

## THE CORPORATION TOWN OF MATTAWA

COMMITTEE: BY-LAW DEPARTMENT

CHAIRPERSON: COUNCILLOR G. THIBERT

DEPT. HEAD: WAYNE CHAPUT, BY-LAW ENFORCEMENT OFFICER

TITLE: EMERGENCY MANAGEMENT PROGRAM AND EMERGENCY  
RESPONSE PLAN BY-LAW

20-35 Draft By-law                      \_\_\_\_\_ Item                      \_\_\_\_\_ Policy Recommendation

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**Mayor D. Backer and Members of Council:**

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 consists of an emergency program committee and an emergency response plan which has been developed in accordance with the requirements of the Act and international best practices, and which is attached as Schedule "A" to the By-law.

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.

**Recommendation:**

**BE IT RESOLVED THAT** the Mayor and Council of the Corporation of the Town of Mattawa adopt By-Law No. 20-35 which is a By-Law to adopt an Emergency Management Program and Emergency Response Plan to meet the Requirements under *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and Ontario Regulation 380/04 (the "Act").

Respectfully submitted,

Councillor G. Thibert

# CORPORATION OF THE TOWN OF MATTAWA

## BY-LAW NUMBER 20-35

### Emergency Management Program and Emergency Response Plan By-law

**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 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 Town of Mattawa hereby enacts as follows:

#### Emergency Management Program

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and international best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery, and such program shall include:

- a. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
  - b. public education on risks to public safety and on public preparedness for emergencies; and
  - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

### **Emergency Response Plan**

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

### **Community Emergency Management Coordinator**

6. The By-law Enforcement Officer, is hereby appointed as the primary community emergency management coordinator (the "CEMC") responsible for the emergency management program for the Town including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.
7. The Fire Chief and CAO are hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

### **Emergency Management Program Committee**

8. The persons from time to time holding the following positions in the municipality, or their designates, shall be members of the Emergency Management Program Committee:
  - a. Chief Administrative Officer/Treasurer
  - b. CEMC and Alternates CEMCs
  - c. Public Works Supervisor
  - d. \* Clerk/ Deputy Treasurer
  - e. O.P.P.
  - f. Fire Chief

- g. Head of Council (Mayor)
- h. One additional member of council, appointed by council resolution
- i. \* North Bay Parry Sound District Health Unit
- j. \* Red Cross

\* Non-voting member not to count as part of quorum.

- 9. The CAO is hereby appointed as chair of the Emergency Management Program Committee.
- 10. The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

### **Emergency Control Group**

- 11. The persons from time to time holding the following positions in the municipality, shall be members of the Emergency Control Group (ECG):
  - a. Head of Council – Mayor or alternate
  - b. Chief Administrative Officer/Treasurer or alternate
  - c. CEMC/By-law Officer or alternate
  - d. Clerk/Deputy Treasurer or alternate
  - e. O.P.P. Detachment Commander or alternate
  - f. Public Works Supervisor or alternate
  - g. Fire Chief or alternate

### **Support Group**

- 12. The persons from time to time holding the following positions in the municipality, shall be members of the support group:
  - a. Alternates to the above
  - b. Recreation and Facilities manager
  - c. Public and private utilities
  - d. Emergency Management Ontario
  - e. Red Cross
  - f. Low Income People Involvement of Nipissing
  - G. Salvation Army

### **Emergency Operations Centre**

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

**Emergency Information Officer**

14. The Town's Head of Council 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.

**Administration**

15. The Plan shall be made available to the public for inspection and copying at the Municipal Office, 160 Water Street during regular business hours.
16. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.
17. By-laws 2004-24 and 2014-27 are hereby repealed.

READ A FIRST and SECOND time, this 23<sup>rd</sup> day of November, 2020.

READ A THIRD time and FINALLY PASSED this 23<sup>rd</sup> day of November, 2020.

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Mayor

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Clerk



**Schedule "A" to By-law No. 20-35**

**CORPORATION OF THE TOWN OF MATTAWA  
COMMUNITY EMERGENCY RESPONSE PLAN**

This Plan is considered a public document according to the provisions of the Emergency Management and Civil Protection Act. However, this Plan also contains information that should not be circulated at large due to privacy /security issues.

Therefore, this Town of Mattawa Emergency Response Plan will be distributed both internally (restricted) and externally (public) as follows:

### **Restricted Distribution**

Copies of this Plan that include any appendices / attachments, which are considered confidential, are distributed only to persons who receive the Restricted Circulation List.

### **Public Distribution**

Copies of this Plan that do not include any appendices / attachments, which are considered confidential, are available for public viewing / distribution at:

- The municipal office located at 160 Water Street, Mattawa, Ontario
- The Town of Mattawa website at [www.mattawa.ca](http://www.mattawa.ca)

### **Record of Amendments**

Any time this Plan is revised, an updated Record of Amendments will be produced and circulated to all persons noted in the Restricted Circulation List.

**COMMUNITY EMERGENCY RESPONSE PLAN FOR MATTAWA**  
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## INTRODUCTION

Emergencies are defined as situations or impending situations that constitute 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. They affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Town of Mattawa.

The population of the Town of Mattawa is approximately 2500 residents.

In order to protect residents, businesses and visitors, the Town of Mattawa requires a coordinated emergency response by a number of agencies under the direction of the Community Control Group. These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services.

The Town of Mattawa Emergency Management Committee developed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Town of Mattawa with important emergency response information related to:

- Arrangements, services and equipment; and
- Roles and responsibilities in an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Town of Mattawa Emergency Response Plan may be viewed at the Town Offices and at [www.mattawa.ca](http://www.mattawa.ca). For more information, please contact:

Wayne Chaput Community Emergency Management Coordinator (CEMC)  
Municipal Office  
Town of Mattawa  
705-744-5611, extension 203  
[wayne.chaput@mattawa.ca](mailto:wayne.chaput@mattawa.ca)

## AIM

The aim of this plan is to make provision for extraordinary arrangements and measures that may have to be taken to safeguard protect the health, safety, welfare, environment and economic health of the resident, businesses and visitors of the Town of Mattawa when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in the Town of Mattawa, and meets the legislated requirements of the *Emergency Management and Civil Protection Act*.

Emergencies can occur within the Town of Mattawa, and the most likely are:

- ❖ Natural
  - Floods
  - Snowstorms/Blizzards
  - Water Emergencies
  - Ice/Sleet Storms
  - Etc.
  
- ❖ Technological
  - Explosions/Fires
  - Hazardous Materials Transportation Accidents
  - Transportation Accidents
  - Critical Infrastructure Failures
  - Etc.
  
- ❖ Human
  - Pandemics

This is the master plan that describes the Town Mattawa approach to managing emergency response which is to integrate the efforts and resources of all departments of the Corporation and agencies and local boards under the jurisdiction of the Town Council, other governments, the private sector, and non-governmental organizations. The document includes the structure and operations procedures, preparedness guidelines, roles and responsibilities, and plan maintenance instructions. This Plan forms part of the Emergency Management Program Bylaw, and as such, requires Town Council to review and approve the Plan.

The Confidential / Appendices do not form part of the Plan. The plan appendices may be confidential and provide more detailed relevant information that may require frequent updating, be of a technical nature or is sensitive or personal information the release of which could pose a security threat or violate freedom of information or privacy legislation.

For further details, please contact the Community Emergency Management Coordinator.

## **AUTHORITY**

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

The *EMCPA* states that:

“The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect 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 Corporation of the Town of Mattawa By-law 2020-35*; and
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

**a) *Definition of an Emergency***

The EMCPA 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 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.”

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

## IMPLEMENTATION AND PROCEDURES

1. Emergencies could arise with or without warning. This plan takes into account and is intended to deal with the worst case; a situation that develops without warning.
2. An emergency will usually be reported or discovered by either police or fire services who would in any event be among the first to be called to the scene of a potential emergency. A senior member of the police and the fire services or possibly some other member of the Municipal Control Group should personally assume control at the site of an emergency or arrange for an on site coordinator to take charge immediately and then, depending upon the situation, he/she may make a decision to alert and assemble the **Municipal Control Group**.

**DISTRIBUTION OF COPIES**

Copies of the Emergency Plan with Confidential Appendices are available with:

- Head of Council
- Chief Administrative Officer / Treasurer
- O.P.P. (Mattawa Detachment)
- Fire Chief
- By-Law Enforcement Officer / CEMC
- Public Works Supervisor

Copies of the Emergency Plan without Confidential Appendices are available with:

- Recreation & Facilities Services Manager
- Emergency Management Ontario (E.M.O)
- Ambulance / Hospital
- North Bay Parry Sound District Health Unit
- Municipal office front counter

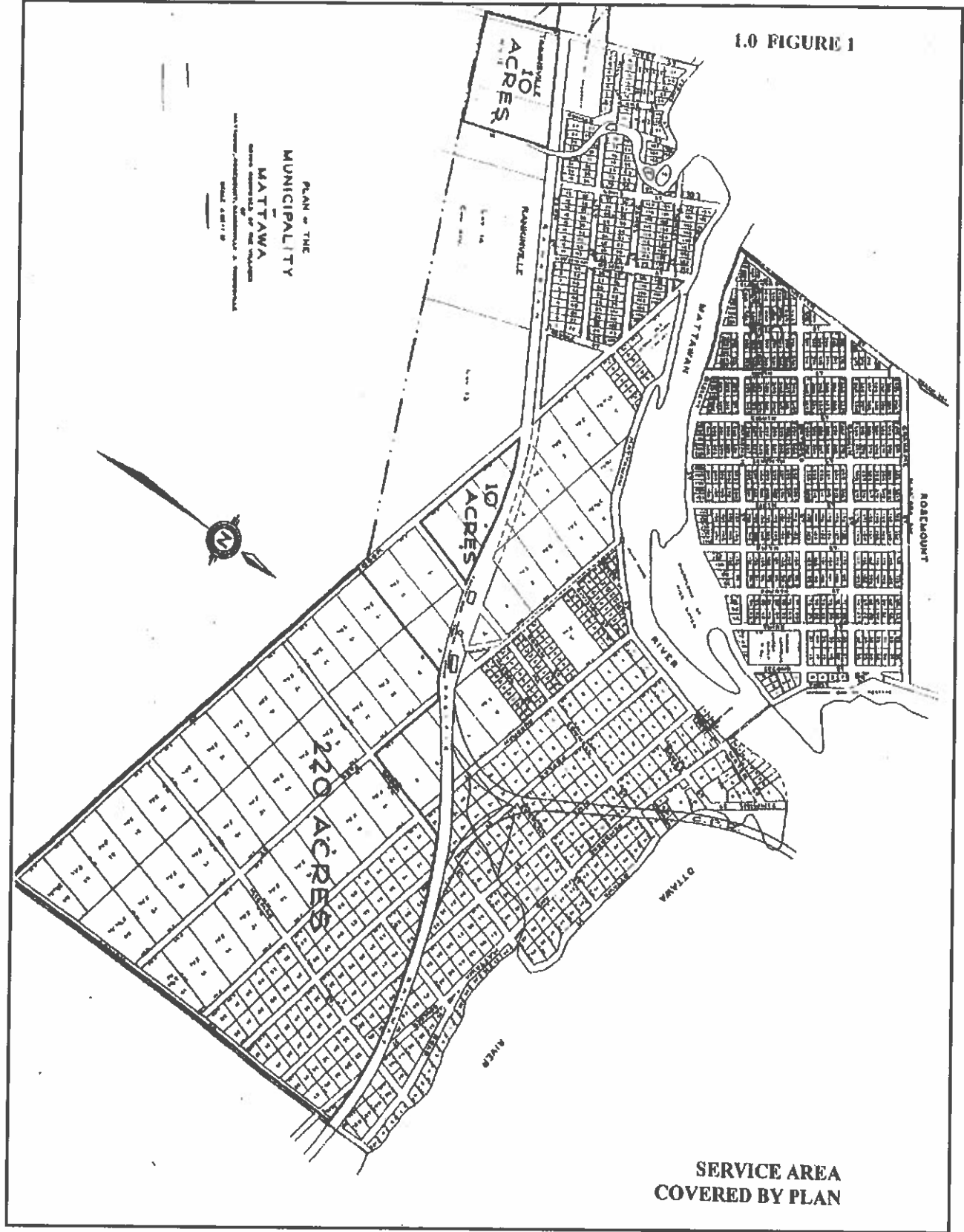


Figure 1

1.0 FIGURE 2

**ADMINISTRATIVE FRAMEWORK**

**MUNICIPAL CONTROL GROUP**

- A) Head of Council (or Designate)
- B) Chief Administrative Officer/ Treasurer or alternate
- C) Ontario Provincial Police Detachment Commander or alternate
- D) Fire Chief or alternate
- E) Community Emergency Management Coordinator/  
By- Law Enforcement Officer or alternate
- F) Public Works Supervisor
- G) Clerk/Deputy Treasurer

**SUPPORT GROUP**

- |                                 |  |
|---------------------------------|--|
| A) Public and private utilities | H) DNSSAB                                      |
| B) Industry Representatives     | I) Public Health Unit                          |
| C) School Boards                | J) Recreation & Facilities<br>Services Manager |
| D) Transportation Companies     | K) EMO   |
| E) Suppliers                    | L) EMS   |
| F) Caterers                     |  |
| G) Churches                     |  |

**Federal & Provincial Government**

- Assistance if required
- Technical expertise

**Local Emergency Response Agencies**

- Front- line response/ assessment
- Monitoring
- Plan activation

Figure 2



1.0 FIGURE 3

COMMUNITY EMERGENCY PROCEDURAL FLOW CHART

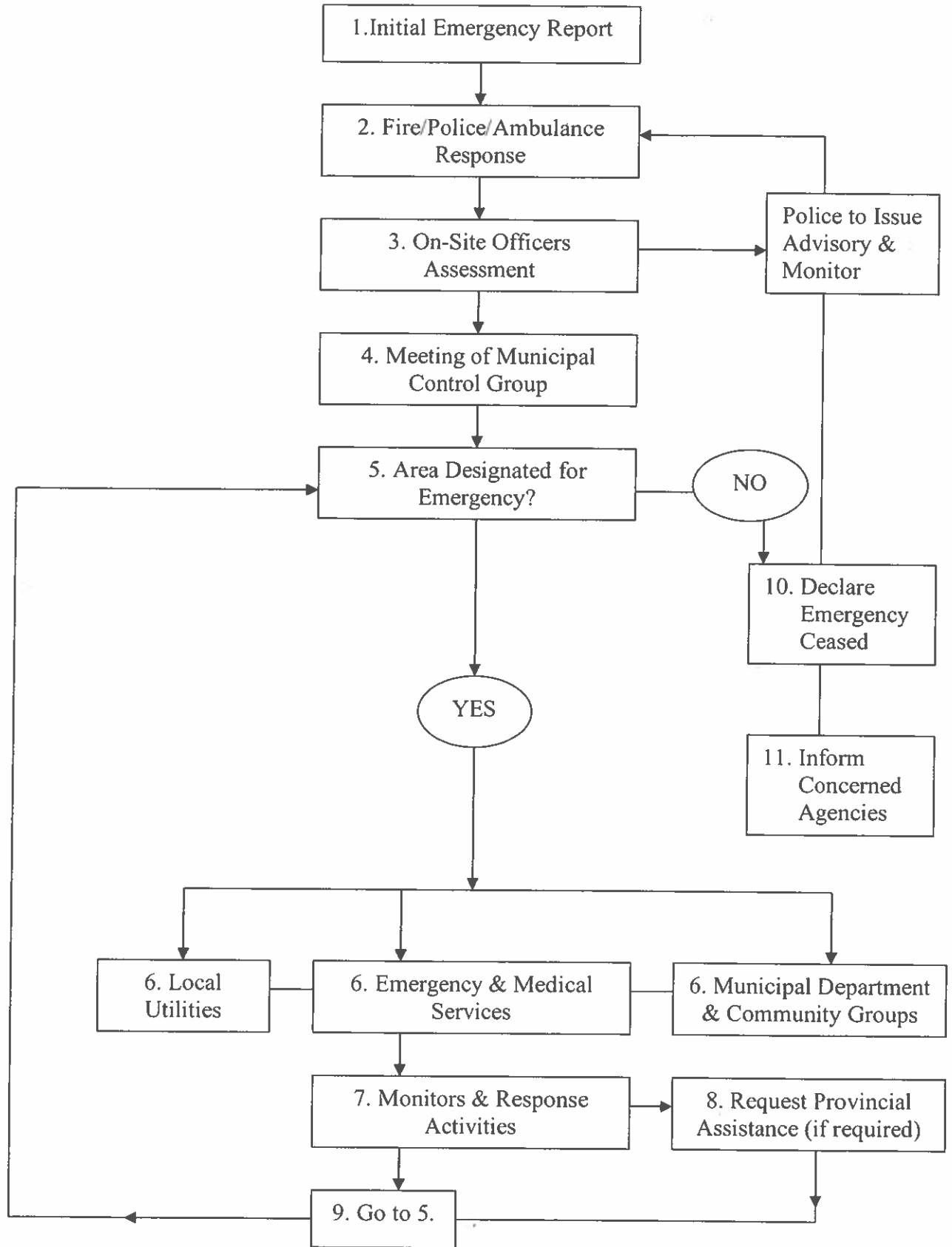


Figure 3

## 2.0 COMPOSITION OF THE EMERGENCY OPERATIONS

### 2.1 MUNICIPAL CONTROL GROUP

Emergency operation will be directed and controlled by the elected and appointed official's listed hereunder who will assemble for this purpose at an Operation Centre. This group will be known as the **Municipal Control Group (MCG)** and will be composed of the persons below and as illustrated in **Section 1, Figure 2** of this By-Law.

- a) Head of Council or designate
- b) Chief Administrative Officer / Treasurer
- c) O.P.P. Detachment Commander or alternate
- d) Fire Chief or alternate
- e) Community Emergency Management Coordinator / By- Law Enforcement Officer
- f) Public Works Supervisor
- g) Clerk/Deputy Treasurer

### 2.2 SUPPORT GROUP

If required, a support group may be formed from members of the public and private agencies having specialist knowledge and advice to give. This group drawn from organizations listed hereunder may be called upon individually or be asked to deliberate and make recommendations collectively. Such agencies are listed in **Section 1, Figure 2** of this By-Law.

- a) Public and private utilities
- b) Provincial and Federal Government Ministries
- c) Industry representatives such as chemical manufacturers
- d) School boards
- e) Transportation Companies
- f) Suppliers
- g) Caterers
- h) Churches
- i) Public Health Unit
- j) Recreation & Facilities Services Manager

## 2.3 GENERAL

The role of the **Municipal Control Group** probably can best be accomplished by round table assessment of events as they occur and by agreeing on a course of action to overcome specific problems areas or situations. Normally, an agreed course of action will be implemented by municipal departments functioning primarily within their own spheres. However, from time to time, it may become necessary for the MCG to adopt and implement a joint plan of action which could involve two or more departments operating in unison. In this latter situation, it would be necessary for the MCG to determine which department will have the greater commitment and to appoint on- site co-ordinators accordingly. Thereafter, until emergency operations conclude and in consonance with MCG directions, other departments will act in support of whichever department is exercising on -site co-ordination of operation of operations. The Administrative Framework is provided in **Figure 2** of this By- Law.

## 2.4 COMMUNICATIONS AND CO-ORDINATION

An important function of every department is to provide timely information for the MCG Decision making process. This will necessitate reliable systems of communication between the emergency site and the MSG Operation Centre for every department involved. Radio communications are least susceptible to damage or interruption in times of emergency. However, if telephones are to provide this vital medium of communication, the operation centre must be sufficiently large to accommodate both information gathering and display activities and provide room for the MCG to function.

Once decisions have been taken by the MCG, it is essential they be quickly and accurately passed to every response agency and, where necessary, to the public. That vital function will normally fall to the Chief Administrative Officer/Treasurer and be responsible for co-ordinating the activities of the operations centre and for ensuring good communication between all agencies involved in emergency operations.

## 3.0 ACTIVATING THE PLAN

This plan will be formally activated when an emergency is considered by the Municipal Control Group through the Head Council to be of such magnitude as to warrant its use.

## 3.1 PRELIMINARY PHASE

In the preliminary phase, the senior officers of the Ontario Provincial Police detachment in Mattawa, and other necessary services (eg: Fire and Ambulance) on-site will gather soon after arrival and assess the incident.

- 3.1.1 If the incident can be dealt with under normal procedures, then the response continues.
- 3.1.2 If the incident could expand to become a community emergency, then the on duty officer with the Ontario Provincial Police will send an advisory to the municipal Control Group by contacting the Mayor or Chief Administrative Officer/Treasurer, Clerk or Deputy Clerk Treasurer (see **Figure 2**). Monitoring should continue.

### 3.2 SECONDARY PHASE

The secondary phase of activation will be made by a member of the Municipal Control Group, who receives the initial warning or arrives first on the scene of the emergency.

- 3.2.1 The notification may be activated by the Chief Administrative Officer/Treasurer, Chief Fire Official, Senior Officer OPP, Municipal Law Enforcement Officer or Public Works Supervisor.
- 3.2.2 Upon activation, the notification process will be carried out at once by the OPP Communication Centre in North- Bay who will give a description of the emergency, instruction to remain on standby or assemble at the command centre.
- 3.2.3 Persons on the notification list will be called in order starting with the Mayor until one in each group is contacted. **(Figure 2)**
- 3.2.4 If the primary person cannot be reached at any of the listed numbers, telephone the alternate. **Note and record time of attempted contact.**
- 3.2.5 If neither can be reached, go to the next appointment on the list.
- 3.2.6 Once the end of the list has been reached, try again to reach those who were not available on the first attempt.
- 3.2.7 Record the exact time each person was reached, or the time of attempted contact.
- 3.2.8 In the event that neither contact person is reached the Head Council may formally request the co- operation from other agencies.

### 3.3 OPERATIONAL PHASE

On receiving the Emergency Alert, the members of the Municipal Control Group will assemble at the Municipal Building at 160 Water Street or alternate area. Radio Communication system will be established at the site.

- 3.3.1 The Chief Administrative Officer/Treasurer will exercise overall control, pending the arrival of the Mayor or Alternate, at the Command Centre.
- 3.3.2 All Municipal Departments will provide, if required, radio-equipped vehicles or cell phones will be used (if operational) for the use of the Municipal Control Group.
- 3.3.3 Other organizations and agencies may be contacted for assistance.

### **3.4 INFORMATION - MEDIA**

The head of Council will act as Public Information Officer, and with the approval of the Municipal Control Group will make contact with the local media at the earliest possible opportunity to release information.

- 3.4.1 The Public Information Officer or his/ her designate, with the Municipal Control Group approval, will arrange for the safe conduct of Media Representatives to a point as close as possible to the incident site as soon as possible. Such site visits may be repeated from time to time during the emergency if deemed to be safe and feasible.
- 3.4.2 Media contact with members of the Municipal Control Group will be through the Public Information Officer only.

### **4.0 RESPONSIBILITIES OF THE HEAD OF COUNCIL**

- 4.1 The responsibility and functions of the Mayor in an Emergency will be as follows:
  - 4.1.1 On the advice of the other members of the Municipal Control Group, officially declare an emergency to exist.
  - 4.1.2 On the advice of the other members of the Municipal Control Group, officially declare the emergency terminated.
  - 4.1.3 On consultation with members of the Municipal Control Group, request senior Government assistance.
  - 4.1.4 As Head of Council, inform other members of Council of incident status from time to time.
  - 4.1.5 Consult with the Chief Administrative Office/Treasurer on press releases.
  - 4.1.6 Chair the meetings of the Municipal Control Group.
  - 4.1.7 Arrange and coordinate telecommunication systems between the Emergency Operations Control Groups and the Emergency Site Manager and response team on site.

### **5.0 RESPONSIBILITIES OF THE MUNICIPAL CONTROL GROUP**

- 5.1 In the responsibilities of the Municipal Control Group in an Emergency will be as follows:
  - 5.1.1 Declaring an emergency to exist
  - 5.1.2 Designating any area in the municipality as an “emergency area”
  - 5.1.3 Authorizing expenditures of funds for implementing the emergency plan.

- 5.1.4 Evacuating those buildings or selections within an emergency area which are themselves considered to be dangerous in which the occupants are considered to be in danger from some other source.
- 5.1.5 Dispersing of groups of people who, by their presence, are considered to be in danger, or whose presence hinders in any way the efficient functioning of the operation.
- 5.1.6 Discontinuing utilities or services provided by public or private concerns without advising any consumers in the municipality if necessary, or when continuation of such utilities or services constitutes a hazard to public safety within emergency area.
- 5.1.7 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.
- 5.2 Calling in and employment of any municipal personnel and equipment which is required in the emergency.
- 5.3 Arranging assistance from senior levels of government, volunteers, or of other personnel and equipment and other agencies not under municipal control as may be required by the emergency.
- 5.4 Establishing a reporting and inquiry centre to handle individual requests for information concerning any aspect of the emergency.

**6.0 RESPONSIBILITIES OF THE CHIEF ADMINISTRATIVE OFFICER/TREASURER**

- 6.1 The Chief Administrative Officer/Treasurer will perform the duties and responsibilities of an "Operation Officer" as such he/she will:
  - 6.1.1 Activate the emergency notification system.
  - 6.1.2 Organize and supervise the Operations Centre and, in particular make arrangements for obtaining and displaying up to date information at all times, including the scheduling of regular meetings.
  - 6.1.3 Advising the Mayor on policies and procedures, as appropriate.
  - 6.1.4 Advise the Head of Council on Administration matters.
  - 6.1.5 Be responsible for media arrangements after consulting with the Mayor and assist in the preparation and issue of press and public announcements
  - 6.1.6 in consultation with the Emergency Operations Control Group.
  - 6.1.7 Calling out additional municipal staff to provide assistance as required.

- 6.1.8 Coordinating and advising supervising staff in municipal departments on basic training in the area of emergency procedures.
- 6.1.9 Arranging for support clerical assistance for the discussions and actions of the Emergency Control Groups.

## **7.0 RESPONSIBILITIES OF THE ONTARIO PROVINCIAL POLICE**

- 7.1 Upon learning of a potential emergency, the Senior Police Official or alternate should consider the possible need for activation of the emergency plan and, if warranted, he should trigger the alert system.

As a member of the MCG, he/she would perform the following additional functions and responsibilities:

- 7.1.1 Provide the Head of Council with information and advice on law enforcement matters.
- 7.1.2 If appropriate, appoint an 'on-site coordinator' to control operations at the scene of an emergency.
- 7.1.3 Seal off the area of concern.
- 7.1.4 Control and, if necessary, disperse crowds within the emergency area.
- 7.1.5 Control the movement of emergency vehicles to and from the site of the site of the emergency.
- 7.1.6 Coordinate police operations with other municipal departments and arrange for additional supplies and equipment when needed, i.e., barriers and flashers etc.
- 7.1.7 Conduct evacuation of buildings or areas when ordered by Head of Council.
- 7.1.8 Arrange for maintenance or law and order in temporary facilities, e.g. evacuation centers.
- 7.1.9 Protect property in the emergency area.
- 7.1.10 Arrange for additional police assistance, if required.
- 7.1.11 Advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under the Coroner's Act.

## **8.0 RESPONSIBILITIES OF THE FIRE DEPARTMENT**

- 8.1 Upon learning of a potential emergency, the Senior Fire Official or alternate should consider the need for possible activation of the emergency plan, and if warranted he should trigger the emergency alert system. Thereupon he should report to the operation Centre to sit as a member of the MCG and perform the following additional functions and responsibilities:

- 8.1.1 Provide Head of Council with information and advise on fire fighting matters.
- 8.1.2 Develop and maintain a system for alternating MCG members in an emergency.
- 8.1.3 If appropriate, appoint an 'on- site coordinator' to control operations at the scene of an emergency.
- 8.1.4 Inform the Mutual Aid fire coordinator and trigger mutual aid arrangements for the provision of additional fire fighting manpower and equipment if needed.
- 8.1.5 Determine if additional or special equipment is needed and recommend possible sources of supply, e.g. breathing apparatus, protective clothing, etc; and
- 8.1.6 Provide assistance to other municipal departments and agencies and be prepared to take charge or contribute to non- fire fighting operations if necessary, e.g., rescue, first aid, casualty, collection, etc.
- 8.1.7 Assist the Ontario Provincial Police in conducting any required evacuations.

## **9.0 RESPONSIBILITIES OF THE PUBLIC WORKS SUPERVISOR**

- 9.1 Upon learning of a potential emergency, the Public Works Supervisor or alternate should consider the need for the possible activation of the emergency plan, and, if warranted he should trigger the emergency alert system. Thereupon he should report to the Operation Centre to sit as a member of the MCG and perform the following additional functions and responsibilities:
  - 9.1.1 Provide Head of Council with information and advise on public works matters.
  - 9.1.2 If appropriate, appoint an 'on-site coordinator' to control operations at the scene of an emergency. Provide assistance in the event of chemical spills.
  - 9.1.3 Maintain liaison with environment agencies and be prepared to conduct relief or preventative operations.
  - 9.1.4 Arrange for contingency plans relating to reduction or termination of municipal water distribution in the event of incidents affecting drinking water.
  - 9.1.5 Provide materials, supplies and equipment and if not otherwise available, make arrangements for sources of supply from neighbouring municipalities, private contractors, etc.



- 9.1.6 Assist traffic control, evacuations, etc., by clearing emergency routes, marking obstacles, providing road signs, etc.
- 9.1.7 The monitoring of water supplies, advice or treatment methods, monitoring to prevent pollution of selected sources, and sampling of system to ensure quality.
- 9.1.8 Waste disposal, including sanitary and liquid waste.
- 9.1.9 Maintain liaison with private utility companies (hydro, gas, telephone, etc.) and make recommendations for discontinuation of any utility, public or private, where necessary in the interest of public safety.
- 9.1.10 Re-establish essential services at the conclusion of an emergency.
- 9.1.11 Obtain information on rising flood waters as required.
- 9.1.12 Arrange for demolition of unsafe buildings.
- 9.1.13 Advise Ontario Provincial Police on alternate traffic routes.

**10.0 RESPONSIBILITIES OF THE RECREATION DIRECTOR**

- 10.1 Will work in conjunction with the MCG to help provide needed facilities for those in need.
- 10.2 Assist with coordinating the Health Unit, Emergency Ambulance and Hospital services and any other areas requiring assistance.

**11.0 RESPONSIBILITIES OF THE COMMUNITY EMERGENCY MANAGEMENT COORDINATOR/BY-LAW ENFORCEMENT OFFICER**

- 11.1 Activating and arranging the Emergency Operations Centre.
- 11.2 Ensure that security is in place for the EOC and registration of CCG members.
- 11.3 Ensure that all members of the CCG have necessary plans, resources, supplies, maps and equipment.
- 11.4 Assist Ontario Provincial Police in crowd dispersion, traffic control, to facilitate the movement of emergency vehicles both in and out of the emergency area.
- 11.5 Keep the Public Information Officer informed on events at the site.
- 11.6 Liaison between Emergency Site and Operation Centre (Communication Officer).
- 11.7 Ensuring liaison with community support agencies.
- 11.8 Ensure volunteer coordination.

## **12.0 RESPONSIBILITIES OF THE DISTRICT HEALTH UNIT**

12.1 The responsibilities of the District Health Unit in a Peacetime Emergency will be as follows:

- 12.1.1 Coordinates public health services with various Emergency Control Group members and related agencies in the Emergency Operations Centre;
- 12.1.2 Provides advice to the public and local health care professionals on matters which may adversely affect public health within North Bay and Parry Sound District (e.g. toxic spills, water quality, air quality);
- 12.1.3. Liaises with Ontario Ministry of Health and Long Term-Care, Public Health Division and area Medical Officers of Health as required to augment and coordinate a public health response as required;
- 12.1.4. Coordinates the surveillance and response to communicable disease-related emergencies or anticipated epidemics according to Ministry of Health and Long Term-Care directives;
- 12.1.5. Ensures the coordination of vaccine/antiviral storage, handling and distribution across North Bay and Parry Sound;
- 12.1.6. Initiates and implements mass vaccination clinics during outbreaks of disease within affected municipalities in North Bay and Parry Sound District;
- 12.1.7. Liaises with Director of Public Utilities or alternate within affected municipalities to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities;
- 12.1.8. Provides inspection of evacuation centres, makes recommendations and initiates remedial action in areas of accommodation standards related to:
  - a) Overcrowding, sewage and waste disposal;
  - b) Monitoring of water supply, air quality, sanitation;
  - c) Food handling, storage, preparation, distribution and service;
- 12.1.9. Liaises with local social service agencies on areas of mutual concern regarding evacuation centres related to public health information;
- 12.1.10. Advises on or orders any necessary evacuation, isolation or quarantine measures;
- 12.1.11. Provides instruction and health information through public service announcements and information networks;
- 12.1.12. Issues orders if necessary, to mitigate or eliminate health hazards as per the Health Protection and Promotion Act;
- 12.1.13. In the event of mass casualties, the health unit will monitor the situation to ensure early and sanitary disposition of human remains in order to minimize the spread of disease;
- 12.1.14. Liaises with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance when necessary.

## **13.0 RESPONSIBILITIES OF THE EMERGENCY AMBULANCE, HOSPITAL AND PHYSICIANS SERVICES**

13.1 The responsibilities of the Emergency Ambulance, Hospital and Physicians Services are as follow:

- 13.1.2 Establish facilities at the incident site for on-scene triage and communications with local hospitals.

- 13.1.3 Coordinate the response of all Emergencies Medical and Hospital services and facilities.
- 13.1.4 Arrange for mass ambulance transportation where required.
- 13.1.5 Arrange for a balance distribution of casualties to hospitals.
- 13.1.6 Arrange for relocation of patients to other hospitals outside of the municipality, if necessary.
- 13.1.7 Coordinate and develop individual Hospital Contingency Plans.

**14.0 RESPONSIBILITIES AND FUNCTIONS OF PUBLIC AND PRIVATE UTILITIES**

- 14.1 The responsibilities and functions of Hydro One, Trans Canada Pipelines, Embridge, Bell Canada, and any other Utilities in an Emergency will be as follows:
  - 14.1.1 Provide an Emergency Site Manager (ESM) as required, at the direction of the Emergency Operations Control Group (EOCG).
  - 14.1.2 Utilities Managers, if requested will send a representative to advise the Emergency Control Group.
  - 14.1.3 Utilities will generally follow their usual Emergency procedures, but will coordinate actions with the Emergency Operations Control Group.
  - 14.1.4 Utilities will have responsibility for the following general functions:
    - k) calling out staff to the disaster site, checking buildings for safety and, where necessary, cutting off supplies.
    - ii) restoration of services, if interrupted, on a priority basis. This is to be decided by the Emergency Operations Control Group in consultation with suppliers.
    - iii) discontinuation of services to any customer or group of consumers when authorized by the Emergency Operations Control Group, and where this is considered necessary in the interests of public safety.
    - iv) provision of alternate supplies, where necessary and practicable, e.g., temporary electricity lines.

**15.0 RESPONSIBILITIES OF COMMUNITY SERVICES**

- 15.1 The responsibilities of Community Services in an Emergency will be as follows:
  - 15.1.1 Provide social services assistance to any person in need of food, accommodation, clothing, financial and personal counselling due to the emergency situation.

- 15.1.2 Arrange for the opening, operation, direction and supervision of sufficient Emergency Welfare Centres required to provide the immediate emergency social services needed. **(District of Nipissing Social Services Administration Board)**
- 15.1.3 Arrange for and coordinate assistance from the volunteer agencies within the community to carry out the social services functions (e.g. Red Cross, Salvation Army, Church Groups, Local Business & Industry) as required.
- 15.1.4 Arrange for the establishment of registration and inquiry centre or centres as required with the assistance of the local Red Cross.
- 15.1.5 Advise the Emergency Operations Control Group if Senior Government assistance is required for emergency social services.
- 15.1.6 Establish and maintain an internal Contingency plan for the provision of emergency social services.

## **16.0 UPDATE**

- 16.1 It will be the responsibility of the Municipal By-Law Enforcement Officer to review the Appendices to this document on a semi-annual basis for correctness of names and telephone numbers, and distribute any changes to the appropriate agencies and personal and advise the Chief Administrative Officer/Treasurer.
- 16.2 It will be the responsibility of the Municipal By-Law Enforcement Officer to convene periodic meetings of the Municipal Control Group in order to review the public and private manpower and equipment resources available to deal with Municipal Emergencies.
- 16.3 It will be the responsibility of the Chief Administrative Officer/Treasurer to conduct an Incident Debriefing with the affected agencies within a reasonable time period after a recorded emergency incident occurs.
- 16.4 It will be the responsibility of the local Municipal By-Law Enforcement Officer to update the Community Emergency Plan as needed.
- 16.5 It will be the responsibility of the local Municipal By-Law Enforcement Officer to conduct annual training for the Community Control Group and Emergency Centre staff.
- 16.6 It will be the responsibility of the local Municipal By-Law Enforcement Officer to conduct an annual exercise to evaluate the Community Emergency Response plan.



7.3

## INFORMATION REPORT

**PREPARED FOR:** MAYOR BACKER & MEMBERS OF COUNCIL

**PREPARED BY:** WAYNE CHAPUT, BY-LAW ENFORCEMENT OFFICER

**TITLE:** EMERGENCY MANAGEMENT PROGRAM & EMERGENCY  
RESPONSE PLAN BY-LAW

**DATE:** MONDAY NOVEMBER 9, 2020

**REPORT:** 2020-86R

---

Please find attached the Emergency Management Program & Emergency Response Plan By-Law for your consideration.

# The Corporation of the Town of Mattawa

## By-law 2020-??

### Emergency Management Program and Emergency Response Plan By-law

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

---

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

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

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

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

NOW THEREFORE the Council of the Corporation of the Town of Mattawa hereby enacts as follows:

## **Emergency Management Program**

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

## **Emergency Response Plan**

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

## **Community Emergency Management Coordinator**

6. The By-law Enforcement Officer, is hereby appointed as the primary community emergency management coordinator (the "CEMC") responsible for the emergency management program for the Town including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.

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

### **Emergency Management Program Committee**

8. The persons from time to time holding the following positions in the municipality, or their designates, shall be members of the Emergency Management Program Committee:
  - a. Chief Administrative Officer/Treasurer
  - b. CEMC and Alternates CEMCs
  - c. Public Works Supervisor
  - d. \* Clerk/ Deputy Treasurer
  - e. O.P.P.
  - f. Fire Chief
  - g. Head of Council (Mayor)
  - h. One additional member of council, appointed by council resolution
  - i. \* North Bay and District Health Unit
  - j. \* Red Cross

\* Non-voting member not to count as part of quorum.

9. The CAO is hereby appointed as chair of the Emergency Management Program Committee.

10. The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

### **Emergency Control Group**

11. The persons from time to time holding the following positions in the municipality, shall be members of the Emergency Control Group (ECG):
  - a. Head of Council – Mayor or alternate
  - b. Chief Administrative Officer/Treasurer or alternate
  - c. CEMC/By-law Officer or alternate
  - d. Clerk/Deputy Treasurer or alternate
  - e. O.P.P. Detachment Commander or alternate
  - f. Public Works Supervisor or alternate
  - g. Fire Chief or alternate

### **Support Group**

12. The persons from time to time holding the following positions in the municipality, shall be members of the support group:
  - a. Alternates to the above
  - b. Recreation and Facilities manager



- c. Public and private utilities
- d. EMO
- e. Red Cross
- f. L.I.P.I.
- G. Salvation Army

### **Emergency Operations Centre**

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

### **Emergency Information Officer**

14. The Town's Head of Council 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.

### **Administration**

15. The Plan shall be made available to the public for inspection and copying at the Municipal Office, 160 Water Street during regular business hours.
16. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.
17. By-laws 2004-24, 2014-27 and 2016-09 are hereby repealed.

READ A FIRST and SECOND time, this 09<sup>th</sup> day of November, 2020.

READ A THIRD time and FINALLY PASSED this 09<sup>th</sup> day of November, 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



**Schedule "A" to By-law No. 20-??**

**CORPORATION OF THE TOWN OF MATTAWA  
COMMUNITY EMERGENCY RESPONSE PLAN**

This Plan is considered a public document according to the provisions of the Emergency Management and Civil Protection Act. However, this Plan also contains information that should not be circulated at large due to privacy /security issues.

Therefore, this Town of Mattawa Emergency Response Plan will be distributed both internally (restricted) and externally (public) as follows:

### **Restricted Distribution**

Copies of this Plan that include any appendices / attachments, which are considered confidential, are distributed only to persons who receive the Restricted Circulation List.

### **Public Distribution**

Copies of this Plan that do not include any appendices / attachments, which are considered confidential, are available for public viewing / distribution at:

- The municipal office located at 160 Water Street, Mattawa, Ontario
- The Town of Mattawa website at [www.mattawa.ca](http://www.mattawa.ca)

### **Record of Amendments**

Any time this Plan is revised, an updated Record of Amendments will be produced and circulated to all persons noted in the Restricted Circulation List.

**COMMUNITY EMERGENCY RESPONSE PLAN FOR MATTAWA**  
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## INTRODUCTION

Emergencies are defined as situations or impending situations that constitute 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. They affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Town of Mattawa.

The population of the Town of Mattawa is approximately 2500 residents.

In order to protect residents, businesses and visitors, the Town of Mattawa requires a coordinated emergency response by a number of agencies under the direction of the Community Control Group. These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services.

The Town of Mattawa Emergency Management Committee developed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Town of Mattawa with important emergency response information related to:

- Arrangements, services and equipment; and
- Roles and responsibilities in an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Town of Mattawa Emergency Response Plan may be viewed at the Town Offices and at [www.mattawa.ca](http://www.mattawa.ca). For more information, please contact:

Wayne Chaput Community Emergency Management Coordinator (CEMC)  
Municipal Office  
Town of Mattawa  
705-744-5611, extension 203

## AIM

The aim of this plan is to make provision for extraordinary arrangements and measures that may have to be taken to safeguard protect the health, safety, welfare, environment and economic health of the resident, businesses and visitors of the Town of Mattawa when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in the Town of Mattawa, and meets the legislated requirements of the *Emergency Management and Civil Protection Act*.

Emergencies can occur within the Town of Mattawa, and the most likely are:

- ❖ Natural
  - Floods
  - Snowstorms/Blizzards
  - Water Emergencies
  - Ice/Sleet Storms
  - Etc.
  
- ❖ Technological
  - Explosions/Fires
  - Hazardous Materials Transportation Accidents
  - Transportation Accidents
  - Critical Infrastructure Failures
  - Etc.
  
- ❖ Human
  - Pandemics

This is the master plan that describes the Town Mattawa approach to managing emergency response which is to integrate the efforts and resources of all departments of the Corporation and agencies and local boards under the jurisdiction of the Town Council, other governments, the private sector, and non-governmental organizations. The document includes the structure and operations procedures, preparedness guidelines, roles and responsibilities, and plan maintenance instructions. This Plan forms part of the Emergency Management Program Bylaw, and as such, requires Town Council to review and approve the Plan.

The Confidential / Appendices do not form part of the Plan. The plan appendices may be confidential and provide more detailed relevant information that may require frequent updating, be of a technical nature or is sensitive or personal information the release of which could pose a security threat or violate freedom of information or privacy legislation.

For further details, please contact the Community Emergency Management Coordinator

## AUTHORITY

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

The *EMCPA* states that:

“The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect 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 Corporation of the Town of Mattawa By-law 2020 - ??*; and
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

### **a) *Definition of an Emergency***

The EMCPA 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 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.”

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



## IMPLEMENTATION AND PROCEDURES

1. Emergencies could arise with or without warning. This plan takes into account and is intended to deal with the worst case, a situation that develops without warning.
2. An emergency will usually be reported or discovered by either police or fire services who would in any event be among the first to be called to the scene of a potential emergency. A senior member of the police and the fire services or possibly some other member of the Municipal Control Group should personally assume control at the site of an emergency or arrange for an on site coordinator to take charge immediately and then, depending upon the situation, he/she may make a decision to alert and assemble the **Municipal Control Group**.

## **DISTRIBUTION OF COPIES**

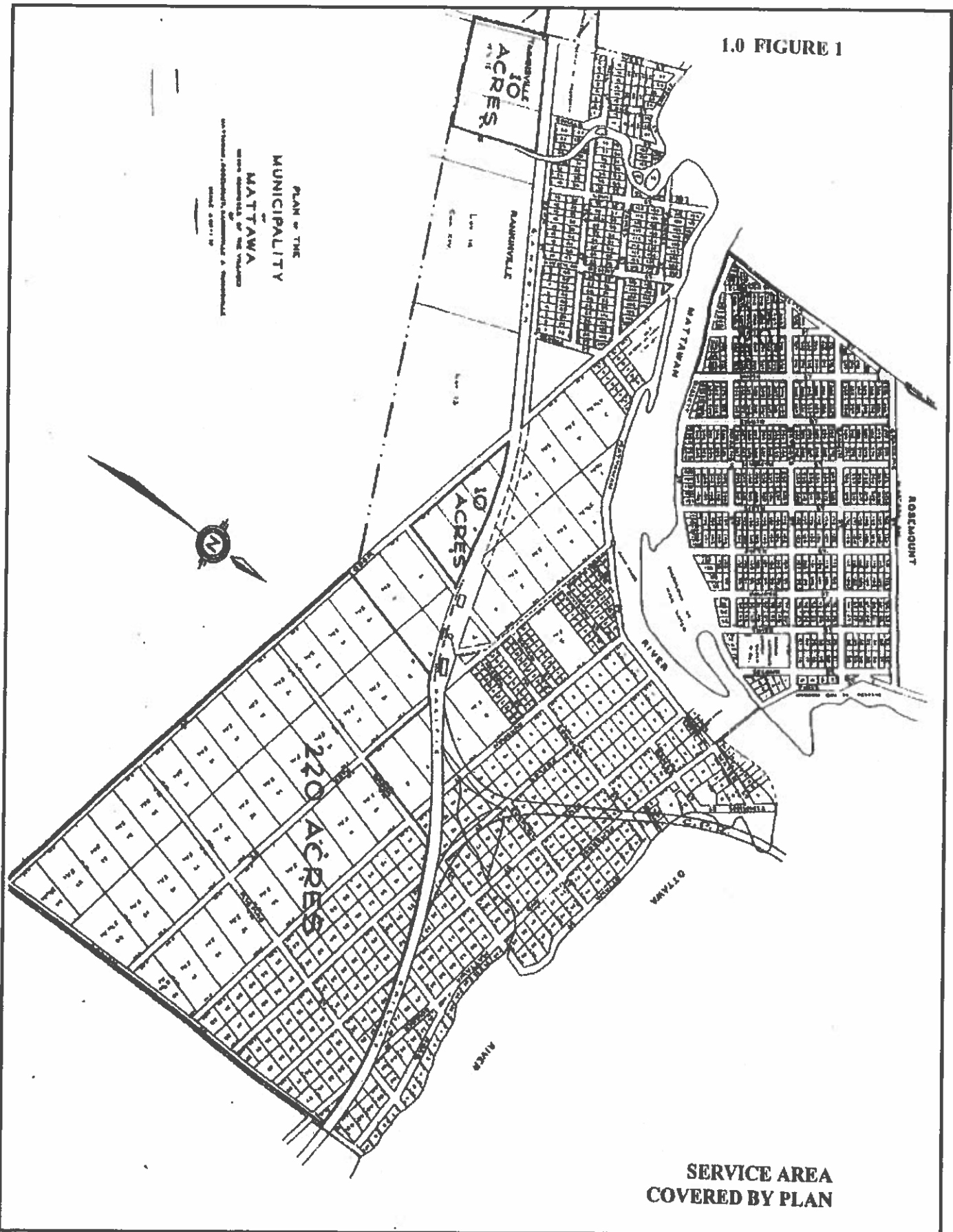
Copies of the Emergency Plan with Confidential Appendices are available with:

- Head of Council
- Chief Administrative Officer / Treasurer
- O.P.P. (Mattawa Detachment)
- Fire Chief
- By-Law Enforcement Officer / CEMC
- Public Works Supervisor

Copies of the Emergency Plan without Confidential Appendices are available with:

- Recreation Director
- Emergency Management Ontario (E.M.O)
- Ambulance / Hospital
- North Bay and District Health Unit
- Municipal office front counter

1.0 FIGURE 1



1.0 FIGURE 2

**ADMINISTRATIVE FRAMEWORK**

**MUNICIPAL CONTROL GROUP**

- A) Head of Council (or Designate)
- B) Chief Administrative Officer/ Treasurer or alternate
- C) Ontario Provincial Police Detachment Commander or alternate
- D) Fire Chief or alternate
- E) Community Emergency Management Coordinator/  
By- Law Enforcement Officer or alternate
- F) Public Works Supervisor
- G) Clerk/Deputy Treasurer

**SUPPORT GROUP**

- |                                 |                        |
|---------------------------------|------------------------|
| A) Public and private utilities | H) DNSSAB              |
| B) Industry Representatives     | I) Public Health Unit  |
| C) School Boards                | J) Recreation Director |
| D) Transportation Companies     | K) EMO                 |
| E) Suppliers                    | L) EMS                 |
| F) Caterers                     |                        |
| G) Churches                     |                        |

**Federal & Provincial Government**

- Assistance if required
- Technical expertise

**Local Emergency Response Agencies**

- Front- line response/ assessment
- Monitoring
- Plan activation

1.0 FIGURE 3

**COMMUNITY EMERGENCY PROCEDURAL FLOW CHART**

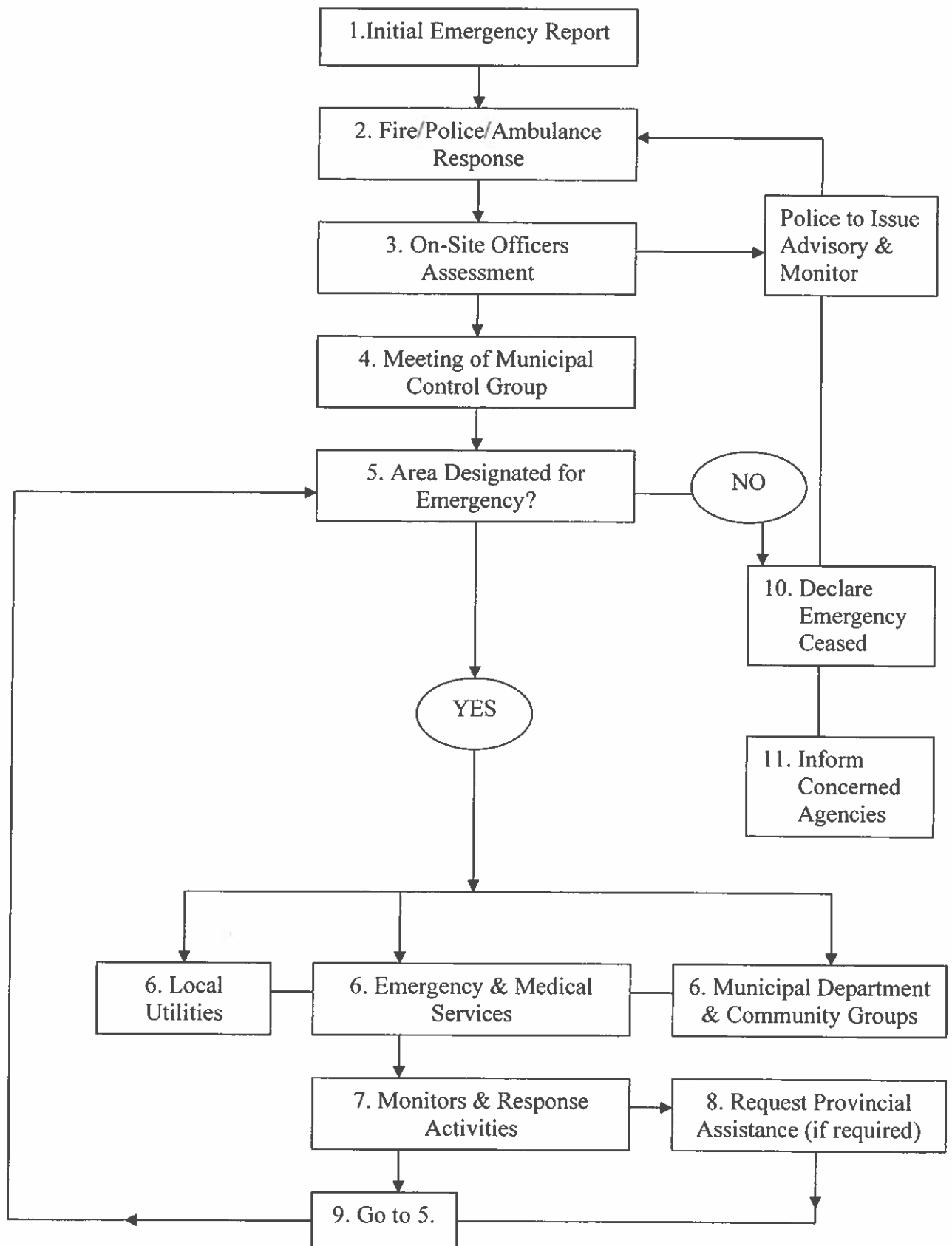


Figure 3

## **2.0 COMPOSITION OF THE EMERGENCY OPERATIONS**

### **2.1 MUNICIPAL CONTROL GROUP**

Emergency operation will be directed and controlled by the elected and appointed official's listed hereunder who will assemble for this purpose at an Operation Centre. This group will be known as the **Municipal Control Group (MCG)** and will be composed of the persons below and as illustrated in **Section 1, Figure 2** of this By-Law.

- a) Head of Council or designate
- b) Chief Administrative Officer / Treasurer
- c) O.P.P. Detachment Commander or alternate
- d) Fire Chief or alternate
- e) Community Emergency Management Coordinator / By- Law Enforcement Officer
- f) Public Works Supervisor
- g) Clerk/Deputy Treasurer

### **2.2 SUPPORT GROUP**

If required, a support group may be formed from members of the public and private agencies having specialist knowledge and advice to give. This group drawn from organizations listed hereunder may be called upon individually or be asked to deliberate and make recommendations collectively. Such agencies are listed in **Section 1, Figure 2** of this By-Law.

- a) Public and private utilities
- b) Provincial and Federal Government Ministries
- c) Industry representatives such as chemical manufacturers
- d) School boards
- e) Transportation Companies
- f) Suppliers
- g) Caterers
- h) Churches
- i) Public Health Unit
- j) Recreation Director

## 2.3 GENERAL

The role of the **Municipal Control Group** probably can best be accomplished by round table assessment of events as they occur and by agreeing on a course of action to overcome specific problems areas or situations. Normally, an agreed course of action will be implemented by municipal departments functioning primarily within their own spheres. However, from time to time, it may become necessary for the MCG to adopt and implement a joint plan of action which could involve two or more departments operating in unison. In this latter situation, it would be necessary for the MCG to determine which department will have the greater commitment and to appoint on-site co-ordinators accordingly. Thereafter, until emergency operations conclude and in consonance with MCG directions, other departments will act in support of whichever department is exercising on-site co-ordination of operation of operations. The Administrative Framework is provided in **Figure 2** of this By- Law.

## 2.4 COMMUNICATIONS AND CO-ORDINATION

An important function of every department is to provide timely information for the MCG Decision making process. This will necessitate reliable systems of communication between the emergency site and the MSG Operation Centre for every department involved. Radio communications are least susceptible to damage or interruption in times of emergency. However, if telephones are to provide this vital medium of communication, the operation centre must be sufficiently large to accommodate both information gathering and display activities and provide room for the MCG to function.

Once decisions have been taken by the MCG, it is essential they be quickly and accurately passed to every response agency and, where necessary, to the public. That vital function will normally fall to the Chief Administrative Officer/Treasurer and be responsible for co-ordinating the activities of the operations centre and for ensuring good communication between all agencies involved in emergency operations.

## 3.0 ACTIVATING THE PLAN

This plan will be formally activated when an emergency is considered by the Municipal Control Group through the Head Council to be of such magnitude as to warrant its use

### 3.1 PRELIMINARY PHASE

In the preliminary phase, the senior officers of the Ontario Provincial Police detachment in Mattawa, and other necessary services (eg: Fire and Ambulance) on-site will gather soon after arrival and assess the incident.

3.1.1 If the incident can be dealt with under normal procedures, then the response continues.

3.1.2 If the incident could expand to become a community emergency, then the on duty officer with the Ontario Provincial Police will send an advisory to

2

the municipal Control Group by contacting the Mayor or Chief Administrative Officer/Treasurer, Clerk or Deputy Clerk Treasurer (see **Figure 2**). Monitoring should continue.

### **3.2 SECONDARY PHASE**

The secondary phase of activation will be made by a member of the Municipal Control Group, who receives the initial warning or arrives first on the scene of the emergency.

- 3.2.1 The notification may be activated by the Chief Administrative Officer/Treasurer, Chief Fire Official, Senior Officer OPP, Municipal Law Enforcement Officer or Public Works Superintendent
- 3.2.2 Upon activation, the notification process will be carried out at once by the OPP Communication Centre in North- Bay who will give a description of the emergency, instruction to remain on standby or assemble at the command centre.
- 3.2.3 Persons on the notification list will be called in order starting with the Mayor until one in each group is contacted. **(Figure 2)**
- 3.2.4 If the primary person cannot be reached at any of the listed numbers, telephone the alternate. **Note and record time of attempted contact.**
- 3.2.5 If neither can be reached, go to the next appointment on the list.
- 3.2.6 Once the end of the list has been reached, try again to reach those who were not available on the first attempt.
- 3.2.7 Record the exact time each person was reached, or the time of attempted contact.
- 3.2.8 In the event that neither contact person is reached the Head Council may formally request the co- operation from other agencies.

### **3.3 OPERATIONAL PHASE**

On receiving the Emergency Alert, the members of the Municipal Control Group will assemble at the Municipal Building at 160 Water Street or alternate area. Radio Communication system will be established at the site.

- 3.3.1 The Chief Administrative Officer/Treasurer will exercise overall control, pending the arrival of the Mayor or Alternate, at the Command Centre.
- 3.3.2 All Municipal Departments will provide, if required, radio-equipped vehicles or cell phones will be used (if operational) for the use of the Municipal Control Group.
- 3.3.3 Other organizations and agencies may be contacted for assistance

### **3.4 INFORMATION - MEDIA**



The head of Council will act as Public Information Officer, and with the approval of the Municipal Control Group will make contact with the local media at the earliest possible opportunity to release information.

3.4.1 The Public Information Officer or his/ her designate, with the Municipal Control Group approval, will arrange for the safe conduct of Media Representatives to a point as close as possible to the incident site as soon as possible. Such site visits may be repeated from time to time during the emergency if deemed to be safe and feasible.

3.4.2 Media contact with members of the Municipal Control Group will be through the Public Information Officer only.

#### **4.0 RESPONSIBILITIES OF THE HEAD OF COUNCIL**

4.1 The responsibility and functions of the Mayor in an Emergency will be as follows:

4.1.1 On the advice of the other members of the Municipal Control Group, officially declare an emergency to exist.

4.1.2 On the advice of the other members of the Municipal Control Group, officially declare the emergency terminated.

4.1.3 On consultation with members of the Municipal Control Group, request senior Government assistance.

4.1.4 As Head of Council, inform other members of Council of incident status from time to time.

4.1.5 Consult with the Chief Administrative Office/ Treasurer on press releases.

4.1.6 Chair the meetings of the Municipal Control Group

4.1.7 Arrange and coordinate telecommunication systems between the Emergency Operations Control Groups and the Emergency Site Manager and response team on site.

#### **5.0 RESPONSIBILITIES OF THE MUNICIPAL CONTROL GROUP**

5.1 In the responsibilities of the Municipal Control Group in an Emergency will be as follows:

5.1.1 Declaring an emergency to exist

5.1.2 Designating any area in the municipality as an "emergency area"

5.1.3 Authorizing expenditures of funds for implementing the emergency plan.

5.1.4 Evacuating those buildings or selections within an emergency area which

are themselves considered to be dangerous in which the occupants are considered to be in danger from some other source.

- 5.1.5 Dispersing of groups of people who, by their presence, are considered to be in danger, or whose presence hinders in any way the efficient functioning of the operation.
- 5.1.6 Discontinuing utilities or services provided by public or private concerns without advising any consumers in the municipality if necessary, or when continuation of such utilities or services constitutes a hazard to public safety within emergency area.
- 5.1.7 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.
- 5.2 Calling in and employment of any municipal personnel and equipment which is required in the emergency.
- 5.3 Arranging assistance from senior levels of government, volunteers, or of other personnel and equipment and other agencies not under municipal control as may be required by the emergency.
- 5.4 Establishing a reporting and inquiry centre to handle individual requests for information concerning any aspect of the emergency.

**6.0 RESPONSIBILITIES OF THE CHIEF ADMINISTRATIVE OFFICER/TREASURER**

- 6.1 The Chief Administrative Officer/Treasurer will perform the duties and responsibilities of an "Operation Officer" as such he/she will:
  - 6.1.1 Activate the emergency notification system.
  - 6.1.2 Organize and supervise the Operations Centre and, in particular make arrangements for obtaining and displaying up to date information at all times, including the scheduling of regular meetings.
  - 6.1.3 Advising the Mayor on policies and procedures, as appropriate.
  - 6.1.4 Advise the Head of Council on Administration matters.
  - 6.1.5 Be responsible for media arrangements after consulting with the Mayor and assist in the preparation and issue of press and public announcements
  - 6.1.6 in consultation with the Emergency Operations Control Group.
  - 6.1.7 Calling out additional municipal staff to provide assistance as required.
  - 6.1.8 Coordinating and advising supervising staff in municipal departments on basic training in the area of emergency procedures.

- 6.1.9 Arranging for support clerical assistance for the discussions and actions of the Emergency Control Groups.

## **7.0 RESPONSIBILITIES OF THE ONTARIO PROVINCIAL POLICE**

- 7.1 Upon learning of a potential emergency, the Senior Police Official or alternate should consider the possible need for activation of the emergency plan and, if warranted, he should trigger the alert system.

As a member of the MCG, he/she would perform the following additional functions and responsibilities:

- 7.1.1 Provide the Head of Council with information and advice on law enforcement matters.
- 7.1.2 If appropriate, appoint an 'on-site coordinator' to control operations at the scene of an emergency.
- 7.1.3 Seal off the area of concern.
- 7.1.4 Control and, if necessary, disperse crowds within the emergency area.
- 7.1.5 Control the movement of emergency vehicles to and from the site of the site of the emergency.
- 7.1.6 Coordinate police operations with other municipal departments and arrange for additional supplies and equipment when needed, i.e., barriers and flashers etc.
- 7.1.7 Conduct evacuation of buildings or areas when ordered by Head of Council.
- 7.1.8 Arrange for maintenance or law and order in temporary facilities, e.g. evacuation centers.
- 7.1.9 Protect property in the emergency area.
- 7.1.10 Arrange for additional police assistance, if required.
- 7.1.11. Advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under the Coroner's Act.

## **8.0 RESPONSIBILITIES OF THE FIRE DEPARTMENT**

- 8.1 Upon learning of a potential emergency, the Senior Fire Official or alternate should  
6  
consider the need for possible activation of the emergency plan, and if warranted he should trigger the emergency alert system. Thereupon he should report to the Operation Centre to sit as a member of the MCG and perform the following additional functions and responsibilities:

- 8.1.1 Provide Head of Council with information and advise on fire fighting matters.
- 8.1.2 Develop and maintain a system for alternating MCG members in an emergency.
- 8.1.3 If appropriate, appoint an 'on- site coordinator' to control operations at the scene of an emergency.
- 8.1.4 Inform the Mutual Aid fire coordinator and trigger mutual aid arrangements for the provision of additional fire fighting manpower and equipment if needed.
- 8.1.5 Determine if additional or special equipment is needed and recommend possible sources of supply, e.g. breathing apparatus, protective clothing, etc, and
- 8.1.6 Provide assistance to other municipal departments and agencies and be prepared to take charge or contribute to non- fire fighting operations if necessary, e.g., rescue, first aid, casualty, collection, etc.
- 8.1.7 Assist the Police Department in conducting any required evacuations.

## **9.0 RESPONSIBILITIES OF THE DIRECTOR OF PUBLIC WORKS**

- 9.1 Upon learning of a potential emergency, the Public Works Superintendent or alternate should consider the need for the possible activation of the emergency plan, and, if warranted he should trigger the emergency alert system. Thereupon he should report to the Operation Centre to sit as a member of the MCG and perform the following additional functions and responsibilities:
  - 9.1.1 Provide Head of Council with information and advise on public works matters.
  - 9.1.2 If appropriate, appoint an 'on-site coordinator' to control operations at the scene of an emergency. Provide assistance in the event of chemical spills.
  - 9.1.3 Maintain liaison with environment agencies and be prepared to conduct relief or preventative operations.
  - 9.1.4 Arrange for contingency plans relating to reduction or termination of municipal water distribution in the event of incidents affecting drinking water.
  - 9.1.5 Provide materials, supplies and equipment and if not otherwise available, make arrangements for sources of supply from neighbouring
    - 7
 municipalities, private contractors, etc.
  - 9.1.6 Assist traffic control, evacuations, etc., by clearing emergency routes, marking obstacles, providing road signs, etc.

- 9.1.7 The monitoring of water supplies, advice or treatment methods, monitoring to prevent pollution of selected sources, and sampling of system to ensure quality.
- 9.1.8 Waste disposal, including sanitary and liquid waste.
- 9.1.9 Maintain liaison with private utility companies (hydro, gas, telephone, etc.) and make recommendations for discontinuation of any utility, public or private, where necessary in the interest of public safety.
- 9.1.10 Re-establish essential services at the conclusion of an emergency.
- 9.1.11 Obtain information on rising flood waters as required.
- 9.1.12 Arrange for demolition of unsafe buildings.
- 9.1.13 Advise Police on alternate traffic routes.

**10.0 RESPONSIBILITIES OF THE RECREATION DIRECTOR**

- 10.1 Will work in conjunction with the MCG to help provide needed facilities for those in need.
- 10.2 Assist with coordinating the Health Unit, Emergency Ambulance and Hospital services and any other areas requiring assistance.

**11.0 RESPONSIBILITIES OF THE COMMUNITY EMERGENCY MANAGEMENT COORDINATOR/BY-LAW ENFORCEMENT OFFICER**

- 11.1 Activating and arranging the Emergency Operations Centre;
- 11.2 Ensure that security is in place for the EOC and registration of CCG members;
- 11.3 Ensure that all members of the CCG have necessary plans, resources, supplies, maps and equipment;
- 11.4 Assist Ontario Provincial Police in crowd dispersion, traffic control, to facilitate the movement of emergency vehicles both in and out of the emergency area;
- 11.5 Keep the Public Information Officer informed on events at the site;
- 11.6 Liaison between Emergency Site and Operation Centre (Communication Officer);
- 11.7 Ensuring liaison with community support agencies;
- 11.8 Ensure volunteer coordination

8

**12.0 RESPONSIBILITIES OF THE DISTRICT HEALTH UNIT**

- 12.1 The responsibilities of the District Health Unit in a Peacetime Emergency will be as Follows:

- 12.1.1 Coordinates public health services with various Emergency Control Group members and related agencies in the Emergency Operations Centre;
- 12.1.2 Provides advice to the public and local health care professionals on matters which may adversely affect public health within North Bay and Parry Sound District (e.g. toxic spills, water quality, air quality);
- 12.1.3. Liaises with Ontario Ministry of Health and Long Term-Care, Public Health Division and area Medical Officers of Health as required to augment and coordinate a public health response as required;
- 12.1.4. Coordinates the surveillance and response to communicable disease-related emergencies or anticipated epidemics according according to Minisrty of Health and Long Term-Care directives;
- 12.1.5. Ensures the coordination of vaccine/antiviral storage, handling and distribution across North Bay and Parry Sound;
- 12.1.6. Initiates and implements mass vaccination clinics during outbreaks of disease within affected municipalities in North Bay and Parry Sound District;
- 12.1.7. Liaises with Director of Public Utilities or alternate within affected municipalities to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities;
- 12.1.8. Provides inspection of evacuation centres, makes recommendations and initiates remedial action in areas of accommodation standards related to:
  - a) Overcrowding, sewage and waste disposal;
  - b) Monitoring of water supply, air quality, sanitation;
  - c) Food handling, storage, preparation, distribution and service;
- 12.1.9. Liaises with local social service agencies on areas of mutual concern regarding evacuation centres related to public health information;
- 12.1.10. Advises on or orders any necessary evacuation, isolation or quarantine measures;
- 12.1.11. Provides instruction and health information through public service announcements and information networks;
- 12.1.12. Issues orders if necessary, to mitigate or eliminate health hazards as per the Health Protection and Promotion Act;
- 12.1.13. In the event of mass casualties, the health unit will monitor the situation to ensure early and sanitary disposition of human remains in order to minimize the spread of disease;
- 12.1.14. Liaises with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance when necessary.

**13.0 RESPONSIBILITIES OF THE EMERGENCY AMBULANCE, HOSPITAL AND PHYSICIANS SERVICES**

- 13.1 The responsibilities of the Emergency Ambulance, Hospital and Physicians Services are as follow:
  - 13.1.2 Establish facilities at the incident site for on-scene triage and communications with local hospitals.
  - 13.1.3 Coordinate the response of all Emergencies Medical and Hospital services and facilities.
  - 13.1.4 Arrange for mass ambulance transportation where required.

- 13.1.5 Arrange for a balance distribution of casualties to hospitals.
- 13.1.6 Arrange for relocation of patients to other hospitals outside of the municipality, if necessary.
- 13.1.7 Coordinate and develop individual Hospital Contingency Plans.

**14.0 RESPONSIBILITIES AND FUNCTIONS OF PUBLIC AND PRIVATE UTILITIES**

14.1 The responsibilities and functions of Hydro One, Trans Canada Pipelines, Union Gas, Bell Canada, and any other Utilities in an Emergency will be as follows:

- 14.1.1 Provide an Emergency Site Manager (ESM) as required, at the direction of the Emergency Operations Control Group (EOCG).
- 14.1.2 Utilities Managers, if requested will send a representative to advise the Emergency Control Group.
- 14.1.3 Utilities will generally follow their usual Emergency procedures, but will coordinate actions with the Emergency Operations Control Group.
- 14.1.4 Utilities will have responsibility for the following general functions:
  - k) Calling out staff to the disaster site, checking buildings for safety and, where necessary, cutting off supplies.
  - ii) Restoration of services, if interrupted, on a priority basis. This is to be decided by the Emergency Operations Control Group in consultation with suppliers.
  - iii) Discontinuation of services to any customer or group of consumers when authorized by the Emergency Operations Control Group, and where this is considered necessary in the interests of public safety.
  - iv) Provision of alternate supplies, where necessary and practicable, e.g., temporary electricity lines.

**15.0 RESPONSIBILITIES OF COMMUNITY SERVICES**

15.1 The responsibilities of Community Services in an Emergency will be as follows:

- 15.1.1 Provide social services assistance to any person in need of food, accommodation, clothing, financial and personal counselling due to the emergency situation.
- 15.1.2 Arrange for the opening, operation, direction and supervision of sufficient Emergency Welfare Centres required to provide the immediate emergency social services needed. **(DDNSAB)**

- 15.1.3 Arrange for and coordinate assistance from the volunteer agencies within the community to carry out the social services functions (e.g. Red Cross, Salvation Army, Church Groups, Local Business & Industry) as required.
- 15.1.4 Arrange for the establishment of registration and inquiry centre or centres as required with the assistance of the local Red Cross.
- 15.1.5 Advise the Emergency Operations Control Group if Senior Government assistance is required for emergency social services.
- 15.1.6 Establish and maintain an internal Contingency plan for the provision of emergency social services.

## **16.0 UPDATE**

- 16.1 It will be the responsibility of the Municipal By-Law Enforcement Officer to review the Appendices to this document on a semi-annual basis for correctness of names and telephone numbers, and distribute any changes to the appropriate agencies and personal and advise the Chief Administrative Officer/Treasurer.
- 16.2 It will be the responsibility of the Municipal By-Law Enforcement Officer to convene periodic meetings of the Municipal Control Group in order to review the public and private manpower and equipment resources available to deal with Municipal Emergencies.
- 16.3 It will be the responsibility of the Chief Administrative Officer/Treasurer to conduct an Incident Debriefing with the affected agencies within a reasonable time period after a recorded emergency incident occurs.
- 16.4 It will be the responsibility of the local Municipal By-Law Enforcement Officer to update the Community Emergency Plan as needed.
- 16.5 It will be the responsibility of the local Municipal By-Law Enforcement Officer to conduct annual training for the Community Control Group and Emergency Centre staff.
- 16.6 It will be the responsibility of the local Municipal By-Law Enforcement Officer to conduct an annual exercise to evaluate the Community Emergency Response plan.



**From:** Page, Shannon (MNRF) [Shannon.Page@ontario.ca]  
**Sent:** Tuesday, August 04, 2020 9:56 AM  
**To:** Page, Shannon (MNRF)  
**Subject:** UOR Committee Terms of Reference  
**Attachments:** UOR\_Terms\_of\_Reference\_Final\_2020-07-31.pdf

- Copy to agenda
- Copy to Wayne + Pau
- Copy to Fran
- Copy to Emergency Plan
- Orig to MNRF

Good Morning UOR Committee,

Please see the attached final UOR Committee Terms of Reference (TOR). We have been able to finalize the TOR through the collaborative efforts of the UOR system dam owners/operators, Ottawa River Regulating Committee, North Bay-Mattawa Conservation Authority and several MNRF staff members. Thank you to everyone for their hard work on this document.

If you have any questions regarding the TOR please feel free to reach out to me via email. Alternatively, you can call my office number below and leave a voicemail. I will return your call as soon as possible.

I hope everyone is enjoying their summer and staying healthy.

*Shannon Page* | Resource Management Coordinator  
Ministry of Natural Resources and Forestry | North Bay District  
☎ 705-475-5597 | 📠 705-475-5500 | ✉ shannon.page@ontario.ca

In order for us to serve you better, please call to make an appointment with our staff, and please remember this is a fragrance-free workplace.

# Terms of Reference

## Upper Ottawa River Committee

### 1) Background

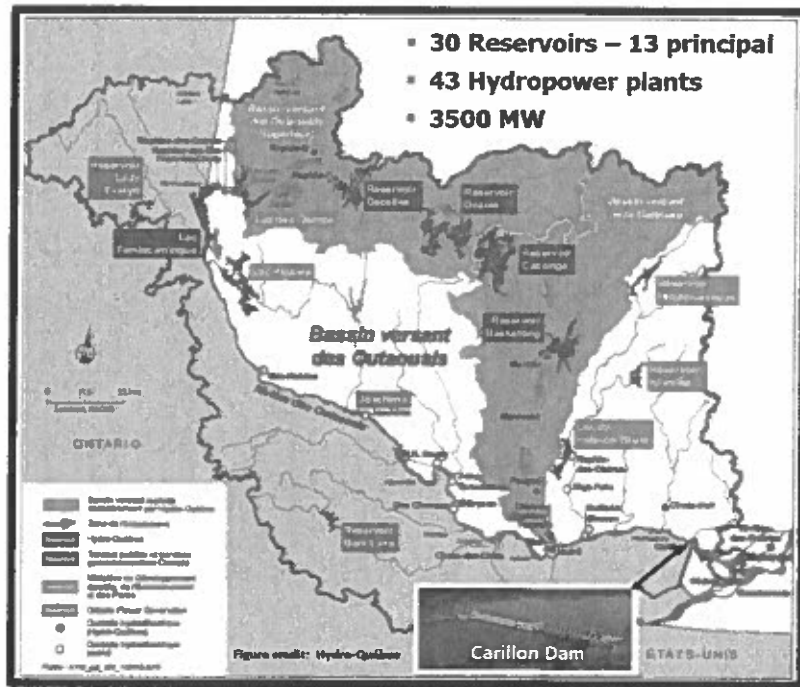
The Ottawa River is Canada's eighth largest river and the chief tributary of the St. Lawrence. Beginning in the Laurentian Mountains, it flows west before turning southeast to form a portion of the border between Ontario and Quebec. It drains an area twice the size of New Brunswick. The river traces through lakes and reservoirs including Dozois Reservoir, Grand lac Victoria, Lac Granet, Decelles Reservoir, Lac Simard and Lake Timiskaming. As the traditional territory of the Algonquin people, a key route in the fur trade and the site of a 19th-century timber boom, the Ottawa River has played an important role in Canada's history and economy. (Source: The Canadian Encyclopedia" James H. March & Nathan Baker, Nov. 30, 2018).

For the purposes of this document the Upper Ottawa River (UOR) area refers to the stretch of river that runs from Timiskaming to Mattawa (see Appendix 1) including waterways that flow into the Ottawa River from Ontario and Quebec. In Ontario these waterways include but are not limited to the Montreal and Mattawa Rivers. Figure 1 shows the systems in Quebec that flow into the Ottawa River and contribute to water levels and flows in the UOR area.

The MNR is the designated lead Ministry for seven hazards including the flood and drought hazard. MNR focusses on prevention and mitigation "keeping people out of hazard areas" and early warning to minimize loss of human life, injury, damage to property and the environment, and mitigation of economic and social disruption. The province provides assistance when required by municipalities and Indigenous communities. MNR has delegated the responsibility for the flood hazard to Conservation Authorities, where they exist, including the North Bay-Mattawa Conservation Authority (NBMCA).

Flooding along Ontario's rivers, lakes and streams can occur at any time of the year and there is concern that the likelihood of extreme weather and flooding will increase with a changing climate. Even small changes in watershed conditions, such as increased water in soil, wetlands and lakes, can increase flooding risk. MNR and NBMCA communicate flood and low water messaging to stakeholders, municipalities and Indigenous communities as needed throughout the year.

It must be recognized that there are times when dam operators are essentially powerless to the forces of nature and all users will suffer from the effects of high or low water events.



**Figure 1.** Quebec's contributing waterways to the Ottawa River.

## 2) Purpose

The UOR Committee will provide a formal engagement mechanism between municipalities, Indigenous communities, and water managers (e.g. dam operators and Ottawa River Regulating Committee (ORRC)). MNR North Bay District will facilitate/chair committee meetings (e.g. pre-freshet meeting and freshet calls).

The purpose of this committee is to provide a means of effective two-way communication prior to and during spring freshet. This will ensure that all participating groups affected by water levels in the UOR area are provided with information regarding changes in water levels and flows and provide information to MNR regarding the impacts of these changes for emergency management purposes.

## 3) Objectives

1. The Ottawa River Regulation Secretariat (ORRS) (or another representative of the ORRC) will share information on basin conditions in the Abitibi-Timiskaming area and explain the general regulation strategy at the principal reservoirs for the next few days on behalf of the ORRC.
2. Dam operators (when available) will share information on recent operational decisions and strategies for the next few days with UOR Committee members.

3. MNRF SWMC will provide information on relevant weather conditions that could impact water levels and emergency preparedness.
4. MNRF North Bay District will ensure that committee members are aware of current flood messages.
5. NBMCA will deliver its flood forecasting and low water notification programs and provide updates for municipalities within their jurisdiction.
6. Municipalities and Indigenous communities will share information on local conditions, emergency preparedness and responses. These committee members will also share learned information, including MNRF district flood and low water messaging with their communities, as appropriate.

#### **4) Committee Membership**

Committee membership is comprised of dam owners/operators, elected officials, emergency management representatives and Indigenous communities within the UOR area which allows information sharing throughout the area. The following stakeholders have a representative on the committee:

- Antoine Algonquin First Nation
- Kebaowek First Nation, QC
- Matachewan First Nation
- Mattawa North Bay Algonquin First Nation
- Temagami First Nation
- Timiskaming First Nation, QC
- City of Temiskaming Shores
- Lorrain Valley
- Town of Cobalt
- Town of Latchford
- Town of Mattawa
- Township of Coleman
- Township of James/Elk Lake
- Township of Matachewan
- Township of Mattawan
- Township of Papineau-Cameron
- North-Bay Mattawa Conservation Authority
- Ontario Power Generation
- Ottawa River Regulating Committee
- Public Services and Procurement Canada
- Ministry of the Environment, Conservation and Parks – Finlayson Provincial Park
- MNRF Kirkland Lake District

- MNRF North Bay District
- MNRF Surface Water Monitoring Centre (Peterborough)

#### **5) Operation of the Committee:**

Each year, prior to the spring freshet (late February/early March), MNRF North Bay District will organize and host a UOR Committee meeting (e.g. conference call, virtual, face-to-face) allowing dam operators to review conditions and present a water management strategy for the upcoming freshet. Throughout the spring freshet period, conference calls will be held as necessary to ensure consistent communications. More frequent conference calls will be held throughout the spring if the situation warrants (e.g. potential flood situations). MNRF North Bay District will organize and facilitate freshet calls as required.

#### **6) Committee Communications**

Emphasis is placed on communications prior to and during the annual spring freshet period. The Ottawa River Regulation Planning Board (ORRPB) posts regular updates on levels and flows for the main stem of the Ottawa River, to their website ([ottawariver.ca](http://ottawariver.ca)) as well as updated forecasts during the spring freshet. PSPC and OPG also send regular email updates to Montreal River stakeholders, municipalities and Indigenous communities for current and forecasted conditions. In addition, MNRF district offices and NBMCA (within their jurisdiction) distribute flood and low water messaging to stakeholders, municipalities and Indigenous communities. It is the responsibility of municipalities and Indigenous communities to share this information with their communities should there be risk of flooding.

During an emergency (e.g. dam failure, imminent flooding) MNRF districts will work with dam operators and NBMCA to communicate with affected stakeholders and Indigenous communities. See UOR Committee Freshet Communications and Emergency Notification Protocol (Appendix 2) for details.

#### **7) Roles and Responsibilities**

During committee meetings/calls, committee members are expected to be considerate of one another, communicate openly with respect for others and be mindful of fellow committee members.

##### **Ottawa River Regulating Committee**

- The ORRC is the operational arm of the Ottawa River Planning Board (ORRPB) and is responsible to the Planning Board for the integrated management of the principal reservoirs in the Ottawa River Basin. The ORRS supports the work of the ORRC and the ORRPB. For more information visit: [ottawariver.ca](http://ottawariver.ca)

- The ORRC monitors water conditions and runs hydrological and routing models to determine and forecast river conditions and operational strategies including increasing/decreasing the discharges at principal reservoirs.
- The ORRC shares forecast model results (daily during high water events) with all ORRC members, including SWMC as an associate member.
- The ORRC is responsible for releasing relevant information to the public and other organizations.
- The ORRS or another representative of the ORRC will attend committee calls to share information on basin conditions in the Abitibi-Timiskaming area and explain the general regulation strategy at the principal reservoirs.

#### **MNRF Surface Water Monitoring Centre**

- As an associate member of the ORRC, SWMC receives the ORRC model results and forwards relevant excerpts to the North Bay District and NBMCA. Model results include Timiskaming reservoir discharge and water elevation levels as well as discharge values which may cause flooding downstream in flood prone areas (Apprehension, Start of Flooding and Damage values provided by the ORRC).
- SWMC attends committee conference calls to provide a weather update which originates from MNRF Aviation Forest Fire and Emergency Services weather forecasts and products.
- SWMC monitors watershed and river conditions and issues provincial flood and low water messaging as required.
- SWMC processes snow survey data received from districts and NBMCA. Processed data for district stations are provided back to North Bay District for incorporation/presentation on committee calls.

#### **MNRF North Bay/Kirkland Lake Districts**

- MNRF North Bay District has established the committee to provide a forum to enable members to share information and monitor spring freshet conditions on the UOR system.
- MNRF North Bay District will lead the committee, maintain the membership list and distribute meeting minutes and other information to committee members.
- MNRF District's communicate local flood and low water messaging to stakeholders, municipalities and Indigenous communities as required.
- MNRF will monitor its snow stations and share current conditions with the committee. North Bay and Kirkland Lake Districts will communicate with other dam owners/operators on the UOR system.

#### **North Bay-Mattawa Conservation Authority**

- Within its jurisdiction (see link below), NBMCA is responsible for issuing local flood and low water messaging to municipal emergency officials, the media and the public

through NBMCA's website and social media. It is also responsible for monitoring its snow stations and reporting current conditions to the committee. NBMCA jurisdiction link: <https://www.nbmca.ca/about-us/areas-of-jurisdiction-maps/>

### **Committee Members**

- UOR Committee members are responsible for attending meetings/conference calls and for sharing observations with MNRF and other committee members. This information generally pertains to snow and ice conditions, local water levels and flow conditions as well as fish spawning activity in the watershed. Committee members are encouraged to provide observations but must recognize that dam owners/operators are responsible for making water management decisions.
- UOR Committee members representing communities (e.g. Indigenous communities, municipalities, townships, etc.) are responsible for communicating and disseminating committee related information, including MNRF flood and low water messaging, to their community as appropriate.
- If/when representation from any stakeholder, municipality or Indigenous community changes, MNRF North Bay District should be notified of the new appointment to the UOR Committee.
- It is expected that the committee will have primary and alternate representatives from each municipality, Indigenous community, emergency management group, conservation authority, dam owners/operators and MNRF districts.
- It is the responsibility of the municipality/Indigenous community to ensure that their members are appointed to the committee and understand their respective responsibilities for reporting committee activities back to their municipality/community.
- During potential flood situations, committee members should be prepared to provide an update on their emergency preparedness and readiness.
- During flood situations committee members should be prepared to provide updates on their state of emergency preparedness and readiness. This includes activation of their emergency management plan, community response and situational updates (e.g. number of sandbags in use, support being provided, evacuation information, damage reports, etc.).

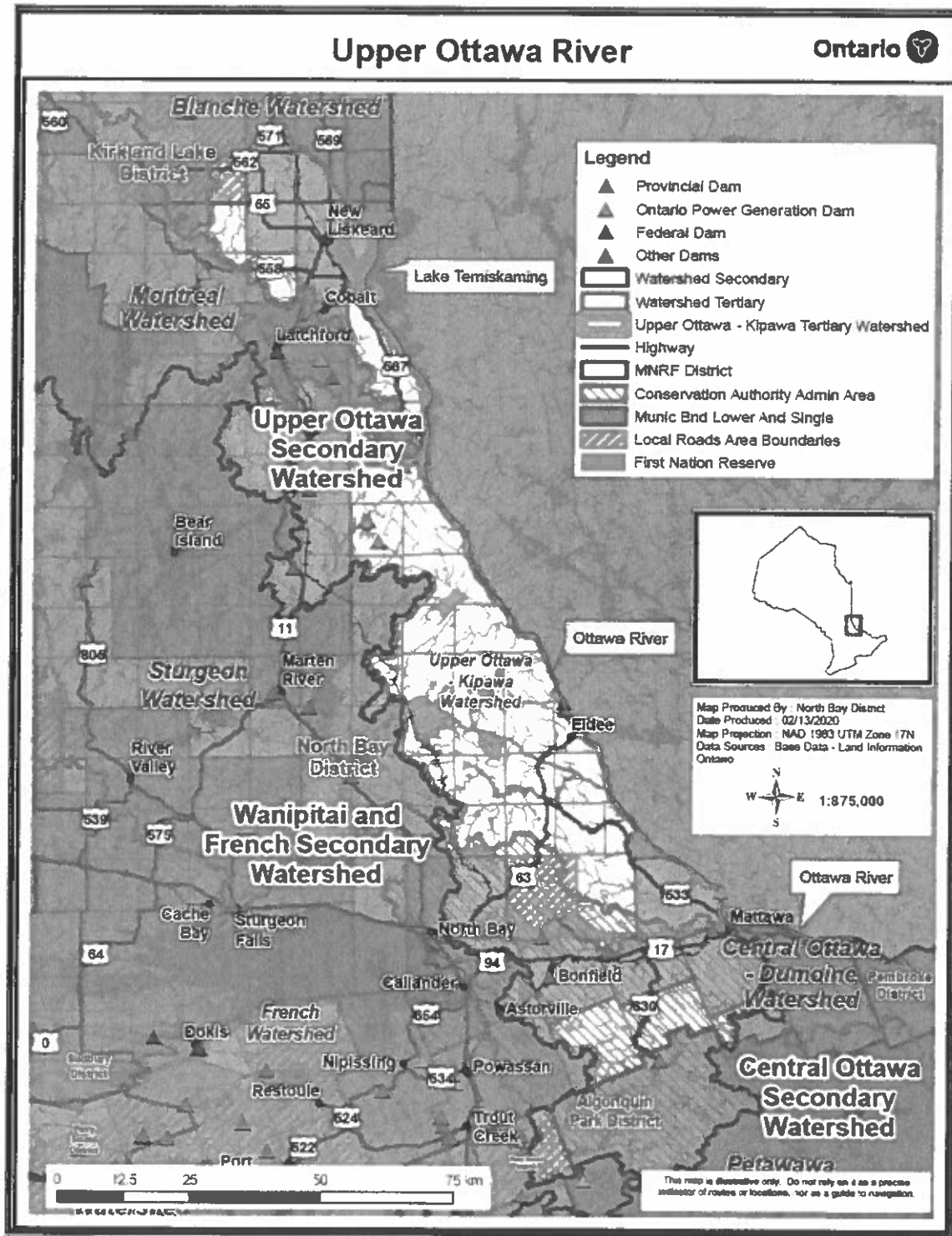
### **Dam Owners/Operators**

- Dam operators in the UOR area have various objectives and roles, listed below; however, what is always paramount to dam operations, is the prevention of loss of life, personal injury or damage to property through flooding or abnormal water level fluctuations. Dam operations may be able to help mitigate the impacts of flooding.
- Dam owners/operators will share regulation strategies with the ORRC during daily analysis throughout freshet.

- When available, UOR dam owners/operators will attend UOR Committee conference calls to share information on operational decisions.
- Dam owners/operators (when available) on the UOR Committee provide an overview of information used in decision making and operations at their dams and provide updates to the committee on current watershed conditions. Dam operators are also responsible for communicating with other dam owners/operators on the system when making operational decisions.
  1. **MNRF**
    - MNRF dams are operated to benefit recreation and fisheries.
  2. **PSPC**
    - PSPC operates their dams during high water flow events to mitigate flooding while also benefiting recreation and fisheries at other times of the year.
  3. **OPG**
    - OPG operate their dams to mitigate flooding and also take into consideration recreation and fisheries, while producing hydroelectric power.



# Appendix 1: Upper Ottawa River Watershed Map



## **Appendix 2: Upper Ottawa River Committee Freshet Communications and Emergency Notification Protocol**

### **Purpose:**

The intent of the Upper Ottawa River Committee Communications Protocol is to clearly detail the communication process which should be followed by water managers and operators along the Upper Ottawa River. The communications protocol only includes details which directly relate to Upper Ottawa River (UOR) Committee communications.

Dam operators on the UOR system have their own Emergency Preparedness and Response Plans which are followed during dam safety emergencies at their sites. In these instances, dam operators would notify municipalities separate from the UOR protocol below.

### **Definitions:**

Dam Operator – Ontario Power Generation, Public Services and Procurement Canada  
District – MNR District where emergency is occurring (Kirkland Lake, North Bay)

NBMCA – North Bay-Mattawa Conservation Authority

ORRC – Ottawa River Regulating Committee

**\*ORRC members for the purpose of the UOR Committee include PSPC, OPG and SWMC (associate member)**

PERC – Provincial Emergency Response Centre

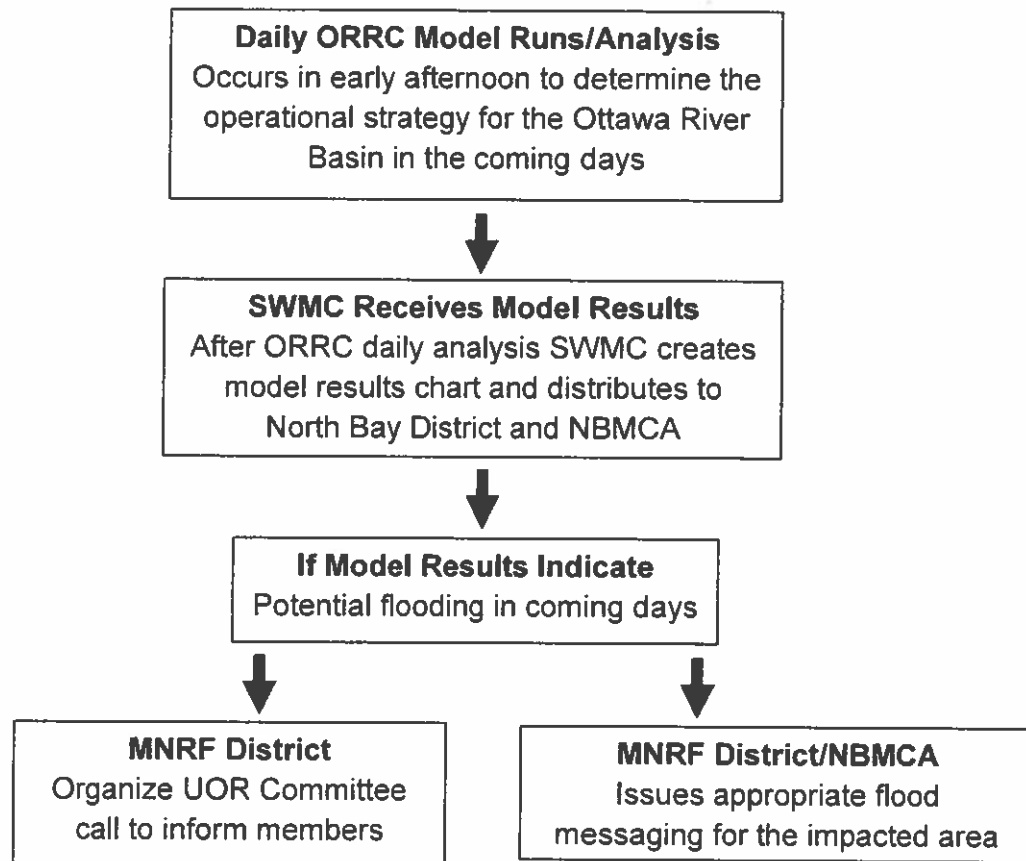
REMSC – MNR Regional Emergency Management and Safety Coordinator

SWMC – MNR Surface Water Monitoring Centre

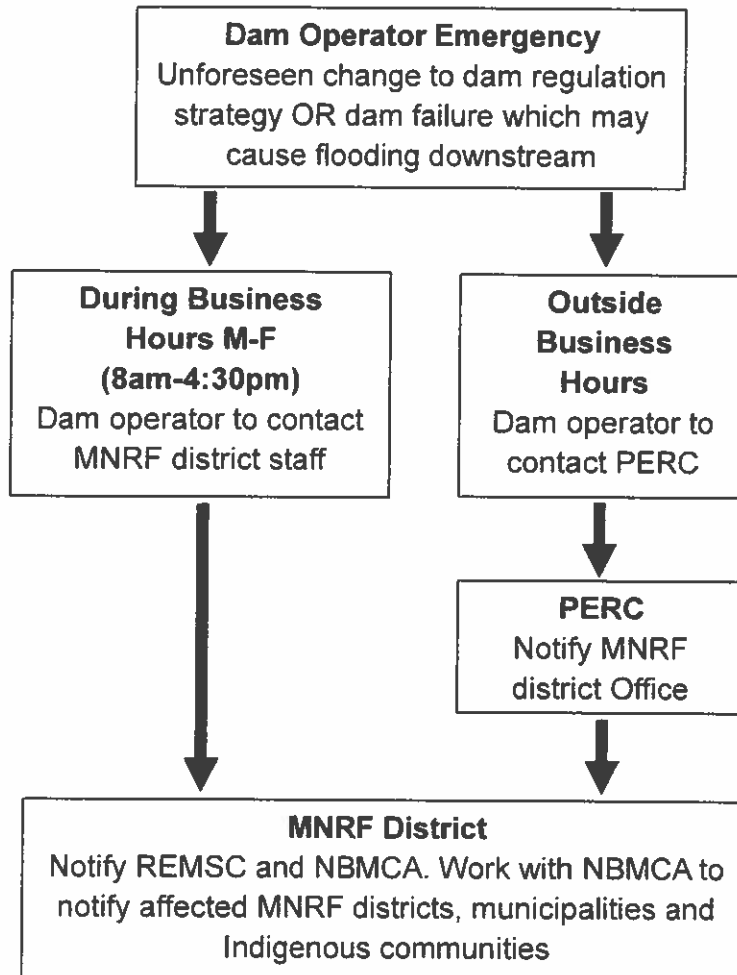
### **SWMC Model Results Chart Includes:**

- Timiskaming reservoir discharge (m<sup>3</sup>/s)
- Timiskaming discharge that could cause flooding downstream (m<sup>3</sup>/s)
- Timiskaming water elevation (m)
- Mattawa apprehension and start of flooding levels (m)

## Freshet Communications



## Emergency Notification Protocol



**Reviewed and Approved By:**



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Mitch Baldwin, District Manager  
North Bay District

July 30, 2020  
Date:



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Grant Ritchie, Regional Director  
Northeast Region

July 31, 2020  
Date: