

THE CORPORATION OF THE TOWNSHIP OF MADAWASKA VALLEY

BY-LAW 2025-101

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 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 municipal 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 Madawaska Valley hereby enacts as follows:

EMERGENCY MANAGEMENT PROGRAM

1. **THAT** 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 a 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 and;
2. **THAT** The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and promoting economic stability and a disaster-resilient community.

EMERGENCY RESPONSE PLAN

A). 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").

B). 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.

C). When an emergency exists but has not yet been declared to exist, Township 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 Township and;

3. **THAT EMERGENCY MANAGEMENT PROGRAM COORDINATOR(Known as CEMC)**

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

B).The Deputy Clerk is hereby appointed as alternate CEMC to act in place of the primary CEMC in his/her absence.

EMERGENCY MANAGEMENT PROGRAM COMMITTEE

C). 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.

D). COMPOSITION

The persons holding the following positions in the municipality shall be members of the Emergency Management Program Committee:

- Mayor
- Chair of Standing Committee responsible for Fire and Protection
- CAO/Clerk
- CEMC, Chief Fire Official
- Deputy Clerk, CEMC alternate
- Superintendent of Operations
- Treasurer
- Manager of Planning and Building as required
- Chief Building Official as required
- Manager of Recreation and Community Services-Media Relation

E).The CEMC and/or the CEMC alternate is hereby appointed as chair of the Emergency Management Program Committee.

F).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.

G).MUNICIPAL EMERGENCY CONTROL GROUP

The emergency response will be directed by members of the Municipal Emergency Control Group (M.E.C.G.). The M.E.C.G. 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. The members of the M.E.C.G. are:

- Mayor (or Acting Mayor, or Member of Council)
- CAO/Clerk
- Chief Fire Official/CEMC
- Deputy Clerk/CEMC Alternate /Communications
- Superintendent of Operations
- Treasurer
- Manager of Recreation and Community Services-Media Relations

The MECG will fill roles inter-departmentally based on the needs/type of the emergency.

H).EMERGENCY OPERATIONS CENTRE

A primary and an alternate Emergency Operations Centre have been established for use by the Municipal Emergency Control Group during an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency.

I). EMERGENCY INFORMATION OFFICER

The Deputy Clerk 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. The Recreation and Community Development Coordinator-Media Coordinator will be the alternate Emergency Information Officer.

J). ADMINISTRATION

The Emergency Response Plan attached hereto as Schedule "A" shall be made available to the public for inspection and copying at the Municipal Office, at 85 Bay Street, Barry's Bay, ON, during regular business hours and;
THAT the Emergency Response Plan, or any amendments to the Emergency Response Plan, shall be submitted to Emergency Management Ontario as identified in the Act, and;

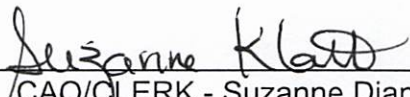
4. **THAT** By-Law Number 2022-23 is hereby repealed and;
5. **THAT** this By-Law shall take effect upon the date of enactment.

READ A FIRST, SECOND and THIRD TIME and FINALLY PASSED THIS 18 DAY OF November, 2025.





Mayor - David Shulist



CAO/CLERK - Suzanne Diane Klatt



The Corporation of the
Township of Madawaska
Valley
Emergency Response
Plan



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INTRODUCTION

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. Emergencies affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Township of Madawaska Valley.

The population of the Township of Madawaska Valley is 4,200 (2016 census) and increases in the summer to over 13,000.

In order to protect the residents, businesses, and visitors, the Township of Madawaska Valley requires a coordinated emergency response by a number of different agencies under the direction of the Municipal Emergency Control Group. There are distinct arrangements and procedures that separate the normal day-to-day operations carried out by local emergency services.

The Municipal Emergency Control Group has approved the Township of Madawaska Valley Emergency Response Plan. Every official, municipal department, and agency shall be prepared to carry out their assigned responsibilities in the event of an emergency. The Emergency Response Plan has been prepared to provide key officials, agencies, and departments of the Township of Madawaska Valley with important emergency response information related to:

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

In addition, it is important that residents, businesses, and interested visitors be aware of the provisions of the Township of Madawaska Valley Emergency Response Plan. For more information, please contact:

Community Emergency Management Coordinator (CEMC) or
Community Emergency Management Coordinator (Alternate)
Township of Madawaska Valley
85 Bay Street PO Box 1000
Barry's Bay Ontario
K0J 1B0
613-756-2747 (office)
613-756-0553(fax)

AIM

The Aim of this plan is to make provision for extraordinary arrangements and measures to protect the health, safety, welfare, environment, and economy of the residents, businesses, and visitors of the Township of the Madawaska Valley in an emergency.

It enables a centralized, controlled, and coordinated response to emergencies in the Township of Madawaska Valley and meets the requirements of the Emergency Management Act.

The Township of Madawaska Valley Emergency Response Plan reflects the approach recommended by Emergency Management Ontario and incorporates subordinate plans as annexes, which provide further details during an emergency and may be updated and changed as necessary. Hazards have been determined through the conduct of a Hazard Identification and Risk Assessment (HIRA) by the Municipal Emergency Control Group.

For further details, please contact the Emergency Management Coordinator (or alternate).

AUTHORITY

The Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, is the legal authority for this Emergency Response Plan in Ontario.

The Emergency Management and Civil Protection Act states that the:

“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 Response Plan of the municipality and to protect property and the health, safety, and welfare of the inhabitants of the emergency area.”

As enabled by the Emergency Management and Civil Protection Act, this Emergency Response Plan and its elements have been:
Issued under the authority of the Township of Madawaska Valley By-Law No. 2019-112; and
Filed with the Office of the Fire Marshal and Emergency Management Ontario, Ministry of Solicitor General.

A) DEFINITION OF AN EMERGENCY

The Emergency Management and Civil Protection Act defines an emergency as:
“An Emergency means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial property damage and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.”

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

B) ACTION PRIOR TO DECLARATION

When an emergency exists but has not yet been declared to exist, Municipal employees may take such action(s) under this Emergency Response Plan as may be required to protect property and the health, safety, and welfare of persons and the Township of Madawaska Valley. Subordinate plans may be attached as Annexes to this document, and may also be implemented, in whole or in part, in the absence of a formal declaration.

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

c) Emergency Notification Procedures

Only a member of the Township of Madawaska Valley Municipal Emergency Control Group (MECG) may initiate the notification procedure.

When a member of the MECG receives a warning of a real or potential emergency, he/she will advise the CEMC and/or CAO/Clerk or alternates immediately. The CEMC or CAO/Clerk will initiate or direct the notification to the Killaloe Ontario Police Service and the notification of the MECG. The member initiating the call must provide pertinent details (e.g., - a time and place for the MECG to meet) as part of the notification procedure.

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

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

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

The Killaloe Ontario Police Service must record the date and time MECG members were contacted.

The contact phone numbers and addresses of the MECG members (and their alternates) are contained in Annex A. *This Annex is not attached to the Plan and is not distributed to the public. The CEMC is responsible for updating the list and providing the MECG members with the updated contact information as required.*

D) REQUESTS FOR OUTSIDE ASSISTANCE

Assistance may be requested from the County of Renfrew agencies at any time by contacting the CEMC of the County of Renfrew. The Mayor will advise the County Warden of the request, and the CAO/Clerk will advise the CAO of the County of Renfrew. The request shall not be deemed to be a request that the county assume authority and control of the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario.

E) 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 a response to emergencies as defined in the Emergency Management and Civil Protection 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.

F) ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT /ONTARIO REGULATION 429/11 AND 191/11

The Act specifically identifies Standards to be set by Regulation.

Ontario Regulation 429/07 sets out requirements for Accessible Standards for Customer Service and Providing Documents in an Accessible Format

The Township of Madawaska Valley shall provide Emergency Response Plan information in an accessible format upon request in accordance with the Township's Accessible Customer Service Policy # 8.2.

Ontario Regulation 191/11 clarifies information requirements related to emergencies and to Emergency Response Plans.

Key references are provided as follows:

Emergency procedure, plans or public safety information

13. (1) In addition to its obligations under section 12, if an obligated organization prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.

PLAN MAINTENANCE

The Community Emergency Management Coordinator is responsible for the implementation and administration of the Emergency Response Plan.

Each department tasked with responsibilities under this Plan will be responsible for developing its individual plans and standard operating procedures for its staff to address those assigned tasks.

All Departmental plans shall conform to the Emergency Response Plan and be reviewed annually.

The Emergency Response Plan will be reviewed annually, revised, and updated if required in coordination and consultation with those parties having responsibilities under this Plan, in accordance with generally accepted municipal emergency management practices/procedures. The MECG and its support staff will receive training and participate in an exercise once every year as a minimum requirement.

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

The emergency contact information and telephone numbers shall be reviewed on an annual basis.

DECLARATION OF AN EMERGENCY

The Head of Council (Mayor) of the Township of Madawaska Valley or his/her designate has the authority to declare a state of emergency for the Municipality of the Township of Madawaska Valley. The decision to declare a state of emergency is usually made in consultation with other available members of the MECG.

The Emergency Management and Civil Protection Act states that:

“The head of council of a municipality may declare that an emergency exists in the municipality or any part hereof and may take such action and make such orders as he or she considers necessary and are contrary to the law to implement the Emergency Response Plan of the municipality and protect the property of, the health, safety, and welfare of the inhabitants of the emergency area” R.S.O 1990, E, 9, s.4(2).

Upon declaring or terminating an emergency, the Head of Council (Mayor or designate) and/or CAO/Clerk will notify:

- Office of the Fire Marshal and Emergency Management Ontario, Ministry of Solicitor General;
- Members of Council;
- CEMC County of Renfrew
- County Warden, County CAO as appropriate;
- Municipal Affairs and Housing Representative
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP) as required;
- Local Member of Parliament (MP) as required;

A municipal emergency may be terminated at any time by:

- Head of Council (Mayor or designate) or
- Council; or
- Premier of Ontario.

When terminating an emergency, the Mayor will notify:

- Office of the Fire Marshal and Emergency Management Ontario, Ministry of Solicitor General;
- Members of Council;
- CEMC County of Renfrew Municipal Affairs and Housing Representative
- County Warden, County CAO;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP) as required;
- Local Member of Parliament (MP) as required.

ACTIVATION OF THE TOWNSHIP OF MADAWASKA VALLEY EMERGENCY RESPONSE PLAN

When an employee of Madawaska Valley becomes aware of a potential emergency, he/she shall notify his/her Department Head who in turn will notify the Community Emergency Management Coordinator (CEMC) and/or the Chief Administrative Officer (CAO/Clerk). The CAO/Clerk or alternate is responsible for notifying other members of the MECG. The CAO/Clerk or alternate will assume the role of the Emergency Operations Centre (EOC) Manager and is responsible for notifying the Mayor or alternate. The EOC Manager, in collaboration with MECG members, will render a decision as to whether the *Madawaska Valley Emergency Response Plan* should be activated.

IMPLEMENTATION OF THE TOWNSHIP OF MADAWASKA VALLEY EMERGENCY RESPONSE PLAN

The Township of Madawaska Valley Emergency Response Plan may be implemented, in whole or in part, without being first activated, dependent upon the severity and scope of the situation. There are two mechanisms whereby the Emergency Response Plan will be implemented:

- the Mayor declares a state of local emergency; and
- the Premier of Ontario declares that an emergency exists throughout the province or in any part thereof.

In the absence of the CAO/Clerk (EOC Manager), or his/her inability to act, the Deputy Clerk is authorized to activate the *Madawaska Valley Emergency Response Plan*. In the absence of both, the Treasurer is the designated authority.

Upon formal request by another municipality with whom no mutual aid agreement exists, Madawaska Valley may implement its Emergency Response Plan and provide support as appropriate in the situation.

APPOINTMENT OF AN EMERGENCY SITE MANAGER (ESM)

Depending on the scope of an emergency, the MECG may appoint an Emergency Site Manager (ESM) to manage the impact area. Should the scope of the emergency be beyond the capacity of one ESM to effectively handle, a second ESM may be appointed by the MECG. The appointment should be based on the nature and scope of the emergency. In an emergency covering a very large area, the township could be divided into manageable segments, with perimeters clearly defined, and site managers designated accordingly.

As a resource to assist the Mayor and the EOC Manager, the following checklist is included for Consideration of notification during a Declared Emergency for use:

The Minister of Community Safety and Correctional Services;
Red Cross
Emergency Management Ontario;
Renfrew County C.E.M.C.;
St. Francis Memorial Hospital, as required;
Neighbouring community officials, as required;
Local Member of Provincial Parliament, as required; and
Local Member of Parliament, as required.
Renfrew County District Health Unit as required.
Renfrew County Public and/or Catholic School Board as required
Mutual Aid partners- Renfrew County as required

When an emergency situation exists but has not yet been declared by the Mayor, Township of Madawaska Valley employees take such actions as may be required to protect the health, safety, welfare and the property of the resident population and the Corporation. Employees acting under these conditions are obligated to immediately notify their supervisor, department head and the Community Emergency Management Coordinator to initiate proper activation and notification procedures of the Township of Madawaska Valley Emergency Response Plan

TERMINATION OF AN EMERGENCY

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

- Head of Council;
- Municipal Council; or
- Premier of Ontario.

Upon termination the following will be notified:

- Emergency Management Ontario, Ministry of Solicitor General;
- Municipal Council;
- County CEMC, County Warden, County CAO;
- Public;
- Neighbouring community officials, as required;
- Local Member of Provincial Parliament;
- Local Member of Parliament.

EMERGENCY OPERATIONS AND PROCEDURES

MUNICIPAL EMERGENCY CONTROL GROUP (MECG)

The emergency response will be directed and controlled by the Municipal Emergency Control Group (MECG) – a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The MECG consists of the following officials:

- Mayor of the Township of Madawaska Valley (or alternate)
- CAO/Clerk, or alternate, who becomes the Operations Officer in the EOC;
- Emergency Management Coordinator (and/or alternate)
- Deputy Clerk/CEMC Alternate/Communications Coordinator
- Chief Fire Official/CEMC
- Superintendent of Operations/Manager of Recreation and Community Services-Media Coordinator as required
- Treasurer
- Additional personnel called or added to the MECG may include:
 - Administrative Support staff to scribe
 - Ontario Provincial Police Representative
 - Emergency Management Ontario Representative
 - Liaison staff from provincial ministries
 - Any other officials experts or representatives from the public or private sector as deemed necessary by the MECG

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

OPERATING CYCLE

Members of the MECG will gather at regular intervals to inform each other of actions taken and problems encountered. The CAO/Clerk will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible, thus allowing members to carry out their individual responsibilities. The CAO/Clerk's assistant will maintain the status board and maps which will be prominently displayed and kept up to date.

MUNICIPAL EMERGENCY CONTROL GROUP RESPONSIBILITIES

The members of the Municipal Emergency Control Group (MECG) are likely to be responsible for the following actions or decisions:

- Calling out and mobilizing their emergency service, agency, and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the MECG are appropriate;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- Advising the Mayor on the need to designate all or part of the Municipality as an emergency area;
- Ensuring that an Incident Commander (IC) is appointed (when required);
- Ensuring support to the emergency site(s) by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, i.e., hydro, and water;
- Arranging for services and equipment from local agencies not under community control i.e., private contractors, industry, volunteer agencies, service clubs;
- 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;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure with oversight by the Treasurer of money required to deal with the emergency including but not limited to tracking of expenses and time sheets;
- Notifying the service, agency, or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Treasurer and CAO/Clerk within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency;
- Treasurer recommendations: Considering application for Municipal Disaster Recovery Assistance (MDRA) and make arrangements as required.

INDIVIDUAL ROLES AND RESPONSIBILITIES OF THE MUNICIPAL EMERGENCY CONTROL GROUP

MAYOR

- Providing overall leadership in responding to an emergency;
- Declaring an emergency;
- Terminating an emergency (Council may also terminate the emergency);
- Notifying Emergency Management Ontario, Office of the Fire Marshal and Emergency Management
- Notifying the Warden of the County of Renfrew of the declaration and termination of the emergency.
- Ensuring that Council is advised of the declaration and termination of an emergency and are kept informed of the emergency situation;
- Ensuring that neighbouring communities, the MPP and MP are advised of the declaration and termination of the emergency, as required.
- Approving all key messages, major announcements and media releases.
- Maintaining a personal log.
- Participating in the post emergency de-brief sessions.

CAO/CLERK/OPERATIONS OFFICER

During an emergency the CAO/Clerk is referred to as the Operations Officer and is responsible for the following:

- Chairing the Municipal Emergency Control Group
- Requesting activation of the emergency notification system through the Killaloe Provincial Police.
- Ensuring liaison with the Police Chief regarding security arrangements for the Emergency Operations Centre (EOC).
- As the Operations Officer, coordinating all operations within the EOC, including the scheduling of regular meetings;
- Advising the Mayor of Policies and Procedures, as required and alerting the Mayor and Council of an emergency that may involve municipal resources.
- Reviewing with, and advising the Mayor on the key messages, major announcements and media releases; in the absence of the Mayor approving such messages.
- Ensuring a communication link is established between the MECG and the Site Commander.
- Calling out additional staff to provide assistance, as required, including a scribe if required
- Ensuring that all essential services of the Township of Madawaska Valley are maintained and that business continuity is minimally disrupted.
- Maintaining a personal log of all actions taken.
- Requesting assistance from the province or federal government (as appropriate), through the provincial EMO, upon recommendation from the MECG;
- Participating in the post emergency de-brief sessions and conducting a meeting of the MECG after termination of the emergency to review the preliminary report on emergency response activities and make recommendations.

COMMUNITY EMERGENCY MANAGEMENT COORDINATOR OR ALTERNATE

- Activating the Emergency Response Plan and its notification procedures.
- Contacting the members of the Municipal Emergency Control Group.
- Ensuring that the Emergency Operations Centre is operational within 2 hours of activation.
- Providing information and assistance to the Mayor and the CAO/Clerk to facilitate decision-making.
- Providing information, advice, and assistance to the Municipal Emergency Control Group on matters of emergency management – liaison, legislation, policy, best practice and principles.
- Identifying resource needs, emerging issues, and future planning requirements to the MECG and ultimately the Council.
- Coordinating the activation of Provincial Emergency Response Teams as required.
- Liaising with Emergency Management Ontario.
- Providing direction to the Operations Officer and Site Duty Officer to ensure effective operation of the EOC.
- Participating in the Emergency Operations Cycle meetings.
- Tracking the key messages of the MECG during Operation Cycle meetings.
- Maintaining a personal log.
- Coordinating the necessary post-emergency de-briefings (MECG) and developing a final report for Council.

SUPERINTENDENT OF OPERATIONS OR ALTERNATE – PUBLIC WORKS

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

ONTARIO PROVINCIAL POLICE

The Ontario Provincial Police representative is responsible for:

- Requesting activation of the *Emergency Response Plan* to the Mayor, CAO/Clerk or the CEMC.
- Notifying necessary emergency and community services, as required;
- Establishing and maintaining ongoing communications with the senior police officer at the emergency site(s).
- The provision of traffic control to facilitate the movement of emergency vehicles.
- Co-ordination of evacuation routes.
- Liaison with the local municipalities regarding security of reception and evacuation centers.
- The protection of life and property and the provision of law and order.
- The provision of police services in evacuation centers and other facilities as required.
- Notifying the coroner of fatalities.
- Liaison with municipal police forces and/or external police and security providers, as required.
- Participating fully in the Operations Cycle Meetings of the MECG regarding police service needs and responsibilities.
- Ensuring that the health and safety standards of the emergency site(s) and responders are maintained.
- Maintaining a personal log.
- Participating in the post-emergency de-brief sessions.

CHIEF FIRE OFFICIAL/CEMC

The Chief Fire Official/CEMC is responsible for:

- Requesting activation of the *Emergency Response Plan* to the Mayor, CAO/Clerk or the CEMC.
- Upon notification, proceed to the designated Emergency Operations Centre.
- Activating Renfrew County Mutual Fire Aid Plan, as required.
- Maintaining regular communications with local municipal fire departments as related to the implementation of the Mutual Aid Plan (if applicable).
- Liaison with the senior fire officials at the emergency site(s) regarding the emergency response.
- Liaison with the Ontario Fire Marshall if deemed necessary.
- Participating fully in the MECG meetings regarding the municipal fire services' needs and responsibilities.
- Ensuring that the health and safety standards of the emergency site(s) and responders are maintained.
- Maintaining a personal log.
- Participating in the post-emergency de-brief sessions.

PUBLIC INFORMATION OFFICER – MEDIA COORDINATOR (MANAGER OF RECREATION & COMMUNITY SERVICES)

- Requesting activation of the *Emergency Response Plan* to the Mayor, CAO/Clerk or the Chief Fire Official/CEMC, CEMC alternate.
- Upon notification, proceeding to the designated Emergency Operations Centre.
- Participating fully in the MECG regarding: staffing requirements for the Emergency Information Centre, logistical requirements for the media, developing key messages for the public, and recording media coverage of the emergency.
- Apprising the MECG of any significant information passed on to the public and correcting any misinformation.
- Liaising with Emergency Information Officers of the local municipalities to ensure consistency of messaging to the public.
- Recording and tracking the key messages of the MECG
- Coordinating interviews and media conferences for Community Control Group members.
- Preparing media releases for review by appropriate officials.
- Maintaining a chronological record of all media releases.
- Accessing copies of news reports, interviews during and following the emergency.
- Monitoring news coverage.
- Maintaining communication and providing information to the MECG
- Ensuring that the health and safety standards of the emergency information and media centers are maintained.
- Maintaining a personal log.
- Participating in the post-emergency MECG de-brief session.

SITE DUTY OFFICER OR ALTERNATE -EMO OR AGENCY

- Upon notification, proceeding to the designated Emergency Operations Centre.
- Setting up the Emergency Operations Centre: seating, equipment and supplies.
- Maintaining the official record of all MECG decisions and directions.
- Maintaining an Emergency Operations Map(s) for the MECG.
- Arranging for security of the MECG.
- Ensuring effective communications link between the Superintendent of Operations and Municipal staff responding to the emergency.
- Planning shift rotations for EOC staff.
- Arranging for scribes and/or note taking as required by the MECG.
- Providing administrative assistance to the Superintendent of Operations to ensure effective implementation of the MECG Meetings.
- Recording all in-coming and out-going messages of the EOC Meetings.
- Providing advice and guidance to members of the MECG on administrative and corporate procedures and operations.

SCRIBE-ADMINISTRATIVE STAFF AS NEEDED AND/OR APPOINTED

The Scribe(s) is responsible for the following:

- Upon notification, or as requested by the Operations Officer, proceeding to the designated Emergency Operations Centre.
- Recording actions and decisions taken by the MECG member.
- To take messages for the MECG member during Planning Cycle Meetings.
- To regularly update the MECG member concerning outstanding issues.

DEPUTY CLERK/CEMC ALTERNATE

The Deputy Clerk is responsible for:

- Upon notification, proceeding to the designated Emergency Operations Centre.
- Participating fully in the Operations Cycle Meetings of the MECG
- Preparing briefings for the municipal staff, as required.
- Maintaining all regular Departmental processes for continuity of service.
- Regular communication with departmental staff responding to the emergency.
- Acts as CEMC alternate in absence of the CEMC

TREASURER

The Treasurer is responsible for:

- Upon notification, proceed to the designated Emergency Operations Centre (EOC)
- Participating fully in the Operations Cycle Meetings of the MECG
- Providing information and advice to the Community Control group on financial matters as they relate to the emergency and the capabilities of the Township of Madawaska Valley
- Maintaining all regular Departmental processes for continuity of service.
- Communicates with the Ministry of Municipal Affairs and Housing if/when required
- Oversees all MDRA applications if applicable.
- Oversees all Human Resources matters resulting from the Emergency (ie.overtime, etc)
- Ensuring that all expenditures are documented for claim procedures and consolidating all purchase orders.
- Donations management.

ROLES AND RESPONSIBILITIES OF THE EMERGENCY OPERATIONS CENTRE SUPPORT STAFF

The membership of the Municipal Emergency Control Group (MECG) can be supplemented as required. The Superintendent of Operations may make requests from municipal partners and/or allied agencies as required.

A Site Duty Officer of Emergency Management Ontario participates in an advisory capacity to the MECG. Representatives from other appropriate Provincial Ministries are also available as resources to the MECG. Members from other private, commercial and/or industrial organizations may also be requested to participate as advisors to the MECG to assist with the response and recovery efforts.

As the mandate of the MECG is to manage the overall municipal response to the emergency, the MECG does require administrative and support services to function effectively. Municipal managers or departments that are not members of the MECG may be required to be present in the EOC throughout the emergency. Depending on the type of emergency the MECG will direct the CAO/Clerk to contact the manager or department that are to be added to the MECG.

COMMUNITY EVACUATION CENTRES

COMMUNICATIONS

The primary methods of communicating to and from the Emergency Operations Centre will be by telephone, facsimile, data, messenger or courier. In the event that landline and/or cellular telephone service is not available, radio communications provided through the municipal roads department and the fire department may be employed to maintain direct contact with the Emergency Site responders. In such cases, Amateur Radio Emergency Services may also be activated to support the necessary communications between the MECG members and the Site. The Superintendent of Operations is responsible for activating the ARES and providing for their needs as required.

LOGISTICS

a) Emergency Operations Centre

The Emergency Operations Centre will be determined based on the emergency.

b) Equipment

The equipment required for the Emergency Operations Centre is organized in a kit form. The Deputy Clerk is responsible for ensuring all members of the MECG have an updated kit. The kit is located in the Deputy Clerk Office and each member has a go kit. The CEMC is responsible for inspecting the kit on a regular basis and for ensuring that the kit contents are all in working order. Additional equipment required for the Emergency Operations Centre is:

Fax Machine - Municipal Office
Televisions – Municipal Office
Telephones – Municipal Office
Flip Charts – Municipal Office
Online capabilities-zoom/teams
White Board/Chalk Board – Municipal Office
Computer(s) – Municipal Office, Fire Stations
Ham Radio - ARES

(Televisions/Phone at The Railway Station, Fire Stations).

APPENDIX C - EMERGENCY MANAGEMENT MAJOR INCIDENT REPORT

LOG # _____ LOCATION: _____ DATE/TIME RECEIVED: _____

DEPARTMENT: _____ ORIGINATOR: _____

NATURE OF INCIDENT: _____

STATUS: _____

OTHER COMMENTS: _____

DISTRIBUTION LIST:

- Mayor
- Official File
- Other _____

EOC Manager _____

Date: _____

APPENDIX F - EMERGENCY MANAGEMENT SITUATION REPORT (SITREP)

Date: _____ Time: _____ Department: _____ Routine Urgent

Location: _____ From: _____ to _____

GENERAL INFORMATION:

EOC MANAGER:

FIRE SERVICES:

HEALTH SERVICES (AMBULANCE, HOSPITALS AND MOH):

HUMAN RESOURCES:

POLICE SERVICES:

PUBLIC INFORMATION (MEDIA AND INQUIRY CENTRE):

PUBLIC WORKS:

SOCIAL SERVICES:

TELECOMMUNICATIONS:

OPERATIONS OFFICER:

OTHER:

(Signature of EOC Manager)

(Date)

Distribution List:

- Mayor
- EOC Manager
- Official File
- Other _____

APPENDIX G - DECLARATION OF A STATE OF LOCAL EMERGENCY

WHEREAS the area described herein is in immediate or imminent danger due to a situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major portions to life or property;

Emergency Area Defined

The emergency has occurred in the area defined hereunder:

- () the area under the jurisdiction of the Corporation of the Township of Madawaska Valley; or
- () the area within the Township of Madawaska Valley bounded by:

North: _____

South: _____

East: _____

West: _____

NATURE OF THE EMERGENCY

AND WHEREAS the undersigned is satisfied that an emergency as defined in the *Emergency Management Act*, exists or threatens the Corporation of the Township of Madawaska Valley;

THE UNDERSIGNED HEREBY DECLARES, pursuant to Section 4(1) of the *Emergency Management Act*, a state of local emergency in the Township of Madawaska Valley as of _____ and from _____ o'clock in the () forenoon or the () afternoon of the _____ day of _____ 20____

THE DECLARATION OF A STATE OF LOCAL EMERGENCY shall exist:

- () until ___ o'clock in the () forenoon or () afternoon of the ___ day of _____ 20___ A.D., or, () for the maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 4(2) of the *Emergency Management Act*.

DATED at Barry's Bay, in the Township of Madawaska Valley, in the County of Renfrew, Province of Ontario, this _____ day of _____, 20____

Mayor
Corporation of the Township of Madawaska Valley

APPENDIX H - TERMINATION OF A STATE OF LOCAL EMERGENCY

WHEREAS, pursuant to Section 4(1) of the *Emergency Management Act*, a state of local emergency was declared by the Corporation of the Township of Madawaska Valley at ____o'clock in the () forenoon or the () afternoon of the ____day of _____20__

Emergency Area Defined

The emergency occurred in the area defined hereunder:

- () the area under the jurisdiction of the Corporation of the Township of Madawaska Valley; or
- () *the area within the Township of Madawaska Valley bounded by:*

North: _____

South: _____

East: _____

West: _____

NATURE OF THE EMERGENCY

AND WHEREAS the undersigned is satisfied that an emergency as defined in the *Emergency Management Act* no longer exists or threatens the Corporation of the Township of Madawaska Valley;

THE UNDERSIGNED HEREBY DECLARES, pursuant to Section 4(2) of the *Emergency Management Act*, the state of local emergency in the Township of Madawaska Valley terminated as of ____o'clock in the () forenoon or the () afternoon of the ____day of _____20__

DATED at Barry's Bay, in the Township of Madawaska Valley in the County of Renfrew, Province of Ontario, this ____day of _____, 20__

Mayor
Corporation of the Township of Madawaska Valley

APPENDIX I – BY-LAW

*To be added after by-law is passed