THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

BY-LAW NO. 25-1842

Being 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

1. 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 the Ministry of Emergency Preparedness and Response;

    - 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 a municipal emergency control group;

    - Establish an emergency operation 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

2. It is prudent that the emergency management program developed under the Act include the five core components of emergency management; prevention, mitigation, preparedness, response and recovery; and

3. 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 Municipality of Temagami hereby enacts as follows:

1. Emergency Management Program

1.1. 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 five core components of emergency management, namely: mitigation, prevention, preparedness, response and recovery, and such program shall include:

1.1.1. 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;

1.1.2. public education on risks to public safety and on public preparedness for emergencies; and

1.1.3. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.

1.2. 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.

2. Emergency Management Plan

2.1. The Emergency Management 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").

2.2. The Plan shall be reviewed annually by the CEMC and the 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.

2.3. When an emergency exists but has not yet been declared to exist, Town employees and the Municipal 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.

3. Emergency Management Program Coordinator (known as CEMC)

3.1. The CAO/Treasurer, is hereby appointed as the primary Emergency Management Program Coordinator known also known as the Community Emergency Management Coordinator (the "CEMC") responsible for the emergency management program for the Municipality, including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.

3.2. The Temagami Fire Chief and Temagami Municipal Clerk are hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

4. Emergency Management Program Committee

4.1. The mission of the Emergency Management Program Committee is to oversee the development, implementation and continuous improvement of the Town's Emergency Management (EM) Program, and which the Committee's Terms of Reference, attached hereto as Schedule B is hereby adopted (EMPC Terms of Reference).

4.2. The Temagami Fire Chief is hereby appointed as chair of the Emergency Management Program Committee.

4.3. 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.

5. Municipal Emergency Control Group (MECG)

5.1. The emergency response will be directed by members of the Municipal Emergency Control Group (MECG). The MECG is responsible for coordinating the provision of management, resources necessary to minimize the effects of an emergency on the community, and monitoring and control of the emergency response/and or possibilities.

5.1.1. The members of the M.E.C.G. are:

5.1.1.1. Head of Council / Mayor

5.1.1.2. CAO

5.1.1.3. CEMC

5.1.1.4. Fire Chiefs

5.1.1.5. Public Works Superintendent

5.1.1.6. Emergency Information Officer

5.1.2. **The CAO may expand the composition of the MECG** for assistance/technical information based on the needs and circumstances of the incident, (as required):

5.1.2.1. OPP Representative

5.1.2.2. Paramedic /EMS Representative

5.1.2.3. Medical Officer of Health / Health Unit

5.1.2.4. Evacuation Coordinator

5.1.2.5. Municipal Clerk / Staff

5.1.2.6. OFMEM Field Officer

5.1.2.7. MNRF official

5.1.2.8. Ontario Clean Water Agency

5.1.2.9. Other officials, experts or representatives from the public or private sector as deemed necessary by the MECG.

6. Emergency Operations Centre

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 **Annex L** of the Emergency Management Plan (Schedule A).

7. Emergency Information Officer

The Municipality's Economic Development Officer is hereby appointed as the Emergency Information Officer (EIO) for the municipality to act as the primary media and public contact for the municipality in an emergency.

8. Administration

8.1. The Plan shall be made available to the public for inspection and copying at the Administration Office, 7 Lakeshore Drive during regular business hours.

8.2. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.

REPEAL OF PREVIOUS BY-LAWS

By-laws 24-1785 and 22-1646 are hereby repealed.

CLERICAL AMENDMENTS

The Clerk of the Municipality of Temagami is authorized to make minor corrections to this By-law after its passage. These corrections are limited to grammatical or typographical errors and must not alter the intent, substance, roles, responsibilities, or procedural requirements outlined in this By-law.

EFFECTIVE DATE

This By-law comes into effect on the date of final passing.

FINAL PASSING

Taken as read a first, second, and third time, and finally passed this 14th day of August, 2025.

Mayor: _____

Clerk: _____

MUNICIPALITY OF TEMAGAMI EMERGENCY MANAGEMENT PLAN

SCHEDULE A - BY-LAW 1842

ALL ANNEXES ARE CONFIDENTIAL AND NOT FOR PUBLIC DISTRIBUTION

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PART 1. ADMINISTRATION

1.1. Introduction

The Emergency Plan for the Municipality of Temagami has been developed to reflect the public safety requirements of our community. The effective use and maintenance of this plan is reliant upon all concerned being aware of its provisions and prepared to fulfill their roles and responsibilities in the event of an emergency. Responsible individuals are expected to participate in emergency training, and exercises which will assist them in the fulfillment of their roles accordingly.

The heads of departments and agencies are expected to develop their own internal notification lists, procedures and contingency plans to fulfill their departmental or agency responsibilities. Together we work to ensure that our community is prepared to respond to an emergency in the most effective manner possible.

1.2. Aim

The Aim of this plan is to protect the health, safety, welfare and property of our citizens, from the effects of a natural, technological or human caused emergency.

1.3. Definition of an Emergency

The Emergency Management and Civil protection Act (EMPCA) defines an emergency 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; (situation d'urgence)."

For the purposes of this plan, an emergency may be defined as a situation or the threat of an impending situation, abnormally affecting the health, safety, welfare and property of the residents of the Municipality, which by nature of its magnitude, requires a controlled and coordinated response by multiple agencies, under the direction of the Emergency Control

Group. Emergencies are distinct from the normal daily routine carried out by municipal first response agencies/departments such as fire, police, EMS, health, etc.

1.4. Hazards

Completing a hazard identification and risk assessment (HIRA) is a critical part of every emergency management program and a requirement under the EMCPA. A HIRA assesses the potential risk of hazards with the capacity to cause an emergency. This helps set priorities for prevention, mitigation, preparedness, response, and recovery activities. Hazards most likely to occur in the municipality are identified using a HIRA analysis. All hazards are reviewed by the Municipal Emergency Management Program Committee annually and rated based on past occurrences and the probability and severity (consequence) of an event occurring **Annex E**. Hazards are ranked based on the frequency of an event occurring within the municipality, and the potential consequence should it occur. The top 5 hazards in the municipality include:

1.4.1. Wildland Fire

1.4.2. Water or Wastewater Disruption

1.4.3. Chemical release – Highway incident

1.4.4. Chemical release – Railway incident

1.4.5. Infectious Disease

1.5. Critical Infrastructure

Critical infrastructure is the interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, protect public safety and security, and maintain continuity of and confidence in government. A list of critical infrastructures located within the Municipality of Temagami are identified in **Annex G**.

1.6. Authority

This Plan has been developed and will be implemented in accordance with the *Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9*, as detailed in **Annex D**. This Act is the provincial statute under which all emergency management activities are conducted in the Province of Ontario.

Section 4(1) of the Act states:

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

This Emergency Plan and its elements have been issued under the authority of the Municipality of Temagami By-law No. 25-1842. A copy of the By-law is available for inspection at the Municipal Office.

1.7. Action prior to Declaration

When an emergency exists but has not yet been declared to exist, Town employees and the Municipal Emergency Control Group may take such action(s) under this emergency management plan as may be required to protect property and the health, safety and welfare of the citizens of the Municipality of Temagami.

1.8. Requests for Outside Assistance

Assistance may be requested from the Province of Ontario at any time by contacting Emergency Management Ontario. The request shall NOT be deemed to be a request that the Province assume authority and control of the emergency.

The Emergency Notification Contact List, including contact numbers for requesting assistance, is contained within **Annex A**.

1.9. Freedom of Information and Protection of Privacy

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

1.10. Plan Maintenance

1.10.1.It is essential that the Plan is kept current and viable by adherence to a maintenance schedule. Responsibility for keeping the plan up to date rests with the Community Emergency Management Coordinator who may delegate tasks accordingly.

1.10.2. The Municipal Emergency Program Committee (MEPC) will conduct an annual review of the plan, including all Annexes, identify resources and capability gaps and recommend approaches to fill gaps, submit proposed amendments to Council for approval and amend existing plans to reflect changes:

1.10.2.1. The notification system Shall be tested annually.

1.10.2.2. The plan will be exercised once every year as a minimum requirement.

1.10.2.3. The Emergency Control Group and Support Staff shall receive training and participate in an exercise, once every year as a minimum requirement.

1.10.2.4. The Community Emergency Management Coordinator will determine the schedule under which the maintenance activities will be performed.

1.10.2.5. The Community Emergency Management Coordinator is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current. The CEMC may update, correct or amend any information contained within the Annexes of this emergency plan on an as required basis.

1.10.2.6. Any significant revision to the body of the Plan shall be presented to Council for approval.

1.11. Distribution List

Members of both the Municipal Emergency Control Group (MECG) and the Municipal Emergency Program Committee (MEPC) members will be provided electronic copies of the Response Plan; including access the Emergency Plan and Annexes through a secure online portal and 7 (Seven) Copies at each Emergency Operation Center.

It is understood that Municipal Emergency Control Group members are not expected to carry a copy of the Municipality of Temagami Emergency management plan with them at all times. Complete copies of the Town's Plan including Annexes will be used primarily for training or Emergency response. Since the nature of an Emergency notification normally requires an immediate response to the Municipal EOC, therefore complete copies, including all Annexes, will be kept at the Emergency Operations Centre for issue during training or an actual municipal emergency.

1.12. Record of Amendments

All amendments to this Plan will be recorded, dated, and re-distributed to persons receiving the Emergency Management Plan, as shown in Table 1. MECG members and those listed on the Restricted Distribution List will also receive access to the Annexes.

Table 1: Chronological order of Emergency Plan By-Law amendments.

Amendment No.	Date of Amendment	Approved/Revised by:
79-39	September 1979	Council
90-251	12 April 1990	Council
93-309	11 March 1993	Council
94-339	10 February 1994	Council
99-467	14 October 1999	Council
05-628	13 October 2005	Council
18-1418	18 October 2018	Council
23-1653	12 January 2023	Council
24-1785	28 November 2024	Council
25-1842	14 August 2025	Council

PART 2. EMERGENCY OPERATIONS

2.1. Municipal Emergency Control Group (MECG)

2.1.1. MECG Membership

The Municipal Emergency Control Group (MECG) is the group that is responsible for the direction and control of the overall emergency response within the community.

The MECG is responsible for coordinating the provision of management, resources necessary to minimize the effects of an emergency on the community, and monitoring and control of the emergency response/and or possibilities.

2.1.1.1. The Municipal Emergency Control Group (MECG) is comprised of the following members:

a. Head of Council / Mayor

b. CAO / Treasurer

c. CEMC

d. Fire Chiefs

e. Public Works Superintendent

f. Emergency Information Officer

2.1.1.2. Based on the needs and circumstances of the incident, MECG may expand its composition to include one or more of the following Community Partners, Agencies or individuals for assistance and/or technical information. These include, but are not limited to:

a. OPP Representative

b. Ministry of Natural Resources official (MNR)

c. Paramedic /EMS Representative

e. Medical Officer of Health / Health Unit

d. Evacuation Coordinator

f. Municipal Clerk / staff

g. Emergency Preparedness and Response Field Officer (MEPR)

h. Ontario Clean Water Agency

i. Other officials, experts or representatives from the public or private sector as deemed necessary by the MECG.

2.1.2. MECG Activation / Notification

2.1.2.1. In the event of an actual or potential emergency situation any member of the Municipal Emergency Control Group may request that the Emergency Management Plan be implemented by contacting the CAO and/or the CEMC. The CAO, in consultation with the Mayor will decide on the level of activation depending on the information available at the time.

2.1.2.2. The Emergency Plan may be implemented in whole, or in part, based on conditions at the site or severity of the situation.

2.1.2.3. If a decision is made to assemble members of the Emergency Control Group it will be immediately communicated by means of the Emergency Notification System. The CEMC will contact members to assemble at either the Primary or Alternate Emergency Operations Centre.

2.1.2.4. The Emergency Notification System is a process for communication among members of the Emergency Control Group and senior managers. The process employs both wireless and landline technology. Emergency Notification System contact numbers and procedures are listed in **Annex A**.

2.1.2.5. When the emergency plan is activated members of the MECG will be asked to report to the appropriate EOC. During a call, up a minimum of information is relayed to the members, phone lines / cell phones / radio systems, etc., can be insecure. Example of a MECG Activation / Notification Message:

"Hello, this is (name and position), as a member of the Temagami MECG, we require your assistance at our primary (or alternate) Emergency Operations Center (provide location). We have a situation we would like to discuss. "

2.1.2.6. Upon receipt of an activation message each member of the Emergency Control Group will acknowledge the activation with an estimated time of arrival at the EOC. Each member will also initiate their own internal departmental notification procedures.

2.1.2.7. In the event an Emergency Control Group member or their alternate is unable to physically attend the Emergency Operations Center, the Operations Manager will coordinate arrangements for that member(s) to attend the meeting remotely.

2.1.3. Activation Quick Reference Guide

2.1.3.1. Ensure that all Emergency Control Group members have been notified and either activated or placed on standby. Each MECG member is responsible for their own department.

2.1.3.2. Each member of the MECG, or alternate, will report and respond to immediate needs in accordance with the Operations Cycle format.

2.1.3.3. Upon the arrival of three or more members, the Municipal Emergency Control Group (MECG) may initiate its function.

2.1.3.4. Provide input and assistance as required; individual responsibilities listed in the plan.

2.1.3.5. An emergency declaration is not required for this Plan to be implemented.

2.1.3.6. **Annex I**, Checklist in Consideration of a Declaration of Emergency is for use by MECG & the municipal Head of Council when considering the declaration of an emergency.

2.1.3.7. Should a Declaration of Emergency be made, the Mayor must inform the Emergency Management Ontario, as soon as possible, that the Municipality of

Temagami has declared an emergency, and specify the nature of the emergency situation.

a. Verbal notification of the declaration to the Provincial Emergency Operations Centre (PEOC), **Annex A**, to be made as soon as possible after declaring the emergency. The provision of a return contact number is required for communications purposes.

b. All declarations should ultimately be made in writing, on municipal letterhead (**Annex J** Declaration of Emergency).

2.1.4. MECG Priorities

2.1.4.1. Support Incident Action Plan.

a. Support the emergency site Incident Action Plan (IAP): ensure Incident Command (IC) at the emergency site is supported with necessary information, personnel and other material resources as required to assist in mitigation of the incident.

b. Transition IAP management of the evolving situation from the IC to the Emergency Operations Center & the Emergency Control Group.

c. Functions or activities such as notifications, public information, media relations, resource acquisition, employee call in, record keeping, etc. are best handled by the ECG.

2.1.4.2. Maintain essential services.

a. Ensure that essential municipal services are maintained to the best extent possible for unaffected areas of the Municipality.

2.1.4.3. Monitor, Inform and Alert.

a. The ECG must both give and receive information. The ECG undertakes Intelligence gathering to identify potential problems and provide prompt notification to employees and response organizations.

b. The ECG also ensures that members of the public, as well as external stakeholders, agencies and levels of government, know about the emergency and the Municipalities response.

2.1.4.4. Verify and Document Response.

a. The ECG must create a mechanism to verify the steps taken to respond to the emergency, preserving a record of the actions taken to protect people, property and infrastructure. The ECG pursues "best practices" by documenting information received and the steps taken.

2.1.4.5. Coordinate Recovery and Restoration.

a. In addition to supporting response efforts, it is the responsibility of the Emergency Control Group to coordinate strategies for the recovery and full restoration of the community. As a result, recovery and restoration may form the majority of the ECG's efforts, particularly as emergency services complete their response efforts at the site.

2.2. Roles and Responsibilities

2.2.1. Collective Responsibilities

Members of the Municipal Emergency Control Group are responsible for the following:

2.2.1.1. Implementing the Emergency Plan in whole or in part to respond to an impending, potential, or existing emergency;

2.2.1.2. Declaring an emergency to exist;

2.2.1.3. Designating any area in the Municipality an emergency area;

2.2.1.4. Coordination and direction of Community resources used to mitigate the effects of an emergency;

2.2.1.5. Authorization of expenditures during the emergency; provision for cost accounting and facilitation of cost recovery;

2.2.1.6. Ensuring that the composition of the MECG is appropriate to mitigate the effects of a given emergency situation, by determining which, if any, ad-hoc members are required;

2.2.1.7. Advise the Head of Council regarding need for declaration or termination of an emergency;

2.2.1.8. Arranging assistance from senior levels of provincial and federal government, and of other personnel and equipment of volunteer and other agencies not under municipal control as may be required by the emergency;

2.2.1.9. Ensuring the provision of essential resources and services to support emergency response activities;

2.2.1.10. Arranging for services and equipment from local agencies not under municipal control, i.e. private contractors, volunteer agencies, service clubs, etc.;

2.2.1.11. Appointing or Confirming an Emergency Site Manager;

2.2.1.12. Ensuring that the Emergency Information Officer is kept informed and up to date to facilitate the information flow to the media and the public;

2.2.1.13. Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;

2.2.14. Determining if additional transport is required for evacuation or transport of persons and/or supplies;

2.2.1.15. Arranging for accommodation and welfare, on a temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency;

2.2.1.16. Discontinuing utilities or services provided by public or private concerns without consulting with any consumers within the municipality, or when continuation of such utilities or services constitutes a hazard to public safety within the emergency area;

2.2.1.17. Determining if volunteers are required and if appeals for volunteers is warranted. 2.2.18. Providing direction & supervision of volunteer groups and contracted employees;

2.2.1.18. Establishment of advisory subcommittees to work on specific problem areas related to the emergency, as required;

2.2.1.19. Maintenance of an operational log detailing the group's decisions and activities;

2.2.1.20. Deactivating the plan, and notifying all of those who had been notified of its activation;

2.2.1.21. Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvement of the emergency management plan.

2.2.1.22. MECG shall consider implementing a recovery committee as the situation transitions to the recovery phase of the emergency as per section 3.5 of the Emergency Management Plan.

2.2.1.23. MECG shall report regularly to the public respecting the declared emergency until it has terminated.

2.2.2. Head of Council (Mayor)

2.2.2.1. The Mayor is the designated Head of Council. In the absence of the Head of Council or during his or her inability to act, the following order of designating a member of Council to exercise the powers and perform the duties of the head of council under this Act or the emergency plan is:

  a. Deputy Mayor (in the absence of the Mayor)

  b. EMPC Councillor rep (in the absence of the Mayor & Deputy Mayor),

  c. Councillors, prioritized based on votes received during election (see **Annex A**).

2.2.2.2. Head of Council / Mayor responsibilities include:

a. Activating the emergency notification system.

b. Consulting the Emergency Management Plan prior to declaring an emergency

c. Being satisfied that the declaration of an emergency for part of all of the municipality is necessary to address the situation or impending situation without the risk of serious delay.

d. Declaring and terminating an emergency.

e. Notifying the Province of Ontario of the declaration of emergency, and termination of the emergency. *(Contact made through PEOC).*

d. Take such action and make such orders, as considered necessary and not contrary to law, in order to protect the health, safety, welfare, environment and property of residents in the Municipality of Temagami.

e. Ensuring the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency operational situation.

f. Ensuring that the local MPP and MP, and neighboring municipalities are advised of the declaration and termination, and kept informed of the emergency situation.

d. Approving all major announcements and media releases prepared by the Public Information Officer, in conjunction with the CAO/Treasurer & Control Group.

Maintaining a personal log.

2.2.3. CAO/Treasurer (Operations Officer)

The CAO/Treasurer is referred to as the "Operations Officer" for emergency purposes. The responsibilities of the Operations Officer are:

2.2.3.2. Activating the emergency notification system.

2.2.3.2. As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including updating of status boards, master event log, maps and development and maintenance of an Incident Action Plan.

2.2.3.3. Chairing EOC meetings of the Municipal Emergency Control Group.

2.2.3.4. Advising the head of council on policies and procedures, as appropriate.

2.2.3.5. Approving, in conjunction with the head of council, major announcements and media releases prepared by the Emergency Information Officer, in conjunction with the MECG.

2.2.3.6. Ensuring that a communication link is established between the Municipal Emergency Control Group and the Emergency Site Manager.

2.2.3.7. Calling out additional staff as required.

2.2.3.8. Maintaining a master record of all events and actions taken. (main events board).

2.2.3.9. Maintaining a personal log.

2.2.4. Public Works Superintendent

The Public Works Superintendent or alternate is responsible for;

2.2.4.1. Requesting activation of the emergency notification system.

2.2.4.2. Providing the Municipal Emergency Control Group with information and advice on Public Works matters.

2.2.4.3. Ensure Municipal facilities are available for evacuation or reception center purposes if required.

2.2.4.4. Liaison with the senior public works officers from the neighboring community(s) to ensure a coordinated response.

2.2.4.5. The provision of engineering assistance.

2.2.4.6. The construction, maintenance and repair of public roads.

2.2.4.7. Assistance with road closures and/or roadblocks.

2.2.4.8. Maintenance of sanitation and a safe supply of potable water, as required.

2.2.4.9. The provision of equipment for emergency pumping operations.

2.2.4.10. Discontinuing any public works service to any consumer, as required, and restoring these services when appropriate.

2.2.4.11. Liaise with Electrical and Gas utilities.

2.2.4.12. Providing public works vehicles and resources to any other emergency service, as required.

2.2.4.13. Maintain liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.

2.2.4.14. Providing an Emergency Site Manager if required.

2.2.4.15. Maintaining a personal log.

2.2.5. Community Emergency Management Coordinator (CEMC)

The Community Emergency Management Coordinator, or alternate is responsible for:

2.2.5.1. Requesting activation of the emergency notification system.

2.2.5.2. Provide information, advice and assistance to members of the Municipal Emergency Control Group on Emergency Management programs and principles.

2.2.5.3. Provide direction to Emergency Operations Centre support staff as required in support of the Control Group, and ensure proper set-up and operation of the Emergency Operations Centre.

2.2.5.4. Maintain Emergency management plan in accordance with requirements of the Emergency Management Act.

2.2.5.5. In conjunction with the CAO/Treasurer, coordinate a post-emergency debriefing and assist in the development of a final report to the Mayor and Council.

2.2.5.6. Maintaining a personal log.

2.2.6. Fire Chief

The Fire Chief, or designate, is responsible for:

2.2.6.1. Requesting activation of the emergency notification system.

2.2.6.2. Providing the Municipal Emergency Control Group with the information and advice on fire fighting and rescue matters.

2.2.6.3. Establishing an ongoing communications link with the senior fire official at the scene of the emergency.

2.2.6.4. Initiating Mutual Aid as required.

2.2.6.5. Determining if additional or specialized equipment is required i.e. protective suits, Chemical, Biological, Radiological, Nuclear team (Haz-Mat), etc.

2.2.6.6. Coordinating or providing assistance with, rescue, first aid, casualty collection, evacuation etc.

2.2.6.7. Providing an Emergency Site Manager as required.

2.2.6.8. Maintaining a personal log.

2.2.7. Emergency Information Officer

The Emergency Information Officer (EIO) is the Municipal Economic Development Officer; the primary media and public contact for the municipality in an emergency. The Emergency Information Officer is responsible for:

2.2.7.1. Notifying information centre staff.

2.2.7.2. Ensuring that the Information Centre is set up and operational.

2.2.7.3. Initial and subsequent media releases, subject to approval by the Mayor and Operations Officer.

2.2.7.4. Establish and maintain linkages with provincial, municipal and industry media officials as appropriate.

2.2.7.5. Coordinate interviews and media conferences.

2.2.7.6. Designate a site media spokesperson as appropriate.

2.2.7.7. Ensuring set up and staffing of public inquiry lines.

2.2.7.8. Coordination of public inquiries.

2.2.7.9. Monitoring news coverage.

2.2.6.10. Maintaining copies of all media releases.

2.2.6.11. Maintaining a personal log.

2.2.8. OPP representative

The Ontario Provincial Police Representative or alternate is responsible for:

2.2.8.1. Requesting activation of the emergency notification system.

Establishing and maintaining ongoing communications with the senior police representative at the emergency site.

2.2.8.2. The provision of traffic control to facilitate the movement of emergency vehicles.

2.2.8.3. Alerting persons endangered by the emergency and coordinating evacuation procedures

2.2.8.4. Co-ordination of evacuation routes.

2.2.8.5. The protection of life and property and the provision of law and order.

2.2.8.6. Ensure perimeter security and crowd control at emergency site.

2.2.8.7. The provision of police services in evacuation centres, morgues, and other facilities as required.

2.2.8.8. Notifying the coroner of fatalities.

2.2.8.9. Liaison with external police agencies, as required.

2.2.8.10. Providing an Emergency Site Manager if requested to by the MECG.

2.2.8.11. Maintaining a personal log.

2.2.9. EMS / Ambulance

The EMS/Ambulance representative is responsible for:

2.2.9.1. Requesting activation of the emergency notification system.

2.2.9.2. Providing the Municipal Emergency Control Group with information and advice on treatment and transport of casualties.

2.2.9.3. Liaise with the Medical Officer of Health, area hospitals, police and fire officials during an emergency situation.

2.2.9.4. Alert all staff using the Provincial Health Emergency Alert System.

2.2.9.5. Take charge of casualties within the emergency area and be responsible for triage, lifesaving care, and the transport to area hospitals.

2.2.9.6. Maintaining a personal log.

2.2.10. Evacuation Coordinator

The Evacuation Coordinator or alternate is responsible for;

2.2.10.1. Ensuring or arranging for the care, feeding and temporary shelter of evacuees.

2.2.10.2. Management of reception and evacuation centers.

2.2.10.3. Liaison with the Medical Officer of Health in areas regarding public health in evacuation centers.

2.2.10.4. Liaison with the public-school board regarding the use of school facilities for reception and evacuation centers.

2.2.11.5. Liaison with Canadian Red Cross if required.

2.2.12.6. Liaison with local volunteer groups regarding care of citizens at local reception or evacuation centers.

2.2.13.7. Maintaining a personal log.

2.2.11. Medical Officer of Health

The Medical Officer of Health, or designate, is responsible for:

2.2.11.1. Acting as a coordinating link for all emergency health services at the Municipal Emergency Control Group.

2.2.11.2. Liaison with the Ontario Ministry of Health, Public Health Branch.

2.2.11.3. Liaison with the Community Care Access representative.

2.2.11.4. Providing advice on any matters that may adversely affect public health.

2.2.11.5. Providing authoritative instructions on health and safety matters to the public through the Emergency Information Officer.

2.2.11.6. Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies.

2.2.11.7. Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources.

2.2.11.8. Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency.

2.2.11.9. Liaison with the Evacuation Coordinator representative regarding health services in evacuee centers.

2.2.11.10. Maintaining a personal log.

2.2.12. Municipal Council

The Mayor and Municipal Councillors are the elected officials of the municipality and play an important role in the emergency management process. Municipal Council / Councillors have the following responsibilities during an emergency:

2.2.12.1. Guiding the continuity of municipal business operations working with the MECG and senior staff.

2.2.12.2. Keeping informed of the emergency operational situation, attending updates on the event response, emergency declarations /terminations, and operational situation from the Mayor; provide feedback to the MECG through the Mayor.

2.2.12.3. Attending Public forums, participating in "special" Council meetings and/or "electronic meetings" which may be required in response to a community emergency.

2.2.12.4. Liaising with residents and community members, groups and organizations and keeping them updated on the status of the emergency; helping to dispel rumors & false information and maintaining public confidence in the municipality with the efforts being undertaken.

2.2.12.5. Approving policy and expenditures.

2.2.12.6. Being available, to act in the place of the Head of Council for Emergency Purposes, when the Head of Council is absent or if the office is vacant, in the order listed in **Annex A**.

Note: Any change in councilors during the term of Council would not change the order of delegation (incoming replaces vacated position), subject to Council appointment to the position of: Mayor, Deputy Mayor or Council rep on the Emergency Management Program Committee (EMPC).

2.2.13. Administrative Assistant(s)

The Administrative Assistant(s) is/are responsible for:

2.2.13.1. Assisting the CAO/Treasurer and/or CEMC, as required.

2.2.13.2. Ensuring all important decisions made and actions taken by the Municipal Emergency Control Group are recorded.

2.2.13.3. Ensuring that maps and status boards are kept up to date.

2.2.13.4. Notifying any additional support staff required to assist.

2.2.13.5. Arranging for printing of material, as required;

2.2.13.6. Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required.

2.2.13.7. Ensuring identification cards are issued to authorized Municipal Emergency Control Group members and Support Staff for access to Emergency Operations Centre.

2.2.13.8. Other duties as assigned by the CAO/Treasurer and/or CEMC.

2.2.14. Canadian Red Cross

The representative of the Canadian Red Cross is responsible for:

2.2.14.1. Upon receiving notification, activating the local Red Cross Emergency management plan.

2.2.14.2. Providing support to the emergency response.

2.2.14.3. Providing registration and inquiry services if required.

2.2.14.4. Assisting Ambulance personnel at first aid stations established at reception centers, on an as-need basis.

2.2.13.5. Liaising with Regional Red Cross to access additional resources .i.e. Emergency Response Team.

2.2.14.6. Establishing and maintaining contact with the Evacuation Coordinator in the Emergency Operations Centre to co-ordinate activities.

2.2.15. Clergy Responsibilities

The local Clergy representative is responsible for:

2.2.15.1. Providing for multi-denominational religious observances.

2.2.15.2. Establishing visitations to evacuees in evacuation centers on a scheduled basis.

2.2.15.3. Providing guidance to the Municipal Emergency Control Group regarding matters of a religious nature.

2.2.15.4. Providing advice regarding care of the deceased in areas that relate to religious observances.

2.2.15.5. Liaising with Evacuation Coordinator regarding the use of churches and related facilities for reception and evacuation centres.

2.2.16. Board of Education

The local Board of Education representative is responsible for:

2.2.16.1. Providing schools for reception centers as required and/or applicable.

2.2.16.2. Providing schools for evacuation centers, as required and/or applicable.

2.2.16.3. Providing liaison with the Evacuation Coordinator and the Municipal Emergency Control Group.

2.2.17. Municipal Solicitor /Legal Advisor

The municipal legal advisor is responsible for:

2.2.17.1. Providing legal opinions and advice to the Municipal Emergency Control Group as required.

2.2.17.2. Providing legal representation as required.

PART 3. EMERGENCY OPERATIONS CENTRE (EOC)

3.1. EOC Description

The Emergency Operations Centre (EOC) has both a primary and a secondary or alternate location (identified in **Annex L**) from which the MECG directs, coordinates, communicates and supports emergency operations within the Municipality's jurisdiction. An alternate EOC

is deemed necessary if the impacts of an emergency render the primary EOC inoperable or unsafe. Neither EOC is set up on a permanent basis.

Both locations are equipped with telephone, maps, directories, various supplies and equipment to support MECG operations. Other areas (office space, equipment) must be commandeered for use by the MECG.

When the emergency plan is activated members of the MECG will be asked to report to the appropriate EOC. Roles will be filled as appropriate to the emergency situation. A small-scale emergency may not affect or require activation of all municipal departments / agencies; responsibilities remain with the EOC Operations Manager, until delegated.

Only members of the MECG or others assigned tasks in the EOC by the Operations Officer shall be permitted in the EOC.

Once the initial response is established, routines are put into place by the Operations Officer. The MECG functions most efficiently on a system known as an Operations Cycle.

It is essential that the EOC be comfortable, have good communication capability, and be secure from unnecessary interruptions.

NO MEDIA are allowed in the EOC. If required, a Media Centre will be established for that purpose.

3.2. EOC Set-up

The emergency notification contact list includes administrative staff member assigned the task of setting up the EOC. The EOC should be set up and operational within one hour of activation. The Operations Officer will supervise the set up and ensure operational viability. Pending the arrival of the Operations Officer, the first MECG member to arrive shall assist in setting-up a functioning EOC and in assessing the situation.

EOC set-up instructions are provided in the EOC supply box; **Annex L** includes detailed EOC location set-up and supplies. **Set-up of the room should include Status boards, a Master Event Log and electronic or paper maps prominently displayed and kept current to the events of the emergency.**

The Operations Officer will assign responsibilities to collect, collate, seal, and retain for secure storage a complete set of incident documentation, including Emergency Operations Centre attendance records, logbook records, logbooks, master event log, incident action plans, documents received from internal/external partners, emails, photos, videos, maps, etc.
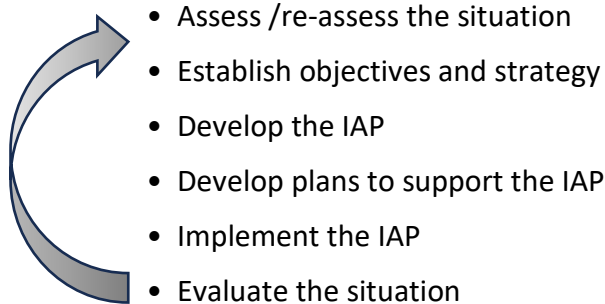
3.3. EOC Operations Cycle

An operations cycle is how the Municipal Emergency Control Group manages overall emergency operations. Members of the MECG will gather at regular intervals to discuss the emergency situation, actions taken and problems encountered, as laid out in **3.4 EOC Meeting Procedures**.

EOC operations are cyclical in nature with the reoccurring time period referred to as the *Operational period.* The operational period, usually no longer than 24 hours, should reflect the pace of the emergency and occur on a scheduled basis which may be adjusted accordingly*.* Incident management planning and Incident Action Plans are central to managing incidents. The IAP is the vehicle by which leaders on an incident communicate their expectations and provide clear guidance to those managing the incident.

3.3.1. Incident Action Plan (IAP)

An IAP is a process used in incident management and involves a structured approach to guide responses during an incident, ensuring coordination and efficiency. During the initial stage of incident management, the Incident Commander typically develops a simple plan and communicates the plan through concise oral briefings. In the beginning of an incident, the situation can be chaotic and situational awareness hard to obtain, so the Incident Commander often develops this initial plan very quickly and with incomplete situation information.

In a simple situation, the initial IAP is typically developed in the following steps after Command (EOC) is established:

- Assess /re-assess the situation
- Establish objectives and strategy
- Develop the IAP
- Develop plans to support the IAP
- Implement the IAP
- Evaluate the situation

As the incident management effort evolves, additional lead time, staff, and information enabling a more detailed written IAP that sets forth the incident objectives and reflects the tactics necessary to manage an incident. IAP template forms located in **Annex L**.

Each plan will cover one "operational period", but usually not longer than 24 hours. It addresses many critical areas across the whole community.

3.3.1.1. Incident Action Plan Objectives

The IAP provides essential information to support clear concise incident objectives drive response and recovery activities and answer the question of what must be accomplished. Good incident objectives:

a. Are Concise and stated in the form of a command;

b. Begin with an action verb (but not "continue" or "maintain");

c. Provide Clear strategic / Tactics to be employed / actional guidance for operations;

d. List of resources employed, Organizational structure or chart & Safety guidelines; and

e. Address incident operations not administrative and internal support activities.

3.4. EOC Meeting Procedures

MECG meeting shall follow the agenda format outline in 3.4.2 (initial meeting) through 3.4.4. 3.4.3 Final MECG Meeting

Operations Officer chairs EOC Meetings, leads the round table discussion, ensuring IAPs, **Status boards, the Master Event Log and electronic or paper maps are prominently displayed, as required, to support the EOC / MECG meetings.**

3.4.1. Meeting Protocol

3.4.1.1. Arrival and Initial Responsibilities

Upon arrival at the EOC, each MECG member/designate will:

a. Sign In on the form designated.

b. If necessary, obtain up-to-date information from their work unit or agency.

c. Open personal log.

d. Participate in the initial briefing; provide information & a perspective of their work unit or agency involvement, issues, requirements, etc.

e. Participate in the decision-making process as to whether an emergency should be

f. declared (**Annex I**, Checklist in Consideration of a Declaration of Emergency)

g. Participate in the ensuing discussions as to how the situation should be managed.

h. Pass along information on decisions / strategies to their agency/areas of responsibility.

i. Return and continue to participate in the Operations Cycle.

3.4.1.2. Roundtable Reporting and Discussion

It is essential that every member, in turn report their agencies' status and updates of actions taken and issued encountered relevant to the incident at each meeting. The round table discussion should include problems, questions, resources requests and any other relevant information so that timely informed decisions can be made as a group. The Municipal Emergency Control Group is a team, and the actions taken by one, or the lack of action by one, may have a significant impact upon operations.

3.4.1.3. Departure and Handover Responsibilities

Upon leaving the Emergency Operations Centre, each Control Group member will:

a. Conduct a handover with the person relieving them.

b. Sign out on the form designated, provide call-back specifics (telephone number or location), or their alternate's if unavailable.

3.4.1.4. Post-Meeting Responsibilities

Once the meeting is completed, the members should contact their agencies and pass on any relevant information in the Incident Action Plan, including implementing assigned tactics for their department/agency, and reporting back to the EOC on the progress of implementing assigned strategies and tactics.

3.4.1.5. Communication Protocols

Communications with work units or parent agencies should occur before or after meetings of the MECG. The one exception would be what one might call "breaking news" about the problem under discussion.

3.4.2. Initial MECG Meeting

3.4.2.1. Registration – include date and time

3.4.2.2. Assign a meeting scribe to record meeting minutes and updating the status board and master event log.

3.4.2.3. Round Table Discussion

a. Discuss facts in issue (including site IAP), register on main events board (if used)

   i. Circulate contact sheet for updates on name, role, phone #, alt. phone # and email

b. Identify problems to be resolved, register on main events board

c. Question: Is there a municipal emergency?

   i. Consult guidelines in the Emergency Management Plan (**Annex I**)

ii. If "NO", is more information needed? Is external advice needed?

1. Adjourn meeting to gather information, set time to reconvene

ii. If "YES", should the Municipality declare?

1. If declaring, what is the extent of the declaration?

2. If declared, notify MEPR, through the PEOC of declaration.

d. Identify/prioritize problems, register on main events board

e. Identify strategies to resolve/mitigate problems

f. Identify person/agencies to devise and implement tactics to resolve strategic problems

g. Determine what logistical support/supplies are required

3.4.2.4. Assign IAP (written or oral) objectives, strategies and tactics / things to be achieved for the next Operational Period (usually no longer than 1 day)

a. Assign responsibility for writing/documenting the IAP,

b. Set time and location of next meeting; set call back specifics if circumstances change

3.4.2.5. Sign Out – include time and date

3.4.2.6. Members of MECG return to work units/agencies. Tactics for strategy implementation are worked out at home locations. Discussions with superiors and other staff members occur. Ideas of superiors and other staff members are gathered and brought back to the MECG.

3.4.3. Subsequent MECG Meetings

3.4.3.1. Registration – include date and time Determine

3.4.3.2. Review the Incident Action Plan (IAP) prior to the start of the meeting

3.4.3.3. Round Table Discussion – Existing Strategies

a. Discuss progress in implementing strategies, register on main events board

d. Identify problems in implementing strategies and develop solutions

c. Identify additional logistical needs, supplies and/or support

3.4.3.4. Round Table – New Problems

a. Identify new problems and strategies to deal with them, register on main events board

b. Identify which individual/agencies will implement, any additional logistical supplies and support required and who will supply

3.4.3.5. Round Table Question

a. Do we still have a municipal state of emergency?

b. Is the size of the emergency area still appropriate?

c. Maintain / update IAP for the next Operational Period

d. If any changes apply, notify MEPR of changes

e. Set time and location of next meeting; set call back specifics if circumstances change

3.4.3.6. Sign Out – include time and date

3.4.4. Final MECG Meeting

3.4.4.1. Responsibility for further operations in connection with the emergency being transferred to a Recovery Committee, and/or

3.4.4.2. Declare the Municipal State of Emergency to have ended (if declared initially)

3.4.4.3. Notify MEPR of declaration or advise of changes and that operations are returning to normal, with oversight transferred to the Recovery committee.

3.5. RECOVERY PHASE

3.5.1. General

Once the urgent part of the emergency event is over, community officials must shift the focus to dealing with the longer-term effects of the accident/event while at the same time attempting to restore conditions to normal. This part of the emergency plan is known as the "recovery phase."

The MECG will determine when the emergency **is transitioning to or is entering** the recovery phase. Normally, the emergency at that point would not constitute an actual or imminent threat to people and property requiring an immediate response. To facilitate a smooth transition to the execution of the recovery phase, the MECG will continue to address all matters related to recovery until such time as a hand-over is formally made to the Recovery Committee (see Section 8.2 below). Operations and the sequence of their implementation during the recovery phase will depend greatly on the nature of the event that caused the emergency and its progression. An emergency declaration may or may not still be in place when recovery operations begin. **Until the declared emergency has terminated the head of council shall, every 30 days, report to the council of the municipality outlining the reasons why it remains necessary for the emergency declaration to be in effect.**

3.5.2. Organization

3.5.1.1. Following a smooth transition to the recovery phase, the MECG should pass the responsibility for further operations in connection with the emergency to a Recovery Committee.

3.5.1.2. The Recovery Committee should consist of:

a. The Mayor

b. Chief Administrative Officer,

c. Deputy Chief Administrative Officer,

d. Fire Chiefs,

e. Director of Public Works,

f. Economic Development Officer

g. Director of Finance,

h. **Additional staff, agencies and community groups** may be added to the Recovery Committee to provide expert advice and/or assistance as required. Sub-committees may be struck to deal with specific areas of concern or issues, i.e., Human needs, infrastructures, finance, health, and social services.

3.5.3. Recovery Strategy

During its initial and subsequent meetings, the Recovery Committee should develop a strategy which includes goals and a timeline for the recovery process. This strategy, which will be used to guide the work of the Recovery Committee, should incorporate any specific community needs which have been identified and any tasks identified through a review of the Committee's responsibilities (Section 8.4 below). This strategy will also have to be periodically adjusted to reflect the progress made towards full recovery or to reflect changing/evolving concerns and issues.

The Recovery Committee will report to Council on a regular basis to keep them informed on the status of the recovery process and any recommended expenditures.

3.5.4. Recovery Committee Responsibilities

The following major responsibilities should be undertaken by the Recovery Committee:

3.5.4.1. Ensure that the essential services and utilities (hydro, water, gas, telephone, sewers and waste disposal) are returned to service as soon as possible;

3.5.4.2. Ensure that public infrastructures, including roads, bridges, and signs, etc. are repaired or replaced;

3.5.4.3. Ensure that structures and buildings within the community are in a safe condition and any remedial action that is required is taken to rectify any unsafe conditions;

3.5.4.4. Ensure that health standards are met throughout the municipality;

Provide assistance in the relocation and establishment of temporary housing for affected persons;

3.5.4.5. Assist in the provision of counselling sessions (victims' counselling services, critical incident stress debriefing for emergency workers and volunteers, as well as the general population);

3.5.4.6. Coordinate requests for funding support from other levels of government;

Ensure that information on the recovery process and activities are disseminated in a clear and timely manner to the public through regular bulletins and updates;

3.5.4.7. Provide damage assessment (approximate emergency event costs) reports

3.5.4.8. Provide co-ordination and direction of volunteers and contracted employees.

3.5.5. Disaster Declarations and Disaster Relief Assistance

A declaration of a disaster is usually made by a municipality to possibly receive disaster relief assistance from the provincial or federal government with regards to the amount of damage inflicted upon the communities. Once a Disaster Declaration has been made by the municipality, the request is sent to the Province to determine if assistance can be provided, from what source and in what proportion. The Ministry of Municipal Affairs administers 2 Disaster Recovery Assistance Programs as follows:

3.5.5.1. The Disaster Recovery Assistance for Ontarians (DRAO) is a provincial program designed to help Ontarians recover costs after a natural disaster. The program may be activated for damage to private property when there is a sudden, unexpected natural event, such as a flood or tornado that caused costly and widespread damage within an area. DRAO provides financial assistance to individuals, small owner-operated

businesses, farmers and not-for-profit organizations. It helps cover emergency expenses, repairs, or replacement of essential property after a natural disaster; is not intended to replace insurance and does not cover all costs. There is no requirement for the municipality to be engaged in the administration of this program.

3.5.5.2. The Municipal Disaster Recovery Assistance (MDRA) is a provincial program that provides financial assistance to help Ontario municipalities recover from natural disasters. When activated by the province, the claims-based program offers financial assistance to qualifying municipalities that have sustained significant costs as a result of a natural disaster, such as a tornado or severe flooding.

a. Program can only be activated by the Minister of Municipal Affairs and Housing in response to a Resolution of Council by the affected municipality. Council Resolution must be received by the Minister within 120 days of the date of the event.

b. ONLY natural disasters are eligible for consideration. Natural event must be sudden, unexpected, and extraordinary.

c. To be considered for program eligibility, costs incurred by the municipality in response to the event must be at least equal to 3% of the municipality's Own Purpose Taxation levy.

PART 4. PUBLIC EMERGENCY NOTIFICATION

4.1. General

Communications are essential to any emergency operation. Upon implementation of this Plan, it will be necessary for the Municipality to communicate with its residents concerning any aspect of the emergency. This includes:

4.1.1. Releasing of accurate information

4.1.2. Issuing authoritative instructions to the public, including Evacuation notifications and procedures, (**Annex N** Evacuation Plan, Protocols & Forms)

4.1.3. Responding / redirecting individual requests for reports on information

4.1.4. Activation of the Emergency Information Officer to establish a communication link and liaise regularly with the Mayor and EOC Operations Manager

4.2. Emergency Evacuation Notifications

4.2.1. In municipal emergencies, minimizing unnecessary evacuations is a priority, ensuring residents can remain safely at home when possible. The Municipal Emergency Control Group (MECG) assesses key factors—such as the potential impacts to the community's safety, evacuation area, routes, and destinations (reception centers/evacuation centers) before issuing alerts or orders. Evacuations vary based on circumstances:

4.2.1.1. Shelter-in-Place: Issued when staying indoors is safer than evacuation.

4.2.1.2. Incident Site Evacuation: Immediate evacuation of those in direct danger, usually implemented at the onset of the incident by emergency personnel and prior to activation of the Emergency Operations Centre.

4.2.1.3. Area Evacuation: implemented preventatively by municipal or provincial authorities.

4.2.2. Notification methods include door-to-door alerts (if time permits), loudspeakers, sirens, 211 Ontario, and Municipal online updates; see 4.3 for additional details.

4.2.3. The Ontario Provincial Police (OPP) is the lead agency for evacuations, managing alerts, routes, checkpoints, traffic control, and security. The MECG and the Mayor decide on municipal evacuation measures, in consultation with applicable agencies, utilizing Evacuation Plan guides, protocols & forms in **Annex N**.

4.2.4. The province also has the authority to issue Emergency Evacuation Alerts / Evacuation Orders where a situation poses a serious threat to life and property, sometimes issued in conjunction with Municipal orders.

4.3. Emergency Information Centre

Depending on the scope of the emergency, there will likely be a consideration to establish both physical and virtual Media Information Centres. In situations requiring a multi-agency response, a joint media information centre may be desirable, with the EIO establish a communication link and liaise regularly between the Information Center, Mayor and Emergency Operations Center.

4.4. Public Notification Delivery Mechanisms

Public Notification is the process of informing the community of threatening, imminent or actual emergency situation. The following methods will provide the public with information and updates regarding the emergency situation:

4.4.1. Website

Information about the emergency will be immediately posted on www.temagami.ca and will include the most up-to-date information, contact details, background information, news releases, etc. about the crisis. This site will act as the primary repository for information and updates for residents, the media, and stakeholders.

4.4.2. Social Media (Facebook – primary)

In the event of an emergency, the Municipality will utilize the following established corporate social media Facebook account: https://www.facebook.com/visittemagami/

4.4.3. Mass E-mail notification

Municipal residents and property owners can sign up to receive municipal notifications through directed e-mail blasts from communicate@temagami.ca . Residents interested in joining the group can contact the Municipal office during regular business hours for further information.

4.4.4. Door to Door notification

Depending on the urgency of the emergency, Ontario Provincial Police Municipal staff, and/or volunteer firefighters may canvas / visit areas of the municipality to ensure emergency messaging is received by all households

4.4.5. 211 Ontario

If you are looking for information following or during a major emergency, 211 Ontario will be activated by municipal officials to handle information calls from residents. Simply dial 2-1-1 to connect to a call-taker.

4.4.6. Weather Watches and Warnings

The public can follow the weather and warnings including impending storms, through weather reporting stations including:

4.4.6.1. Environment Canada: www.weather.gc.cc

4.4.6.2. The Weather Network: www.theweathernetwork.com

4.4.7. Forest Fire Information

The public can follow Ontario Forest Fires, including interactive fire map, forest fire updates and restricted fire zones across the province:

4.4.7.1. MNRF Forest Fire map: https://www.ontario.ca/page/forest-fires

4.4.8. Media Partners

In case of an emergency, activities can be monitored through social media and traditional media outlets (i.e. radio, TV, print) for ongoing news, updates, and information.

PART 5. EMERGENCY PREPARDNESS EDUCATION PLAN

5.1. Aim

To foster awareness about individual/family emergency preparedness and public safety risks in the event of an emergency. To inform citizens of the community's emergency management program and providing Emergency Preparedness educational material and resources.

5.2. Objectives

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

5.2.2. Increase awareness of the community's emergency management plan, including where it can be viewed by the public, and who to contact for more information about the emergency management programs.

5.2.3. Inform residents and businesses about individual and family emergency preparedness and promote the 3-day (72-hour) survival kit.

5.3. Delivery Mechanisms

5.3.1. Website page

5.3.1.1. Website links to Emergency Preparedness resources / websites

5.3.1.2. Link to electronic copy of the Emergency management plan

5.3.1.3. **Posting of MECG Public Notifications during an emergency**

5.3.2. Municipal Facebook Page

5.3.2.1. Posting of seasonal Emergency Preparedness messages / reminders

5.3.2.2. **Posting of MECG Public Notifications during an emergency**

5.3.3. Municipal Office

5.3.3.1. Brochures related to Emergency Preparedness and local Hazards made available at the municipal office front counter area & Public Library.

5.3.3.2. Emergency management plan available for viewing at the Municipal Office.

Emergency Preparedness: A Smart Choice!

GLOSSARY

The following is an alphabetical list of commonly used terms, acronyms and definition used in emergency management in Ontario

Chief Administrative Officer (CAO): The CAO is the Municipal senior official that acts as the EOC Operations Manager

Community Emergency Management Coordinator (CEMC): The person responsible and accountable for the development and implementation of their community's emergency management program.

Community Emergency Management Program Committee. (CEMPC): The critical management team that oversees the development, implementation and maintenance of a community emergency management program.

Critical Infrastructure (CI): Interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, (protect public safety and security), and maintain continuity of and confidence in government.

Disaster: A widespread or severe emergency that seriously incapacitates a community.

Emergency: A situation or 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 forces of nature, a disease or other health risk, an accident, or an act whether intentional or otherwise.

Emergency Management; Organized and comprehensive program and activities taken to deal with actual or potential emergencies or disasters. These include mitigation against, preparedness for, response to and recovery from emergencies or disasters

Emergency Control Group (ECG): Individuals/members directing those services necessary for mitigating the effects of the emergency and a requirement within the EMPCA. The Emergency Control Group is also referred to as Municipal Emergency Control Group (MECG)

Ministry of Emergency Preparedness and Response (MEPR): An organization within the Ministry of Community Safety and Correctional Services, a part of the government of the Province of Ontario responsible for monitoring, coordinating and assisting in the development and implementation of emergency management programs in Ontario. Formerly known as Emergency Management Ontario (EMO)

Emergency Management Program: A comprehensive program that is based on a hazard identification and risk assessment process (HIRA) and includes the five core components of Mitigation, prevention, preparedness, response and recovery.

Emergency Management Plan (The Plan): A plan developed and maintained to direct an organization's external and/or internal response to an emergency.

Emergency Operations Centre (EOC): The location /facilities wherein operations are coordinated, by the ECG, for an imminent or actual threat. There is a primary and secondary EOC identified to ensure operational viability. The EOC can be both in-person and virtual.

Epidemic: A widespread occurrence of a disease in a community at a particular time

Emergency Site Manager (ESM): Public sector official (usually fire, police, ambulance or public works) at the emergency site, in charge of coordinating resources and developing actions to resolve the emergency situation. Also referred to as the incident Commander (IC)

Evacuation: The process of moving people from a place of danger to a safer place.

Evacuation Centre: A facility set up to provide Emergency shelter, food, recreation and Basic requirements to a group of people who have been evacuated from an area because of an emergency

Exercise: A simulated drill or sequence of events to evaluate plans and procedures.

Hazard Identification and Risk Assessment (HIRA): Identification of hazards and risks to public safety, public health, the environment, property, critical infrastructure and economic stability from natural, human-caused and technological sources/activities, and evaluation of the potential impact to the continued operation of the community.

Incident Action Plan (IAP): Within IMS, an oral or written plan containing general objective reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Commander (IC): The IC is responsible for the overall management of the incident scene, including the establishment of incident objectives/strategies and the overall coordination of incident activities. Also referred to as the Emergency Site Manager (ESM)

Incident Command Post (ICP): The location from which IC manages multiple incident management teams and is similar to an Area Command Post (ACP).

Incident Management System (IMS): Provincially recognized organizational structure with responsible for the management of assigned resources to effectively respond to an incident or emergency/disaster.

Information Centre: A facility set up to brief and inform the media

Mitigation: Actions taken to reduce or eliminate the effects of an emergency or disaster

Mutual Aid Agreements: An agreement developed between two or more emergency services to render aid to the parties of the agreement. These type of agreements can include the private sector emergency services when appropriate.

Mutual Assistance Agreement: An agreement developed between two or more jurisdictions to render assistance to the parties of the agreement. Jurisdictions covered with these types of agreements could include neighbouring, cities, regions, provinces or nations.

Ontario Disaster Relief Assistance Program (ODRAP): Provincial financial assistance program intended to alleviate the hardship suffered by private homeowners, farmers, small business enterprises and non-profit organizations, whose essential property has been damaged in a sudden and unexpected natural disaster, such as a severe windstorm, tornado, flood, forest fire or ice storm.

Provincial Emergency Operations Centre (PEOC); A fully equipped facility maintained by Ministry of Emergency Preparedness and Response (MEPR) that can be activated in response to, or in anticipation of, emergencies. The PEOC is staffed with appropriate representatives from ministries that have been delegated responsibilities for those emergencies as well as MEPR staff. It serves as an initial point-of-contact for the affected municipality and federal interests.

Preparedness: Actions taken prior to an emergency or disaster to ensure an effective response. These actions include the formulation of an emergency management plan, a business continuity plan, training, exercises, and public awareness and education

Public Awareness Program: Provides generic information to the broader public to raise awareness about emergency management and suggests ways to reduce the risk of loss of life and property damage in the event of an emergency

Public Education Program: Provides focused information to a target audience to educate about protective actions to reduce the risk of life and property damage, in the event of an emergency. For example, for communities located in a high-risk flood area, the public should know what measures should be taken in the event of a flood.

Public Notification: The process of informing the community of a potential or existing emergency situation and any other related information.

Reception Centre / Warming shelter: A facility which is set up for the purpose of receiving evacuees, providing refreshments and temporary shelter. Its primary purpose is to register evacuees and if necessary direct them to evacuation centres as required

Shelter-In-Place: Shelter-in-place is the process of keeping residents indoors to lessen the effects of the emergency.

Site: Location of the emergency including its perimeter as identified by Incident Command.

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

ANNEXES – CONFIDENTIAL

(In Accordance with the Emergency Management Act RSO 1990 Chapter E.9)

Annex A - Emergency Notification System

- MECG & Staff

- Order for Designation of Head of Council

- Outside Emergency Assistance

Annex B - Vital Services Directory

Annex C - Guide to Public Notifications

Annex D - Emergency Management Act, 2003

Annex E - Hazard Identification & Risk Assessment

Annex F - Risk Based – Specialty Plans

- Forest Fire Response Plan

- Hazardous Material Response Plan - Highway Incident

- Hazardous Material Response Plan – Railway Incident

Annex G - Critical Infrastructure Identification

Annex H - EOC Log's

Annex I - Declaration of Emergency Checklist

Annex J - Declaration of Emergency

Annex K - Termination of Emergency

Annex L - EOC Layout

Annex M - Guide to Emergency Media Relations

Annex N - Evacuation Plan, Protocols & Forms

Annex O - Recovery Plan Continuity of Operations Plans

SCHEDULE B - BY-LAW 1842

EMERGENCY MANAGEMENT PROGRAM COMMITTEE - TERMS OF REFERENCE

Revised: August 2025

1. Mandate

To oversee the development, implementation and continuous improvement of the Town's Emergency Management (EM) Program.

2. Background

The Community Emergency Management Program Committee was established on October 13, 2005, in order to achieve compliance with the *Emergency Management and Civil Protection Act*.

The Emergency Management Program Committee is legislated to annually review the emergency management program to verify compliance with the Emergency Management and Civil Protection Act, RSO 1990 and Regulation 380/04, and to make recommendations for program changes or enhancements to the Council.

3. Objectives

3.1. Develop and continuously improve an emergency management program which conforms to legislation and includes the five core components namely: prevention, mitigation preparedness, response and recovery;

3.2. To make provisions for the extraordinary arrangements and measures that may have to be taken to reduce impacts to public safety, the environment, property and the economy of the Municipality of Temagami that may occur as the result of an emergency;

3.3. To facilitate communication between the Municipal Emergency Control Group and all Support Agencies; and

3.4. To advise Council on the development and implementation of the EM Program.

4. Composition

4.1. The Emergency Management Program Committee shall be composed of the following:

4.1.1. CEMC

4.1.2. CAO/Treasurer

4.1.3. Temagami Fire Chief

4.1.4. Marten River Fire Chief

4.1.5. Appointed Municipal Councillor

4.1.6. Mayor

4.1.7. Public Works Superintendent

4.1.8. Municipal Clerk

4.1.9. Information Officer (EIO)

4.1.10. Evacuation Coordinator

4.1.11. Other subject matter experts the committee may call upon as required in the development and continuous improvement of the program include representatives from:

a. OPP

b. EMS Supervisor

c. Health & Social Services/ DNSAB

e. EMO Field Officer

f. Health Unit

g. MNRF

h. Other Private or Public officials, experts or representatives

5. Terms of Office

One Councillor will be appointed by Council for each term of the Council after the Municipal Election to sit on the Committee. The Mayor is a core member of the committee.

6. Chair

6.1. The Temagami Fire Chief is appointed as the chairperson of the Emergency Management Program Committee. In the absence of the Fire Chief at a given meeting, the CEMC will be the chairperson for that meeting.

6.2. The Committee Chair shall be responsible for:

6.2.1. Establishing a regular meeting schedule

6.2.2. Preparation of meeting agendas and minutes of meetings

6.2.3. Facilitate meetings

6.2.4. Ensure completion of tasks by Committee members

7. Role of Members

7.1. The members of the Emergency Management Program Committee shall:

7.1.1. Attend regular meetings as scheduled and additional meetings as time permits

7.1.2. Participate in discussion and planning and share in the workload of the Committee

7.1.3. Provide expertise in their professional area of responsibility

7.1.4. Provide regrets to the Chairperson if unable to attend

7.1.5. Declare any Conflict of Interest in accordance with the Municipal Conflict of Interest Act and exclude themselves from any discussion and or voting where such a conflict exists or may exist

8.Committee Responsibilities

8.1. Assist in the Development, implementation and maintenance of the emergency response plan as required by section 3 (1) of *The Emergency Management and Civil Protection Act.*

8.2. Provide recommendations for 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.

8.3. Assist in the preparation and delivery of the annual risk-based exercise to the Municipal Emergency Control Group, support staff & agencies

Review the public education on risks to public safety and on public preparedness for emergencies.

8.4. Conduct an annual review of the emergency management program and make recommendations for revisions as necessary as per legislation.

8.5. Conduct an annual review of the Hazard Identification and Risk Assessment (HIRA) and make recommendations for any changes

8.6. Conduct an annual review of the Critical Infrastructure List, noting key infrastructure required to maintain a continuity of operations within the municipality, and make recommendations for any changes.

8.7. Address any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s. 7.

9. Sub-Committee

The Emergency Management Program Committee may from time to time appoint a sub-committee from the Emergency Management Program Committee members for specific purposes. The sub-committee will report back to the Emergency Management Program Committee by a spokesperson or written summary.

10. Agendas, Meetings & Minutes

10.1. The Committee will be governed by the Procedural By-law of the Municipality of Temagami, except as set out in these Terms of Reference.   A quorum shall consist of 50 percent plus 1.

10.2. The Committee Chair shall determine the frequency of meetings but shall be no less than once (1) per year.

10.3. One week prior to the EMPC meeting, the Chair will distribute the agenda and meeting

specifics to the Committee members.

10.4. The Chair will record meeting proceedings, prepare minutes of each meeting and circulate them to the Committee members within 4 weeks of each meeting.

10.5. Minutes will briefly outline the substance of each of the agenda items discussed during the meeting, including actions taken and recommendations by motion. Motions shall not be required to be seconded.

10.6. Minutes of the Committee shall be forwarded to the Clerk in order to present them to Council for their information.

11. Budget

11.1. Funds for the Emergency Management Program are included in the budget for Emergency Planning. Budget submission shall be prepared by the program committee.

11.2. Program training, including training identified by the program committee, shall be a municipal responsibility and is to be included in the municipal budget.