APPENDIX	J	VOLUNTEER REGISTRATION FORMS

PART II MUNICIPAL BY-LAWS APPENDICES

APPENDIX	K	EMERGENCY MANAGEMENT PROGRAM MUNICIPAL BY—LAW
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PART III SUPPORT PLAN APPENDICES

APPENDIX	L	EMERGENCY INFORMATION PLAN
APPENDIX	M	RISK SPECIFIC PLANS
APPENDIX	N	MUNICIPAL RECOVERY PLAN
APPENDIX	O	HAZARD IDENTIFICATION RISK ASSESSMENT (COMMUNITY PROFILE)
APPENDIX	P	MUNICIPAL CRITICAL INFRASTRUCTURE LISTING

PART IV MISCELLANEOUS APPENDICES

APPENDIX	Q	DEFINITIONS/ACRONYMS
APPENDIX	R	PLAN DISTRIBUTION LIST
APPENDIX	S	EVACUATION

APPENDIX	T	EMERGENCY MANAGEMENT PROGRAM COMMITTEE MEMBERS
APPENDIX	U	PANDEMIC RESPONSE PLAN
APPENDIX	V	PUBLIC AWARENESS PROGRAM
APPENDIX	W	EMERGENCY MANAGEMENT CONTACTS (Ministry — for CEMCS only)
APPENDIX	X	EMERGENCY RESOURCE LIST
APPENDIX	Y	MUTUAL AID ASSISTANCE AGREEMENTS
APPENDIX	Z	MISCELLANEOUS AGREEMENTS/BILLS

APPENDIX A

RECORDING EMERGENCY MESSAGE FORM

Date: _____

Time: _____

Name / Address of Caller: _____

Details	Yes	No	Action Steps
Authentication Required?			
Type of Emergency			
Location of Emergency			
Area of Municipality Impacted			
Immediate dangers / precautionary Measures?			
Immediate Response required?			
Immediate Resources required?			

Municipal Action

Remain on Standby ?			
Report to MEOC ?			
Implement Internal Fan-out Notification (Annex)			
Implement Emergency Plan?			

TOWNSHIP OF McKELLAR EMERGENCY PLAN

APPENDIX "B"

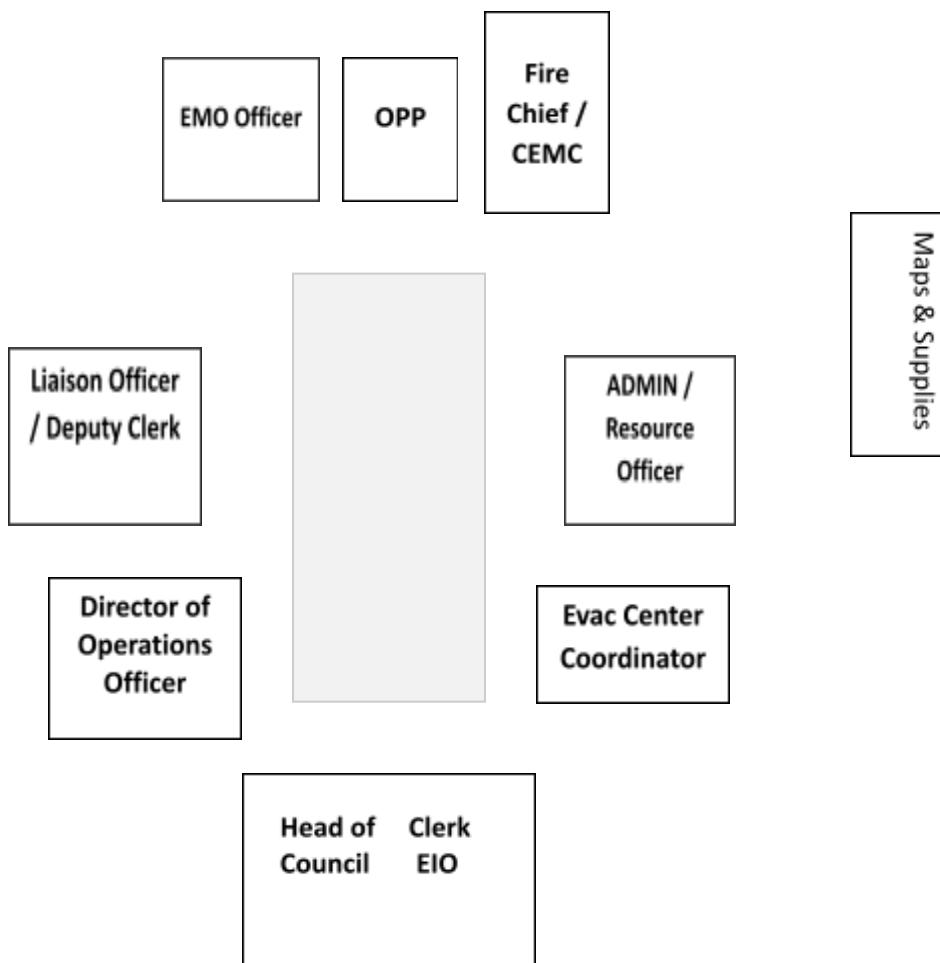
Municipal Emergency Centre Notification List

Title	Name	After Hours Emergency Contact #	After Hours Emergency Other Contact #	Work Contact #
Head of Council	David Moore			
Clerk Administrator Alternate CEMC	Ina Watkinson			705-389-2842
Community Safety Officer-CEMC	Chris Everitt			C-705-774-4035
Fire Chief	Robert Morrison			705-774-8010
Deputy Fire Chief	Marc Hamel			705-746-0457
Treasurer	Roshan Kantiya			705-389-2842
Director of Operations	Greg Goslick			705-789-2891
Evacuation Centre Coordinator	Chris Bordeleau			705-389-2842 Ext 2
Emergency Information Officer	Ina Watkinson			705-389-2842 Ext 5
Liaison Officer /Deputy Clerk	Karlee Britton			705-389-2842
Administration Resource Officer	Mary Smith			705-389-2842 Ext 1
Ontario Provincial Police		B-705-746-4225 (24 hr)	B-888-310-1122 (24 hrs toll free)	
Councilor	Morley Haskim			
Councilor (DM)?	Mike Kekkonen			
Councilor	Debbie Zulak			
Councilor	Nick Ryland			

TOWNSHIP OF McKELLAR EMERGENCY PLAN

APPENDIX "C"

Emergency Operations Center Floor Plan



The equipment required for the Emergency Operations Center is organized and located in the Township Municipal Office. The Emergency Management Coordinator is responsible for inspecting on a regular basis for ensuring that the following items are in working order.

First Aid Kit	1 roll plastic to cover Maps
2 dozen Pencils	Assorted dry eraser markers
2 pencil sharpeners	Assorted magic markers
1 dozen lined pads	1 pad of graph paper
2 flip paper pads	1 Muskoka - Parry Sound telephone book
1 telephone	2 flashlights
1 telephone extension cord	4 extra batteries
1 hydrographic map	1 package Sticky tack
1 assessment map	2 packages of photocopier paper
1 snowmobile map	10 copies of the plan and job descriptions
1 McKellar Township 911 Index book	20 Name Tags

Additional equipment required for the Emergency Operations Center is listed below

FAX Machine	Township Office
Television	Township Library
Telephones	Township Office & Garage
Flip Charts	Township Council Chambers
Computers	Township Office
Photo Copier	Township Office

EMERGENCY SHELTER FACILITIES — APPENDIX “C”

McKellar Community Centre 206 capacity, sleep 60, electric heat, good kitchen (propane), good washroom facilities, good parking, wheelchair accessible, Large Generator Backup Contact: Chris Bordeleau	McKellar McKellar	705-389-1441/389-2842 [REDACTED]
McKellar Public Works Garage 300 capacity, sleep 100, hot water, kitchen (potable water) washroom facilities, good parking, wheel chair accessible (main floor) Contact: Greg Gostick	McKellar McKellar McKellar	705-389-2891 [REDACTED] (Cell) [REDACTED] (Residence)
Station One Fire Hall 10 Capacity, sleep 10, hot water, potable water Washroom facilities, good parking Contact: Robert Morrison Marc Hamel	McKellar McKellar	705-389-9597 (Fire Office) [REDACTED] (Cell) [REDACTED]
Station Two Fire Hall 40 Capacity, sleep 23, hot water, kitchen, potable water Washroom facilities, good parking, wheel chair accessible Contact: Robert Morrison Marc Hamel	McKellar McKellar	[REDACTED] (Cell) [REDACTED]
McKellar United Church 100 capacity, sleep 45, electric heat, good kitchen, small washroom facilities, small parking, wheel chair accessible No Backup Power, No drinkable water Contact: Rev. Charles Arasaratnam	McKellar McKellar	705-389-2604 [REDACTED] (Residence)
Dunchurch Community Center 178 capacity, sleep 60, electric heat, good kitchen, good washroom facilities (wheelchair accessible), good parking Contact: David Preasor	Dunchurch Dunchurch	705-389-3211/705-389-2466 [REDACTED] (Residence) [REDACTED] (Cell)
Knox United Church 150 capacity, electric heat, limited kitchen, limited washroom facilities, limited parking Contact: Lynn McEwan Joe McEwan	Dunchurch Dunchurch Dunchurch	[REDACTED] (Cell) [REDACTED] (Cell)
Royal Canadian Legion #394 Hall 107 capacity, sleep 34, electric heat, refrigerator only, limited washroom facilities, good parking Contact: Bill Church	Dunchurch Dunchurch	705-389-3130 [REDACTED] [REDACTED] Cell)

Waubamik 705-389-3203

97 capacity, sleeps 45, good kitchen, no dishes, good washroom facilities, oil heat, good parking, wheelchair accessible

Contact: McDougall Township office

Nobel

705-342-5252

Parry Sound 705-746-2701

380 capacity, 3,000 capacity summer ice surface, commercial kitchen, good washroom facilities, electric heat, good parking, wheelchair accessible, No Backup Power.

Contact: April McNamara

Parry Sound 705-746-2701 ext 1

In the event of an emergency in both McKellar and Parry Sound, priority will be given to Parry Sound

Hwy 124 705-773-7971

500 capacity, good kitchen, good washroom facilities, electric heat, good parking, wheelchair accessible

Contact: Ed Arnold – Custodian Parry Sound [REDACTED] (Res)

Dale Smith — Custodian Parry Sound [REDACTED] (Res)

Jennifer Nicholas — Principal Parry Sound

Dunchurch 705-389-2590

130+ capacity, electric heat, small staff kitchen, good washroom

facilities (wheelchair accessible), good parking water heat, good parking, wheelchair accessible

Contact: Principal 705-773-7979 (Office)

TOWNSHIP OF McKELLAR EMERGENCY PLAN

APPENDIX "D"

Emergency Operations Center Event Log

Name _____ Role _____ Date _____

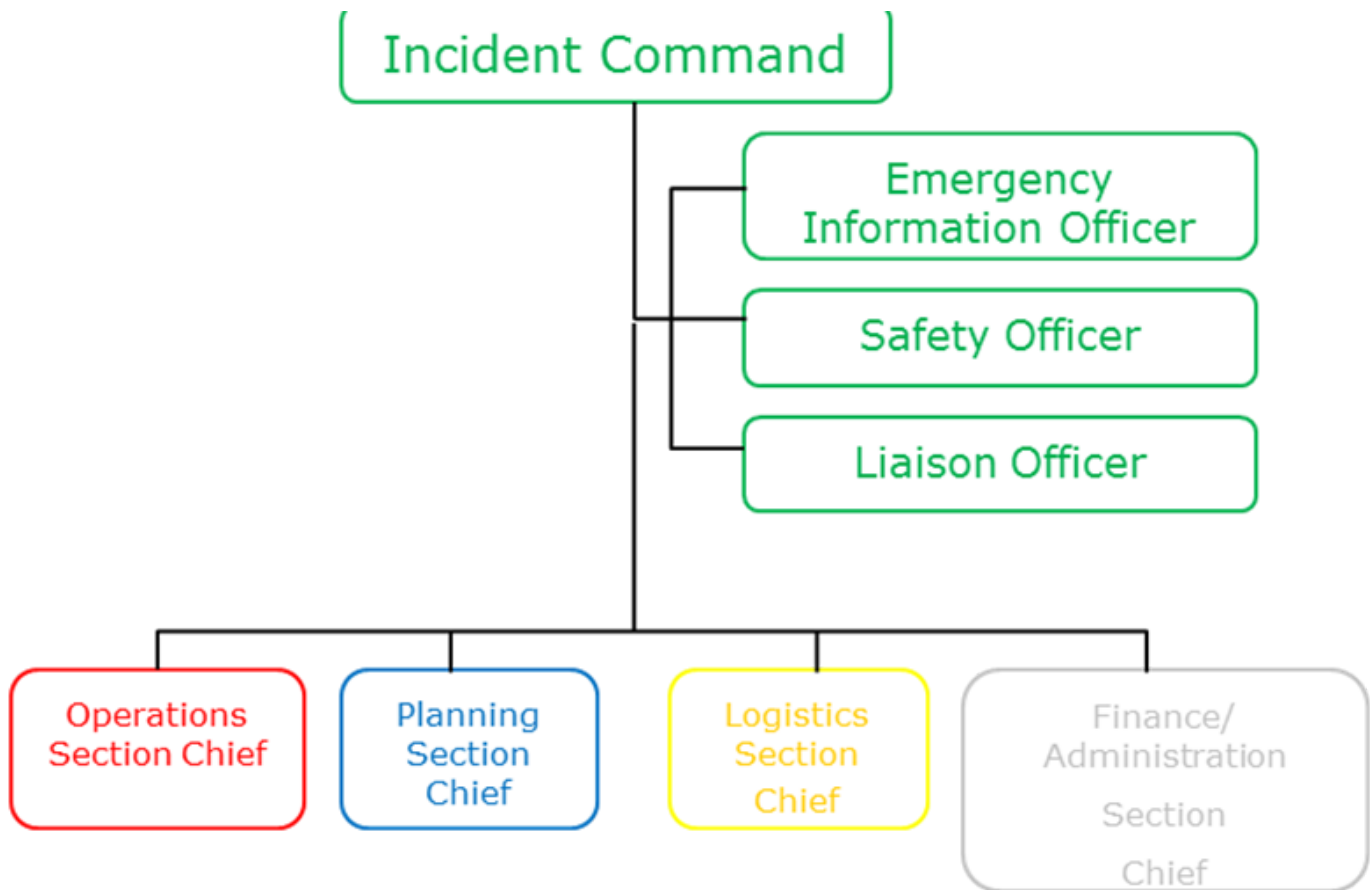
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TOWNSHIP OF McKELLAR EMERGENCY PLAN

APPENDIX "E"

IMS (Incident Management System) Structure

The Incident Management System (IMS) is used to manage both emergency incidents and non-emergency events. It is a standardized method of coordinating an organization's resources or those of multiple agencies into an integrated organized structure which can respond to an incident or event effectively. IMS incorporates traditional business practices, applying them to emergency response and event planning. IMS is able to respond to all hazards or events and is based on a system of functional responsibilities with clear lines of accountability.



TOWNSHIP OF McKELLAR EMERGENCY PLAN

APPENDIX "F"

Criteria in Consideration of a Declaration of Emergency

(Note: All references in this document refer to the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, as amended 2009)

* This checklist is for use by municipal heads of council considering the declaration of an emergency within their municipality. This checklist is not intended to provide any sort of legal advice - it is merely a reference tool.

An emergency is defined under the Emergency Management and Civil Protection Act 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. [Section 1, definition of an emergency].

Under the Emergency Management and Civil Protection Act, only the head of council of a municipality (or his or her designate) and the Premier have the authority to declare an emergency. These individuals, as well as a municipal council, have the authority to terminate an emergency declaration [Sections 4 (1), (2), (4)].

An emergency declaration may extend to all or any part of the geographical area under the jurisdiction of the municipality [Section 4 (1)].

If the decision is made to declare an emergency, the municipality must notify Emergency Management Ontario (on behalf of the Ministry of Community Safety and Correctional Services and Solicitor General) as soon as possible [Section 4 (3)]. Although a verbal declaration of emergency is permitted, all declarations should ultimately be made in writing to ensure proper documentation is maintained. Written declarations should be made on municipal letterhead, using the template provided by Emergency Management Ontario, and should be faxed to (416) 314—0474. When declaring an emergency, please notify the Provincial Operations Center at 1-866-314-0472.

When considering whether to declare an emergency, a positive response to one or more of the following criteria may indicate that a situation, whether actual or anticipated, warrants the declaration of an emergency:

General and Government:

o Is the situation an extraordinary event requiring extraordinary measures?

[Section 4 (1) permits a head of council to take such action and make such orders as he or she considers necessary and are not contrary to law” during an emergency] performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty. Section 11 (3), however, states 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, and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality]

- o Are volunteers assisting?** [The Workplace Safety and Insurance Act provides that persons who assist in connection with a declared emergency are considered workers under the Act and are eligible for benefits if they become injured or ill as a result of the assistance they are providing. This is in addition to workers already covered by the Act.]

Operational:

- o Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel?** [Section 4 (1) permits the head of council to take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan. Section 13 (3) empowers a municipal council to make an agreement with the council of any other municipality or with any person for the provision of any personnel, service, equipment or material during an emergency]
- o Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis?** [Some situations may require the creation of special response agreements between the municipality and other jurisdictions, private industry, non-government organizations, etc. Section 13 (3) states that the council of a municipality may make an agreement with the council of any other municipality or with any person for the provision of personnel, service, equipment or material during an emergency]
- o Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations?** [In the event of a large-scale crisis, such as an epidemic or prolonged natural disaster, municipal resources may not be able to sustain an increased operational tempo for more than a few days. This is particularly true if emergency workers are injured or become ill as a result of the crisis. In such a case, the municipality may need to utilize outside emergency response personnel. Section 13 (3) provides for mutual assistance agreements between municipalities]

Economic and Financial:

- o Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles?** [The rerouting of people and vehicles poses a potential liability risk. Keeping persons from their homes and delaying commercial traffic are both sensitive issues. Section 11 of the Act may provide certain protection from liability. Section 4 (1) allows for extraordinary measures to be taken, providing they are not contrary to law.]
- o Is an event likely to have a long term negative impact on a community's economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity?** [The declaration of an emergency may facilitate the ability of the municipality to respond to economic losses]
- o Is it possible that a specific person, corporation, or other party has caused the situation?** [Section 12 states that where money is expended or cost is incurred by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost.]

TOWNSHIP OF McKELLAR EMERGENCY PLAN

Declaration of an Emergency

Fax form to (416-314-0474) Email (PEOCDO01@ontario.ca)

1, _____ of

(David Moore)

(Mayor)

(Township of McKellar)

declare that an emergency in accordance with the Emergency Management and Civil Protection Act, R.S.O. 1990, Sec.4 (1) (2) (4), exists in the area of (define area using street names and/or boundaries)

in the community of

due to (explain the emergency situation)

DATED this _____ day of _____, _____

Signature of Head of Council

Name of Head of Council (printed or typed)

TOWNSHIP OF McKELLAR EMERGENCY PLAN

Appendix "G"

Declared Emergency

Fax form to (416-314-0474)Email (PEOCDO01@ontario.ca)

1, _____ of
(David Moore) (Mayor)

(Township of McKellar)

declare that an emergency in accordance with the Emergency Management and Civil Protection Act, R.S.O. 1990, Sec.4 (1) (2) (4), exists in the area of (define area using street names and/or boundaries)

in the community of

due to (explain the emergency situation)

DATED this _____ day of _____ , _____

Signature of Head of Council

Name of Head of Council (printed or typed)

TOWNSHIP OF McKELLAR EMERGENCY PLAN

Appendix “H”

Community Resources Contact List

Title	Emergency Contact #	Other Contact #	Other Contact #
Bell	888-870-3911 (24 hrs)		
Canadian Red Cross	705-715-8138 705-674-0737 (Sudbury)	705-794-6192 705-721-3313 (Barrie)	
CANUTEC	613-996-6666 (24 hrs)		
Children’s Aid Society	705-746-9354		
CNR Police	800-746-9239 (24hrs)		
Community Care Access Center	866-372-8740 (24 hrs)		
CPR Police	800-718-9132 (24 hrs)		
District Social Services Administration Board	705-746-7777	705-746-7783 (Fax#)	
Emergency Medical Services	705-746-4858	911 (after hours)	
Fire Marshal’s Office	705-564-4550 (Sudbury)	800-565-4734 (Sudbury)	800-461-2281 (after hours)
Hydro-One	877-363-7464-(24 hrs)		
Immigration Authorities (Orillia)	888-242-2100		
Ministry of Environment (Barrie)	800-890-8511	800-268-6060 (Spills-24 hrs)	
Ministry of Natural Resources & Forestry	705-746-4201	705-746-8828 (fax#)	888-863-3473 Wild Fires
Ministry of Transportation	800-461-9548 (24 hrs)		
Moose FM – Operations Manager	██████████ Kent Matheson ██████████ Kathy Jennings	705-746-4291	
Near North School Board	800-278-4922		
North Bay Parry Sound District Health Unit	800-561-2808	705-497-6562	
North East Community Care	866-352-8740		
Northern Communications Answering Service	705-751-0050 (24 hrs)		
Parry Sound Health Unit	705-746-5801	705-746-6262 (after hours)	
Parry Sound Housing Corporation	705-774-9600 (34 hrs)		
Parry Sound Municipal Airport	705-378-2897	705-732-2194 (after hours-Neil Pirie, Manager)	705-346-1583 (Cell Neil Pirie, Manager)
PEOC/EMO	416-314-0472	866-314-0472	416-314-6220 (fax)

Poison Control Center	800-268-9017 (24 hrs)	416-813-5900	
Salvation Army	705-346-0457 (cell)	705-7738542 (cell)	
Transport Canada	416-952-0154	416-814-7473 (after hours)	
West Parry Sound Health Center	705-746-9321 (24 hrs)		
Weather Center	416-739-4430 (24 hrs)	416-739-4466 Jeff Coulson	

TOWNSHIP OF McKELLAR EMERGENCY PLAN

Appendix “I”

Northern Communication Notification Script

My name is _____ and I am calling from Northern Communication
First name
Service. I have been notified by _____ that
name and title of the authorized MGM
an emergency exists in the area of _____ in
define area using street names and/or boundaries
the community of _____ due to _____
community name explain the emergency situation
on _____}____. All Municipal Group Members are to report for duty to the Municipal Council
date and time
Chambers at _____. The following agencies responding to this emergency situation
Date and time
are _____
names of agencies

Thank You!

Important Note:

There are five Municipal Groups Members in the Township of McKellar who are authorized to activate the notification system:

1. Mayor, David Moore
2. Clerk Administrator, Ina Watkinson
3. Alt.CEMC, Chris Everitt
4. Operations Officer, Greg Gostick
5. Fire Chief/CEMC, Robert Morrision

TOWNSHIP OF McKELLAR EMERGENCY PLAN

Appendix "J"

Volunteer Registration Form

Personal Information

First Name: _____ Last Name: _____ (M/F) _____
Home Address: _____ Home Phone # _____
City & Province _____ Business Phone # _____
Postal Code: _____ Cell # _____
Email Address: _____ Pager # _____
Emergency Contact Numbers: 1: Name _____ # _____
2: Name _____ # _____

General Information

Are you 18 years of age and over? Yes ____ No ____ Are you currently employed? Yes ____ No ____
Where do you work? _____
What volunteer job are you applying for? _____
Previous volunteer jobs: _____
Do you have any special skills or training? _____

What is your availability? _____
Any additional information or comments: _____

Release of Liability Statement

I assume full liability for my conduct and actions including any injury or damage that may result while the Township of McKellar. I hereby agree to indemnify, defend and hold harmless the Township of McKellar its officers, agents and employees from any and all claims, actions, suits or liability whatsoever arising out of my assistance in the Township of McKellar.

I will abide by all safety instructions and information provide to me. I understand and agree that failure to abide by such safety instructions and information provided to me. may result in my immediate dismissal from the program without recourse.

The information on this form is collected under the authority of the Provincial Emergency Program Act.

I have carefully read the foregoing release and indemnification and understand the contents thereof and sign this release as my own free act.

Volunteer Signature: _____ Date: _____
Parent or Guardian Signature if under 18: _____ Date: _____

Also consider activating <https://www.ontario.ca/page/volunteer-corps-ontario>

APPENDIX K

By-law 2010-13 adopting the Township of McKellar Emergency Response Plan,

(Copy of By-law 2010-13)

TOWNSHIP OF McKELLAR EMERGENCY PLAN

Appendix “L”

EMERGENCY INFORMATION PLAN

Upon implementation of this Emergency Response Plan, it will be important to coordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual 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; and
- Citizen Inquiry Supervisor.

The local Emergency Information Centre (EIC) will be located in the McKellar Public Library, 701 Hwy #124. In the event that this center cannot be used, the secondary location will be McKellar Fire Station 1, 3 Sharon Park Drive. McKellar.

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 in the McKellar Community Centre, Township office, 701 Hwy #124, under the supervision of the Secretary.

Emergency Information Coordinator

The Emergency Information Coordinator will be the Clerk Administrator and is responsible for:

- Establishing a communication link with the Community Spokesperson, the Citizen Inquiry Supervisor and any other media coordinator(s) (i.e. provincial, federal, private industry, (etc.) involved in the incident, ensuring that all information released to the media and public is timely, complete and accurate;
- Ensuring that the EIC is set up and staffed and requiring a site EIC, if required;
- Ensuring liaison with the CCG to obtain up-to-date information for media releases, coordinate individual interviews and organize press conferences;
- Ensuring that the following are advised of the telephone number of the media center:
 - Media;
 - Community Control Group;
 - Police Public Relations Officer;
 - Neighboring Communities;
 - Citizen Inquiry Supervisor;
 - Any other appropriate persons, agencies or businesses.
- Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that

- the most accurate and up-to—date information is disseminated to the public;
- Ensuring that the media releases are approved by the Clerk Administrator/Emergency Information Coordinator (in consultation with the Head of Council) prior to dissemination, and distributing hard copies of the media release to the EIC, the CCG, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;
- Monitoring news coverage, and correcting any erroneous information;
- Maintaining copies of media releases and newspaper articles pertaining to the emergency;
- Maintaining a personal log of all actions taken.
- Giving interviews on behalf of the Township of McKellar's Council;
- Establishing a communication link and regular liaison with the Emergency Information Co-ordinator at the EOC;
- Redirecting all inquiries about decisions made by the CCG and about the emergency as a whole, to the Emergency Information Coordinator;
- Advising the following persons and agencies of the location and telephone number(s) (as available) of the Site Media Information Center:
 - EOC
 - ESM
 - Police Public Relations Officer
 - Emergency services personnel at scene (where possible)
 - Emergency Information Coordinator(s)
 - Media
 - Any other appropriate personnel or agencies
- Ensuring that media arriving at the site are directed to the site information center.
- Coordinating media photograph sessions at the scene when necessary and appropriate;
- Coordinating on-scene interviews between the emergency services personnel and the media;
 - Establishing a Citizen Inquiry Service, including the appointment of personnel and designation of telephone lines;
- Informing the Clerk-Treasurer/Emergency Information Co-ordinator of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- Informing the affected emergency services, the CCG and Township switchboards of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- Ensuring liaison with the Clerk-Treasurer/Emergency Information Coordinator to obtain current information on the emergency;
- Responding to, and re-directing inquiries and reports from the public based upon information from the Emergency Information Coordinator. (Such information may be related to school closings, access routes or the location of evacuee centers.);
- Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- Responding to and redirecting inquiries pertaining to persons who may be located in evacuation and reception centers to the registration and inquiry telephone number(s);
- Procuring staff to assist, as required;

COMMUNITY RISK PROFILE – TOWNSHIP OF MCKELLAR – APPENDIX “M”

Risk Assessment			Community Vulnerability					Emergency Management Action			
Haz #	Hazard Situation	Risk Anal.	Vulnerable Population	Area	Critical Infrastructure	Response Capability	Environment	EM Prog. Standards	Mitigation Prevention	Preparedness	Response Recovery
1	Fires Forest & Wildland – Urban Interface	P-4 C-2	Everyone	Entire Township	Depend on sit of Fire	Fire Dept. MNR&F Emergency Services	Air contamination	Response Capability Emergency Response Plan Public Awareness Plan	Up to date equipment Fire Training Public Awareness	911 Up to date equipment & Fire training Public Awareness	Have appropriate Municipal Response personnel equipment Mutual Aid
2	Winter Storms - Blizzards - Ice Storms	P4 C-3	Everyone	Entire Township	Food & Water Power Outages Public Safety Transportation Problems Telephones	Public Works Fire Dept Emergency Services Hydro & Phone Mutual Aid	Damage to trees	Response Capability Emergency Response Plan Public Awareness Plan	Listen for Warnings & watches from Environment Canada	Public Works trained up to date equipment Snow removal plan Mutual Aid Response Plan	Have appropriate Municipal - resources - personnel -equipment - Mutual Aid
3	Summer Storms Lightning Hail Wind Storms Tornadoes	P-4 C-3	Everyone	Entire Township	Food & Water Power Outages Public Safety Transportation Problems Telephones	Public Works Fire Dept Emergency Services Hydro & Phone Mutual Aid	Damage to trees & crops Accidents on water & roads due to high winds	Response Capability Emergency Response Plan Public Awareness Plan	Listen for Warnings & watches from Environment Canada	Public Works trained up to date equipment Mutual Aid Response Plan	Have appropriate Municipal - resources - personnel -equipment - Mutual Aid
4	Human Health Epidemics	P-3 C-3	Everyone	Entire Township	Food & Water	Fire Dept Emergency Services	Disease and Sickness	Response Capability Emergency Response Plan Public Awareness Plan	Public Awareness immunization	Emergency Services Plan	Pandemic Response Plan – See appendix “U”
5	Agriculture and Food Emergencies	P-1 C-3	Everyone	Entire Township	Food & Water	Emergency Services	Disease and Sickness	Response Capability Emergency Response Plan Public	Public Awareness Guidelines on handling	Emergency Services Plan	No Recovery Plan

6	Transportation Incident Hazardous Materials Accident (Road, Air, Marine)	P-1 C-3		Everyone	Entire Township	Roads Power Outage	Public Works Fire Dept. Emergency Services Hydro & Phone Mutual Aid Volunteers	Environmental Damage	Response Capability Emergency Response Plan Public Awareness Plan	Traffic Control Public Awareness Plan	Emergency Services Plan Public Works	Have appropriate Municipal - resources - - personnel - - equipment - - Mutual Aid
7	Critical Infrastructure	P-1 C-4		Everyone	Entire Township	Food & Water	On private wells	Water Contamination	Response Capability Emergency Response Plan Public Awareness Plan	Public Awareness	Emergency Services Plan	Have appropriate Municipal - resources - - personnel - - equipment - - Mutual Aid
8	Power Outage	P-4 C-2		Everyone	Entire Township	Everything depending on electricity	Fire Dept. Services Hydro & Phone	Water Contamination	Response Capability Emergency Response Plan Public Awareness Plan	Listen for Warnings & Watches from Environment Canada	Emergency Services Plan Generators Public Awareness	Have appropriate Municipal - resources - - personnel - - equipment - - Mutual Aid
9	Smog	P-3 C-2		Everyone	Entire Township	Public Safety	Fire Dept. Emergency Services Response Plan Public Awareness Plan	Environmental Damage	Response Capability Emergency Response Plan Public Awareness Plan	Listen for Warnings & Watches from Environment Canada	Emergency Services Plan	No recovery Plan
10	GTA Event	P-3 C-2		Everyone	Entire Township	Public Safety Food & Water Shortage	Emergency Services	Road and Marine Accidents	Response Capability Emergency Response Plan Public Awareness Plan	Listen for Warnings & Watches from Environment Canada	Emergency Services Plan	No recovery Plan

TOWNSHIP OF McKELLAR EMERGENCY PLAN

Appendix “N”

MUNICIPAL RECOVERY PLAN

DEFINITION:

Recovery is a coordinated process of supporting the community in its return to a state of normalcy after a major emergency or disaster situation. This includes the reconstruction of the critical infrastructure, the cleanup of debris, the restoration of buildings and facilities and the restoration of the emotional, social, economic and physical well being needs of the affected community.

Recovery should conduct activities with proper consultation and recognition of needs and priorities to avoid disrupting and hindering the process.

PURPOSE OF RECOVERY

The purpose of providing disaster recovery services is to assist the disaster affected community to manage its own recovery.

GOALS / OBJECTIVES:

The Recovery process should be planned and organized in such a manner that:

- Municipal services are maintained to pre—determined level of service, or, to the level allowed based on the existing conditions of the situation;
- Municipal residents are able to obtain access to the basic personal essential services including food, clothing, shelter, personal and psychological needs;
- Municipal residents are protected from further health concerns or further injury or damage to the extent possible by the conditions;
- Municipal residents’ personal property is protected from further damage to the extent possible;
- Municipal environment is protected from further damage to the extent possible.

MUNICIPAL AUTHORITY

Applicable Provincial legislation and the Municipal By-laws that are the authority for this Municipal Emergency Plan apply to this Annex.

EMERGENCY RECOVERY ORGANIZATION

Municipal Recovery Operations are undertaken by the Municipal Control Group and are an extension of the response operations that were used to deal with the emergency situation.

Municipal Recovery Operations will be organized in a slightly different way to meet differing objectives for this phase of the emergency.

It is imperative, although outside assistance will be available and provided that the management of disaster services and coordination of services and the setting of priorities be done at the lowest level of governmental (local municipal level).

RECOVERY PROCESS

The actual Recovery Process is driven by the Municipal Control Group under the management of the EOC Manager (Chief Administrator)

The Municipal Control Group shall:

- Designate or delegate a Municipal Control Group member to manage the Recovery process. This may or may not be the Chief Administrator/ EOC Manager dependent on the thrust of the operation and the level of specialized expertise needed;
- Determine when the Response process is over and the Recovery process will begin and advise the residents and municipal stakeholders accordingly through the media or other appropriate means;
- Undertake a planning process for the Recovery phase of the Operation in consideration of the approximate time lines required to return to the near normal;
- Designate the formation of an overall Recovery Committee to manage the event. The Recovery Committee will act as a reporting body for the sub-committees and for the overall operation;
- Determine the community needs and priorities and designate appropriate Recovery Sub-committees to deal with such things as:
 - Ensuring that residents' basic personal needs are met;
 - Ensuring that residents' basic financial needs are met;
 - Ensuring that basic municipal services (water, sewage, etc.,) are restored with priorities considering community needs;
- Ensuring critical infrastructure is restored or rebuilt to standards that meet current building codes;
- Ensuring that residents' re—entry process is undertaken in conjunction with the restoration of municipal services;
- Ensuring that residents are assisted with insurance claims and the Disaster Financial Assistance programs available provincially and federally.
Ensuring that local residents and stakeholders are part of the recovery process.

RECOVERY PHASE REPORTING

At the termination of the recovery phase, all sub—committees must submit a report of their undertakings during the recovery that includes:

- The chronological order of events undertaken by their sub-committee during the recovery;
- Financial accountability for all transactions during the emergency

TOWNSHIP OF MCKELLAR
APPENDIX “O”
GENERAL COMMUNITY HAZARDS

Definitions:

Hazard: An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss.

Likely: Th listed hazard has occurred in recent memory and is likely to occur again.

Possible: The hazard has not occurred in recent memory, but could occur based on prior incidence or “expert” assessment (e.g., a nuclear facility, terrorism, an earthquake).

Unlikely: The hazard has never occurred and likely will not occur in the foreseeable future (e.g. a mine emergency where there are no mine).

HAZARD	LIKELY	POSSIBLE	UNLIKELY
Natural Events:			
Drought			✓
Water Emergencies		✓	
Fires (Forest & Wildland-Urban interface)	✓		
Fog		✓	
Winter Snowstorms/Blizzards/Ice	✓		
Summer/lightning/hail/windstorms/tornadoes	✓		
Hurricanes			✓
Extreme Heat/Cold		✓	
Earthquakes			✓
Erosion			✓
Landslides/Mudslides			✓
Subsidence			✓
Human Health Emergencies and Epidemics	✓		
Agriculture and Food Emergencies	✓		
Floods			✓
Technological:			
Building/Structural Collapse			✓
Dam Failures		✓	
Explosions/Fires		✓	

TOWNSHIP OF MCKELLAR
APPENDIX "O"
GENERAL COMMUNITY HAZARDS

Hazardous Materials - Fixed Site		✓	
Transportation Incident – hazardous materials, accident (road, air, marine)	✓		
Critical Infrastructure Failures	✓		
Power Outages/Blackouts	✓		
Nuclear Facility Emergencies			✓
Radiological Emergencies			✓
Mine Emergencies			✓
Petroleum/Gas Pipeline Emergencies			✓
Smog	✓		
Space Object Crash			✓
Human Events:			
Civil Unrest			✓
Terrorism			✓
Sabotage			✓
Civil Disorder			✓
GTA Event - blackout, nuclear	✓		
War and International Emergencies			✓
Other Local Hazards:			
Total Hazards	10	6	19
	LIKELY	POSSIBLE	UNLIKEL

* The hazards named on this worksheet are hazards listed in Emergency Management Ontario's *Provincial Hazard Identification and Risk Assessment*.

Township of McKellar

Hazard Sheet # I0-01

Hazard Information Sheet

Updated: August 13, 2010

Type of Hazard:

Fire

Specific Hazard:

property damage, possible evacuations, personal injury, lightning strike, downed wires

Facility/Area:

general hazard - entire community, air quality

Lead Time:

0-24 hours, storm watch/warnings, human caused - without warning

Probability:

Score:
2

- No incidents in last 15 years
- Last incident 5 – 15 years ago
- One incident in last 5 years
- Multiple incidents in last 5 years

Consequence:

Score:
4

property damage, destruction of recreational resource, wildlife displacement of residents if evacuation required, potential loss of life, impact on local economy, hydro outages, transportation stoppages, air quality, labour intensive, human resources-have people on regular schedule to cover, additional support

- Negligible
- Limited (injuries, minor or localized damage)
- Substantial (widespread injuries, widespread and/or severe damage, temporary disruption of service)
- High (fatalities, widespread and severe damage disrupting delivery of essential services, long term disruption of basic services)

Township of McKellar

Hazard Sheet # I0-02

Hazard Information Sheet

Updated: August 13, 2010

Type of Hazard:

Winter Storms

Specific Hazard:

Blizzards, Ice, heavy snowfall

Facility/Area:

General Hazard

Lead Time:

Look for storm watch/warnings, - hours to days

Probability:

Score:
3

- No incidents in last 15 years
- Last incident 5 – 15 years ago
- One incident in last 5 years
- Multiple incidents in last 5 years

Consequence:

Score:
4

Property damage, isolation, evacuation, heating centres, hydro outages – see blackouts, Home care for seniors/meals and heat, reduced response time for emergencies services
Communication failure, transportation stoppages, accessibility to supplies, maintaining essential services, human resource shortage, – public works, emergency personnel snow plow drivers, impact on infrastructure

- Negligible
- Limited (injuries, minor or localized damage)
- Substantial (widespread injuries, widespread and/or severe damage, temporary disruption of service)
- High (fatalities, widespread and severe damage disrupting delivery of essential services, long term disruption of basic services)

Township of McKellar

Hazard Sheet # I0-03

Hazard Information Sheet

Updated: August 13, 2010

Type of Hazard:

Summer Weather events, lightning, hail, windstorms, flooding, tornado, etc.

Specific Hazard:

Isolation of people in homes or roadways, loss of power, property damage

Facility/Area:

General Hazard – entire community

Lead Time:

0 – several days, look for storm watches/warnings, hours to days

Probability:

- No incidents in last 15 years
- Last incident 5 – 15 years ago
- One incident in last 5 years
- Multiple incidents in last 5 years

Score:

4

Consequence:

Property damage, clean up, economic loss, people in isolation, potential loss of life, Potential loss of life, difficulty in responding, power outage, transportation issues, human resource shortage, reduced response time, access to supplies, unsafe buildings, road obstructions, downed power line, economic loss, home care

- Negligible
- Limited (injuries, minor or localized damage)
- Substantial (widespread injuries, widespread and/or severe damage, temporary disruption of service)
- High (fatalities, widespread and severe damage disrupting delivery of essential services, long term disruption of basic services)

Score:

3

Township of McKellar

Hazard Sheet # 10-04

Hazard Information Sheet

Updated: August 13, 2010

Type of Hazard:

Public Health Emergencies

Specific Hazard:

Pandemics, epidemics. Food, water, bacterial, viral

Facility/Area:

General Hazard – entire community, potential for agricultural emergency

Lead Time:

Depends on how virus or infection is spread or where the source is

Probability:

Score:
3

- No incidents in last 15 years
- Last incident 5 – 15 years ago
- One incident in last 5 years
- Multiple incidents in last 5 years

Consequence:

Score:
3

Economic loss, people in isolation, potential for loss of life, health services overwhelmed, health services overwhelmed, loss of emergency responders, human resources issues, defining essential services continuity of services, impact on health care facilities & staff, disposal of human remains (religion), contamination, security, protection of pharmaceuticals, number of beds, availability of supplies, mental health issues, economic impact – are people working, care of people in homes

- Negligible
- Limited (injuries, minor or localized damage)
- Substantial (widespread injuries, widespread and/or severe damage, temporary disruption of service)
- High (fatalities, widespread and severe damage disrupting delivery of essential services, long term disruption of basic services)

Township of McKellar

Hazard Sheet # I0-05

Hazard Information Sheet

Updated: August 13, 2010

Type of Hazard:

Agricultural Emergencies: Animal Health/Insect or bacterial infections, Ontario Foreign Animal Disease Plan (Province) *Health of Animals Act (Federal)*

Specific Hazard:

Animal diseases (see list of eight identifiable diseases) Insect/biological infestations (eg. Asian Long Horn Beetle)

Facility/Area:

General Hazard – entire agricultural community, Typically a “to-down” emergency, lead by Canadian Food Inspection Agency (Federal) and Ministry of Agriculture and Food.

Lead Time:

Depends on how virus or infection is spread or where the source is, identifying the initial source of the hazard, ability for CFIA authorities to identify and isolate the nature of the illness

Probability:

Score:
1

- No incidents in last 15 years
- Last incident 5 – 15 years ago
- One incident in last 5 years
- Multiple incidents in last 5 years

Consequence:

Score:
3

Reliance on local government emergency program infrastructures, identification of livestock destruction and disposal sites, enforcement of CFIA directives (quarantines), economic impact (farm failures), public fear and anxiety (response to public concerns) Protecting front-line personnel, volunteers and farm workers, supplies of protective Equipment, implementation of movement controls: road signage, barriers/road blocks, Vehicle inspection stations, decontamination sites, mapping of containment area, communications. Use of Municipal EOC, public health and food safety programs/initiatives.

- Negligible
- Limited (injuries, minor or localized damage)
- Substantial (widespread injuries, widespread and/or severe damage, temporary disruption of service)
- High (fatalities, widespread and severe damage disrupting delivery of essential services, long term disruption of basic services)

Township of McKellar

Hazard Sheet # 10-06

Hazard Information Sheet

Updated: August 13, 2010

Type of Hazard:

Transportation Incidents (hazardous materials, accident)

Specific Hazard:

Traffic accident, hazardous material spill, weather hazard, commercial transport

Facility/Area:

Entire community, Highway corridor, Marine-surrounding area based on material involved

Lead Time:

None – maybe weather dependent

Probability:

Score:
3

- No incidents in last 15 years
- Last incident 5 – 15 years ago
- One incident in last 5 years
- Multiple incidents in last 5 years

Consequence:

Score:
4

Potential loss of life, environmental damage, personal injury, highway closure, property damage, economic impact, special consideration for clean-up, evacuation, delays in transportation, re-routing

- Negligible
- Limited (injuries, minor or localized damage)
- Substantial (widespread injuries, widespread and/or severe damage, temporary disruption of service)
- High (fatalities, widespread and severe damage disrupting delivery of essential services, long term disruption of basic services)

Township of McKellar

Hazard Sheet # I0-07

Hazard Information Sheet

Updated: August 13, 2010

Type of Hazard:

Critical Infrastructure

Specific Hazard:

Bridge or dam collapse, road network, destruction of hydro or telecommunications

Facility/Area:

All/part of community

Lead Time:

0 – several days

Probability:

Score:
4

- No incidents in last 15 years
- Last incident 5 – 15 years ago
- One incident in last 5 years
- Multiple incidents in last 5 years

Consequence:

Score:
1

Potential loss of life, property damage, economic loss, difficulty in responding

- Negligible
- Limited (injuries, minor or localized damage)
- Substantial (widespread injuries, widespread and/or severe damage, temporary disruption of service)
- High (fatalities, widespread and severe damage disrupting delivery of essential services, long term disruption of basic services)

Township of McKellar

Hazard Sheet # 10-08

Hazard Information Sheet

Updated: August 13, 2010

Type of Hazard:

Power Outages/Blackouts

Specific Hazard:

Loss of electricity, heat, water, road, communications

Facility/Area:

General Hazard – entire community

Lead Time:

None, weather related, storm warnings/watches

Probability:

Score:
2

- No incidents in last 15 years
- Last incident 5 – 15 years ago
- One incident in last 5 years
- Multiple incidents in last 5 years

Consequence:

Score:
4

Winter-vulnerable populations, damage to households, pipes freezing, heat, food spoilage, sanitation, inoperable vehicles, communications, fuel, access to cash, continuity of services

Summer vulnerable populations, elderly confined to keep cool, food spoilage, water supply private systems, communication, economic impact, continuity of services, fuel, radio signals, and sanitation

- Negligible
- Limited (injuries, minor or localized damage)
- Substantial (widespread injuries, widespread and/or severe damage, temporary disruption of service)
- High (fatalities, widespread and severe damage disrupting delivery of essential services, long term disruption of basic services)

Township of McKellar

Hazard Sheet # I0-09

Hazard Information Sheet

Updated: August 13, 2010

Type of Hazard:

Smog

Specific Hazard:

Smog, typified by poor air quality, often including high levels of particulate matter.

Facility/Area:

General Hazard – entire community – impact on vulnerable population (elderly, heart and chronic respiratory disease).

Lead Time:

Often associated with heat events, closely monitored by Environment Canada and subject to air quality advisories

Probability:

Score:
2

- No incidents in last 15 years
- Last incident 5 – 15 years ago
- One incident in last 5 years
- Multiple incidents in last 5 years

Consequence:

Score:
3

Significant increase in distress calls for first responders, increased demands on health Care/emergency facilities, may require 'shelter in place' for vulnerable population/individuals, negative impact on tourism,

Public awareness: to reduce use of motorized equipment, reduction of services to 'essential level' health warnings o reduce activity.

- Negligible
- Limited (injuries, minor or localized damage)
- Substantial (widespread injuries, widespread and/or severe damage, temporary disruption of service)
- High (fatalities, widespread and severe damage disrupting delivery of essential services, long term disruption of basic services)

Township of McKellar

Hazard Sheet # I0-10

Hazard Information Sheet

Updated: August

13, 2010

Type of Hazard:

GTA Event

Specific Hazard:

A specific event in the GTA resulting in the migration of people to summer residences in large numbers

Facility/Area:

General Hazard

Lead Time:

Media warning, news coverage, length of travel time

Probability:

Score:

2

- No incidents in last 15 years
- Last incident 5 – 15 years ago
- One incident in last 5 years
- Multiple incidents in last 5 years

Consequence:

Score:

3

Public health issues, food/water supplies, continuity of services, financial
Institutions unavailable, fuel supply

- Negligible
- Limited (injuries, minor or localized damage)
- Substantial (widespread injuries, widespread and/or severe damage, temporary disruption of service)
- High (fatalities, widespread and severe damage disrupting delivery of essential services, long term disruption of basic services)

APPENDIX “P” – Municipal Critical Infrastructure Listing

Section		Type of Critical Infrastructure	Component	Location	Owner/Operator	Priority
Food & Water	C1-1	Inspection Services	Public Health Services	Throughout Township	Muskoka Parry-Sound Health Unit 705-746-5801 – 1-800-563-2808	1
	C1-2	Inland lakes, wetlands, creeks, rivers etc.	Ground & Surface Water	Throughout Township	MNR 705-746-4201 DFO 705-746-2196 MOE 1-800-890-8511 Township of McKellar	
Electricity	C1-3	Transmission & Distribution Lines	Poles, Lines	Throughout Township	Hydro One 1-877-363-7464 Private Ownership	1
	C1-4	Hydro Electric Dam	Dam	Hurdville Road		1
	C1-5					
Tele-Communications	C1-6	911 Communications Fire Communications	Fire Department Radio Signal Repeater	Centre Road Balsam Rd	Township of McKellar	1
	C1-7	Telephone (wire lines)	Switching Equipment	744 Hwy 124	Bell Canada 1-800-870-3911 (24/7)	1
	C1-8	Mail Delivery	Post Office	701 Hwy 124	Canada Post 1-800-267-1177	3
Transportation	C1-9	Highways and Roads	Middle River / Veterans’ Bridge Stewart Park Bridge Broadbent Bridge Inhomes Bridge Blackwater bridge Grey Owl Bridge Hurdville Bridge McKellar Lk Culvert	Centre Road Centre Road Dickinson Road Broadbent Road Blackwater Road Grey Owl Road Hurdville Road McKellar Lake Road	Township of McKellar Public Works	1
	C1-10	Snow Removal	Trucks with plow blades, Sand & Salt storage facilities	Public Works Yard 676 Hwy 124	Township of McKellar Public Works	1
Continuity of Government Services	C1-11	Municipal Government	Municipal Offices, Public Works Garage	701 Hwy 124 676 Hwy 124	Township of McKellar Township of McKellar Public Works	1
Public Safety & Security	C1-12	Emergency Operation Centre	Primary EOC Secondary EOC	701 Hwy 124 676 Hwy 124	Township of McKellar	1 2
	C1-13	Emergency Shelters	McKellar Community Centre McKellar Public Works McKellar United Church Private Home Fire Station 1 Fire Station 2	701 Hwy 124 676 Hwy 124 4 Mary Street 3 Lakeside Dr. 3 Sharon Park Dr. 710 Hurdville Rd	Township of McKellar Township of McKellar Public Works Bd of Trustees 389-3676 (Kit wells) Township of McKellar	1 1 3 3 2 2
	C1-14	Fire Fighting & Emergency Services	Fire Station 1 Fire Station 2	2 Sharon Park Dr. 710 Hurdville Rd	Township of McKellar	1
	C1-15		Fire/Police/EMS/ Stations, Mobile Assets		Municipal, Provincial Government	1

Notes: The Township of McKellar has no Gas, Oil or Chemical Industries or Financial Institutions. Township contact numbers 705-4=389-2842 (Office) 705-389-2891 (Garage) 705-389-9597 (Fire Department) Priorities: 1 High Priority 2 Medium Priority 3 Low Priority

TOWNSHIP OF MCKELLAR EMERGENCY PLAN

Appendix “Q”

Definitions/Acronyms

CANTEC	Canadian Transport Emergency Center
CAO	Chief Administration Officer
CCG	Community Control Group
CEMC	Community Emergency Management Coordinator
CNR	Canadian National Railway
CPR	Canadian Pacific Railway
DSSAB	District Social Services Administration Board
ECC	Evacuation Centre Coordinator
EI	Emergency Information
EIC	Emergency Information Centre
EIO	Emergency Information Officer
EMO	Emergency Management Ontario
EMPC	Emergency Management Program Committee
EMS	Emergency Medical Services
EOC	Emergency Operations Centre
EP	Emergency Pan
ESM	Emergency Site Manager
HIRA	Hazard Identification Risk Assessment
IC's	Incident Commanders
IMS	Incident Management System
LO	Liaison Officer
MAA's	Mutual Aid Agreements
MCG	Municipal Control Group
MCSCS	Ministry of Safety and Correctional Services
MEOC	Municipal Emergency Operations Centre
OPP	Ontario Provincial Police
PEOC	Provincial Emergency Operations Centre
PW	Public Works

TOWNSHIP OF MCKELLAR EMERGENCY PLAN

Appendix “R”

Plan Distribution List

NAME	TITLE	NUMBER OF COPIES	1 ST LOCATION	2 ND LOCATION
David Moore	Head of Council			
Ina Watkinson	Clerk/Administrator Alt. CEMC			
Robert Morrison	Fire Chief/CEMC			
Chis Everitt	ALT. Community Emergency Management Coordinator			
Greg Goslick	Director of Operations			
Chris Bordeleau	Evacuation Centre Coordinator			
Karlee Britton	Liaison Officer/Dep. Clerk			
Mary Smith	Administration Resource Officer			
Morley Haskim	Councilor	PV		
Mike Kekkonen	Councilor/Dep.Mayor	PV		
Nick Ryland	Councilor	PV		
Debbie Zulak	Councilor	PV		

TOWNSHIP OF MCKELLAR EMERGENCY PLAN

Appendix “S”

Emergency Evacuation Plan

Aim:

To evacuate and care for the inhabitants of the Township of McKellar as required. To provide a vehicle through which a timely and effective evacuation and reception of people can be achieved

Introduction:

The two types of evacuations are Precautionary and Mandatory Evacuation:

Precautionary Evacuation occurs when it is recommended to evacuate within a certain perimeter usually a building or a block until the initial situation is contained.

Mandatory Evacuation occurs when it is determined by the emergency Control Group that there is an absolute need to evacuate an area, usually on a large-scale, possibly for an extended period of time.

Potential Community Hazards which may Necessitate Evacuation:

Please refer to Appendix “O” of the Municipal Emergency Plan.

Steps for Activation of the Township of McKellar Evacuation Plan:

The plan will become activated as soon as it becomes apparent that, due to an emergency of such magnitude as to warrant its implementation, evacuation and relocation of people are necessary.

Should a major incident occur in the Township of McKellar, a member of the Emergency Control Group, on the advice of the first response agency, will activate the Township of McKellar Emergency plan.

If the need to evacuate and relocate residents of the affected area(s) is apparent, the provisions of the Township of McKellar Evacuation Plan shall be implemented. In such events, the Head of Council shall declare a state of emergency before a mandatory evacuation is carried out.

Step 1. Incident Occurs

Step 2. Emergency Services Respond

Step 3. Situation Assessed

Step 4. Precautionary Evacuation Ordered by Emergency Services

Step 5. Emergency Plan Activation Required No Yes

Step 6. Follow internal Procedures **Step 6.** Emergency Control Assess Need
for Mandatory Evacuation as required

Step 7. Request Aid from Support **Step 7.** Activate Township of McKellar
Groups Evacuation Plan

Step 8. Situation Escalates'? (If yes, return to Step 5. As required)

Evacuation Operations:

Once the decision has been made to evacuate an area of the Township of McKellar, the

Emergency Control group shall determine the following:

- Boundaries of area to be evacuated
- Main evacuation route(s) to be used, and identity of necessary traffic control points
- Assembly areas to be used
- Location of facilities within the evacuation area to be notified, and how notification will be carried out
- Time of the evaluation start, and if necessary, who will be evaluated first (stages of evaluation)

And shall proceed with the following:

- Alert of the evacuation order to all concerned including the Province of Ontario through Emergency Management Ontario
- Preparation of media release for immediate broadcast to the public

When determining the area to be evacuated, the following must be considered:

- The area of potential danger given the emergency situation
- The approximate number of persons to be evacuated
- Special assistance requirements (sick, aged, infirm)
- Transportation assistance available
- Duration of evacuation

The following logistical considerations may be encountered in evacuation situations:

- Transportation out of the area may be difficult (congestion can occur on major routes)
- Families may be separated during the evacuation, possibly resulting in emotional trauma and evacuation problems
- Individuals may refuse to leave because they fail to perceive any threat, fear for the security of their property, or are worried about absent family members or pets. In such instances, instruct these individuals as to the severity of the problem and the need for evacuation. It should be stressed that these individuals should not expect to be rescued if they remain there.

- Adverse weather conditions especially in combination with a limited road network may adversely affect evacuation procedures
- People unfamiliar with the area, i.e. tourists, visitors, may have difficulty evacuating
- Evacuation of large groupings of people, i.e. community centres, church, school may be difficult
- Evacuated buildings must be searched for persons remaining on the premises and all potential utility hazards must be eliminated by the utility companies in the evacuated buildings, (i.e. turn off hydro and propane.) Utility companies must also restore services at the termination of the emergency. In the event that the evacuation of an area would expose the population to hazardous toxic fumes, it may be necessary to implement a sheltering plan. The people in the affected area will be advised to remain in their homes, schools, place of business and follow these steps:
 - Close all windows and doors
 - Turn off furnace (or turn down to 150 during the winter), air-conditioning and fans
 - Close drapes and curtains and put moist towels at the base of doors to act as an air seal
 - Have battery-powered radios and portable lights at hand
 - Listen to Moose FM for information on the emergency
 - Obtain water for future use - fill tub, pails, etc.
 - Move to the central basement part of the building to minimize any impact of the emergency
 - After the toxic cloud has passed and outside air is safe, go outside and increase the ventilation rate of the building immediately

Coordination of Activities

Co-ordination of evacuation and sheltering will be handled by the Evacuation Coordinator, who will ensure residents are taken to safety or sheltered with minimum delay and confusion in the event of an emergency. This will be done under the overall direction of the Community Control Group.

When residents of the Township of McKellar are evacuated to another community, a representative from the Township will attend the receiving community to be part of the receiving Community Control Group. Co-ordination between the Township of McKellar and the receiving community and other key agencies (e.g. Police, Health Officials) is essential. A list of evacuees to be transported must be prepared by the Citizen Inquiry Supervisor in conjunction with all coordinating agencies.

Determine who is to be Evacuated

Depending on the nature and scope of the emergency, the following information will be used to assist in determining who is to be evacuated:

McKellar Township	Winter	Summer
• Total Population	930	3,000
• Number of people who would likely be evacuated to another community	385	500
• Number of people who would likely go to friends/relatives/permanent homes	370	2,200
• Number of people who would likely stay behind	100	
225		
• Number of people requiring special assistance	75	75

NOTE: Camp Kodiak has 185 children, 90 staff which includes 1 doctor and 2 nurses and
Camp Manitou has 300 children plus 130 staff during the months of June, July and August.

Alerting the Public

The Evacuation Coordinator is responsible for alerting the public of an existing or impending emergency or arranging for notification through the media as required. In the first moments of an emergency and at times requiring immediate pre-emergency evacuation, this responsibility falls to the OPP/Fire Department.

Notification may encompass a warning that an emergency exists followed by instruction on the appropriate action to take (e.g. evacuation, sheltering, etc.) The initial alert may advise the public where additional information can be obtained (e.g. radio.)

Alert messages, information circulars, etc. will be provided, To ensure all members of the public receive notification and information on procedures, the following mechanisms are available:

- Radio messages
- Door to door—notification
- Mobile public address systems

The warning should be:

- Accurate
- Consistent
- Clear
- Repeated
- With as much prior notice as possible

Tell the community:

- What to take (toiletries, clothing, medication, bedding, food, recreational items, etc.)
- Where to go
- Route to take
- Transportation available/collection points
- Lock doors
- Turn off stove, utilities, etc.
- What to do about pets and livestock (e.g. leave behind with food and water, let loose, take with you, etc.)

Transportation Considerations

Besides private vehicles and boats, the transportation available are as follows:

Bell Transportation	Dunchurch	705-389-2303	Barry Bell
Dunchurch	705-389-3305		
Hammond Transportation	Parry Sound	705-746-5430	Fred Holland McKellar
	705-389-2973		

The routes are outlined below and will be controlled by OPP/Fire Department:

North/East

Primary: Highway 124 North to Dunchurch
Alternate: Centre Road to Balsam Road, Highway 124 North to Dunchurch
Alternate: Centre Road to Hurdville Road, Broadbent Road to Orange Valley Road to Nipissing Road to Magnetawan

South/West:

Primary: Highway 124 South to Parry Sound

Alternate: Centre Road to Hurdville Road, Highway 124 to Parry Sound or
Centre Road to Hurdville Road, McDougall Road to Parry Sound

Alternate: Centre Road to Hurdville Road, Blackwater to Hwy 518 to Parry
Sound

Care of Evacuees

Evacuees need the following basic care:

- Accommodation
- Feeding
- Clothing
- Registration and inquiry
- Personal services (e.g. funds, counseling)
- Communications
- First Aid/Health Services
- Other (e.g. recreation for children, special assistance for elderly, handicapped)

The Evacuation Coordinator is responsible for making arrangements for accommodation, feeding, clothing, and communications. The Citizen Inquiry Supervisor is responsible for Registration and Inquiry, The Social Services Officer is responsible for Personal Services. The Fire Department is responsible for First Aid, Health Services in co—operation with the Medical Officer of Health, and care of elderly and bed-ridden individuals in co-operation with the West Parry Sound Health Centre Hospital Administrator. The Chair of the Recreation Committee is responsible for recreation.

Evacuee Centre Manager

An Evacuee Centre Manager will be appointed for each Evacuation Centre, and will be responsible for the daily functioning of the centre and liaison with other supporting agencies.

Returning Evacuees to their Homes

Once the emergency is over and it is safe for evacuees to return home, a re-entry plan must be prepared.

Some of the tasks that should be considered include:

- Ensure evacuees are notified that the emergency is terminated and that they can return home
- Determine if any work must be done before residents can return home (e.g. switch utilities back on, test drinking water, check for extent of damage, etc.)
- Determine if basic foods and clothing is required, (e.g. hydro has been off or houses have been damaged, and arrange for supplies to be sent to the community with the returning evacuees.)
- Make transportation arrangements for those requiring assistance to return home
- Prepare list of people to be transported
- Ensure registration and inquiry services are available for a period of time after the emergency is over to provide people with post emergency information

Evacuation Checklist

Completed	To Be	Task
		Municipal Emergency Plan invoked? Declaration of Emergency make? Following procedures outlined in municipality's plan'
		Contact Emergency Management Ontario (EMO) 1-866-314-0472 or (416) 314-0472
		Map/chart/document damage area include peripheral areas. Detail area to be evacuated
		Have supporting agencies/Ministries been Notified? Where extraordinary costs are anticipated contact MMAH Advisor
		Check traffic routes. Are there obstructions?
		Asses the effected area for institutionalized/vulnerable populations requiring transportation or other forms of support.
		Does the emergency involve hazardous materials. CBRN? If so, what is the nature of the material? Is there a plume? What direction is the wind blowing/weather conditions? Indicate the information on your map(s).

Evacuation Checklist

Completed	To Be	Task
		Determine whether it is safe to move or is shelter-in-place a preferred option?
		Do you have access to evacuation signage? Where? Who is responsible to place the signs/barriers?
		Put receiving community on notice to staff-up.
		Activate shelter management plan (contact Social Services where Applicable)
		Emergency information media releases detailing the evacuation planning.
		Is there a prognosis for how long the event ay persist/when the evacuees might return?

TOWNSHIP OF MCKELLAR EMERGENCY PLAN

Appendix “T”

EMERGENCY MANAGEMENT PROGRAM COMMITTEE MEMBERS

Members

Position

David Moore

Head of Council, Chair of Committee

Ina Watkinson

Clerk/Administrator, Alternate CEMC

Robert Morrison

Fire Chief/CEMC

Chris Everitt

Alt. CEMC

Roshan Kantiya

Deputy Clerk/Treasurer

Greg Goislick

Director of Operations

Chris Bordeleau

Chief Building Official

Karlee Britton

Dep Clerk

Mary Smith

Treasury Asst.

Date of EM Committee Meeting:

Attended:

Pandemic Response Plan Essential Services Township of McKellar -Appendix "U"

Department	Services	No. of Employees	Essential	Non-Essential	Suspended Operations
Fire Department					
	Administration			X	Yes
	Fire Fighting		X		No
	Vehicle/Tech Rescue		X		No
	Tried Medical		X		Possible
	Inspections			X	Yes
	Fire Prevention/Public Education			X	Yes
	Training			X	Yes
	Emergency Pre-planning			X	Yes
	Emergency Coordinator		X		No
Dispatch					
	911 Services		X		No
Parks and Recreation		1			
	Ground Maintenance			X	Yes
	Recreational/Social Programming			X	Yes
	Community Centre (potential required use)		X		No
Administration		4			
	Reception			X	Yes
	Reception Phone		X		No
	Billing			X	Yes
	Accounting		X		No
	Zoning			X	Yes

	Public Information		X		No
	General Administration			X	Yes
	Training			X	Yes
	Payroll		X		No
	Capita Projects			X	Yes
	Banking		X		No
General Government		5			
	Public meetings			X	Yes
	Approve expenditures		X		No
	Make adjustments		X		No
	Give Direction/leadership		X		No
	By-Laws		X		No
	Business Cycle Meetings		X		No
	CCG Operations		X		No
	Public Information		X		No
Public Works					
	Road Patrol		X		No
	Summer Maintenance			X	Yes
	Construction			X	Yes
	Drainage Control		X		No
	Brushing			X	Yes
	Plowing		X		No
	Sanding/Sailing		X		No
	Administration			X	Yes
Waste Management		1			

	Daily Inspections		X		No
	Operate Landfill		X		No
	Operate Transfer Station		X		No
Building		1			
	Issue Permits			X	Yes
	Plans Review			X	Yes
	Site Inspections			X	Yes
	Training			X	Yes
	Administration			X	Yes
By-Law Enforcement		1			
	Emergency Support		X		No
	Public Order		X		No

TOWNSHIP OF MCKELLAR EMERGENCY PLAN

Appendix “V”

Public Awareness Program

AIM

To promote public awareness with regard to Emergency Preparedness and Public safety risks in the event of an emergency.

OBJECTIVES

Develop an easily accessible and information awareness program for residents, businesses and all municipal staff.

Ensure that the information provided covers a wide variety of emergency management topics that are pertinent to the Township of McKellar.

Ensure that the residents are aware of the various means of emergency notification such as the local radio stations, television stations, and the print media.

Help prepare residents to prepare for themselves by promoting the 3 day (72 hour) survival Kit.

TARGET AUDIENCE

The entire Township of McKellar including all residential, business and industrial sectors.

DELIVERY MECHANISMS

- Information available at Municipal Office and Fire Chief's office.

- Emergency Preparedness information given out at the McKellar Fall Fair.
- Emergency Preparedness page on the Township web page www.mckellar.ca
- Public Service announcements (PSAs) in the local newspaper in cooperation with the other District CEMCs and Fire Departments.
- Posting link to Cottage Association websites.

EVENT PLANNING

The entire Township of McKellar including all residential, business and industrial sectors.

BUDGET

The Township will budget an annual amount for Emergency Planning and including training, exercises, and public awareness,

The 2022 Emergency Planning budget will reflect the following amounts:

- Office Supplies
- Training
(formal and in-house)
- Exercises
- Public Awareness

The Public Awareness budget will include:

- Web page set up and maintenance.
- PSAs in the local newspapers.
- Additional public awareness material not provided free of charge from Emergency Management Ontario or the Department of Public Safety and Emergency Preparedness Canada.

SUPPLY AND MAINTENANCE

Emergency Management Ontario fact Sheets:

www.ontario.ca/emo

Department of Public Safety and Emergency Preparedness Canada.

www.psepc-sppcc.gc.ca

- Be prepared not scared
- Floods
- Preparing for the unexpected
- Severe Storms
- Winter power failures
- Prepare for the woods

- Winter driving
- The Fire Chief shall ensure adequate supplies are available for distribution at the Municipal Office and the Fire Chief's Office.

ANNUAL REVIEW AND UPDATES

The Emergency Management Program Committee will review and evaluate as necessary the public awareness program of each year.

Robert Morrison, Fire Chief/CEMC

Chris A. Everitt, ALT.CEMC

Township of McKellar

November 16, 2022

CORPORATION OF THE TOWNSHIP OF MCKELLAR
BY-LAW NO. 2023-03

**Being a By-law to Enter into a Service Contract with
Chris Everitt for the Provision of By-law Enforcement
Service and to Appoint a By-law Enforcement Officer**

WHEREAS pursuant to Section 224 of the Municipal Act, S.O. 2001, as amended, it is the role of Council to represent the public and to consider the well-being and interests of the municipality, and to develop and evaluate the policies and programs of the municipality, to determine which services the municipality provides;

AND WHEREAS pursuant to section 15 of the Police Services Act, R.S.O. 1990, as amended, the Council of the Corporation of the Township of McKellar deems it necessary to appoint such By-law Enforcement Officers as it considers necessary;

AND WHEREAS Council deems it appropriate to enter into a service contract with Chris Everitt as Municipal By-law Enforcement Officer;

NOW THEREFORE, the Council of the Corporation of the Township of McKellar hereby enacts as follows;

1. The terms of service contract with Chris Everitt, as set out in the contract attached hereto as Schedule "A" are hereby approved, and that the Mayor and Clerk are hereby authorized and directed to execute the said contract on behalf of the Municipality.
2. The Township of McKellar hereby appoints Chris Everitt as By-Law Enforcement Officer for the Township of McKellar as per the terms of the service contract.
3. By-Law No, 2021-37 is hereby repealed.
4. This By-Law shall come into effect upon final passage by Council.

READ a **FIRST** and **SECOND** time this 3rd day of January, 2023.

David Moore, Mayor

Ina Watkinson, Clerk / Administrator

READ a **THIRD** time and **PASSED** in **OPEN COUNCIL** this 3rd day of January, 2023.

David Moore, Mayor

Ina Watkinson, Clerk / Administrator

Schedule "A" to By-Law No. 2023-03

**This Agreement made in duplicate, this 3rd day of January, 2023
BETWEEN THE CORPORATION OF THE TOWNSHIP OF MCKELLAR
hereinafter referred to as the "Corporation"**

**and
Chris Everitt
hereinafter referred to as the "Municipal By-Law Enforcement Officer"**

WHEREAS the Corporation desires to enter into a Service Contract for By-Law Enforcement Officer Services;

AND WHEREAS Chris Everitt has agreed to provide these services on the terms and conditions as set out in this Agreement;

NOW THEREFORE in consideration of the premises and the mutual Agreements hereinafter contained, the Parties mutually agree as follows:

- 1. APPOINTMENT:** The Corporation agrees to engage the services of the By-law Enforcement Officer to perform the duties, as outlined in the "Service Description" attached hereto this Agreement as Schedule "A". The By-law Enforcement Officer agrees to provide the services conscientiously and faithfully throughout the term of the contract.
- 2. TERM:** The term of the contract shall be for period commencing January 1, 2023, ending June 30, 2023, and may be extended at any time by mutual written agreement of both Parties.
- 3. DUTIES:** The By-law Enforcement Officer shall provide 12 hours "on-call" service to the Corporation as per the agreed upon rotation schedule. Complaints received by the Corporation will be directed to the By-law Enforcement Officer by the Corporation or its representatives, or by the Ontario Provincial Police.
- 4. REMUNERATION:** The remuneration fees, rates and related costs for the contracted services shall be as detailed in the attached Schedule "B", attached to this Agreement.
- 5. CONFIDENTIALITY:** The By-law Enforcement Officer hereby agrees to be bound by the code of conduct policies of the Corporation.
- 6. TERMINATION:** The By-law Enforcement Officer may terminate this contract on thirty (30) days written notice to the Corporation. The Corporation may terminate this contract prior to the end of the term, on thirty (30) days written notice.
- 7. NOTICE:**
 1. Any notice required to be given by one Party or the other pursuant to the terms of the Agreement shall be given:
 - i) To the Corporation at:
701 Hwy# 124
P.O. Box 69
McKellar, ON P0G1C0
 2. The above address may be changed at any time by either Party providing ten (10) days written notice to the other Party.
 3. Any notice given by one Party or the other in accordance with the provisions of this Agreement shall be deemed conclusively to have been received on the date delivered if the notice is served personally or seventy-two (72) hours after mailing if the notice is mailed by regular mail.

IN WITNESS WHEREOF the Parties hereto have executed this Agreement.

THE CORPORATION OF THE TOWNSHIP OF MCKELLAR

_____	_____	_____
David Moore, Mayor	Date	Witness

_____	_____	_____
Ina Watkinson, Clerk/Administrator	Date	Witness

_____	_____	_____
Chris Everitt, MLEO	Date	Witness

DRAFT

Schedule "A" to Agreement

Between The Corporation of the Township of McKellar and Chris Everitt THE CORPORATION OF THE TOWNSHIP OF MCKELLAR SERVICES DESCRIPTION

REPORTING RELATIONSHIP: The By-Law Enforcement Officer will report to and work under the direction of the Clerk/Administrator, or his/her delegate.

PURPOSE OF THE POSITION: To provide a variety of enforcement services, pertaining to the By-Laws of the Corporation and applicable provincial and federal legislation.

SCOPE OF THE POSITION:

- The By-Law Enforcement Officer shall be designated as Provincial Offences Officer under legislation for legal action on By-Laws.
- Maintains confidentiality of ratepayers, fellow employees and Council in the spirit of the Municipal Freedom of Information and Protection of Privacy Act and individual rights and privileges.

RESPONSIBILITIES:

- Respond to complaints regarding alleged violations.
- Conduct investigations into allegations.
- Provide information on By-Laws and enforcement conditions to ratepayers in both verbal and written form.
- Enforce By-Laws through POA ticket and Court Action when required.
- Perform such other related duties as may be reasonably required.
- Attend meeting of Council, as requested.
- Review and makes necessary recommendations to existing proposed By-Laws.

WORKING CONDITIONS:

- Nature and variety of duties place this position in a high public profile.
- Timely and accurate Progress Reports are required by the Clerk/Administrator or his/her delegate.
- Stress is a factor because of the reality of conflict with citizens about enforcement.
- Required to work outdoors in all weather conditions.
- Maintain an on-call schedule to ensure availability of By-Law Enforcement as required.

WORKING RELATIONSHIPS:

- With Council and Clerk/Administrator, and/or the identified designate
 - Receives assignments in response to citizens enquires as well as direction and guidance as required.
- With other staff
 - Maintains harmonious relationship as a member of the Municipal Team.
- With external agencies
 - Exchanges technical information on the inspection and enforcement codes and By-Laws.
- With the public
 - Explains the content of legislation and By-Laws.
 - Promotes self-compliance.

KNOWLEDGE AND SKILL:

- Relevant and responsible experience in By-Law enforcement
- Exhibits a high initiative and self-direction
- Good knowledge of Corporations By-Laws and Provincial Legislation
- Good knowledge of municipal operations
- Good analytical, organization and communication skills
- Ability to persuade people to comply with statutes and By-Laws

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could result in the inequitable application of By-Laws and possible liability and/or costly insurance claims. At minimum, errors could result in lost credibility and poor public relations.

Schedule "B" to Agreement

**Between The Corporation of the Township of McKellar and Chris Everitt
THE CORPORATION OF THE TOWNSHIP OF MCKELLAR
REMUNERATION
BY-LAW SERVICES CONTRACT FOR JANUARY 1, 2023 THROUGH JUNE 30, 2023**

REMUNERATION SCHEDULE

Remuneration will be paid at a base rate of \$1600.00 per month.

Mileage for personal vehicle use will be paid as follows:

- \$250.00 flat fee for the first 425 kilometres.
- The CRA posted rate, currently set at \$0.59/km for every kilometer over the 425 base amount.