

The Corporation of the Township of Matachewan

By-law 2017-21

Emergency Management Program and Emergency Response Plan By-law

A By-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the *Emergency Management and Civil Protection Act*

WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and Ontario Regulation 380/04 (the "Act") every municipality in the province is required to:

- Develop and implement an emergency management program, which shall consist of:
 - an emergency plan;
 - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - public education on risks to public safety and on public preparedness for emergencies; and
 - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the council as its emergency management program coordinator;
- Establish an emergency management program committee;
- Establish an emergency control group;
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer;

AND WHEREAS it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

AND WHEREAS the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

NOW THEREFORE the Council of the Corporation of the Township of Matachewan hereby enacts as follows:

Emergency Management Program

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and international best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery, and such program shall include:
 - a. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - b. public education on risks to public safety and on public preparedness for emergencies; and
 - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

Emergency Response Plan

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and international best practices, and which is attached hereto as Schedule A is hereby adopted (the "Plan").
4. The Plan shall be reviewed annually by the CEMC and the Town's Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, Town employees and the Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the Town.

Community Emergency Management Coordinator

6. The Director of Corporate Services/Town Solicitor/Clerk, is hereby appointed as the primary community emergency management coordinator (the "CEMC") responsible for the emergency management program for the Town including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.

7. The Fire Chief and Deputy Fire Chief are hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

Emergency Management Program Committee

8. The persons from time to time holding the following positions in the municipality, or their designates, shall be members of the Emergency Management Program Committee:
 - a. Chief Administrative Officer (CAO)
 - b. CEMC and Alternates CEMCs
 - c. Ontario Provincial Police
 - d. Fire Chief
 - e. Recording Clerk
 - f. Head of Council (Mayor)
 - g. One additional member of council, appointed by council resolution
9. The CAO is hereby appointed as chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

Emergency Control Group

11. The persons from time to time holding the following positions in the municipality, or their designates, shall be members of the Emergency Control Group (ECG):
 - a. Head of Council – Mayor
 - b. Emergency Operations Centre Director – Chief Administrative Officer
 - c. Emergency Information Officer – CAO-Clerk-Treasurer
 - d. Liaison Officer – CAO-Clerk-Treasurer/Town Solicitor/Clerk
 - e. Recording Clerk – Administrative Assistant/Office Manager
 - f. Operations Section Chief – Fire Chief, Police Chief
 - g. Finance and Administration Section Chief – Chief Administrative Officer

Emergency Operations Centre

12. A primary and an alternate Emergency Operations Centre have been established for use by the Emergency Control Group in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in an annex to the Plan.

Emergency Information Officer

13. The Town's Communications Officer is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency. A sworn member of Ontario Provincial Police will be appointed by the Police Chief to act as the alternate Emergency Information Officer.


Administration

14. The Plan shall be made available to the public for inspection and copying at the Administration Office, 283 Moyneur Avenue, Matachewan during regular business hours.
15. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.
16. By-laws 2009-05 is hereby repealed.

Enacted this 18th day of December, 2017.



CAO-Clerk-Treasurer



Mayor



SCHEDULE "A"
To BY-LAW 2017-21
of the Corporation of the Township of Matachewan

BEING A SCHEDULE TO DETAIL A "CHAIN OF COMMAND" IN THE ABSENCE OF THE HEAD OF COUNCIL.

That in the absence of the Head of Council or Mayor,

The Acting Mayor, shall be charged with all of the responsibilities provided under the Emergency Management Act;

And in the absence of both the Head of Council and the Acting Mayor, the councillor who is next available, shall be charged with the responsibilities provided under the Emergency Management Act;

PREAMBLE:

This plan has been prepared to provide general guidelines for the immediate response to an emergency. For this plan to be effective, it is important that everyone concerned be made aware of it's provisions and be prepared to carry out their individual, assigned responsibilities in an emergency situation.

Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property. They affect public safety, meaning the health, welfare and property of people, as well as the environment and economic health of the Township of Matachewan. An emergency requires a controlled and co-ordinate response by a number of agencies.

AUTHORITY:

Section 2.1 of the Emergency Management Act, R.S.O. 1990 Chapter E.9 as amended is the legal authority for establishing community emergency plans.

BACKGROUND INFORMATION:

General Information for the Area.

Utilities:

Hydro One provides Hydro Electric Power to the Township of Matachewan with line crews situated in Kirkland Lake, New Liskeard and Timmins. All the residents in the Township of Matachewan have private septic systems. The Township of Matachewan also supplies approximately 171 residents/businesses town water.

Medical and Health Care Services:

The Township of Matachewan has a Medical Centre located on Matheson Street, which provides patients with a nurse/practitioner 1-2 days a week and a doctor 1-day a week.

Other medical services are supplied by hospitals in Kirkland Lake, Englehart and New Liskeard.

Communications:

Northern Telephone Limited supplies Telephone and Internet services. Northern Tel Mobility provides cellular Telephone Services. The main radio stations are CJKL FM 101.5 of Kirkland Lake and CJTT FM 104.5 of New Liskeard. The area receives a local newspaper from Kirkland Lake, 3 times a week and a weekly newspaper from New Liskeard along with a monthly newsletter from the Town Office.

Township of Matachewan

Centrally located in the District of Temiskaming, on Highway #66, the community of Matachewan is 51 km Southwest of the Trans Canada Highway # 11. The Township of Matachewan lies approximately 252 km North of North Bay.

The town is also situated on the Montreal River. The Township of Matachewan is located within the Cairo Township, which is surrounded by Alma Township to the North, Flavelle Township to the East, Kimberley Township to the South and Powell Township to the West. Combined with Cairo Township, Kimberley Township and Powell Township is Yarrow Township, Doon Township and Midlothian Township to form the Corporation of the Township of Matachewan established in 1995. The population of the Township of Matachewan is approximately 375-400 full time, seasonal/transient 600-1100 (peak).

Latitude of the Township of Matachewan is 47.93919 degrees North and Longitude is 80.64648 degrees West.

REQUEST FOR ASSISTANCE:

- Provincial

If local resources are insufficient to control the emergency, assistance may be requested from Emergency Management Ontario (EMO) at any time without any loss of control or authority.

- Municipal

Assistance may be requested from neighbouring municipalities at any time. The request shall not be deemed that they assume authority and control of the emergency.

AIM:

The aim of this plan is to make provision for extraordinary arrangements and measures that may have to be taken to protect health, safety, welfare and property of the inhabitants of the Township of Matachewan when faced with an emergency.

EMERGENCY NOTIFICATION SYSTEM:

Upon receipt of a warning of a real or potential emergency, any member of the community control group may activate the system. The Community Control Group will assemble at the designated Emergency Operations Centre, which will be determined at the time of an emergency and manage the situation using the procedures set out in this Emergency Plan. Where a threat of an impending emergency exists, the control group will be notified and placed on stand-by. Upon being notified, it is the responsibility of all control group officials to notify their staff and-or volunteer organisations and to assemble and manager the situation using the procedures set our in this emergency plan.

The Emergency Notification List and Procedure is attached.

ACTION PRIOR TO DECLARATION:

When an Emergency exists but has not been declared to exist, municipal employees may take such action(s) under this emergency plan, as may be required.

DECLARATION AND TERMINATION OF AN EMERGENCY:

The Mayor of the Township of Matachewan is responsible for declaring that an emergency exists within their individual boundaries. This declaration is usually made in consultation with other members of the Community Control Group and/or Council.

Checklist in Consideration of Declaration of Emergency.

Upon such declaration the Mayor or Acting Mayor of the Township will notify:

- a) Community Control Group,
- b) Emergency Management Ontario (EMO),
- c) Town Council,
- d) Public,
- e) Neighbouring Community Officials, as required,
- f) Media,
- g) Other persons, organizations, agencies, ministries, etc as required.
- h) MP, MPP

A municipal emergency may be declared/terminated at any time by:

- a) The Mayor or Acting Mayor
- b) Emergency Management Ontario
- c) A majority of Council

Upon termination of a municipal emergency the Mayor or Acting Mayor will notify:

- a) Community Control Group,
- b) Emergency Management Ontario (EMO),
- c) Town Council,
- d) Public,
- e) Neighbouring Community Officials, as required,
- f) Media,
- g) Other persons, organizations, agencies, ministries, etc as required.

Appointments:

Appointments or replacements of personnel within the control group may be made by the Mayor. The Mayor may replace, for the duration of the emergency any personnel he/she find unfit for service and can appoint a replacement if necessary.

Emergency Operations Centre (EOC):

The Community Control Group will report to the designated Emergency Operations Centre. The Centre will be determined at the time of an emergency or the threat of an emergency. The location will be chosen based on geographical location of the emergency and/or the community, which has the majority of the emergency.

The Operations Officer is responsible for the Emergency Operations Centre.

A list of facilities, equipment and supplies is available in ANNEX B.

EMERGENCY SITE MANAGER:

The Emergency Site Manager will be determined at the time of an emergency or the threat of an emergency. The Officer will be chosen based on the geographical location of the emergency and/or the community, which has the majority of the emergency. Previous knowledge and experience may determine the best potential candidate in the event of an emergency. The Community Control Group will designate the Emergency Site Manager.

PRIORITY ACCESS FOR DIALING:

Priority Access for Dialling (PAD) is a measure to identify telephone lines that are essential during emergencies, and temporarily protecting them should the telephone system become overloaded. Telephone numbers that are protected under PAD will maintain the ability to make outgoing calls. However, incoming service remains available to all users, even then pad is implemented.

COMMUNITY CONTROL GROUP (CCG):

The emergency response will be directed and controlled by officials who are responsible for providing the essential services necessary to minimize the effects of an emergency on the municipality. This group is known as the **Community Control Group**, which consists of the following officials:

- a) Mayor or Acting Mayor of the Township,
- b) Community Emergency Management Co-ordinator (CEMC),
- c) CAO-Clerk-Treasurer of the Township/Operations Officer (ACEMC),
- d) Police Representative,
- e) Fire Representative (Chief),
- f) Public Works Foreman,
- g) Emergency Medical Services or alternate,
- h) Social Services Administrator or alternate,
- i) Medical Officer of Health or alternate.

Additional personnel called or added to the Community Control Group may include:

- a) Alamos Gold Inc Representative
- b) Liaison Staff from Provincial Ministries
- c) Any other officials, experts, volunteers or representatives deemed necessary by the Community Control Group.

The Community Control Group may function with only a limited number of persons depending up on the emergency. While the Community Control Group may not require the presence of all people listed as member of the control group, all members of the Community Control group must be notified.

Please see ANNEX A-3 for Support and Advisory Contact List.

OPERATING CYCLE:

Members of the Community Control Group will gather at intervals to inform each other of the actions taken and problems encountered during an emergency or potential emergency. The Operations Officer will establish frequency of meeting and agenda items. Meeting will be kept as brief as possible, thus allowing members to carry out their individual responsibilities. Maps and status reports will be available and kept up to date by the Operations Centre.

RESPONSIBILITIES

Group Responsibilities:

The actions or decisions which the members of the Community Control Group are likely to be responsible for include, but are not limited to:

- a) Advising the Mayor as to whether the declaration or termination of an emergency is recommended,
- b) Activate notification system,
- c) Advising the Mayor on the need to designate all or part of the Township as an emergency area,
- d) Determining the need to establish advisory group(s) and/or sub-committees,
- e) Determining if the location and composition of the Community Control Group are appropriate and the set up of the Emergency Operations Centre and evacuation centres.
- f) Ensuring records are taken, reports prepared, and assist in evaluation of the Emergency Plan.
- g) Ensuring that an Emergency Site Manager (ESM) is appointed.
- h) Dispersing persons not directly connected with the operations as their presence may hinder the efficient functioning of the operation.
- i) Co-ordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency area taken, provided they are not contrary to law.
- j) Establishment of a reporting, registration and inquiry centre to handle requests for information concerning all aspects of the emergency.
- k) Ensuring that pertinent information regarding the emergency is promptly forwarded to the Public Information Co-ordinator and Citizen Inquiry Supervisor, for dissemination to the media and public.
- l) Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary.
- m) Calling out and mobilizing their emergency service, agency and equipment, as required.
- n) Arranging for services and equipment from local agencies not under community control, i.e. private contractors, volunteer agencies, service clubs, etc.
- o) Determining if additional volunteers are required and if appeals for volunteers are warranted.
- p) Discontinuing utilities or services provided by public or private concerns. i.e hydro, water.
- q) Authorizing expenditure of money required dealing with the emergency.
- r) One member to act as a liaison officer and one to act as an evacuation co-ordinator when evacuating.
- s) Ordering, co-ordinating and/or overseeing the evacuation of buildings and persons within the "Emergency Area" which are considering to be in danger.
- t) Arrangements for accommodations for any residents who are in need of assistance due to displacement as a result of the emergency.
- u) Determine if additional transport is required for evacuation or transport of persons and/or supplies.
- v) Establishment of a system to ensure balanced distribution and recording of casualties to hospitals.

- w) Notifying the services, agencies or groups under their direction of the termination of the emergency.
- x) Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Operation Officer within one week of the termination of the Emergency, as required.
- y) Participating in the debriefing following the emergency.

MAYOR OR ACTING MAYOR

The actions or decisions which the Mayor or Acting Mayor are likely to be responsible for include, but are not limited to:

- a) Declaring and terminating an emergency within the Township of Matachewan with the assistance from the control group.
- b) Notifying the Solicitor General of Ontario and Provincial Operations Centre Duty Officer (EMO) of the declaration and termination of the emergency.
- c) Chairing the meetings of the Community Control Group
- d) Ensuring the members of Council are advised of the declaration and termination of an emergency and are kept informed of the emergency situation.

COMMUNITY EMERGENCY MANAGEMENT CO-ORDINATOR

The Community Emergency Management Co-ordinator (CEMC) is responsible for:

- a) Activating and arranging the Emergency Operations Centre.
- b) Activating the emergency notification system through the Ontario Provincial Police as well as activating the emergency response plan upon declaration.
- c) Advising the Mayor on Policies and Procedures.
- d) Ensuring that security is in place for the EOC and registration of CCG members
- e) Ensuring that all members of the CCG have necessary plans, resources, supplies, maps and equipment.
- f) Providing advice and clarification about the implementation details of the Emergency Response Plan.
- g) Supervising the Public Information Co-ordinator.
- h) Ensuring liaison with community support agencies i.e Ambulance, Canadian Red Cross.
- i) Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference.

CAO-CLERK-TREASURER

The actions or decisions which the CAO-Clerk Treasurer is likely to be responsible for include, but are not limited to:

- a) Activating the emergency notification system through the Ontario Provincial Police as well as activating the emergency response plan upon declaration.
- b) As the Operations Officer (within individual municipal boundaries), co-ordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings.

- c) Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Public Information Co-ordinator, in consultation with the Community Control Group.
- d) Calling out additional town/township staff to provide assistance, as required.
- e) The provision of information and advice on financial matters as they relate to the emergency.
- f) Liaison, if necessary, with the staff of neighbouring municipalities, if necessary.
- g) Ensuring that records of expenses are maintained for future claim purposes.
- h) Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.
- i) Liaison with purchasing agents of local and neighbouring municipalities, if necessary.
- j) Assuming the role of Human Resources Officer:
 - Co-ordinate and process requests for human resources.
 - Under the direction of the Community Control Group, co-ordinating offers of, and appeals for, volunteers.
 - Selecting the most appropriate site(s) for the registration of human resources.
 - Ensuring records of human resources and administrative detail, which may involve financial liability, are completed.
 - When volunteers are involved, ensuring that a Volunteer Registration Form is completed and a copy of the form are retained for town records.
 - Ensuring identification cards are issued to volunteers and temporary employees, where practical.
 - Obtaining assistance, if necessary from Employment and Immigration Canada, as well as other government departments, public and private agencies and volunteer groups
- k) Ensure a follow up report is prepared within one week of the termination of the emergency.
- l) Liaison with the Community Emergency Management Co-ordinator.

POLICE REPRESENTATIVE

The actions or decisions which the Police Representative is likely to be responsible for include, but are not limited to:

- a) Activating the emergency notification system and ensuring all members of the Community Control Group are notified.
- b) Notification of necessary emergency and community services, as required.
- c) The establishment of a site command post with communications to the Emergency Operations Centre.
- d) Establishing an ongoing communications link with the senior police official at the scene of the emergency.
- e) The establishment of an inner perimeter within the emergency area.
- f) The establishment of an out perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel.
- g) The provision of traffic control to facilitate the movement of emergency vehicles.
- h) Alerting persons endangered by the emergency and co-ordinating evacuation procedures.
- i) The direction of evacuee centres, as required.
- j) Liaison with the Social Services Officer regarding the establishment and operation of evacuation and reception centre.
- k) The protection of life and property and the provision of law and order.
- l) The provision of police services in evacuation centres, morgues and other facilities as required.
- m) Notifying the coroner of fatalities.
- n) Liaison with other community, provincial and federal police agencies as required.

FIRE REPRESENTATIVE

The actions or decision which the Fire Representative is likely to be responsible for include, but are not limited to:

- a) Activating the emergency notification system through the Ontario Provincial Police.
- b) Providing the Community Control Group Information and advice on fire fighting and rescue matters.
- c) Establishing an ongoing communication link with the Senior Fire Official at the scene of the emergency.
- d) Informing the Mutual Aid Fire Co-ordinator and/or initiating mutual aid arrangements for the provision of additional fire fighting manpower and equipment, if needed.
- e) Determining if additional or special equipment is needed and recommending possible sources of supply. i.e. breathing apparatus, protective clothing, etc.
- f) Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary. i.e. rescue first aid, casualty collection, evacuation, etc.
- g) Providing an Emergency Site Manager, if required.
- h) Providing 6 Walkie-Talkies (in total) for communication between EOC and the Emergency Site.
- i) Providing blankets, trauma kits, barricading the Emergency Site, if required.

Please see ANNEX A1 for Information on Fire Department

ROAD SUPERINTENDENT/PUBLIC WORKS FOREMAN

The actions or decisions, which the Public Works Superintendent is likely to be responsible for include, but are not limited to:

- a) Activating the emergency notification system through the Ontario Provincial Police.
- b) Providing the Community Control Group with information and advice on technical matters.
- c) The provision of technical assistance.
- d) The construction, maintenance and repair of town streets.
- e) The provision of equipment for emergency pumping operations.
- f) Liaison with Fire Representative concerning emergency water supplies for fire fighting purposes.
- g) The provision of emergency potable water supplies and sanitation facilities to the requirements of Medical Officer of Health.
- h) Discontinuing any public works services or utility to any consumer as required and restoring these services when appropriate.
- i) Liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions.
- j) Providing public works equipment as required by any other emergency services.
- k) Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
- l) Providing an Emergency Site Manager if required.
- m) Co-ordinating the acquisition, distribution and scheduling of various models of transport (i.e. school buses, trucks) for the purposes of transporting persons and/or supplies as required.
- n) Ensuring that a record is maintained of drivers and operators involved.

EMERGENCY HEALTH SERVICES REPRESENTATIVE

The actions or decisions which the Medical Officer of Health Representative is likely to be responsible for include, but are not limited to:

- a) Acting as a co-ordinating link for all emergency health services at the Community Control Group.
- b) Liaison with the Ontario Ministry of Health, Public Health Branch.
- c) Liaison with the Ambulance Service.
- d) Providing advice on matters, which may adversely affect public health.
- e) Providing authoritative instructions on health and safety matters to the public through the Public Information Co-ordinator,
- f) Co-ordinating the response to disease related emergencies or anticipated emergencies such epidemics, according to Ministry of Health policies.
- g) Ensuring co-ordination of care of bed-ridden citizens and invalids at home and in evacuee centres during an emergency.
- h) Ensuring liaison with voluntary and private agencies, as required for augmenting and co-ordinating public health resources.
- i) Ensuring co-ordination of all efforts to prevent and control the spread of disease during an emergency.

- j) Notifying the Public Works Foreman for potable water supplies and sanitation facilities.
- k) Liaison with Senior Public Works Officer on areas of mutual concern regarding health services in evacuee centres.

SOCIAL SERVICES DIRECTOR

The Social Services Director is responsible for:

Roles and Responsibilities – General

- a) The DTSSAB CEMC / Alternate CEMC (or designate) will participate as a member of the Emergency Control Group and attend at the Emergency Operations Centre (once activated).
- b) Co-ordinate responses with appropriate member of the Community Control Group and/or Support and Advisory Group on required logistics, supplies, and/or advice.
- c) Liaison with the Ministry of Community & Social Services (MCSS), Ministry of Children's Services (MOC), Ministry of Municipal Affairs & Housing (MMAH) and the Ministry of Health (MOH) as required.
- d) Continued delivery of mandated DTSSAB programs and services.
- e) Activation of the DTSSAB's Emergency Response & Business Continuity Plans as appropriate.

Roles and Responsibilities – Emergency Evacuation Centres

- a) Once one or more pre-designated evacuation centre(s) have been opened by the ECG, ensure that a representative of the District School Board Ontario Northeast (DSBONE) and Conseil Scolaire Catholique (CSC) are notified of the facilities that are required as evacuee centre(s). Ensure that staff/volunteers at school facilities take direction from the Board representative(s) with respect to its/their maintenance, use and operation.
- b) Overall supervision, co-ordination and staffing of the operation of all shelters that have been designated and opened by the Emergency Control Group.
- c) Ensure the provision of registration and inquiry services (at designated shelters) for evacuees, victims, volunteers, and pets.
- d) Ensure the provision of childcare services for children at the evacuation centre(s) and the children of staff involved in the emergency response. Liaison with Police, Fire & Rescue and North Eastern Ontario Family & Children's Services regarding the care of children separated from their families as a result of the emergency.
- e) Assist in the distribution of supplies (clothing, food, personal items) where and applicable and available for individuals evacuated to emergency centre(s).
- f) Arranging pastoral care and emotional support. Liaison with the Medical Officer of Health regarding the psychosocial response.
- g) Make arrangements for meals for the staff and registered volunteers at the EOC and evacuation centre(s).
- h) Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centre(s).
- i) Co-ordinate overall response with any agencies (Canadian Red Cross, Salvation Army, Service Clubs etc.) that are involved in providing support services to evacuees, victims, and volunteers.

- j) Maintain detailed documentation on decisions made, actions taken and expenses incurred.
- k) Assist with the recovery process and the restoration services as soon as deemed appropriate.
- l) Prepare and submit a final report containing a review of the operation of evacuation centres including recommendations on possible alterations to the Emergency Response Plan.

EMERGENCY MEDICAL SERVICES (EMS) DIRECTOR

The Emergency Medical Services Director is responsible for:

Roles and Responsibilities – General

- a) The DTSSAB CEMC / Alternate CEMC (or designate) will participate as a member of the Emergency Control Group and attend at the Emergency Operations Centre (if activated).
- b) Co-ordinate responses with appropriate members of the Community Control Group and/or Support and Advisory Group on required logistics, supplies and/or advice.
- c) Liaison with the Ministry of Community & Social Service (MCSS), Ministry of Children's Services (MOC), Ministry of Municipal Affairs and Housing (MMAH) and the Ministry of Health (MOH) as required.
- d) Continued delivery of mandated DTSSAB programs and services.
- e) Activation of the DTSSAB's Emergency Response & Business Continuity Plans as appropriate.

Roles and Responsibilities – Emergency Medical Services

- a) Ensuring the emergency medical services is present at the emergency site.
- b) Depending on the nature of the emergency, assigning a representative to be present at the emergency site(s) and communicating such with the ECG.
- c) Establishing ongoing communication with the designated senior EMS official at the emergency site(s).
- d) Advising the ECG if other or additional means of transportation is required for the evacuation of victims.
- e) Enacting mutual aid protocols with other EMS providers as required and appropriate.
- f) Ensuring for the provision of basic first aid at evacuation centre(s).
- g) Liaison with the Ministry of Health, Local Health Integration Network (LHIN), receiving hospitals and Medical Officer of Health as required.
- h) Maintain detailed documentation on decisions made, actions taken and expenses incurred.
- i) Assist with the recovery process and the services as soon as deemed appropriate.
- j) Prepare and submit a final report containing a review of the operation of emergency medical services including recommendations on possible alterations to the Emergency Response Plan.

SUPPORT AND ADVISORY STAFF

The following staff may be required to provide support, logistics and advice to the Community Control Group:

- a) Administrative Assistants/Deputy Clerk
- b) Solicitors
- c) Chief Building Inspector
- d) Insurance Providers
- e) GPS/GIS

The Support and Advisory Staff contact list is attached in ANNEX A-3.

ANNEX A-4 also has a list of Area Volunteer Support (Not under Municipal Control) who has extra equipment available in case of emergency excluding individual volunteers

INDIVIDUAL RESPONSIBILITIES

The Administrative Assistant is responsible for:

- a) Assisting the Clerks, as required.
- b) Ensuring that all important decisions made by the Community Control Group are recorded.
- c) Upon the direction of the Clerk, notifying the required support and advisory staff of the emergency and the location of the emergency.
- d) Assuming the responsibilities of Citizen Inquiry Supervisors for individual municipalities.
- e) Arranging for printing of materials, as required.
- f) Co-ordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required.
- g) Upon direction by the Mayor, ensuring that all Council are advised of the declaration and termination of the emergency.
- h) Upon direction by the Mayor, arranging a special meeting(s) of Councils, as required and advising members of Council of the time, date and location of the meetings.
- i) Assuming the role of telecommunications co-ordinator by ensuring the telephone systems functioning, the telecommunications centre is fully equipped and staffed, maintain an inventory of communication equipment, and make arrangements to acquire telecommunications resources.
- j) Procuring staff to assist, as required.
- k) Any other duties as assigned.

****Note – In the event that the Township does not employ an administrative assistant/deputy clerk/treasurer and employee or member of Council may be appointed to fulfil these responsibilities.***

Solicitors:

The Solicitor for the Township of Matachewan is responsible for:

- a) The provision of advice to any member of the Community Control Group on matters of a legal nature as they may apply to the communities in its response to the emergency, as required.

Chief Building Officials:

The Chief Building Official is responsible for:

- a) Assist with the evaluation of building structural integrity.

Insurance Providers:

The Insurance Providers for the Township of Matachewan are responsible for:

- a) The provision of advice to any member of the Community Control Group on matters of an insurance nature as they may apply to the actions of the Township of Matachewan in its response to the emergency, as required.

OTHER AGENCIES

In an emergency, many agencies may be required to work with the Community Control Group. Such agencies are detailed below:

1. Provincial Operations Centre Duty Officer – Emergency Management Ontario:

The representative of the POC Duty Officer (EMO) is responsible for:

- a) Co-ordinate Provincial/Federal resources upon the community's request.
- b) Co-ordinate the response of other provincial agencies, and of the Federal Government if necessary.
- c) Send staff to the community to provide advice and liaison.
- d) Providing information of financial assistance following termination of the emergency.

2. Matachewan Medical Centre

The Matachewan Medical Centre is responsible for:

- a) Liaison with the Medical Officer of Health and local ambulance.
- b) Evaluating requests for the provision of medical site teams/medical triage teams.
- c) Liaison with the Ministry of Health.

3. Provincial Operations Centre Duty Officer – Office of the Fire Marshal:

The Representative of the Office of the Fire Marshal is responsible, under the Fire Protection and Prevention Act, 1997 for:

- a) Liaison with local fire departments for fire protection and provide advice and assistance.
- b) Fire suppression activities.

4. Ministry of Natural Resources:

The Representative of the Ministry of Natural Resources is responsible for:

- a) Fire protection of the lands in the Township of Matachewan as set out in current Fire Management Plan.
- b) Flood control advice and information.
- c) The provision of fire fighting and flood control equipment, as required.

5. Timiskaming Health Unit

The representative of the Timiskaming Health Unit is responsible for:

- a) Monitoring the water supplies in conjunction with the Ministry of Environment and Energy. This includes the approval of sources, advice on treatment methods, monitoring the prevention of pollution of selected sources and sampling of the distribution system to ensure potable supply.
- b) Food sanitation including ensuring sanitary control of food supplies at the point of supply, during distribution, packaging and processing, providing advice on potentially unsafe or contaminated foods, and providing information on storage, food handling, personal hygiene and refuse disposal.
- c) Evacuation Centres – in the event of a mass evacuation to a central location, the Health Unit will monitor the provision of sanitary facilities, the safety of water supply and the food service system.
- d) Waste Disposal in conjunction with the Ministry of Environment and Energy garbage including advice on the disposal of all-sanitary waste, body waste and garbage including the disposal of liquid waste.
- e) In the event of mass casualties, the Health Unit will monitor the situation to ensure early and sanitary disposition of human remains in order to minimize the spread of disease.
- f) Information on advice on pest control, personal sanitation, emergency cleanups and disinfecting, waste disposal and food and water safety will be provided to the public as required.
- g) The Health Unit will provide and needed immunization.
- h) The Health Unit will provide advice to the public and to local physicians with regards to health consequences, both acute and long term, of exposure to spills of toxic chemicals.
- i) Liaison with Ministry of Health, as appropriate.

6. Public Utilities – Hydro One Services Company:

The Representative of the Hydro One Services Co. is responsible for the following items:

- a) Provide advice and information to the Community Control Group.
- b) Co-ordinate emergency procedures and actions through the Community Control Group
- c) Discontinue public electrical power service to any consumer when authorized by the Community Control Group and where it is considered necessary in the interest of public safety.

- d) Provide alternative supplies of electrical power as able when requested by the Community Control Group.

7. Northern Telephone Limited, Telecommunications:

The Representative of Northern Telephone is responsible for the following items:

- a) Provide advice and information to the Community Control Group.
- b) Co-ordinate emergency procedures and actions through the Community Control Group.
- c) Discontinue public telephone service to any consumer when authorized by the Community Control Group, and where it is considered necessary in the interest of public safety.
- d) Initiating Priority Access for dialling for the Emergency Area
- e) Calling our sufficient staff to survey the site of the emergency.

8. Employment Agencies:

At the request of the designated Emergency Operations Officer, the agencies below shall provide, if possible, volunteers or employees and complete the necessary administration of the program, as required.

- a) Job Connect
- b) Human Resources Development Canada
- c) Ontario Works

PLAN MAINTENANCE AND REVISION

Annual Review

This plan should be reviewed annually by the Emergency Management Program Committee and where necessary, revised by a meeting(s) of the Committee Control Group.

Each time this plan is revised, it must be forwarded to Council for approval. However, revisions to the annexes and minor administrative changes can be made without resubmitting the plan to Council each time. It is the responsibility of the Emergency Management Committee to make revisions to the annexes and minor administrative changes, with a quorum of members.

It is the responsibility of each person, agency, service and department named within this emergency plan to notify the Emergency Management Committee forthwith, of any revisions to the annexes, or administrative changes.

Testing the Plan

An annual exercise as required under the Act will be conducted in order to test the overall effectiveness of this emergency plan and provide training to the Community Control Group. Revisions to this plan should incorporate recommendation stemming from such exercises.

Internal Procedures

Each service involved with this emergency plan will prepare functional emergency procedures or guidelines outlining how it will fulfil its responsibilities during an emergency.

Each service will ensure that it designates a member of its staff to maintain and revise its own emergency procedure and guidelines.

ANNEX A-1
Community Control Group
Emergency Notification List

Mayor:

Cheryl Drummond
W) 705.565.2274
C) 705.642-7461

Public Works Foreman

Ken McCollam
C) 705.642-7101

Alternate (Deputy Mayor)

Joe Bisson
H) 705.565.1140
C) 705.622-2436

Matachewan Nursing Clinic

Lynn Aube
W) 705.565.2351

CEMC

Anne Kmyta
W) 705.565-2274
C) 705.642-7016

Alternate CEMC

Kimberly Gauthier
H) 705.565.2425
C) 705.642-5941

Timiskaming Health Unit

Randy Winters
W) 705-647-4305

DTSSAB

Don Studholm

W) 888.544-5555

Police Representative

Staff/Sgt Mike Johnston
W) 1.705.567.5355

Emergency Medical Services - EMS

John McCarthy
C) 705.648-4627

Alternate (Police)

W) 1.888.310.1122
Number is centralised to North Bay Dispatch

Matachewan First Nation

Lionel Boucher
H) 705.565.2353

Fire Representative

Jerry Begley (Fire Chief)
H) 705.565.2371
C) 705.570.1478

Alternate Fire Representative

Robert McDougall (Deputy-Fire Chief)
H) 705.565-2562
C) 705.642.7057

Red Cross

Emily Disley
705.267.4900 Ext 203
705.266.4944

Alamos Gold – Young Davidson Mine

Paul Cote
705.565.9800

ANNEX A-2

Emergency Notification Procedures

Upon activation, the notification process will be carried out at once by the police dispatcher, who will note the detail of the message (e.g. description of the emergency, instructions to remain on stand by or assemble at the EOC, etc.). The dispatcher will ensure this information is passed to and understood by each person called. Persons on the notification list will be called in order, starting with the Mayor.

If the primary person cannot be reached at any of the listed numbers, telephone the alternate. If neither can be reached, go in the next appointment on the list. Once the end of the list has been reached, try again those who were not available on the first attempt.

Note the exact time each person was reached.

Should an emergency occur or be impending, the contact should be made with the Emergency Management Ontario Duty Officer (24/7).

Emergency Management Ontario Day Time:	1.877.314.3723
Emergency Management Night & Weekend:	1.416.314.0472
Ontario Provincial Police:	1.888.310.1122

ANNEX A-3
Support and Advisory Staff Contact List

The following staff may be required to provide support, logistics and advice to the Community Control Group.

Chief Building Official
Francis Rivard
W) 705.563.2375
C) 705.647.8663

Solicitor
Christine MacLeod
705.680.0022
705.648.1818

Insurance
Paul Ayotte Insurance Brokers
Chantal Ayotte
705.567.3235

Hydro One – Call Centre
1.888.664.9376
To avoid automated greeting
Say “help” or “agent” right away

Ontario Clean Water Agency
Anthony Danis
705.567.3955
705.568.7392

MNRF – Fire
Mike Mazzetti
705.568-3239

IMOS – Maintenance Superintendent
Douglas Plaunt
Work 705.647-1814
Cell 705.648-0533

Stock Bus Line
Luc Charlebois
Office 705.672.3341
Cell 705.497.4408

MOE
Janet Recoski
705.235.1500

Local Health Integration Network (LHIN)
705.567-2222

**ANNEX A-4
AREA VOLUNTEER SUPPORT**

Company Name Contact Name	Telephone Work	Telephone Residence	Title	Function
Landry Trucking Raymond Landry	705.565.2215	705.565.2215	Owner/Operator	Equipment – Trucks, Welder

ANNEX B

Emergency Operations Centre (EOC)

The Emergency Operations Centre will be located at the Municipal Office, which is located on Moyneur Avenue.

The alternate EOC will be situated at the Fire Department, which is located on Moyneur Avenue.

EQUIPMENT

The equipment required for the Emergency Operations Centre is organized in a kit form. The kit is located in the Municipal Office. The CEMC is responsible for inspecting the kit on a regular basis and for ensuring that kit contents are all working order.

Additional equipment which is required for the Emergency Operations Centre is listed below:

<u>Item</u>	<u>Location</u>
Fax Machine	Town Office
Telephones	Town Office
Walkie Talkies (3 sets)	Fire Department
Walkie Talkies (2 sets)	Town Office

ANNEX C
Township of Matachewan Evacuation Plan
Evacuation Zones for the Township of Matachewan

Matachewan Recreation Hall – Moyneur Avenue (all season)

Capacity Size – 200 people

Matachewan Public School – Dales Street (summer)

Capacity Size –

Matachewan Legion Branch 386 (all season)

Capacity Size –

Curling Club – Rye Street (all season)

TRANSPORTATION

In case of evacuation, the Matachewan Emergency Fire Van will be provided to transport residents to evacuation centres.

NOTIFICATION

In the event of an evacuation of the town, the town siren will be set off, along with local radio stations CJKL 101.5 FM, CJTT 104.5, and CJBB 101.3. If needed, the Fire Department will be called out to notify the residents individually.

EQUIPMENT

Extra generators will be supplied by the Township of Matachewan.

ANNEX D

Provincial Assistance

If local resources are insufficient to control the emergency, assistance may be requested from Emergency Management Ontario (EMO) at any time without any loss of control or authority. This request shall be made through the PEOC Duty Officer (EMO) at (877) 314.3723 during the day and at (416) 314.0472 at nights or weekends. An alternate route to contacting the POC Duty Officer is through the OPP Duty Officer at 1.888.310.1122. Call EMO to request federal assistance, especially in the case of Canadian Armed Forces assistance. Contacting the appropriate Ministry can make such request.

Emergency Management Ontario Day Time – 1.877.314.3723

Emergency Management Ontario Night and Weekend – 1.416.314.0472

Ontario Provincial Police – 1.888.310.1122

ANNEX E

Emergency Information Plan

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

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

Community Information Co-ordinator: Anne Kmyta
W: 705.565.2274 or H: 705.642.7016

Community Spokesperson: Cheryl Drummond
705.565.2274 or 705.642.7461

The local Emergency Information Centre (EIC) will be located in the Municipal Office 283 Moyneur Avenue. In the event that this centre cannot be used, the secondary location will be the Matachewan Fire Department, Moyneur Avenue.

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 is established, will be staffed as determined by the Community Spokesperson.

The Emergency Information Officer for the Township of Matachewan is Cheryl Drummond.

DUTIES

During local emergencies, it is the responsibility of municipalities to provide emergency information to the media and public. Rules and procedures governing the dissemination of this information should be established prior to the onset of an emergency. Key to the planning process is the designation of an Emergency Information Officer (EIO). This person, and any staff deemed necessary, is responsible for the dissemination of all information about the emergency. Typical duties may include:

- Giving interviews on behalf of the Township of Matachewan Council;
- Issuing news releases and arranging media briefing as required to communicate "key messages" to the public;
- Posting emergency information;
- Answering media and public inquiries;
- Monitoring media, correct inaccuracies and controlling rumours.

ANNEX F

ANNEX G
Matachewan Fire Department

Inventory

- 1991 GMC Pumper Fire Truck
- 1944 Nova Quintech Sparten
- 1995 Emergency Rescue Van

The Matachewan Fire Department consists of 10 volunteer fire fighters. The Fire Department is located at Moyneur Avenue.

The Township of Matachewan is equipped with fire hydrants.

Matachewan Fire Department Inventory – Municipal Fire Truck

3 – Blankets	2 – Wajax Pumps
2 – Walkie Talkies	2 – Gas Tanks for Wajax (1 old, 1 new)
5 – Flashlights (2 new and 3 old)	1 - Toolbox
2 – Fire fly (man down)	1 – 400 ft #1 Forest Fire Hose
1 – First Aid Kit	1 – 2000 ft Forest Fire Hose
2 – 2 ½ inch Suction Line	2 - Axes
2 – 4 inch Suction Line	2 – Forest Fire Shovels
2 – Hydrant Wrenches	1 – 12 ft Ladder
3 – ABC Fire Extinguishers	1 – 36 ft Ladder
1 – Carbon Dioxide Extinguisher	1 – 8 ft Fold Away Ladder
4 – Straps	1 – Poker
3 – 1 ½ inch Nozzle	1 – Hydro Pole (Used for Live Wires)
1 – 2 ½ inch Nozzle	1 - Prybar
2 – Claw Hammers	1 – Fire Axe
1 – Rubber Mallet	1 – 2 ½ "Y"
2 – Crow Bars	1 – 1800 ft Hose – 2 ½ inch
6 – Hose Wrenches	1 – 800 ft Hose – 1 ½ inch
2 – Soft Stops	
1 – Hose Crimper	
3 – Safety Belts	
4 – Air Packs	
8 – Cylinders	
1 – 2 ½ inch Fire Hose	
1 – Fan	
2 – Supply Pumps (1 New and 1 Old)	

Matachewan Fire Department Inventory – Emergency Van

- | | |
|---|------------------------------|
| 4 – Connect Tubes | 2 – Neck Brace |
| 5 – Suction Catheters Control Port | 2 – Instant Cold Applicator |
| 1 – Oxygen Kit | Gauze Pads |
| 2 – Manual Resuscitators (1 Child, 1 Adult) | 5 – Triangular Bandage |
| Gloves | Esmarch Bandage |
| 1 – Backboard | 2 – Elastic Compress Bandage |
| 4 – Straps | Gauze Pads (3 inch X 3 inch) |
| 2 – Pupil Lights | 1 – Eye patch gauze |
| 2 – Cotton Crepe Bandage | Gauze Pads (4 inch X 4 inch) |
| 1 – Reserve Sheet | 10 – Abdominal Pads |
| 1 – Oral Mouth Screw | 2 – Dry Back Pads |
| 1 – Seizure Stick | Bandages Box |
| 10 – Cotton Sponges (4 inch x 4 inch) | 2 - Thermal Blankets |
| 1 – Conforming Gauze Bandage | |
| 1 – Field Dressing | |
| 32 – Scissors | |
| 6 – Gauze Rolls | |
| 3 – Rolls of Tape | |
| 5 – Tansor Bandage | |
| Alcohol Wipes | |
| 1 – Auto Claw | |
| Quick Splint | |
| Blanket | |
| 2 – Instant Cold Compress | |
| 1 – Burn Sheet | |
| 1 – Banclages | |
| 1 – Antiseptic Wipes | |
| 2 – Splints | |
| 2 – Butterfly Closure | |
| 2 – Pressure Bandages | |
| 4 – Oxygen Bottles | |
| 2 – Burn Relics | |
| 6 – Slings | |

ANNEX H

Checklist in Consideration of a Declaration of Emergency

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

Under the Emergency management Act, only the head of Council of the 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.

An emergency declaration may extend to all or any party 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 Minister of Public Safety and Security) 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 by Emergency Management Ontario, and should be faxed to (416) 314-0474. When declaring an emergency, please notify the Provincial Operations Centre 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

- 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.)
- Does the situation pose a danger of major proportions to life or property?
(Section 1, definition of an emergency)
- Does the situation pose a threat to the provision of essential services (e.g., energy, potable water, sewage treatment/containment, supply of goods or medical care)?
(Some situations may require extraordinary measures to be taken or expenditures be made to maintain or restore essential services. A declaration of emergency may allow a head of Council to expend funds outside of his or her spending resolution and/or the regular approval process of the municipality.)
- Does the situation threaten social order and the ability to govern?
(Whether due to a loss of infrastructure or social unrest (e.g. a riot) a crisis situation has the potential to threaten a Council ability to govern. In such cases, extraordinary measures may need to be taken. Section 4 (1) provides extraordinary measures, not contrary to law. Section 55 (1) of the Police Services Act provides for the creation of special policing arrangements during an emergency.)

- Is the event attracting significant media and/or public interest? (Experience demonstrates that the media and public often view the declaration of an emergency as a decisive action toward addressing a crisis. It must be made clear that an “emergency” is a legal declaration and does not indicate that the municipality has lost control.)
- Has there been a declaration of emergency by another level of government? (A declaration of emergency on the part of another level of government (e.g., lower tier, upper tier, provincial, federal) may indicate that you should declare an emergency within your municipality. For example, in the event of a widespread disaster affecting numerous lower-tier municipalities within a county, the county will likely need to enact its emergency response plan and should strongly consider the declaration of an emergency. In some cases, however, a declaration of emergency by a higher level of government may provide sufficient authorities to the lower-tier communities involved.

LEGAL

- Might legal action be taken against municipal employees or Councillors related to their action during a crisis? (Section 11 (1) states the “no action or other proceeding lies or shall be instituted against a member of Council, an employee of a municipality, a minister of Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation of an emergency management program or an emergency plan or in connection with an emergency.” Section 11(3), omissions of a member of Council or an employee of the municipality.)
- Are volunteers assisting? (The Workplace Safety and Insurance Act provides that persons who assist in connection with declared emergencies are considered “workers” under the Act and are eligible if they become injured or ill as a result of the assistance they are providing. This in addition to workers already covered by the Act.)

OPERATIONAL

- Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality’s resources or deployment of personnel? (Section 4(1) permits the head of Council to “take such actions 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 “made 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.”)
- 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 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.”)

- 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 temp 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.)
- Does or might, the situation require provincial support or resources? (Provincial assistance (e.g. air quality monitoring, scientific advice, airlift capabilities, material resources, etc.) may involve numerous ministries and personnel. Activation of the municipal emergency response plan, including the opening of the Emergency Operations Centre and meeting of the Community Control Group, can greatly facilitate multi-agency and multi-government response.)
- Does, or might, the situation require assistance from the federal government? (Military equipment). (Section 13(2) authorizes the Minister of Public Safety, with the approval of the Lieutenant Governor in Council, to enter into mutual assistance agreements with federal government. In Canada, federal emergency assistance is accessed through and co-ordinated by, the province. The declaration of an emergency may assist a municipality in obtaining federal assistance.)
- Does the situation involve a structural collapse? (Structural collapse involving the entrapment of persons may require the deployment of one or more Heavy Urban Search and Rescue (HUSAR) Teams. Ontario has a HUSAR team. This team is specially equipped and trained to rescue persons trapped as a result of a structural collapse. Any municipality in the province can request HUSAR deployment to a declared emergency. Requests for HUSAR resources should be made through your local mutual aid fire co-ordinator. Approval for dispatch of HUSAR team comes from the Commissioner of Public Safety.
- Is the situation a large-scale or complex chemical, biological, radiological or nuclear (CBRN) incident? (Response to CBRN incidents requires specialized resources and training. Ontario is developing three CBRN teams to respond to incidents throughout the Province. CBRN deployment should be made through your local mutual aid fire co-ordinator. Approval for the dispatch of CBRN teams comes from the Commissioner of Public Safety.)
- Does the situation require, or have potential to require the evacuation and/or shelter of people or animals (livestock) from your municipality? (Evacuee and reception centres often use volunteers as staff. As noted above, the declaration of an emergency enacts certain parts of the Workplace Insurance and Safety Act related to volunteer workers. Secondly, an evacuation or sheltering of citizens has the potential to generate issues pertaining to liability. Section 11 of the Emergency Management Act may provide municipal Councillors and employees with certain protections against personal liability.)
- Will your municipality be receiving evacuees from another community? (The issues discussed in the previous bullet may apply equally to municipalities accepting evacuees.)

ECONOMIC and FINANCIAL

- Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles? (The re-routing 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 from extraordinary measures to be taken providing they are not contrary to law.)
- Is an event likely to have a long term negative impact on a community's economic viability/sustainability, including/resulting in unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity? (The declaration of emergency may facilitate the ability of the municipality the ability of the municipality to respond to economic losses.)
- It is 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 the right of action against any person who caused the emergency for the recovery of such money or cost...").

THIS AGREEMENT effective as of the **1 day of January, 2018**

BETWEEN:

The Township of Matachewan
(hereinafter referred to as the "Township")

AND:

North Bay Regional Health Centre
(hereinafter referred to as the "Hospital" or other entity)

WHEREAS it is the intention of the parties to enter into an agreements for the provision of communication (call taking and alerting) services to the Matachewan Fire Service by the **North Bay CACC** (hereinafter referred to as the "CACC"), which is operated by the **North Bay Regional Health Centre** (hereinafter referred to as the "Hospital" or whatever entity), under the authority of the Minister of Health and Long-Term Care (hereinafter referred to as the "Minister");

NOW THEREFORE WITNESSETH that in consideration of the mutual covenant and agreements contained in this Agreement and subject to the terms and conditions set forth in this Agreement, the parties agree as follows:

the Township (1), and the Matachewan Fire Service (1) (appointed under sub clause 5(b)).

- (c) The Committee shall act on each matter by a majority vote of its representatives, unless otherwise agreed to from time to time by such representatives or by the parties.
- (d) The functions of the Committee shall be: to monitor this Agreement, including the services to be provided under it; to mediate in respect of disputes or other matters relevant to this Agreement that are brought before it by a party; and to consider and, where appropriate, to make recommendations on any matter relevant to this Agreement that is brought before it by a party.
- (e) No decision, determination or suggestion by the Committee, including but not limited to any Committee mediation proposal and any recommendation in a Committee report, shall be binding on the parties.
- (f)
 - (i) The Committee shall meet at least once in every year during the term of this Agreement, but at any time a party may give notice to the Secretary of the Committee that it wishes the Secretary to convene a meeting to discuss any matter relevant to this Agreement.
 - (ii) The secretary shall arrange a meeting of the Committee within 2 weeks of receipt of the notice sent under paragraph 4 (f)(i). The time and location of the meeting shall be at the mutual convenience to the representatives on the Committee.
 - (iii) The Committee may, but is not required to, issue a report to the representatives on the Committee within such time as is agreed to by the representatives. The report shall set out the issues, the recommendations of the Committee and any other matter relevant to such issues as is mutually agreed to by the representatives.

CACC, and not employees or agents of the Township. For greater certainty under this subclause, the employees or agents of the Amalgamated CACC shall be deemed to be the employees or agents of the Minister only where the Amalgamated CACC is operated by the Minister.

PROTECTION FROM CLAIMS

15. The Township shall protect itself from and against all claims that might arise from anything done or omitted to be done under this Agreement by the Township, or by the Personnel of the Township, and more specifically from and against all claims that might arise from anything done or omitted to be done under this Agreement where bodily injury (including personal injury), death or property damage, including loss of use thereof, is caused.

SERVICES PROVIDED BY CACC

1. (a) The CACC shall provide services under this Agreement in accordance with Schedule A of this Agreement.
- (b) Despite sub-clause 1(a), at any time during the term of this Agreement, the Minister shall be entitled to amalgamate the CACC with one or more other Central Ambulance Communications Centre.
- (c) Where the Minister intends to amalgamate the CACC in accordance with sub-clause 1(b), the Minister shall give the other party 90 days notice of this intention. The Minister shall indicate, in such notice or as soon as practicable thereafter, which Central Ambulance Communications Centre is to be the operator of the new amalgamated Central Ambulance Communication Centre (hereinafter referred to as the "Amalgamated CACC").
- (d) Where, in his notice or thereafter, the Minister indicates that the operator of the Amalgamated CACC will be the Minister, the parties shall continue to act in accordance with this Agreement despite and subsequent to the amalgamation.
- (e) Where, in his notice or thereafter, the Minister indicates that the operator of the Amalgamated CACC will not be the Minister,
 - (i) the Township may terminate the Agreement at any time after receipt of such notice, in accordance with sub-clause 1 (f),
 - (ii) at such time and in such manner as the Minister directs, the Minister shall,
 1. assign all of the rights and obligations of the North Bay CACC in respect of this Agreement to the Amalgamated CACC, at which time the provisions of this Agreement shall apply, allowing for the necessary changes, to the Amalgamated CACC as though it were the CACC; and
 2. transfer to the Amalgamated CACC all equipment at the North Bay CACC owned or purchased by the Township and used for the purposes of this Agreement;
 - (iii) immediately upon the assignment and transfer referred to in paragraph 1 (e) (ii), the North Bay CACC shall cease to have any rights or obligations in respect of the Agreement;
 - (iv) despite paragraph 1 (e) (i) and paragraph 1 (e) (iii), nothing in this sub-clause shall affect the obligations of the Minister and the Township under clause 14, clause 15, and clause 16, all of which shall survive. In addition, this paragraph shall survive the expiry or termination of this Agreement.

- (f) (i) Where the Township intends to terminate this Agreement under paragraph 1(e)(i), the procedure set forth in clause 9 and clause 10 shall not apply. Rather, the Township shall give the Minister 90 days notice of its intention to terminate, after which time this Agreement shall automatically terminate.
- (ii) Where the Township does not give the notice referred to in paragraph 1(f)(i), this Agreement shall not terminate and the parties shall continue to act in accordance with this Agreement.

REPAIR AND MAINTENANCE OF EQUIPMENT

- 2. (a) Despite sub-clause 1 (a), the CACC may stop supplying some or all of the services set forth in Schedule A of this Agreement if the CACC cannot supply the services due to the mechanical or other similar failure of any equipment used by the CACC, regardless of the ownership of that equipment.
- (b) Where the CACC stops supplying services in accordance with sub-clause 2 (a), the CACC shall give notice forthwith to the Township of this fact and shall repair or cause to be repaired the equipment as soon as practicable unless the equipment has been purchased or is owned by the Township and installed at the CACC by the Township. In the latter case, the CACC shall give the Township notice forthwith of the fact that it has stopped supplying the services and shall request that the Township repair the equipment as soon as practicable.
- (c) The Township shall continue to own and be responsible for the repair and maintenance of all equipment purchased for this Agreement by the Township and installed at the CACC. However, aside from the Township's repair and maintenance responsibility under this sub-clause, the Township shall not be entitled to exercise any other rights in respect of such equipment during the term of this Agreement.
- (d) where the equipment used by the CACC to provide any services under this Agreement cannot be repaired within a reasonable time, as soon as reasonable under the circumstances,
 - (i) the Township will provide the CACC with proper substitute equipment, where the equipment that cannot be repaired was purchased or owned by the Township and
 - (ii) the Minister shall provide the CACC with proper substitute equipment, where the equipment that cannot be repaired was purchased or owned by the Minister,

so that the CACC can continue to provide all services required of it under this Agreement as soon as reasonably possible.

SERVICES PROVIDED BY TOWNSHIP

3. The Township shall provide services in accordance with Schedule B of this Agreement.

JOINT STEERING COMMITTEE

4. (a) The parties shall establish a Joint Steering Committee (hereinafter referred to as the "Committee").
- (b) The Committee shall be composed of representatives from the CACC (1), the Township (1), and the Matachewan Fire Service (1) (appointed under sub clause 5(b)).
- (c) The Committee shall act on each matter by a majority vote of its representatives, unless otherwise agreed to from time to time by such representatives or by the parties.
- (d) The functions of the Committee shall be: to monitor this Agreement, including the services to be provided under it; to mediate in respect of disputes or other matters relevant to this Agreement that are brought before it by a party; and to consider and, where appropriate, to make recommendations on any matter relevant to this Agreement that is brought before it by a party.
- (e) No decision, determination or suggestion by the Committee, including but not limited to any Committee mediation proposal and any recommendation in a Committee report, shall be binding on the parties.
- (f) (i) The Committee shall meet at least once in every year during the term of this Agreement, but at any time a party may give notice to the Secretary of the Committee that it wishes the Secretary to convene a meeting to discuss any matter relevant to this Agreement.
- (ii) The secretary shall arrange a meeting of the Committee within 2 weeks of receipt of the notice sent under paragraph 4 (f)(i). The time and location of the meeting shall be at the mutual convenience to the representatives on the Committee.
- (iii) The Committee may, but is not required to, issue a report to the representatives on the Committee within such time as is agreed to by the representatives. The report shall set out the issues, the recommendations of the Committee and any other matter relevant to such issues as is mutually agreed to by the representatives.

PARTICIPATING FIRE DEPARTMENTS

5. (a) The fire service for which the CACC is to provide call taking and call alerting services under this Agreement is the Matachewan Fire Service.
- (b) For the purpose of sub clause 4 (b), the Township shall appoint a representative on the Committee for the Matachewan Fire Service. Accordingly, for the purposes of all matters arising under this Agreement the representative shall among other things, act as the sole spokesperson for the fire department and act as its sole liaison with the CACC, and the Committee.

ADMINISTRATIVE FEES

6. (a) The Township shall pay the Minister an administrative fee in accordance with Schedule D of this Agreement.
- (b) If this Agreement is terminated under either sub clause 1 (f), the fee payable under sub clause 6 (a) shall be pro rated to the date of termination.

FIRE SERVICE CALL FEES

7. (a) The Township shall pay the CACC a fee in accordance with Schedule D of this Agreement for each fire service call received by the CACC. The amount set for such fees shall not be subject to any amendment under clause 12.
- (b) The obligation to pay the Fire Service Call fee provided for in sub clause 7 (a), shall apply until 23:59 on December 31, 2022.
- (c) Despite sub clause 7 (a), the Township shall not be charged the fire service call fee for any call in respect of which the CACC notifies a fire service for the purpose of assisting an ambulance crew with a medical response.
- (d) The CACC shall send to the Township an invoice in respect of the amount owing for fire service calls at the end of each month during the term of this Agreement and on the termination or expiry of this Agreement.

INVOICES

8. All amounts payable under this Agreement shall be paid no later than 60 days from the date when an invoice for such amounts has been sent to the party obligated to pay.

TERM AND RENEWAL

9. This Agreement shall commence on January 1, 2018, and shall have a term of 5 years so that it will expire at 23:59 December 31, 2022 (hereinafter referred to as the "expiry date"), unless terminated before that date under sub clause 1(f) or clause 12.

PERFORMANCE, BREACH AND AMENDMENT

10.(a) Where a party

- (i) is dissatisfied with the performance under this Agreement of the other party, or
- (ii) considers that the other party is in breach of this Agreement, or
- (iii) wishes to amend this Agreement or any term of any Schedule of this Agreement,

that party may give notice to the Secretary of the Committee that it wishes the Secretary to convene a meeting of the Committee to discuss the matter.

- (b) Where a party gives notice to the Secretary under sub clause 10 (a), and either paragraph 10 (a) (i) or paragraph 10 (a) (ii) applies, that party shall also give notice at the same time to the other party whose performance or breach, as the case may be, is of concern to the party giving notice. The notice to the other party shall call on the other party to correct the performance or breach to the satisfaction of the party giving notice within 7 days of the issuance of the report issued under sub clause 10 (d).
- (c) The Secretary shall arrange a meeting of the Committee within 2 weeks of receipt of the notice sent under sub clause 10 (a). The meeting time and location shall be of mutual convenience to the representatives on the Committee.
- (d) The Committee shall issue a report to the representatives on the Committee within 2 weeks of the meeting. The report shall set out the issues, the recommendations of the Committee and any other matter relevant to such issues as is agreed to by the representatives on the Committee.
- (e) Despite sub clause 10 (a), all parties may mutually agree to amend any term of this Agreement, or any term of any Schedule of this Agreement, by a joint letter signed by all parties, rather than by the procedure set forth in this clause. The joint letter will be appended to, and shall form part of, this Agreement.

TERMINATION FOR CAUSE

11. Having regard to paragraph 10 (a) (i), paragraph 10 (a) (ii) and sub clause 10 (b), where the performance or breach of a party is not corrected, to the satisfaction of the party giving notice, within 7 days of the issuance of the report under sub clause 10(d), the party giving notice may terminate this Agreement by giving the other party 90 days notice of the party's intention to terminate, after which time this Agreement shall automatically terminate. Where no such notice is given, this Agreement shall continue in full force and effect.

EQUIPMENT REMOVAL AND FEES PAYABLE ON TERMINATION

- 12.(a) Where this Agreement has been terminated under sub clause 1 (f), or sub clause 11 or has expired under clause 9, the Township shall remove from the CACC all equipment purchased or owned by the Township.
- (b) Where this Agreement has been terminated under sub clause 1 (f), or clause 10, the CACC shall send the Township an invoice for any amount owed by the Township to the CACC.

NOTICE

13. Any notice or other communication, with the exception of invoices (hereinafter referred to as a "notice") required or permitted under this Agreement to be given or sent by a party shall be written and shall be deemed to have been sufficiently given or sent 5 business days after such notice shall have been mailed postage prepaid, or 24 hours after such notice shall have been delivered by hand or by facsimile transmission.

Any notice shall be addressed or delivered, in the case of the Hospital, to:

North Bay Central Ambulance Communications Centre
C/O North Bay Regional Health Centre
50 College Drive
NORTH BAY ON P1B 0A4

Attention: CACC Manager

and, in the case of the Township, to:

The Corporation of the Township of Matachewan
283 Moyneur Ave, P.O. Box 177
MATACHEWAN, ON P0K 1M0

Attention: Gerald Begley, Fire Chief

CACC AND AMALGAMATED CACC PERSONNEL AS EMPLOYEES OF THE HOSPITAL

14. (a) For the purpose of this Agreement, all CACC personnel shall at all times be deemed to be employees or agents of the Hospital (or other TP entity), and not employees or agents of the Township.
- (b) Where the Minister amalgamates the CACC under sub clause 1 (b), for the purposes of this Agreement all Amalgamated CACC Personnel shall at all times be deemed to be employees or agents only of the operator of the Amalgamated CACC, and not employees or agents of the Township. For greater certainty under this subclause, the employees or agents of the Amalgamated CACC shall be deemed to be the employees or agents of the Minister only where the Amalgamated CACC is operated by the Minister.

PROTECTION FROM CLAIMS

15. The Township shall protect itself from and against all claims that might arise from anything done or omitted to be done under this Agreement by the Township, or by the Personnel of the Township, and more specifically from and against all claims that might arise from anything done or omitted to be done under this Agreement where bodily injury (including personal injury), death or property damage, including loss of use thereof, is caused.