Township of Cramahe Special Council Meeting

Agenda

Date: Tuesday, May 19, 2020, 6:00 p.m.
Location: Council Chambers

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1. **Meeting Login Details**

   Meeting ID: 835 7626 9014
   
   Dial by your location: 1 647 374 4685 / 1 647 558 0588

2. **CALL TO ORDER**

   As we gather, we are reminded that the Township of Cramahe is situated on treaty land that has a rich Indigenous history. As a municipality, we have a responsibility for the stewardship of the land on which we live and work. Today we acknowledge the Anishnabek, Huron-Wendat, Haudenosaunee (Iroquois) and Ojibway/Chippewa on whose traditional territory we are meeting.

   This territory is covered by the Williams Treaty.
3. RECORDING EQUIPMENT

In accordance with By-Law 2020-17, members of the Public are to advise the Mayor or the Clerk of the use of devices for transcribing or recording the proceedings of open session by auditory or visual means prior to the meeting.

An individual must be granted permission by the Mayor and/or the Clerk of the Township of Cramahe to audio/visual record any meeting. As per The Township of Cramahe Records Retention By-law 2020-17, the Digital Privacy Act and The Personal Information Protection and Electronic Documents Act, individuals must swear that they will not attempt to alter the audio/video recordings of today’s meeting. Subject to the Municipal Freedom of Information and Protection of Privacy Act, the Digital Privacy Act and The Personal Information Protection and Electronic Documents Act, the Mayor and/or the Clerk may at any time request a copy of the recording and individuals will be required to produce the recording within 5 business days.

4. OPEN DELEGATION FOR ITEMS ON AGENDA

Members of the Public have three (3) minutes to ask questions on items listed on the current agenda. Please state your name and address for the records. Each member may only speak once.

5. CONFIRMATION OF AGENDA

Be it resolved that Council approve the agenda, as presented.

6. DECLARATION OF PECUNIARY INTEREST

Members can declare now or at any time during the meeting.

7. DELEGATIONS/PRESENTATIONS

7.a Gary Warner, Apple Country Jamboree re: Cancellation of Events

BE IT RESOLVED THAT Council receive the delegation by Gary Warner, Apple Country Jamboree, for information.
8. **ADOPTION OF MINUTES**

Be it resolved that Council approve the minutes of the following meeting(s):

- April 21, 2020 Council (Electronic); and
- April 30, 2020 Special Council (Electronic).

9. **RECOMMENDATIONS FROM STANDING COMMITTEES**

9.a **ADMIN 11-20 Enterprise Software System**

BE IT RESOLVED THAT Council receive Report ADMIN 11-20, for information

9.b **OPER 08-20 Operations General Update**

BE IT RESOLVED THAT Council receive Report OPER 08-20, for information

9.c **CLERKS 04-20 Closed Meeting Protocol**

BE IT RESOLVED THAT Council receive Report CLERKS 04-20, for information; and

THAT Council approve the Closed Meeting Protocol.

9.d **TREA 15-20 Tax Rate By-Law Report**

BE IT RESOLVED THAT Council receive Report TREA 15-20, for information; and

THAT Council approve the Final Tax Rate By-Law.

9.e **TREA 16-20 2019-2020 Funding Agreement Re: Gas Tax for Public Transportation**

BE IT RESOLVED THAT Council receive Report TREA 16-20, for information; and

THAT Council authorize the Mayor and Clerk to enter into an agreement and sign the required letter of agreement, for the 2019/2020 Dedicated Gas Tax Funds for Public Transportation Program through the Ministry of Transportation for public transportation.
9.f  PLAN 17-20 Planning Application During COVID-19

BE IT RESOLVED THAT Council receive Report PLAN-17-20, for information; and
THAT Council direct staff to proceed with processing of applications, filed under the Planning Act, in accordance with the recommended approach, including:

1. Public Meetings/Committee of Adjustment Hearings under the Planning Act, will be held, using virtual Public Meeting protocols;

2. Approval of applications and issuance of Notices of Decision and Notices of Passing, by Council where there are not concerns expressed by members of the public or commenting agencies;

3. Issuance of a second notice for each decision made, once the Emergency Orders are lifted;

4. Applications for which there are concerns expressed will be placed on hold, until after the Emergency Orders are lifted;

5. Pre-consultation meetings will be held using ZOOM or teleconference; and

6. Commissioning of Applications can be facilitated with the Clerk or Deputy Clerk, using ZOOM.

9.g  PLAN 18-20 Amendment to Site Plan Control By-Law

BE IT RESOLVED THAT Council receive Report PLAN-18-20, for information; and
THAT Council approve the By-law to amend Township of Cramahe By-law No. 07-113, being a Bylaw to establish a site plan control area within the Township of Cramahe, be amended to specifically include cannabis production and processing in Section 4 and to specifically exclude cannabis production and processing in Section 5(d).

9.h  PLAN 19-20 Cramahe Industrial Park North

BE IT RESOLVED THAT Council receive Report PLAN 19-20, for information.
9.i MOTION ARISING RE: EVENTS

BE IT RESOLVED THAT Council direct staff to cancel any scheduled events within the Township of Cramahe up to and inclusive of Labour Day Weekend.

10. REPORTS OF MUNICIPAL OFFICERS

10.a PW 02-20 Little Lake Pit Aggregate Extraction Tender Results

BE IT RESOLVED THAT Council receive Report No. PW 02-20; for information; and

THAT Council authorize staff to award Tender No. 2020-02 for Little Lake Pit Aggregate Extraction to Finley Construction Ltd. totaling $149,968.80, applicable taxes included and,

THAT Tender No. 2020-02 for Little Lake Pit Aggregate Extraction is funded from the Capital Budget as per the approved Issue Paper RDS-20-04 – Little Lake Pit Aggregate and Rehabilitation.

10.b PW 01-20 Road Construction and Rehabilitation Tender Results

BE IT RESOLVED THAT Council receive Report No. PW 01-20; for information; and

THAT Council authorize staff to award Tender No. 2020-01 for Road Construction and Rehabilitation to Tim Donaldson Excavating Ltd. totaling $268,728.83, applicable taxes included; and

THAT Tender No. 2020-01 for Road Construction and Rehabilitation is funded from the Operating budget as per the approved Issue Paper CON-20-01 – Road Construction.

11. BY-LAWS

11.a 2020-44 Tax Rate By-Law

BE IT RESOLVED THAT Council approve By-Law 2020-44 being a By-law to provide for the adoption of rates and to further provide for penalty and interest in default of payment for the year 2020, being read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed and entered into the By-Law book.
12. MOTIONS TO RECEIVE COUNCIL INFORMATION PACKAGE

BE IT RESOLVED THAT Council receive the Council Information Package dated May 14, 2020, for information.

13. MOTIONS ARISING FROM COUNCIL INFORMATION PACKAGE

None.

14. OPEN FORUM

Members of the public have three (3) minutes to ask general questions and are not to enter into debate. Please state your name and address for the records. Each member may only speak once.

15. COUNTY REPORT

Northumberland County Council Agendas

16. CLOSED MEETING (IF REQUIRED)

BE IT RESOLVED THAT Council move into closed session at TIME to discuss personal items regarding an identifiable individual (Verbal Update from CAO/Treasurer A. McNichol); and THAT CAO/Treasurer A. McNichol and Clerk J. Hyde remain in attendance.

17. RESOLUTION COMING OUT OF CLOSED

BE IT RESOLVED THAT Council come out of closed session at TIME.

18. CONFIRMING BY-LAW

BE IT RESOLVED THAT Council approve By-law 2020-46, being a By-law to confirm the proceedings of the Corporation of the Township of Cramahe Council Meeting held on May 19, 2020, be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed and entered into the By-law book.

19. ADJOURNMENT

BE IT RESOLVED THAT Council adjourn the meeting at TIME.
1. **MEETING INFORMATION**
   Please note, video will only be enabled for staff and Members of Council. Everyone will be muted until Open Forum’s are open to the public.

   (a) Please note, video will only be enabled for staff and Members of Council. Everyone will be muted until Open Forum’s are open to the public.

   **Dial by using one of the following numbers:**
   1 587 328 1099 / 1 647 374 4685 / 1 647 558 0588

   **Meeting ID: 832 9101 2051**

2. **CALL TO ORDER**

   (a) As we gather, we are reminded that the Township of Cramahe is situated on treaty land that has a rich Indigenous history. As a municipality, we have a responsibility for the stewardship of the land on which we live and work. Today we acknowledge the Anishnabek, Huron-Wendat, Haudenosaunee (Iroquois) and Ojibway/Chippewa on whose traditional territory we are meeting. This territory is covered by the Williams Treaty.

3. **RECORDING EQUIPMENT**

   (a) In accordance with By-Law 2020-17, members of the Public are to advise the Mayor or the Clerk of the use of devices for transcribing or recording the proceedings of open session by auditory or visual means prior to the meeting. An individual must be granted permission by the Mayor and/or the Clerk of the Township of Cramahe to audio/visual record any meeting.
As per The Township of Cramahe Records Retention By-law 2020-17, the Digital Privacy Act and The Personal Information Protection and Electronic Documents Act, individuals must swear that they will not attempt to alter the audio/video recordings of today’s meeting. Subject to the Municipal Freedom of Information and Protection of Privacy Act, the Digital Privacy Act and The Personal Information Protection and Electronic Documents Act, the Mayor and/or the Clerk may at any time request a copy of the recording and individuals will be required to produce the recording within 5 business days.

4. OPEN DELEGATION FOR ITEMS ON THE AGENDA

(a) Members of the Public have three (3) minutes to ask questions on items listed on the current agenda. Please state your name and address for the records. Each member may only speak once.

5. CONFIRMATION OF AGENDA

(a) Be it resolved that Council approve the agenda, as presented.

6. DECLARATION OF PECUNIARY INTEREST

(a) Members may declare now or at any time during the meeting.

7. REPORTS OF MUNICIPAL OFFICERS

(a) FIRE 04-20 Re: Township of Cramahe Fire Department General Report – Emergency Management

Be it resolved that Council receive Staff Report FIRE 04-20 for information; and

That the CEMC update the current Emergency Management Program By-Law to adopt changes to the Emergency Plan and associated Annexes/Appendices; and

That Council consider the adoption of By-law 2020-42, being a by-law to adopt an Emergency Management Program and Emergency Plan for the Township of Cramahe as recommended by the Emergency Management Program Committee; and

That the CEMC forward the adoption of the Emergency Management Program By-law and Emergency Plan to the Office of the Fire Marshal and Emergency Management (OFMEM); and

That Council appoint the CEMC as the Chair for the Emergency Management Program
Committee for the 2018-2022 term.

8. BY-LAWS

9 (a) By-law 2020-40 Appoint CEMC

Be it resolved that Council approve By-Law 2020-40, being a by-law to Appoint Community Emergency Management Coordinators (CEMC) for the Township of Cramahe, be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed and entered into the By-Law book.

10 (b) By-Law 2020-41 Appoint Emergency Management Program Committee

Be it resolved that Council approve By-Law 2020-41, being a bylaw to appoint an Emergency Management Program Committee and Municipal Emergency Control Group for the Township of Cramahe, be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed and entered into the By-Law book.

11 - 109 (c) By-Law 2020-42 Appoint Emergency Management Program Committee

Be it resolved that Council approve By-Law 2020-42, being a By-Law to Adopt an Emergency Management Program for the Corporation of the Township of Cramahe, being read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed and entered into the By-Law book.

9. OPEN FORUM

(a) Members of the Public have three (3) minutes to ask general questions and are not to enter into debate. Please state your name and address for the records. Each member may only speak once.

10. CONFIRMATORY BY-LAW

110 - 111 (a) 2020-43 Confirming By-law

Be it resolved that Council approve By-law 2020-43 being a By-law to Confirm the proceedings of the Corporation of the Township of Cramahe Council Meeting (Electronic) held Thursday April 30th, 2020, being read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed and entered into the By-law book.
11. ADJOURNMENT

(a) Be it resolved that Council adjourn the meeting at (TIME).
Meeting: Special Council Meeting
Date: April 30th, 2020
Report #: FIRE 04-20

Subject: Cramahe Township Fire Department General Report – Emergency Management

Recommendation:

Be it resolved that Council receive Staff Report FIRE 04-20 for information; and

That the CEMC update the current Emergency Management Program By-Law to adopt changes to the Emergency Plan and associated Annexes/Appendices; and

That Council consider the adoption of By-law 2020-42, being a by-law to adopt an Emergency Management Program and Emergency Plan for the Township of Cramahe as recommended by the Emergency Management Program Committee; and

That the CEMC forward the adoption of the Emergency Management Program By-law and Emergency Plan to the Office of the Fire Marshal and Emergency Management (OFMEM); and

That Council appoint the CEMC as the Chair for the Emergency Management Program Committee for the 2018-2022 term.

Submitted by: ORIGINAL SIGNED BY
Tim Burgess
Fire Chief

Reviewed by: ORIGINAL SIGNED BY
Joanne Hyde
Clerk

Reviewed by: ORIGINAL SIGNED BY
Arryn McNichol
CAO / Treasurer
Background:
All municipalities in Ontario are required to establish and maintain an emergency management program in accordance with, and be in compliance with, the requirements under the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9., Ontario Regulation 380/04. The Act establishes the minimum standards for emergency management programs required by municipalities and specifies the requirement in the Act for mandatory emergency management programs.

In 2016, the Township of Cramahe’s Emergency Management Program met all the annual program requirements and achieved compliance after audit by the Office of the Fire Marshall and Emergency Management (OFMEM).

In 2016 the OFMEM advised the Community Emergency Management Coordinators (CEMC’s) across Ontario that it will require the Emergency Management Program Committee (EMPC) Chair to be appointed by Council. Staff will be bringing forth changes to the Township’s Emergency Response Plan in 2020 to enhance the municipal coordination during an emergency and to better align emergency activities when working with other external response and support agencies in the community by using the nationally recognized Incident Management System, (IMS) during all phases of an emergency or disaster response.

Staff Comments:
All municipalities in Ontario are required under the Emergency Management & Civil Protection Act (EMPCA) Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9 to develop and maintain an emergency management plan and program in compliance with the essential level emergency management legislation and standards. The person responsible to coordinate all aspects of the emergency management plan and program is the Community Emergency Management Coordinator (CEMC). The Township of Cramahe’s CEMC works with all applicable stakeholders to design, coordinate, and implement a wide variety of initiatives and ongoing activities thereby ensuring compliance to the provincial legislation. The CEMC consults and works with municipal and other stakeholders to prepare for, respond to, mitigate and recover from, major emergencies affecting the Corporation and the residents of Cramahe.

The CEMC works with the following three major committees to ensure a coordinated emergency management plan and program.
1. The Emergency Management Program Committee (EMPC) whose members are responsible for providing services to minimize the effects of an emergency on the municipality;

2. The Emergency Management Program Committee (EMPC) whose members advise on the development and implementation of the municipality’s emergency management program; and

3. All municipalities are required to designate an employee to perform the role of Community Emergency Management Coordinator (CEMC) Under Ontario Regulation 380/04, s. 10(1).

The Township of Cramahe has designated the Fire Chief as CEMC for the municipality. The CEMC coordinates and supports the activities of the Township’s Emergency Management Program Committee (EMPC). Each year, the Office of the Fire Marshall and Emergency Management (OFMEM) performs an annual year-end audit of all municipal emergency management programs in Ontario. OFMEM requires all municipalities to submit compliance documentation prior to December 31st of each year. The compliance documentation must be signed by the Mayor/Head of Council and the CEMC acknowledging municipal compliance.

Staff have prepared revisions to the Township’s Emergency Management Plan to enhance the municipal coordination during an emergency and to better align emergency activities when working with other external response and support agencies in the community by using the nationally recognized Incident Management System, (IMS) during all phases of an emergency or disaster response.

Legislation requires all municipalities and provincial ministries to develop and maintain an Emergency Management Program. The Emergency Management and Civil Protection Act (EMCPA) and Ontario Regulation 380/04 requires all Ontario municipalities and provincial ministries to maintain an Emergency Management program.

Emergency Management programs require several key elements including:
- Hazard identification and risk assessment;
- Identification of critical infrastructure;
- An emergency plan;
- Training and exercises; and
- Public education.
Emergency management program elements must be reviewed, tested and updated annually in accordance with the Emergency Management & Civil Protection Act. The Province provides oversight to ensure municipalities fulfil their emergency management obligations and can respond to and recover from a major incident in the community. For 2018, OFMEM developed a new online tool that allows municipalities to submit their compliance reports electronically and it was revamped in 2018 to better serve administrators.

The new process for compliance includes:

1. The completed OFMEM Compliance Report is reviewed and signed by the Mayor/Head of Council and the Community Emergency Management Coordinator (CEMC); and

2. The online compliance report with supporting documentation must be submitted electronically to the Office of the Fire Marshal and Emergency Management for review by January 31, 2021.

The Township of Cramahe has completed all the Emergency Management Program elements as highlighted in this report. The online Statement of Completion and Compliance Checklist will be submitted to the Office of the Fire Marshal and Emergency Management for review. The updated Emergency Plan and by-law will be sent to OFMEM as required under the Emergency Management and Civil Protection Act.

**Financial Implications:**
There are no direct financial implications resulting from this report.

**Concluding Comments:**
The key to success in emergency management is our partnership with local municipalities and key stakeholders. The Emergency Management and Civil Protection Act and Ontario Regulation 380/04 require municipalities to develop and implement an Emergency Management Program including the Emergency Plan by Council by-law.

The Township of Cramahe along with Northumberland County will continue to play a key role and partner with stakeholders and local municipalities to help ensure emergency management capacity through a collaborative emergency management program. There is a confidential appendix which has not been shared through the agenda as only members of the Emergency Management Program Committee may have access to it.
THE CORPORATION OF THE TOWNSHIP OF CRAMAHE

BY-LAW 2020-40

Being a By-Law to Appoint Community Emergency Management Coordinators (CEMC) for the Township of Cramahe

Whereas the Ontario Standards – Emergency Management and Civil Protection Act requires that all municipalities in Ontario maintain a timely, effect and fiscally responsible Emergency Management Plan with a focus upon continuous improvement of the functionality and responsiveness; and

Whereas Section 10 of Ontario Regulation 380/04 requires that every municipality shall designate an employee of the municipality as its emergency management program coordinator; and

Whereas the Council of the Corporation of the Township of Cramahe deems it expedient to appoint Community Emergency Program Coordinator(s) (CEMC) for the municipality,

Now therefore be it resolved that the Council of the Corporation of the Township of Cramahe hereby enacts as follows

1. That the Council of the Corporation of the Township of Cramahe hereby appoints the Fire Chief as the Primary Community Emergency Management Coordinator (CEMC) for the Township of Cramahe; and

2. That Matt Halmasy, Brad Reynolds and Andrew Harper be further appointed as Alternate Community Emergency Management Coordinator(s) (CEMC) for the Township of Cramahe in accordance with the duties and responsibilities of the Alternate Community Emergency Management Coordinator (CEMC); and

3. That this By-Law shall come into full force and effect upon final passage; and

4. That this By-Law may be cited as the “Appoint Community Emergency Management Coordinators (CEMC) By-Law”.

READ a first, second and third time, and finally passed this 30th day of April 2020.

____________________
Mandy Martin, Mayor

____________________
Joanne Hyde, Clerk
THE CORPORATION OF THE TOWNSHIP OF CRAMAHE

BY-LAW 2020-41

being a bylaw to appoint an Emergency Management Program Committee and
Municipal Emergency Control Group for the Township of Cramahe

Whereas O.Reg 380/04 provides that every municipality is required to have an Emergency Management Program Committee (EMPC); and

Whereas O.Reg 380/04 provides that every municipality shall have a Municipal Emergency Control Group (MECG); and

Whereas O.Reg 380/04 provides stipulations for the composition of these entities; and

Whereas a member of Council is appointed at the beginning of each term of Council to the Emergency Management Program Committee,

Now therefore be it resolved that the Council of the Corporation of the Township of Cramahe hereby enacts as follows:

1. That the following positions shall compose the Township of Cramahe Emergency Management Program Committee:
   a. the Community Emergency Management Coordinator (CEMC),
   b. the Alternate CEMC(s);
   c. the Mayor;
   d. the Fire Chief;
   e. the Manager of Transportation and Environmental Services;
   f. the Manager of Parks, Recreation and Facilities;
   g. the Treasurer;
   h. the CAO; and

2. That the following positions shall compose the Township of Cramahe Municipal Emergency Control Group:
   a. The Community Emergency Management Coordinator (CEMC);
   b. the Alternate CEMC;
   c. the Mayor;
   d. the CAO;
   e. the Emergency Information Officer/Scribe
   f. the Manager of Parks and Recreation, and Facilities;
   g. the Manager of Transportation and Environmental Services;
   h. the Fire Chief; and

3. That the following positions shall compose the Township of Cramahe Municipal Emergency Control Support Group:
   a. Other Emergency and Protection Services Representation;
   b. Non-Government Organizations;
   c. Other Government Agencies, Boards and Commissions;
   d. Utility Provider(s);
   e. Government Agencies;
   f. Industry Representatives; and

4. That By-law 2016-66 be repealed and replaced; and

5. That this bylaw comes into force and effect upon passing.

READ a first, second and third time, and finally passed this 30th day of April 2020.

____________________
Mandy Martin, Mayor

____________________
Joanne Hyde, Clerk
Whereas the Emergency Management and Civil Protection Act ("the Act"), Section 2.1 (1) requires every municipality to develop and implement an emergency management program; and

Whereas Section 2.1 (2) of the Act stipulates the content of each municipality’s emergency management program; and

Whereas Section 14(1) of the Act requires emergency management programs to conform with regulatory standards, in accordance with international best practices; and

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

Whereas the Act, consistent with Section 242 of the Municipal Act, R.S.O., 1990, as amended, provides for the designation of one or more members of Council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act; and

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

Now therefore be it resolved that the Council for the Corporation of the Township of Cramahe hereby enacts as follows:

1) That an Emergency Management Program be developed for the Township of Cramahe consistent with and in accordance with international best practices as considered by Regulatory Standards established under the Act, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery; and

2) That the Emergency Management Program for the Township of Cramahe 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; and

3) That Schedule "A", being the Emergency Management Plan for the Township of Cramahe, attached to this by-law, be approved; and

4) That the Township of Cramahe Emergency Management Program shall be reviewed annually by Council; and

5) That By-law 2016-66 is hereby repealed.

Read a first, second and third time, passed and properly signed and sealed this 30th day of April, 2020.

__________________________________
Mandy Martin, Mayor

__________________________________
Joanne Hyde, Clerk
SCHEDULE “A”

TO
BY-LAW 2020-42

EMERGENCY PLAN

FOR THE CORPORATION OF THE TOWNSHIP OF CRAMAHE
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TOWNSHIP OF CRAMAHE EMERGENCY RESPONSE PLAN  
Updated: April 23, 2020  

DEFINITIONS AND ACRONYMS  

Activation  
Decisions and actions taken to implement a plan, a procedure or to open an emergency operations centre.  

After-action report  
A report that documents the performance of tasks related to an emergency, exercise or planned event and, where necessary, makes recommendations for improvements  

BCP  
Business Continuity Plan  

Biological hazard  
A virus, bacterium, microorganism, fungus, prion, biological toxin or micro toxin produced by organisms capable of negatively affecting humans, animals or plants.  

CACC  
Central Ambulance Communication Centre  

CAO  
Chief Administrative Officer. During an emergency, the Chief Administrative Officer or designated alternate will act as the Administrative Official of the Emergency /Command  

CBRN  
Chemical, Biological, Radiological, Nuclear, Explosive  

CBRNE  
Chemical, Biological, Radiological, Nuclear or Explosive  

CBRNE incident  
This is an incident that involves a chemical, biological, radiological, nuclear and/or explosive situation that may require a response by specialized teams and equipment.  

CCG  
Community Control Group. A group composed of senior staff and employees of an organization, and others that may be involved in directing that organization’s response to an emergency including, the implementation of its emergency response plans and procedures. The group of officials that provide direction to the emergency management operations within the whole or parts thereof of the municipality, and ensures co-ordination between all agencies involved.
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<th>Acronym</th>
<th>Definition</th>
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<td>CEMC</td>
<td>Community Emergency Management Coordinator. An individual officially designated by a community who is responsible and accountable for the community’s emergency management program. The Community Emergency Management Coordinator must be, by definition, a municipal employee, as per the Municipal Act. The Community Emergency Management Coordinator or designated alternate is responsible for the maintenance, revision and distribution of this plan, as well as co-ordinating emergency exercises and meetings of the Emergency Management Committee.</td>
</tr>
<tr>
<td>CI</td>
<td>Critical Infrastructure. Interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, protect public safety and security, and maintain continuity of and confidence in government.</td>
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<td>CISM</td>
<td>Critical Incident Stress Management</td>
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<td>Citizen Inquiry Representative</td>
<td>During an emergency, the Director of Social Services or Alternate will be responsible for appointing and notifying a Citizen Inquiry Representative who will then establish and maintain a Citizen Inquiry Service which will respond to and redirect inquiries and reports to the public</td>
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<td>COOP</td>
<td>Continuity of Operations</td>
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<td>Debriefing</td>
<td>A meeting for players, facilitators and/or controllers, and evaluators following the conclusion of an exercise/emergency activity to provide essential comments on operations and performance</td>
</tr>
<tr>
<td>Declaration of Emergency</td>
<td>A signed declaration made in writing by the Head of Council or the Premier of Ontario in accordance with the Emergency Management and Civil Protection Act. This declaration is usually based on a situation or an impending situation that threatens public safety, public health, the environment, critical infrastructure, property, and/or economic stability and exceeds the scope of routine community</td>
</tr>
<tr>
<td><strong>Disaster</strong></td>
<td>A serious disruption to an affected area, involving widespread human, property, environmental and/or economic impacts, that exceed the ability of one or more affected communities to cope using their own resources.</td>
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<tr>
<td><strong>Disaster area</strong></td>
<td>A geographic area within which a disaster has occurred.</td>
</tr>
<tr>
<td><strong>EI</strong></td>
<td>Emergency Information.</td>
</tr>
<tr>
<td><strong>Emergency</strong></td>
<td>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 (Emergency Management and Civil Protection Act).</td>
</tr>
<tr>
<td><strong>EIC</strong></td>
<td>Emergency Information Centre. A designated facility that is properly equipped to monitor and coordinate emergency information activities including the dissemination of information to the public.</td>
</tr>
<tr>
<td><strong>EIO</strong></td>
<td>Emergency Information Officer. An individual responsible for acting as the primary public and media contact for emergency information requirements. The person responsible for coordinating and executing the Media Control Centre. The main task for the Coordinator is to insure that the release of information to the public is done in a timely and truthful fashion and that only the Emergency Information Officer makes such announcements.</td>
</tr>
<tr>
<td><strong>EM</strong></td>
<td>Emergency Management. Organized activities undertaken to prevent, mitigate, prepare for, respond to and recover from actual or potential Emergencies.</td>
</tr>
<tr>
<td><strong>EMPC</strong></td>
<td>Emergency Management Program Committee. A management team that oversees the development, implementation and maintenance of an organization’s emergency management program.</td>
</tr>
</tbody>
</table>
| **Emergency Plan EP** | A plan developed and maintained to direct an organization’s external and/or internal response to an emergency. Evacuation The organized, phased and supervised dispersal of people from
dangerous or potentially dangerous areas.

EMPCA Emergency Management and Civil Protection Act (R.S.O. 1990) requires each municipality to develop, implement, and maintain an emergency management program.

EMS Emergency Medical Services

EOC Emergency Operations Centre. A designated and appropriately equipped facility where officials from an organization(s) assemble to manage the response to an emergency or disaster. The location where the Control Group meets to discuss the emergency situation.

ERP Emergency Response Plan

ESM Emergency Site Manager. The Emergency Site Manager will be a senior official from the lead agency (to be determined based on emergency). The person who ensures that the emergency site is well organized and that all agencies share information and work harmoniously with one another. The Emergency Site Manager provides the Control Group with necessary information on the site operation.

Evacuation Centre An evacuation centre is a facility which will provide temporary care and shelter to persons displaced by an emergency. Persons may be sent to an evacuation centre after registering with Registration and Inquiry services, or at the evacuation centre directly.

Evacuee Registration A process to account for displaced person.

HIRA Hazard Identification Risk Assessment. A structured process for identifying those hazards which exist within a selected area and defining their causes and characteristics.

Hazard A phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage. These may include natural, technological or human caused incidents or some combination of these.

Hazardous Material A substance (gas, liquid or solid) capable of causing harm to people, property, the environment, the economy and/or services, e.g., a toxic, flammable or explosive substance.

Head of Council The Mayor of the Township shall be deemed Head of Council.
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>HUSAR</td>
<td>Heavy Urban Search and Rescue Team. A multi-service, multi-skilled, and multifunctional task force that is trained and prepared to locate, treat and remove persons trapped in collapsed structures.</td>
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<tr>
<td>Incident</td>
<td>An occurrence or event that requires an emergency response to protect people, property, the environment, the economy and/or services.</td>
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<tr>
<td>IMS</td>
<td>Incident Management System</td>
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<tr>
<td>IAP</td>
<td>Incident Action Plan. Within IMS, an oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.</td>
</tr>
<tr>
<td>IC</td>
<td>Incident Command/Incident Commander. The entity/individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority for conducting incident operations and is responsible for the management of all incident operations.</td>
</tr>
<tr>
<td>IMS</td>
<td>Incident Management System. A standardized approach to emergency management encompassing personnel, facilities, equipment, procedures, and communications operating within a common organizational structure. The IMS is predicated on the understanding that in any and every incident there are certain management functions that must be carried out regardless of the number of persons who are available or involved in the emergency response.</td>
</tr>
<tr>
<td>Inner Perimeter</td>
<td>The area designated to enclose the actual emergency site.</td>
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<tr>
<td>IT</td>
<td>Information and Technology</td>
</tr>
<tr>
<td>MDRAP</td>
<td>Municipal Disaster Recovery Assistance Program</td>
</tr>
<tr>
<td>MECG</td>
<td>Municipal Emergency Control Group. A group</td>
</tr>
</tbody>
</table>
composed of senior staff and employees of an organization, and others that may be involved in directing that organization’s response to an emergency including, the implementation of its emergency response plans and procedures. The group of officials that provide direction to the emergency management operations within the whole or parts thereof of the municipality, and ensures co-ordination between all agencies involved.

**Mitigation**

Actions taken to reduce the adverse impacts of an emergency or disaster. Such actions may include diversion or containment measures to lessen the impacts of a flood or a spill.

**Media Information Centre**

As established by the Media Co-ordinator, the location where members of the media can gather to collect updated information and releases, and will also be the site at which the Mayor or otherwise appointed elected official will conduct interviews.

**MMAH**

Ministry of Municipal Affairs and Housing

**MNRF**

Ministry of Natural Resources and Forestry

**MOECP**

Ministry of the Environment, Conservation and Parks

**MOHLTC**

Ministry of Health and Long Term Care

**MOL**

Ministry of Labour

**MTO**

Ministry of Transportation

**Municipal declaration of Emergency**

A declaration of emergency made by the Head of Council of a municipality, based on established criteria.

**Mutual Aid Agreements**

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

**ODRAP**

Ontario Disaster Recovery Assistance Program

**OFMEM**

Office of the Fire Marshal and Emergency Management.

**OMAFRA**

Ontario Ministry of Agriculture, Food and Rural Affairs

**OPP**

Ontario Provincial Police

**OSPCA**

Ontario Society for the Prevention of Cruelty to Animals

**ODRAP**

Ontario Disaster Relief Assistance Program. A provincial financial assistance program intended
to alleviate the hardship suffered by private homeowners, farmers small business enterprises and non-profit organizations, whose essential property has been damaged in a sudden and unexpected natural disaster, such as a severe windstorm, tornado, flood, forest fire or ice storm. The area designated to enclose and completely encircle the emergency area. This area will include the inner perimeter and leave ample area for setting up emergency centres and rescue operations (will include first-aid station and casualty clearing station).

**Outer Perimeter**

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

**PERP** Provincial Emergency Response Plan

**PERT** Provincial Emergency Response Team

**Provincial Declaration of Emergency** A declaration of emergency made by the Lieutenant Governor in Council or the Premier of Ontario, based on established criteria.

**Recovery Plan** A risk-based emergency plan that is developed and maintained to recover from an emergency or disaster. Risk Assessment Identification of risks to public safety, public health, the environment, property, critical infrastructure and economic stability from natural, human-caused and technological sources/activities and evaluation of the importance of the activity to the continued operation of the community. The vulnerability of the community to each activity should also be evaluated.
INTRODUCTION

The Township of Cramahe is a rural township located in Northumberland County in central Ontario, centrally located between Toronto and Kingston along the 401 corridor. The seat of the Township and largest town is Colborne. The township of Cramahe comprises a number of villages and hamlets.

The population of the Township of Cramahe is approximately 6400 residents.

Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property. They affect public safety, meaning the health, welfare and property of people, as well as the environment and economic health of the community.

In order to protect residents, businesses and visitors, the Township of Cramahe requires a controlled and co-ordinated emergency response by a number of agencies under the direction of the Community Control Group. These are distance arrangements and procedures from the normal day-to-day operations carried out by emergency services.

The Township of Cramahe Emergency Management Program 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 Township of Cramahe important emergency response information related to:

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

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Township of Cramahe Emergency Response Plan may be viewed at the Municipal Office.

Throughout the Plan the MECG and CCG will be used interchangeably.

AIM

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

It enables a centralized controlled and coordinated response to emergencies in the Township of Cramahe, and meets the legislated requirements of the Emergency Management & Civil Protection Act, R.S.O. 1990, c. E-9.

The Municipality of The Township of Cramahe response plan reflects an enhanced level approach to Emergency Management as defined by Emergency Management and Civil Protection Act and incorporates subordinate plans as annexes, which
provide detailed response procedures for the most likely hazards, which confront the Municipality of The Township of Cramahe. These hazards have been determined through the conduct of an in-depth Hazard Identification and Risk Assessment (HIRA).

Every Municipality is required to have an Emergency Management Program Committee (EMPC), which is appointed by Municipal Council. The purpose of this committee is to assist in the development and advise the Municipal Council on the development and implementation of the municipal emergency management program. The committee shall be composed of,

(a) The municipality’s emergency management program coordinator;
(b) A senior municipal official appointed by the council;
(c) Such members of the council, as may be appointed by the council;
(d) Such municipal employees who are responsible for emergency management functions, as may be appointed by the council; and
(e) Such other persons as may be appointed by the council.

The persons appointed to the EMPC may only be,

(a) Officials or employees of any level of government who are involved in emergency management;
(b) Representatives of organizations outside government who are involved in emergency management; or
(c) Persons representing industries that may be involved in emergency management.

The council shall appoint one of the members of the committee to be the chair of the committee. The committee shall advise the council on the development and implementation of the municipality’s emergency management program. The committee shall conduct an annual review of the municipality’s emergency management program and shall make recommendations to the council for its revision if necessary.

The following positions shall compose the Emergency Management Program Committee:

a. the Community Emergency Management Coordinator (CEMC),
b. the Alternate CEMC(s);
c. the Mayor;
d. the Fire Chief;
e. the Manager of Transportation and Environmental Services;
f. the Manager of Parks, Recreation and Facilities;
g. the Treasurer;
h. the CAO.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

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

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

The EMCPA states:

“Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the Municipality shall by by-law adopt the emergency plan.” [Section 3(1)]

“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 the property and the health, safety and welfare of the inhabitants of the emergency area.” [Section 4 (1)]

As enabled by the Emergency Management & Civil Protection Act, this emergency response plan and its elements have been:

- Issued under the authority of the Township of Cramahe By-Law and

a) Definition of an Emergency

The Emergency Management & Civil Protection Act defines an emergency as:

“A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise;”

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

b) Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this emergency response plan as may be required to protect the property and the health, safety and welfare of the Township of Cramahe.
Steps Leading to the Declaration of an Emergency

Upon receipt of a warning of a real or potential emergency, the initial responding agency, service or department will contact the Mayor (Head of Council) or CEMC to request that the municipal emergency notification system be activated. The Mayor (Head of Council) and CEMC will communicate to make a decision on a declaration. Upon notification, it is the responsibility of these members to assemble and assess the situation using the procedures set-out in the municipal emergency plan.

PLAN MAINTENANCE

The Township of Cramahe Emergency Plan was written in 2007 and it is essential that it be kept current and viable by following a regular maintenance schedule. The responsibility of the Plan being kept up-to-date rests with the Community Emergency Management Coordinator, who may delegate tasks accordingly. The emergency contact information and telephone numbers shall be reviewed on an annual basis. The notification system will be tested annually. The Plan will be exercised once every year as a minimum requirement. The Municipal Emergency Control Group and its support staff will receive training and participate in an exercise once every year as a minimum requirement. The Community Emergency Management Coordinator will determine the schedule under which the maintenance activities will be performed. The Community Emergency Management Coordinator may update, correct or amend any information contained with the Plan and its Appendices on an as required basis.

EMERGENCY NOTIFICATION PROCEDURES

Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the Mayor or alternate as indicated in ANNEX “1”, to request that the notification system be activated. Upon receipt of the warning, the Mayor will notify the CEMC, who will activate the notification system. The contact phone numbers of the MECG members (and their Alternates) are contained in Annex “1”. The member initiating the call must provide significant details of the event (ie. time and place for the MECG to meet) as part of the notification procedure. Upon being notified, it is the responsibility of all CCG officials to notify their staff if required. Where phones are not available, a runner system may be implemented with the assistance of the OPP. When it is determined that the Township of Cramahe will act as a Host Community, the Chief Administrative Officer or Community Emergency Management Coordinator implements the notification procedure by directing municipal staff to telephone members of the MECG and request that they meet at the Emergency Operations Centre (EOC). Alternates may be called only if the primary member cannot be
contacted. All members of the MECG must be contacted, and are required to attend at the EOC. The MECG may recommend, with the advice of the Northumberland County CEMC, that an emergency be declared so that it may commence the receiving of evacuees.

In the event the community’s emergency 9-1-1 telephone service is disrupted, and localized calling is available, the emergency 9-1-1 service for fire and ambulance services will be re-routed using local emergency telephone numbers listed in the Annex.

Should telephone services be completely disrupted, including the localized calling, door-to-door runners may be used (i.e. municipal employees, police officers, or fire department personnel). Contact may be made through use of cellular telephones, two-way radios, pagers, etc., if available.

All MECG members will proceed immediately to the designated EOC. Each member of the MECG is responsible for notifying his/her departmental employees. Alternates and staff with designated emergency response duties may be instructed to; remain at his/her location, be placed on emergency standby or report to the designated EOC or specific location.

If the family member(s) of a member of the MECG are living within an area of the municipality that has to be evacuated, they must advise the reception/evacuation centre staff to notify the MECG accordingly.

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

a) Requests for Assistance

Assistance may also be requested from the Township of Cramahe CEMC to the Northumberland County CEMC. This would only be necessary in the event of a major incident where Evacuation Centres, food or extra equipment is required. The request shall not be deemed to be a request that the county assume authority and control of the emergency. A Supplementary Phone Numbers contact list is attached as ANNEX “2”.

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

The CAO, CEMC or designate, are responsible for contacting Office of the Fire Marshal and Emergency Management Ontario (OFMEM).

An Emergency notification contact list, including contact numbers for requesting assistance, is attached as ANNEX “2”.

The OFMEM Provincial Emergency Operations Centre (PEOC) is operating on a 24/7 basis, located at its head office in Toronto at the Forensic Services & Coroner’s Complex, 25 Morton Shulman Avenue, Ontario. The PEOC should be advised when the Emergency Plan of a community is activated. At that time, the Community Field Officer is made aware and may be dispatched. When the situation calls for it, a
State of Emergency is declared and the PEOC is advised in writing.

b) **A Declared Community Emergency**

The Mayor or Acting Mayor of the Township of Cramahe, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the CCG.

A Declaration of Emergency Check list and Form are attached to this plan.

Upon declaring an emergency, the Mayor will notify:

- Office of the Fire Marshal and Emergency Management;
- Municipal Council;
- County Warden, as appropriate;
- The public;
- Neighbouring community officials, as required;
- Local MPP and MP

A community emergency may be terminated at any time by:

- Mayor or Deputy Mayor; or
- Municipal Council; or
- Premier of Ontario

When terminating an emergency, the Mayor will notify:

- Emergency Management Ontario;
- Municipal Council;
- County Warden, as appropriate;
- The public;
- Neighbouring community officials, as required;
- Local MPP and MP

**Declaration of Emergency and Termination of Emergency Forms are attached to this Plan.**

**MUNICIPAL EMERGENCY CONTROL GROUP / COMMUNITY CONTROL GROUP**

a) **Emergency Operations Centre**

The CCG will report to the Emergency Operations Centre located at the Township of Cramahe Fire Department at 232 Purdy Road in Colborne. In the event this
operation centre cannot be used, then the alternate location will be primary EOC of the most accessible neighbouring municipality within, and including, the county. See Annex “4” for list of alternate sites.

b) **Community Control Group (CCG) / Municipal Emergency Control Group (MECG)**

The emergency response will be directed and controlled by the Municipal Emergency Control Group (MECG) – a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The MECG consists of the following officials and their respective contact information is detailed in Annex “1”:

The Municipal Emergency Control Group (MECG) may function with only a limited number of persons depending upon the emergency. While the Municipal Emergency Control Group may not require the presence of all the members of the control group, all members of the Municipal Emergency Control Group must be notified. The following positions shall compose the Township of Cramahe Municipal Emergency Control Group:

- a. The Community Emergency Management Coordinator (CEMC);
- b. the Alternate CEMC;
- c. the Mayor;
- d. the CAO;
- e. the Chief Information Officer/Scribe
- f. the Manager of Parks and Recreation, and Facilities;
- g. the Manager of Transportation and Environmental Services;
- h. the Fire Chief; and

The following positions shall compose the Township of Cramahe Municipal Emergency Control Support Group:

- i. Non-Government Organizations;
- j. Other Government Agencies, Boards and Commissions;
- k. Utility Provider(s);
- l. Government Agencies;
- m. Industry Representatives.

During the notification procedure, support staff will provide direction as to which location members of the MECG will report to. For example, members of the MECG will be advised that the Township of Cramahe Emergency Plan is being activated, and the individuals will be directed to report to the Emergency Operations Centre. The Control Group may function with only a limited number of persons depending upon the emergency. The EOC will be set up and operational within one (1) hour of activation. The Community Emergency Management Coordinator will supervise the set up and ensure operational viability. While the CCG may not require the presence of all the people listed as members of the control group, all members of
the CCG shall be notified.

Access to the EOC will be using the south entrance of the Fire Hall and restricted to only the MECG members and other authorized persons identified by the CEMC (Emergency Management Coordinator). No media are allowed into the EOC, nor is anyone who has not been authorized by the CEMC. Upon arrival at the EOC, each MECG member or designate will; sign in, open a personal log (as provided), and participate in the initial briefing. Upon leaving the EOC, each member of the MECG will; conduct a turnover with the person relieving them and sign out of the EOC giving phone number of where they may be reached.

c) Operating Cycle

Once the initial response is established, routines will be put in place by the Chief Administrator Officer. The MECG functions most efficiently on a system known as an Operating Cycling. Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Chief Administrative Officer will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The CEMC or alternate will maintain the Main Event Board and maps and which will be prominently displayed and kept up to date.

d) Community Control Group Responsibilities

The members of the Community Control Group (CCG) are likely to be responsible for the following actions or decisions:

- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the CCG are appropriate;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- Advising the Mayor on the need to designate all or part of the Municipality as an emergency area;
- Ensuring that an Emergency Site Manager (ESM) or Incident Command is appointed;
- Ensuring support to the ESM by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down a business;
• Arranging for services and equipment from local agencies not under community control, i.e. private contractors, industry, volunteer agencies, service clubs;
• Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
• Determining if volunteers are required and if appeals for volunteers are warranted;
• Determining if transport is required for evacuation or transport of persons and/or supplies;
• Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public;
• Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
• Authorizing expenditure of money required in dealing with the emergency;
• Notifying the service, agency or group under their direction of the termination of the emergency;
• Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the CEMC within one week of the termination of the emergency as required;
• Participating in the debriefing following the emergency.
• Considering application for MDRAP (Municipal Disaster Relief Assistance Program) and make arrangements as required. (A council resolution is required for MDRAP application.)
1. **Mayor or Deputy Mayor**

The Mayor or Deputy Mayor is responsible for:

- Activating the emergency notification system through the CEMC;
- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the designated area;
- During an emergency, the Mayor will provide information necessary to keep the media and public informed;
- Notifying the Provincial Emergency Operations Center of the declaration of an emergency and the termination of the emergency;
- The Mayor shall provide information to Council and the public with regards to impacts of an emergency on the municipality and declare a state of local emergency when required ensuring the members of council and are kept informed of the emergency situation;
- Notifying the Office of the Fire Marshal and Emergency Management Ontario, Ministry of the Solicitor General of the declaration of the emergency, and termination of the emergency;
- Determining the appropriate public notification procedure in consultation with the MECG;
- Ensuring that the local MPP and MP, and neighbouring communities are advised of the declaration and termination, and kept informed of the emergency situation;
- Approving, in conjunction with the CAO and Emergency Information Officer (EIO), major announcements and media releases, in consultation with the MECG;
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- Maintaining the records and logs, as they relate to their agencies actions, for the purpose of the debriefs and post-emergency reporting that will be prepared; and
- Maintain a personal log of all actions taken.

2. **Chief Administrative Officer**

The C.A.O. is responsible for:

- Ensuring liaison with the OPP regarding security arrangements for the EOC;
- Coordinating all operations within the EOC, including the scheduling of regular meetings;
- Advising the Mayor on policies and procedures, as appropriate;
- Provide regular updates and act as principal advisor to the Mayor and Council;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer, in consultation with
the CCG;
• Secure the necessary financial support from existing sources or from Provincial or Federal authorities;
• Determine the level of staffing required for municipal operations not directly associated with an emergency and arrange for support services;
• Ensuring that a communication link is established between the CCG and the Emergency Site Manager;
• Calling out additional Municipal staff to provide assistance, as required.
• Ensure Critical Incident Stress Management (CISM) is available as needed during an emergency to the staff
• Ensure appropriate remuneration/overtime is in place for all employees working on emergency, both union and non-union;
• Maintaining the records and logs, as it relates to its agencies’ actions, for the purpose of the debriefs and post-emergency reporting that will be prepared; and
• Maintain a personal log of all actions taken.

3. Clerk
The Clerk is responsible for:
• Assisting the Mayor as required
• Ensuring all-important decisions made and actions taken by the Municipal Control Group are recorded
• Arranging for printing of materials, if required.
• Coordinating the provision of clerical staff to assist at the Emergency Operations Centre, as required.
• At the direction of the Mayor, ensure that all Town Council members are advised of the declaration and termination of the emergency.
• At the direction of the Mayor, arrange a special meeting of Council, as required and advise members of Council about the details of the emergency.
• Opening and maintaining the Administration Offices as required.
• Providing security for the Administration Offices, as required.
• Providing identification cards to Community Control Group members and EOC Support Staff.
• Coordinating parking at the Emergency Operations Centres and Administration Offices, if required.
• Maintaining all completed logs and prepare post emergency standard agency reports.
• Upon direction by the CAO, arranging special meetings of council, as required, and advising members of council of the time, date and location of the meetings;

4. Duty Officer (Support Staff to EOC)

• Ensuring that the EOC has connectivity to the Municipal central network, including internet for additional communication support;
- Provide equipment and staff resources as necessary to support IT equipment including email and internet requirements of MECG members
- Establishing a Website to provide informational updates to the public and updating that website as required by the EIO;
- Taking photographs of any damage to public and private property and posting in the EOC, for the use of the MECG;
- Mapping alternative travel routes within the Municipality for the public;
- Provide detailed maps of area impacted by the emergency and any at risk areas of a secondary emergency;
- Assist MECG with information technology needs;
- Maintaining the records and logs, as they relate to their agencies actions, for the purpose of the debriefs and post-emergency reporting that will be prepared;
- Maintaining a personal log of all actions taken.
- Assisting the CAO and CEMC, as required;
- Provide a process for registering the MECG members, maintaining a MECG member list contact information, and records attendance;
- Notifying the required support and advisory staff of the emergency, and the location of the EOC;
- Arranging for printing of material, as required;
- Coordinating the provision of clerical staff to assist in the EOC, as required;
- Upon direction by the Mayor, ensuring that all council members are advised of the declaration and termination of the emergency;
- Procuring staff to assist, as required;
- Ensure logs are being completed and collect them from the MECG members at the end of the shift;
- Initiating necessary action to ensure the telephone system at the Municipal Offices functions as effectively as possible, as the situation dictates;
- Maintaining an inventory of community and private sector communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communication systems;
- Making arrangements to acquire additional communication resources during an emergency;
- Keep the EOC clean and tidy at all times;
- Assist CEMC with coordination of services during Host Community emergencies;
- Arrange for lodging and snacks for staff in EOC, at the emergency site, and evacuees during host community emergency;
- Arrange for laundry service for evacuees during host community emergency;
- Maintain a personal log of all action taken.

5. **Community Emergency Management Coordinator**
The Emergency Management Coordinator is responsible for:

- Maintaining the Emergency Plan in accordance with the requirements of provincial legislation;
- Conduct the community’s Hazard Identification and Risk Assessment (HIRA) process;
- Conduct the critical infrastructure identification process;
- Conduct annual exercise to evaluate the Emergency Response plan;
- Conduct annual training for the members of the Municipal Emergency Control Group (MECG);
- Develop and implement a Community emergency management public awareness program;
- Activating the Emergency Notification System at the request of any Emergency Control Group member.
- Activating and arranging the Emergency Operations Centre;
- Ensuring that security is in place for the EOC and registration of CCG members;
- Ensuring that all members of the CCG have necessary plans, resources, supplies, maps and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keeping the CCG informed of implementation needs;
- Maintaining the records and logs for the purpose of debriefings and post-emergency reporting that will be prepared.
- Maintaining and updating plan and annexes on a regular basis.
- Ensuring liaison with community support agencies (ie. Canadian Red Cross, WAVS, etc.);
- Ensuring the well-being of all residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services. May be required to request assistance from the Canadian Red Cross;
- Coordinating the distribution and scheduling of various modes of transport (i.e. public transit, school buses, trucks, etc.) for the purpose of transporting persons and/or supplies, as required, by members of the MECG and the support and advisory staff;
- Liaise with OFMEM Field Officer at all times to ensure that the community emergency management program maintains the legislative standards;
- Maintain inventory of MECG supplies

6. Fire Chief
The Fire Chief is responsible for:

- Providing the CCG with information and advice on fire fighting and rescue matters;
- Depending on the nature of the emergency, assigning the Site Manager and informing the CCG;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provisions of additional fire-fighters and special equipment;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., rescue, first aid, casualty collection, evacuation;
- Providing an Emergency Site Manager, if required;
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire-fighting operations if necessary, e.g.: rescue, first aid, casualty collection, evacuation.

7. **Treasurer**

The Treasurer is responsible for:

- Providing the E.C.G. with information and advise on financial matters and financial policies for the Municipality;
- Tracking and approving all spending requests;
- Ensuring contact with Ministry of Municipal Affairs and Housing if required;
- Coordinating ODRAP applications;
- Implementing and coordinating Disaster Relief Committees as required.
- Reporting to Council on expenses incurred.
- Liaise with the Treasurer(s) of neighbouring communities, if required;
- Ensure that records of expenses are maintained for future claim purposes;
- Create chart of accounts for declared emergency;
- Ensure the prompt payment and settlement of all legitimate invoices and claims incurred during the emergency;
- Development contingency plans for the payment of employees, vendors and revenue collection;
- Provide advice and information to the MECG on financial and budget matters as it relates to the emergency;
- Initiate damage estimation;
- Obtain emergency funding and short-term loans from other governments and financial institutions, as necessary;
- Distribute any potential relief funds/financial assistance to emergency victims, upon Council approval;
- Liaise with the Municipal Insurance adjusters to ensure a proper supply of adjusters in the event of an emergency;
- Maintaining the records and logs, as they relate to their agencies actions, for future reference.
the purpose of the debriefs and post-emergency reporting that will be prepared;
- Maintain a personal log of all actions taken.

8. Manager of Parks and Recreation

The Manager of Parks and Recreation is responsible for:

- Providing the CCG with information and advice on engineering and public works matters;
- Depending on the nature of the emergency, assigning the Site Manager and informing the CCG;
- Establishing an ongoing communications link with the senior public works official at the scene of the emergency;
- Ensuring liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response;
- Ensuring provision of engineering assistance;
- Ensuring construction, cleaning, maintenance of municipal roads and report on the status to the MEKG
- Ensuring the maintenance of sanitary sewage and water systems;
- Providing equipment for emergency pumping operation;
- Ensuring liaison with the fire chief concerning emergency water supplies for fire fighting purposes;
- Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or arrange for the provision of alternate services or functions;
- Providing public works vehicles and equipment as required by any other emergency services;
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.
- Provide barriers and flashers for control of the emergency area;
- Clear debris, snow or other obstructions in and around the emergency area;
- Maintain essential streets and access routes for pedestrian and vehicular access;
- Maintaining the records and logs, as they relate to their agencies actions, for the purpose of the debriefs and post-emergency reporting that will be prepared;
- Maintain a personal log of all actions taken.

9. Emergency Information Officer
The Emergency Information Officer reports to the Chief Administrative Officer and is responsible for:

- For the dissemination of news and information to the media for the public. Establishing a communications link with the Community Spokesperson, the Citizen Inquiry Supervisor and any other media coordinator(s) (i.e., county, provincial federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- Activating the emergency notification system of the local amateur radio operators group if required.
  - Making arrangements to acquire additional communications resources during an emergency, i.e. Fire Department portable radios, cellular phones, etc.
  - Ensuring that the emergency communications centre is properly equipped and staffed, and working to correct any problems which may arise;
  - Maintaining an inventory of community and private sector communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems;
  - Making arrangements to acquire additional communications resources during an emergency;
- Ensuring that the Information Center or Media Relations Center is set up and staffed;
- Ensuring liaison with the CCG to obtain up-to-date information for media releases, coordinate individual interview and organize press conference;
- Ensuring that the following are advised of the telephone number of the media centre:
  a) Media;
  b) Community Control Group
  c) Town and Emergency Services
  d) Community Spokesperson
  e) Police Public Relations Officer
  f) Neighbouring communities
  g) Any other required persons, agencies or businesses
- Providing direction and regular updates to the public;
- Ensuring that the media releases are approved by the Chief Administrative Officer (in consultation with the Mayor) prior to dissemination, and distributing hard copies of the media release to the Media Relations Center, the CCG, other key persons handling inquiries from the media;
- Monitoring news coverage, and correcting any erroneous information;
- Maintaining copies of media releases and newspaper articles pertaining to the emergency.
- May be required to perform duties of Community Spokesperson
- Establishing and maintaining linkages with provincial, neighbouring municipal or industry media officials as required;
- Responding to or directing individual requests for information to the emergency;
• Coordinating interviews and media coverage;
• Ensuring set up and staffing of public inquiry telephone system;
• Maintaining copies of all media releases;
• Maintaining a personal log of all actions taken.

10. The Chief Building Official

The Chief Building Official is responsible for:
• Providing the MECG with information and advice on building matters, and the Ontario Building Code Act;
• Depending on the nature of the emergency, assign the Emergency Site Manager and inform the MECG;
• Establish an ongoing communications link with senior officials at the scene of the emergency;
• Undertake inspections and report to the MECG on the structural adequacy of buildings and on buildings, which are structurally damaged;
• Undertake inspections and report to the MECG and make recommendations concerning which buildings are safe for full, restricted or no occupancy;
• Report to the EOC on debris clearance required and on any services that need to be shut off;
• If Required liaise with other municipalities to gain the assistance of Building Officials in circumstances of needed support;
• Liaise with and/or secure the services of Professional Engineers to assist in determining structural safety of buildings in the event of an emergency;
• Maintaining the records and logs, as they relate to their agencies actions, for the purpose of the debriefs and post-emergency reporting that will be prepared;
• Maintain a personal log of all actions taken.

11. Scribe

The Emergency Operations Center Scribe / Duty Officer shall be responsible for:
• Assisting the CEMC in administrative duties such as set up of the EOC, signing in the CCG, maintaining logs, whiteboards and flip charts,
• Liaising with support agencies to provide necessities to members of the CCG should the emergency warrant an extended stay in the EOC
• Record all activates in the EOC and provide the chronological list of events including times and distribute to all required personnel
• Maintain an active record of the emergency event
• Ensure all important decisions made and actions taken by the MECG are recorded
• Ensure that maps and status boards are kept up-to-date.

12. Members of Council
Elected municipal officials, not appointed to, designated for, or encumbered by specific duties, will assist the MECG or any other specific support agencies, at the discretion of the Head of Council or designate.

13. **Emergency Site Manager (ESM)**

The Emergency Site Manager (ESM) is designated by the MECG as the overall Field Commander in the emergency area. It is their responsibility to coordinate the efforts of the emergency response services, and to report and recommend action to the MECG, as required. The MECG will provide advice and assistance to the ESM. The senior representative for each emergency responder (i.e. Police Service, Fire, EMS, infrastructure services, etc.) at the site will consult with their respective MECG member and coordinate with the Emergency Site Manager, so as to offer a coordinated and effective response. The Emergency Site Manager is responsible for:

- Organizing and coordinating the on-scene response at the emergency site(s) with the various emergency response services at the emergency site;
- Assess the situation under existing and potential conditions by consulting with emergency response services at the scene as well as outside expertise as required;
- Recommend the activation of the Emergency Plan and the Emergency Notification system, if deemed necessary;
- Coordinate with the MECG and emergency response services at the scene to ensure that the necessary equipment, supplies, personnel and expertise are readily available at the site;
- Liaise with the CAO at the EOC to regularly inform them of the on-scene situation and provide him/her with detailed reports which will enable the MECG to make informed decisions. The Emergency Site Manager will assist as required in the decision-making process;
- Hold periodic briefings with emergency response services on-scene on a regular basis. Activate and coordinate with agencies, an evacuation of the immediate area as warranted by the conditions;
- Consider response alternatives and determine appropriate response actions (i.e. evacuations, containment, etc.). Confer with the MECG, emergency response services on scene, and obtain additional expertise as required. In the event that a large-scale evacuation is deemed to be necessary;
- Establish an on-site Command Post at an appropriate distance from the incident. Assemble the various emergency response services at the Command Post to coordinate on-site decision-making and activities. Ensure adequate intra-agency communications capabilities is established from the Command Post;
- Brief emergency response services as they become involved with the on-site situation;
- Obtain as much information as possible from those involved in the incident (i.e. truck driver, plant manager, etc.) concerning the identity of material(s)
and health risks, cause, etc., and consult with experts as required to gain a complete picture of the situation to aid in the evacuation;
- Develop a scene organization plan/layout with the assistance of the police and fire departments, establish an inner perimeter where only response personnel directly involved in controlling the incident are allowed, and an outer perimeter where the staging area is established and good access and egress routes maintained;
- In association with the MECG, periodically brief the Emergency Information Officer regarding incident status and discuss what information will be distributed to the public and media;
- Request logistical support services from the MECG, as required for the emergency personnel at the scene;
- Ensure that overall safety of the emergency site, in particular that strict safety precautions are adhered to with respect to wearing protective clothing and equipment. Contact Federal or Provincial Labour Ministry official for assistance as required;
- Initiate the development of de-mobilization plan for response agencies, following the official termination of the emergency, if required;
- Maintaining the records and logs, as they relate to their agencies actions, for the purpose of the debriefs and post-emergency reporting that will be prepared;
- Maintain a personal log of all actions taken.

14. Other Agencies

In an emergency, many agencies may be required to work with the Community Control Group. Examples may include; Office of the Fire Marshal and Emergency Management, various local police agencies, industry, volunteer groups, railroads, the County of Northumberland and provincial ministries.

15. OPP Representative

The OPP Representative is responsible for:
- Notifying necessary emergency and community services, as required;
- Establishing a site command post with communications to the EOC;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Establishing the inner perimeter within the emergency area;
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- Providing traffic control staff to facilitate the movement of emergency vehicles
- Alerting persons endangered by the emergency and coordinating evacuation procedures having regard for officer safety and the number of evacuees to be
notified;
• Ensuring liaison with the Community Services officer regarding the establishment and operation of evacuation and reception centres;
• Ensuring the protection of life and property and the provision of law and order;
• Providing police service in EOC and other facilities, as required;
• Notifying the coroner of fatalities;
• Ensuring liaison with other community, provincial and federal police agencies as required;
• Providing an Emergency Site Manager, if required.

16. **Liaison Person for Director of Social Service**

Under multi-municipal emergency conditions, the County CEMC or alternate will communicate directly with the Director of Community and Social Services. The Liaison Person for Director of Social Service will attend the County EOC and send a liaison person to the municipal E.O.C.s. The Liaison Person is responsible to:

• Attend the constituent Municipality’s Emergency Operation Centre;
• Advise the County CEMC on all matters concerning the Municipal request for emergency social service including;
  - area of evacuation
  - potential evacuee population
  - time duration for required service
  - location of reception centre if one established

As directed from the Liaison Person for Director of Social Service, advise the Municipal Community Control Group on all matters related to providing emergency social service for people in the emergency area or those persons forced to leave their homes and are now in public reception centres;

- location/type of lodging (hotel, evacuation shelter)
- services provided (emergency clothing, feeding, lodging, personal service, registration & inquiry)
- service is for evacuees who cannot make lodging arrangements with friends/family, cannot financially make alternate arrangements, and have no other lodging available
- operation hours of service
- Maintain a record of all action taken.

17. **Emergency Medical Services Representative**

The Emergency Medical Services (EMS) representative is responsible for:

• Report to the Community Control Group on all matters related to the Emergency Medical Services.
• Liaise with the EMS Site Coordinator to ensure triage and treatment at the
emergency site
  - Liaise with hospitals for the efficient distribution of casualties through the Lindsay Central Ambulance Control Centre dispatch
  - Assess the need and request for on-site medical teams from the EMS site coordinator and whether assistance is required from other ambulance services or police in providing transportation to the scene for these medical teams. Note: Hospitals will not routinely provide on-site triage or medical teams. Medical assistance may be requested to deal with extraordinary instances such as prolonged and extensive situations.
  - Assess the need and request for special emergency health service resources at the emergency site, e.g. multi-patient units, support units, air ambulances etc., and forwarding these requests to Lindsay CACC.
  - Liaise with Lindsay CACC to provide a main radio and telephone communication link through dispatch among health services, and notifying and requesting assistance of the Ontario Ministry of Health and Long Term Care, Emergency Health Services Branch.
  - Liaise with the Commissioner of Public Health/Medical Officer of Health for information regarding invalids or disabled citizens that may reside in an area to be evacuated and require ambulance or other stretcher transportation.
  - Assist with the organization and transportation of persons in health care facilities, homes for the aged, nursing homes and rest homes, which are to be evacuated, as required.
  - Ensuring that first aid supplies are available at the emergency area and the evacuation centres
  - Establish on-scene command post and the appointment of an Emergency Medical Service Officer In Charge to the Emergency Management Team
  - Assist the Emergency Site Manager, as appointed, in fulfilling his/her responsibilities.
  - Provide an Emergency Site Manager if request.
  - Maintain a record of all action taken.
  - Participate in debriefing and assisting with the preparation of a report on the emergency.

18. **Electrical Utility Representative – LUSI/Hydro One**

The Electrical Utility Representative – LUSI/Hydro One is responsible for:

- Monitoring the status of power outages and customers without services;
- Providing updates on power outages, as required;
- Ensuring liaison with the public works representative;
- May provide assistance with accessing generators for essential services, or other temporary power measures.

19. **Community Spokesperson**

(IF DESIGNATED) The Community Spokesperson will be appointed by the
Community Control Group (in consultation with the County Media Relations Officer) and is responsible for:

- Giving interviews on behalf of the Township of Cramahe Council;
- Coordinating media photograph sessions at the scene;
- Coordinating on-scene interviews between the emergency services personnel and the media.

**Relationship between the CCG and Emergency Site Manager (ESM):**

Depending on the nature of the emergency, and once the ESM has been assigned, the CCG relationship with the ESM is to offer support with equipment, staff and other resources, as required.

The CCG will also ensure that the rest of the community maintains municipal services.

**Relationship between ESM and command and control structures of emergency responders**

The senior representative for each emergency responder (police, fire, EMS, public works) at the site will consult with the Emergency Site Manager, so as to offer a coordinated and effective response. Regular briefings will be held at the site and chaired by the Emergency Site Manager, so as to establish the manner and process by which response to the emergency will be provided.

**EMERGENCY INFORMATION PLAN**

**AIM**

The aim of the Emergency Information Plan is to support the Township of Cramahe Emergency Plan. When an emergency or disaster strikes, the Emergency Information Plan provides a framework through which:

- Vital information can be communicated to affected segments of the community
- Important incident communication can be communicated to emergency responders and Control Group members
- General information of public interest can be broadly disseminated
- Human and physical resources can be rapidly deployed and mobilized to carry out public information responsibilities related to the emergency or disaster.

**OVERVIEW**
Ontario Regulation No. 380/04 states, “The emergency operations centre (EOC) must have appropriate technological and telecommunication systems to ensure effective communication in an emergency.”

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the EOC and participating public safety agencies or departments, or between the EOC and the emergency (incident) site. Communication system redundancy is very important for ensuring the sustainability of the EOC. For this reason, The Township of Cramahe has established this Emergency Information plan.

The Emergency Information Plan will ensure the telecommunication system is interoperable with other public safety agencies and departments. The Township of Cramahe Fire Department maintains hand-held, two-way radios which may be distributed to the organizations, or public safety agencies (such as police, fire, ambulance, utility company, etc.) and EOC that are directly involved with the emergency, so that the organizations or public safety agencies may exchange information via two-way communication.

The Emergency Information Officer will initiate the Emergency Information Plan with help from the Duty Officer if required. Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site(s) and the EOC. Also, communications may be required at various locations including evacuation centres, hospitals and other key responding agencies.

The Emergency Communications Room will be adjacent to the EOC. It may be equipped with portable hand radios, battery back-up, two-way radio with the necessary channels to communicate with police, fire, EMS and OFMEM. Communications between the EOC and the other responding agencies will be with the support of a runner. All messages are to be written on the Message Forms and logged. Should the Township of Cramahe lose all telephone communications, pre-arranged communications could be obtained from the Fire Department. If required additional radios may be used such as school bus radios, which in turn will act as relay to the EOC and the emergency site if required.

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

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

- Emergency Information Officer;
- Community Spokesperson;

(Note: The only appointed position at this time is the Emergency Information Officer. Other positions will be filled on recommendation of the C.C.G.)
The local Emergency Information Centre (EIC) would be located in the Council Chambers at the Township of Cramahe Municipal Office located at 1 Toronto Road in Colborne. Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as decided by the Community Control Group. This area, if established, will be staffed as determined by the Emergency Information Officer.

**AUTHORITY**

The Emergency Information Plan is prepared in accordance with the provision of the Township of Cramahe Emergency Plan. The implementation and maintenance of the Emergency Information Plan is the responsibility of the Emergency Information Officer acting in close consultation with the members of the Community Control Group. The Township of Cramahe Fire Department will play an integral part in the telecommunication plan whereby it will ensure the distribution of the hand-held, two-way radios to the EOC, organizations and/or public safety agencies. The two-way radios are stored in the Fire Department Support Vehicle 891. The Fire Department shall determine the communication channel frequency, maintain an equipment loan log, and notify other municipal departments of the dedicated Emergency Channel Frequency for interoperable emergency communications.

Note: In the event of a crime scene incident, the Police Services Media Representative may take the lead role in working with the Emergency Information Officer.

**SCOPE**

This Emergency Information Plan is an integral part of the overall municipal Emergency Response Plan. It provides direction and guidance in a limited or major emergency/disaster.

It outlines:

- The duties and responsibilities of the Emergency Information Officer in regard to media.
- The actions to be taken and procedures to be followed during an emergency.

The Emergency Information Plan may be implemented in whole or in part, depending on the requirements of each situation.

**CONTEXT OF THE EMERGENCY INFORMATION PLAN**

One of the objectives of the Township of Cramahe Emergency Plan is to provide factual, official information at the earliest possible time to officials involved in the
emergency; news media and concerned individuals seeking personal information. The Emergency Information Plan sets out the framework, responsibilities and procedures for fulfilling this objective.

The Emergency Information Plan will be activated upon official notification of the Community Control Group.

**INITIAL ALERT SEQUENCE**

- Upon arrival at the Emergency Operations Centre, the Emergency Information Officer will activate the Emergency Information Plan.
- The Emergency Information Officer will confer with the members of the Community Control Group present to verify and assess available information.
- Once this assessment is complete, an initial Media Advisory (status of the emergency and confirmation of media and public information arrangements) will be issued.

The Emergency Information Officer will:
- Co-ordinate first news release with Mayor, Township Administrator and departments
- Prepare and send the news releases
- Arrange media interview schedule
- Follow up with direct press contact
- Prepare briefing materials for Emergency Operations Centre situation report
- Pass information to the Emergency Operations Duty Officer for the Main Events Log and to the operational maps as necessary
- Provide logs and records to the Duty Officer

**Responsibilities**

**Emergency Information Officer**

**Standard Operating Procedures**

Upon receipt of the notification of an emergency or disaster, the Emergency Information Officer shall:
- Report immediately to the Emergency Operations Centre
- Activate a Public Alert System to notify community partners
- Issue initial media advisory: confirmation of known facts of the situation public inquires number for publication and details of media arrangements
- Maintain a log of all actions taken
- Document expenses for cost recovery purposes.

**Duties**

Reporting to the Community Control Group, the Emergency Information Officer assists with the management of the media during the emergency and;
Consult with the Community Control Group on the need for news briefings and conferences, the granting of media interviews, the status of media monitoring, recommended responses to media misinformation and rumour, the content of official statements, announcements and other forms of public communication, and the release of any disaster-related information to the public.

Consult with other members of the Community Control Group on the status of the emergency situation and on any need for resources that could be fulfilled for the dissemination of information to the public for assistance.

Apprise the Emergency Operations Centre members of any significant information received by the public.

Provide support to the On-site Commander by co-coordinating the activities of the media at or near the actual emergency site.

Maintaining ongoing contact with site command post, On-site Commander to ensure consistency of information and reporting on media activities.

Operating media or VIP escort service from the Command Post when it has been decided to keep the site and vicinity closed to all but specifically authorized visitors.

Organizing and conducting site tours for all media team members, or, in the absence of a tour, providing the team with video footage.

Provide technical and logistical supports to accredited media representatives as requested.

Correct misinformation by contacting media program producer.

Ensure that a log is kept of all media inquiries to be transformed into a media inquiry summary and assessment component of the final operational evaluation report of media activities.

Prepare and submit an analysis of media coverage, and recommend necessary adjustments to the Public Information Plan.
ANNEX “1”

TOWNSHIP OF CRAMAHE
EMERGENCY PLAN
ALERT PROCEDURE

On receipt of an order to alert the CCG members, the Community Emergency Management Coordinator will implement the procedure by contacting required members and alternates in the order listed.
APPEALS FOR VOLUNTEERS

In the event that it is deemed necessary to issue appeals to the public for volunteers with certain skills to assist in controlling an emergency situation, this should not be done until all available municipal personnel with similar skills have been committed, and then only on the authority of the Mayor.

THE CCG IS RESPONSIBLE FOR:

a) Determining the numbers of volunteers required, their skills, clothing to be worn, tools to be brought, instructions as to age and sex the particular place to which volunteers are to report.

b) Preparing the appeal to be taped at the radio station for reading over the air and for regular re-broadcasting.

c) Arranging for volunteers to be registered and issued with an identification card.

d) Instructing radio stations to cancel broadcasting for volunteers as soon as the required numbers have enrolled.

A sample for type for registering volunteers is below.

All volunteers must be registered.
VOLUNTEER REGISTRATION FORM

COUNTY OF NORTHUMBERLAND
VOLUNTEER REGISTRATION FORM

SURNAME ___________________       CHRISTIAN NAMES ________________
ADDRESS ___________________        TEL. NO. ________________________
___________________        OCCUPATION _________________
NEXT OF KIN ________________        TEL. NO. ________________________
ADDRESS ____________________
____________________
DATE ENROLLED __________________TIME________PLACE____________
SIGNATURE OF VOLUNTEER ________________________________
ENROLLING OFFICER _________________________________________
DATE FINISHED ___________________TIME________ PLACE____________
ENROLLING OFFICER _________________________________________
ANNEX “4”

LIST OF EOC’S IN NORTHUMBERLAND COUNTY

<table>
<thead>
<tr>
<th>Municipality of Alnwick/Haldimand</th>
<th>Municipality of Port Hope</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alnwick-Haldimand Fire Hall</td>
<td>5325 County Road 10</td>
</tr>
<tr>
<td>70-9160 County Road 45</td>
<td>Port Hope, Ontario</td>
</tr>
<tr>
<td>Roseneath, Ontario</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Municipality of Brighton</th>
<th>Municipality of Trent Hills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Station #2</td>
<td>Clock Tower</td>
</tr>
<tr>
<td>1256 County Road 27</td>
<td>36 Front Street South</td>
</tr>
<tr>
<td>Codrington, Ontario</td>
<td>Campbellford, Ontario</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Town of Cobourg</th>
<th>Township of Hamilton</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Hall</td>
<td>Baltimore Recreation Center</td>
</tr>
<tr>
<td>111 Elgin Street East</td>
<td>23 Community Center Road,</td>
</tr>
<tr>
<td>Cobourg, Ontario</td>
<td>Baltimore, Ontario</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>County of Northumberland</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Administration Building</td>
</tr>
<tr>
<td>555 Courthouse Rd.</td>
</tr>
<tr>
<td>Cobourg, Ontario</td>
</tr>
</tbody>
</table>
ANNEX “5”

LIST OF EQUIPMENT FOR EMERGENCY OPERATIONS CENTER

Bins #1 - #10 identified on container lid located in Emergency Operations Center.

ANNEX “6”

DISTRIBUTION LIST

<table>
<thead>
<tr>
<th>Mandy Martin</th>
<th>Arryn McNichol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor</td>
<td>CAO / Treasurer</td>
</tr>
<tr>
<td>Township of Cramahe</td>
<td>Township of Cramahe</td>
</tr>
<tr>
<td>Tim Burgess</td>
<td>OFMEM</td>
</tr>
<tr>
<td>Fire Chief/C.E.M.C.</td>
<td>25 Morton Shulman Ave.</td>
</tr>
<tr>
<td>Township of Cramahe</td>
<td>Toronto, Ontario M3M 0B1</td>
</tr>
<tr>
<td>Enbridge Pipelines Inc.</td>
<td>Lower Trent Conservation Authority</td>
</tr>
<tr>
<td>Joanne Hyde</td>
<td>Northumberland County Emergency Planning</td>
</tr>
<tr>
<td>Clerk</td>
<td>860 William St.</td>
</tr>
<tr>
<td>Township of Cramahe</td>
<td>Cobourg, Ontario K9A 4W5</td>
</tr>
<tr>
<td>Lakefront Utility Services Incorporated</td>
<td>Northumberland O.P.P.</td>
</tr>
<tr>
<td>207 Division St.</td>
<td>1165 Division St.</td>
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<tr>
<td>Cobourg, Ontario K9A 4L3</td>
<td>P.O. Box 8</td>
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<td>Cobourg, Ontario K9A 4K2</td>
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</table>
# RECOMMENDED COMMUNITY CONTROL GROUP MEETING CHECKLIST

<table>
<thead>
<tr>
<th>Item</th>
<th>Action or Direction</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>DETERMINE THAT ALL APPROPRIATE MEMBERS OF CCG ARE PRESENT</td>
<td></td>
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<td>2.</td>
<td>DETERMINE IF ADDITIONAL ADVISERS TO CCG ARE REQUIRED</td>
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<td>3.</td>
<td>REPORTS BY ALL AGENCIES/DEPARTMENTS</td>
<td>Current deployment of resources and priorities for immediate action</td>
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<td>4.</td>
<td>DETERMINE AREAS AFFECTED BY EMERGENCY – DEFINE EMERGENCY SITE (S) (IF APPROPRIATE)</td>
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<td>5.</td>
<td>APPOINT /CONFIRM EMERGENCY SITE COMMANDER/MANAGER (S) (ESM)</td>
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<td>6.</td>
<td>DETERMINE IMMEDIATE SUPPORT THAT EMERGENCY SITE WILL REQUIRE</td>
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<td>7.</td>
<td>DETERMINE COMMUNITY STRATEGY TO RESOLVE/MANAGE EMERGENCY</td>
<td>Ensure that minutes or record of decisions are taken</td>
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<tr>
<td>8.</td>
<td>DETERMINE AND PRIORITIZE TASKS AND COMPARE TO RESOURCES AVAILABLE</td>
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<td>9.</td>
<td>CONSIDER DECLARATION OF EMERGENCY</td>
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<td>10.</td>
<td>ACTIVATE ALL OR PARTS OF COMMUNITY EMERGENCY PLAN; WHICH MAY INCLUDE:</td>
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<td>- EVACUATION PLAN</td>
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<td>- EVACUATION CENTRE PLAN</td>
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<td>- VOLUNTEER MANAGEMENT PLAN</td>
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<td>- PUBLIC INFORMATION PLAN</td>
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<td>- MEDIA PLAN</td>
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<td>- RECOVERY PLAN</td>
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<td>o DEBRIS REMOVAL</td>
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<td>o CISM</td>
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<td>11.</td>
<td>ACTIVATE EOC TO APPROPRIATE LEVEL OF OPERATION (LIMITED, PARTIAL, FULL)</td>
<td>Consider staffing for next 24-48 hours</td>
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<td>12.</td>
<td>APPOINT EOC OPERATIONS OFFICER</td>
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<td>13.</td>
<td>ACTIVATE NOTIFICATION PLAN, WHICH MAY INCLUDE: UPPER TIER, NEIGHBOURING COMMUNITIES, EMO, MP, MPP, MEMBERS OF COUNCIL</td>
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<tr>
<td>14.</td>
<td>DETERMINE TIME/LOCATION FOR NEXT CCG MEETING (OPERATING CYCLE)</td>
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ANNEX ‘8’

Checklist in Consideration of a Declaration of Emergency
(Note: All references in this document refer to the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, as amended 2006)

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

An emergency is defined under the Emergency Management and Civil Protection Act as “a situation, or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise” [Section 1, definition of an emergency].

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

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

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

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

**General and Government:**

- **Is the situation an extraordinary event requiring extraordinary measures?** [Section 4 (1) permits a head of council to “take such action and make such orders as he or she considers necessary and are not contrary to law” during an emergency.]
Does the situation pose a danger of major proportions to life or property? [Section 1, definition of an emergency]

Does the situation pose a threat to the provision of essential services (e.g., energy, potable water, and sewage treatment/containment, supply of goods or medical care)? [Some situations may require extraordinary measures be taken or expenditures be made to maintain or restore essential services. A declaration of emergency may allow a head of council to expend funds outside of his or her spending resolutions and/or the regular approval process of the municipality.]

Does the situation threaten social order and the ability to govern? [Whether due to a loss of infrastructure or social unrest (e.g., a riot), a crisis situation has the potential to threaten a council’s ability to govern. In such cases, extraordinary measures may need to be taken. Section 4 (1) provides for extraordinary measures, not contrary to law. Section 55 (1) of the Police Services Act provides for the creation of special policing arrangements during an emergency.]

Is the event attracting significant media and/or public interest? [Experience demonstrates that the media and public often view the declaration of an emergency as a decisive action toward addressing a crisis. It must be made clear that an “emergency” is a legal declaration and does not indicate that the municipality has lost control. An emergency declaration provides an opportunity to highlight action being taken under your municipal emergency response plan.]

Has there been a declaration of emergency by another level of government? [A declaration of emergency on the part of another level of government (e.g., lower-tier, upper-tier, and provincial, federal) may indicate that you should declare an emergency within your municipality. For example, in the event of a widespread disaster affecting numerous lower-tier municipalities within a county, the county will likely need to enact its emergency response plan and should strongly consider the declaration of an emergency. In some cases, however, a declaration of emergency by a higher level of government may provide sufficient authorities to the lower-tier communities involved (e.g., municipalities operating under the authority of a provincial or federal declaration).]

Legal:

Might legal action be taken against municipal employees or councilors related to their actions during the current crisis? [Section 11 (1) states that “no action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a Crown employee or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good
faith exercise or performance of such a power or duty.” Section 11 (3), however, states “subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality…”]

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

**Operational:**

- **Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel?** [Section 4 (1) permits the head of council to “take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan.” Section 13 (3) empowers a municipal council to “make an agreement with the council of any other municipality or with any person for the provision of any personnel, service, equipment or material during an emergency.”]

- **Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis?** [Some situations may require the creation of special response agreements between the municipality and other jurisdictions, private industry, non-government organizations, etc. Section 13 (3) states that the “council of a municipality may make an agreement with the council of any other municipality or with any person for the provision of personnel, service, equipment or material during an emergency.”]

- **Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations?** [In the event of a large-scale crisis, such as an epidemic or prolonged natural disaster, municipal resources may not be able to sustain an increased operational tempo for more than a few days. This is particularly true if emergency workers are injured or become ill as a result of the crisis. In such a case, the municipality may need to utilize outside emergency response personnel. Section 13 (3) provides for mutual assistance agreements between municipalities.]

- **Does, or might, the situation require provincial support or resources?** [Provincial response (e.g., air quality monitoring, scientific advice, airlift capabilities, material resources, etc.) may involve numerous ministries and personnel. Activation of the municipal emergency response plan, including the opening of the Emergency Operations Centre and meeting of the Community Control Group, can greatly facilitate multi-agency and multi-government response.]
Does, or might, the situation require assistance from the federal government (e.g., military equipment)? [Section 13 (2) authorizes the Solicitor General, with the approval of the Lieutenant Governor in Council, to make agreements with the federal government. In Canada, federal emergency assistance is accessed through, and coordinated by, the province. The declaration of an emergency may assist a municipality in obtaining federal assistance.]

Does the situation involve a structural collapse? [Structural collapses involving the entrapment of persons may require the deployment of one or more Heavy Urban Search and Rescue (HUSAR) teams. Ontario has a HUSAR team. This team is specially equipped and trained to rescue persons trapped as a result of a structural collapse. Any municipality in the province can request a HUSAR deployment to a declared emergency. Requests for HUSAR resources should be made through your local mutual aid fire coordinator. Approval for the dispatch of the HUSAR team comes from the Commissioner of Emergency Management.]

Is the situation a large-scale or complex chemical, biological, radiological, or nuclear (CBRN) incident? [Response to CBRN incidents requires specialized resources and training. Ontario is developing three CBRN teams to respond to incidents throughout the province. CBRN teams are only dispatched to declared emergencies. Requests for a CBRN deployment should be made through your local mutual aid fire coordinator. Approval for the dispatch of CBRN teams comes from the Commissioner of Emergency Management.]

Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals [livestock] from your municipality? [Evacuee and reception centres often use volunteers as staff. As noted above, the declaration of an emergency enacts certain parts of the Workplace Insurance and Safety Act related to volunteer workers. Secondly, an evacuation or sheltering of citizens has the potential to generate issues pertaining to liability. Section 11 of the Emergency Management and Civil Protection Act may provide municipal councilors and employees with certain protections against personal liability.]

Will your municipality be receiving evacuees from another community? [The issues discussed in the previous bullet may apply equally to municipalities accepting evacuees.]

Economic and Financial:

Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles? [The rerouting of people and vehicles poses a potential liability risk. Keeping persons from their homes and delaying commercial traffic are both sensitive issues. Section 11 of the Act may provide certain protection from liability. Section 4 (1) allows for extraordinary measures to be taken, providing they are not contrary to law.]
• Is an event likely to have a long term negative impact on a community’s economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity? [The declaration of an emergency may facilitate the ability of the municipality to respond to economic losses.]

• Is it possible that a specific person, corporation, or other party has caused the situation? [Section 12 states that “where money is expended or cost is incurred by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost...."]
THE CORPORATION OF 
THE TOWNSHIP OF CRAMAHE

DECLARATION OF A STATE OF LOCAL EMERGENCY
Whereas The Emergency Management & Civil Protection Act R.S.O. 1990, Chapter E.9, Section 4 (1) authorizes 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 actions and makes such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality to protect property and the health, safety and welfare of the inhabitants of the emergency area.

I, ___________________________________________  ___________________________________________

(Insert Name)  (Insert Title)

Of the Corporation of the Township of Cramahe, hereby declare that an ‘Emergency Exists’ within the boundaries of the Township of Cramahe:
I declare this a Local State of Emergency for the following reason(s):

Please see attached Emergency Declaration Checklist.

____________________________________________________________________________

Whereas the undersigned is satisfied that an emergency as defined in the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, exists in the Township of Cramahe.
And whereas the undersigned has consulted with the majority of members of the Emergency Control Group.
The undersigned hereby declares pursuant to Section (4)(1) of the Emergency Management and Civil Protection Act, a State of Emergency in the Township of Cramahe as of _________ Hours of the ___________ Day of ____________.

____________________________________________________________________________

Head of Council Signature (or Designate)

____________________________________________________________________________

Print Name

Fax declaration to PEOC Duty Officer at 416-314-0474 and notify the Provincial Emergency Operations Center at 1-866-314-0472.
Termination of an Emergency

When terminating an emergency, the Head of Council will notify; The Office of the Fire Marshal and Emergency Management Ontario, Town Council, and neighbouring community officials as required.

De-Activation of Plan

The CCG is responsible for developing an initial recovery plan to restore essential services and to facilitate the transition from emergency to a state of safe and acceptable conditions in all areas affected by the emergency.

Once the emergency is declared terminated at the Emergency Site(s), the CCG and the Emergency Site Manager (ESM) will ensure there are provisions for the rehabilitation of the Emergency Site(s) and environment. The area immediately adjacent to the site(s) and any other area of the community, as applicable, shall be declared safe with provisions for rehabilitation of the environment, etc., as determined by the MECG.
THE CORPORATION OF 
THE TOWNSHIP OF CRAMAHE

TERM INATION OF A STATE OF LOCAL EMERGENCY

Whereas The Emergency Management & Civil Protection Act R.S.O. 1990, Chapter E.9, Section 4 (2) authorizes The Head of Council of a Municipality to declare that an emergency has terminated in the municipality or in any part thereof.

WHEREAS the area described has been declared safe with provisions for rehabilitation of the environment.

I, ___________________________                   ________________________________

(Insert Name)                   (Insert Title)

Of the Corporation of the Township of Cramahe, hereby declare that an emergency has terminated in the municipality or in any part thereof.

AND WHEREAS the undersigned is satisfied the harm or damage to the safety, health, or welfare of persons, or damage to property no longer exists from the previously declared emergency:

AND WHEREAS the undersigned has consulted with the majority of the members of the Community Control Group.

THE UNDERSIGNED HEREBY TERMINATES a State of Local Emergency in the Township of Cramahe, pursuant to The Emergency Management & Civil Protection Act R.S.O. 1990, Chapter E.9, Section 4 (2), in the Township of Cramahe as of __________ Hours of the __________ Day of ____________.

__________________________
Head of Council Signature (or Designate)

__________________________
Print Name

Fax declaration to PEOC Duty Officer at 416-314-0474 and notify the Provincial Emergency Operations Center at 1-866-314-0472.
INFECTION PREVENTION & CONTROL GUIDELINES

Primary Concern: Maintaining essential services in the E.O.C. during an infectious disease outbreak.

Transmission of Influenza: Human influenza is transmitted from person to person primarily via virus-laden droplets that are generated when infected persons cough or sneeze. These droplets can then be directly deposited onto the mucosal surfaces of the upper respiratory tracts of persons who are within one meter of the source. Transmission may also occur through direct and indirect contact by touching a surface that has droplets on it or shaking hands with an infected person, then touching their own or someone else’s mucous membranes or eyes.

- All persons having access to the E.O.C. are strongly encouraged to get annual Influenza Immunization.

2. It is each person’s personal responsibility to not attend or to remove them self from the E.O.C. in the event that they display symptoms of, or become aware that they may have a febrile respiratory illness.

- It is each person’s personal responsibility to practice infection control, including, but not limited to:
  a. Covering one’s face when coughing or sneezing,
  b. Frequent hand washing and sanitizing, especially after coughing, sneezing or using tissues.
  c. Disinfectant spray is to be used to disinfect each person’s work area before they take up the station and as required throughout their shift.

- Non-essential personnel will NOT be allowed access to the E.O.C.

- In the event it is deemed necessary, face masks will be worn at all times by everyone in the E.O.C.
TOWNSHIP OF CRAMAHE

EOC MESSAGE FORM

<table>
<thead>
<tr>
<th>Time:</th>
<th>Message</th>
<th>Priority</th>
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<tbody>
<tr>
<td>Date:</td>
<td>To: ____________________________</td>
<td>High</td>
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<td></td>
<td>From: __________________________</td>
<td>Normal</td>
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MESSAGE:
ANNEX 11

Guide to Emergency Media Relations

This guide provides a framework for conducting the communities media relations during an emergency. The Head of Council and CAO have the ultimate authority for the release of information to the media. Their responsibility may be delegated to the Public Information Officer at their discretion.

The Media Centre, under the supervision of the Public Information Officer and this guide, should be implemented immediately upon the activation of the Community Emergency Response Plan.

A media relation's team is to be set-up and lead by the Public Information Officer.

Members of the media relation's team should include:

- The Public Information Officer
- A Police media/public relations representative
- A media or public relations representative from the industry involved, if there is an industrial element to the emergency.

Under the supervision of the Public Information Officer the media relation's team will:

1. Distribute background information to the media and prepare all media tours and briefings.
2. Conduct and arrange interviews.
3. Ensure consistency of messages going out to the media.
4. Monitor all media broadcasts and stories related to the emergency.
5. Brief the Head of Council for interviews.
6. Prepare and issue all media releases after approval from the Head of Council or CAO.
7. Arrange and conduct media conferences at regular intervals.
8. Prepare a post-emergency report and submit it to the Chief Administrative Officer.
Using the Media:

The public needs information during an emergency, and one of the most effective ways to provide this is through the news media.

Depending on the scope or scale of your emergency, it may attract local, regional and/or national media attention. Be prepared to handle the large number of media who may turn up to cover your emergency. Your media Information Centre should include enough space to handle the large numbers of media personnel that may attend.

You may be advised to give special attention or preferred treatment to your local media. They are a much more direct link to “local residents”. Remember, they have a stake in your community and your emergency, and they will still be there after the emergency is over.

Learn the needs of the various media. Recognize that they have deadlines. Different forms of media have different deadlines (radio, TV, print). Ask what those deadlines are and try to accommodate them as best you can. You can also use them to your advantage. Radio is most often the quickest way to get YOUR message out to the public.

Media Information Centre:

Each municipality should designate a Media Information Centre. This centre should be located near, but not in, the Emergency Operations Centre (EOC). An alternate location should also be designated in case the Primary EOC is unusable due to the emergency situation.

The Information Centre should be equipped with telephones, a fax machine, electrical outlets and sufficient space for the media to work. Ideally the facility should also have sufficient space for media conferences.

Designate a person to verify media credentials.

Advise the media about any rules or restrictions.

Beverages and snacks should be made available.
Site Visits:

The media will want to visit the site of the emergency, and should be allowed to do so as soon as possible. Arrangements must be coordinated by the Public Information Officer and the Emergency Site Manager. Safety is still a prime factor.

The media should be briefed on what the rules are. Such as who they may talk to, what they may photograph, safety restrictions, and how long they may stay. They should be escorted to the site and met there by an on-site public information officer who will conduct a tour of the site.

If large numbers of media are present, it may be necessary to set up a Media Pool to take a small number to the site, on the condition that they share photos and stories with the other media. The media representatives should decide amongst themselves who will go in, and what the requirements of the others are.

Only Senior Emergency personnel should speak to the media. Instruct all staff that when approached for an interview or comment to refer the media to the Public Information Officer and/or Site Manager.
Media Releases:

All releases should be typed... and on 8 ½ by 11 inch paper. Double space the lines and leave plenty of margin. Try not to hyphenate words are the end of lines and don’t carry a paragraph over to the next page. Also ensure you number each page.

Ensure your releases are accurate, factual, and complete.

Prepare your releases to convey the key points or messages you wish to communicate. *(the latest information as well as any public action directives or instructions)*

Write your release in plain everyday English. Avoid big words or unusual technical terms or terminology.


Don’t try to answer all six questions in the first sentence.

Put what you consider the most important information in the first paragraph.

    A state of local emergency has been declared in the Town of Trillium. The declaration follows an explosion at the Trillium chemical plant, which occurred at 8:30 this morning.

Add further details in subsequent paragraphs.

All releases should be approved by the Head of Council and Operations Officer.

Each release should include the date and the time it is to be released.

At the top or bottom of the release give the name, title, and phone number of the person or persons who may be contacted for more information.

Copies of all releases should be maintained.

Monitor media coverage and correct any misinformation immediately.
**Media Interviews:**

Always be ready for the most difficult questions. Keep your cool.

All spokespersons should be reminded to speak in 20 – 30 second clips. Avoid long complicated answers. It is too easy to be taken out of context.

Always get your message into the clips. Don’t just answer a reporter’s question, but include any key messages that you want to get across. Repeat your messages throughout the interview.

NEVER say “No Comment”. If you don’t know the answer, then say, “I don’t know.” Offer to find out the answer and get back to them, or direct them to the person who does know. If you say “No Comment” you appear guilty or will be assumed to be hiding something.

Be prepared for the tough questions, but don’t speculate.

Learn proper Bridging phrases to avoid areas you don’t want to go, and to get back to your message:

“What we are concerned with is…”
“I’ve heard that too, let me tell you how we see it…”
“These two issues are not related. Let me tell you what we are concerned with…”
“I can’t speculate, however, what I can tell you is…”
“My opinion isn’t relevant, what’s relevant is…”
“We don’t know that yet, but what we do know is…”

Be message driven. Remember the message you want to deliver and the audience you are trying to reach.

Be consistent with your message.

Avoid the use of the term “I”, and acknowledge that this is a team effort.

“We’re cautiously optimistic that…”
“We’re making good progress towards…”
“We have the situation under control and are now moving on to…”

Share the credit and ensure to thank all agencies involved.

Remember, there is no such thing as “off the record”.
**News Conferences:**

Techniques are similar as with Media Interviews.

The Public Information Officer will likely act as the moderator for the News Conference.

Always select the most senior persons available to speak at the briefing.

The Head of Council, as well as the leaders of the main emergency services involved in the response, should be on hand. If the situation involves a risk to public health, the Medical Officer of Health should also be present. You may also wish to include a representative of any industry involved in the incident.

Prepare clear messages ahead of time, and know who will answer questions on what issues.

The Head of Council will likely present an overview, before referring to the other members of the panel for specific details related to their jurisdictions.

Moderator will welcome the media and set the ground rules for the news conference ahead of time. For example, “following prepared statements there will be time for a few questions.”

Request that any reporters asking questions first identify themselves and their organization.

Keep the reporters and questions on topic. Avoid speculation or non-related issues.

Pre-plan an exit strategy or method for ending the news conference.

Ensure proper set-up of the room for the news conference. Presenters should be seated at a table facing the media. Ensure a suitable backdrop behind the panel. A town map or logo, Curtains or other neutral surface are appropriate choices.

Ensure easy access and egress to and from the room for your panel members. They should not have to walk through a crowd of reporters to exit the room.

Following the news conference ensure copies of the latest media release are made available and advise the media of the next conference.
MINISTRY OF NATURAL RESOURCES
Peterborough District
EMERGENCY RESPONSE OVERVIEW

DISTRICT AND PROGRAM OVERVIEW
The Peterborough District, comprised of offices in Peterborough and Kingston, encompasses the following Eastern Ontario jurisdictions:
- County of Frontenac
- County of Lennox and Addington
- County of Prince Edward
- County of Hastings
- County of Northumberland
- County of Peterborough
- City of Kawartha Lakes (the old Victoria County)

The Ministry of Natural Resources (MNR) is responsible for the management and protection of Ontario’s provincial parks, forests, fisheries, wildlife, mineral aggregates, petroleum resources and the Crown lands and waters that make up 87 per cent of the province. The Ministry’s mission is to manage those natural resources in an ecologically sustainable manner to ensure they are available for the enjoyment and use of future generations. A key role for the Ministry is to ensure that “human life, property, and natural resource values are protected from a number of emergency situations. The Peterborough Office has also agreed to provide, upon request, emergency assistance to the First Nation communities of Mohawks of the Bay of Quinte, Curve Lake, Alderville and Hiawatha.

EMERGENCY PLAN OBJECTIVES
The Emergency Management Act and Order-in-Council 1492/2005 assigned MNR lead ministry responsibility for seven emergencies situations: flooding, forest fires, low water/drought, dam failure, oil / natural gas wells, erosion, and unstable soil and bedrock. MNR will also assist other ministries with their assigned emergency roles. The Ministry has a predetermined support role in nuclear emergencies, foreign disease outbreaks and hazardous spills.

The District Emergency Response Plan is designed to clarify roles, responsibilities, and interactions amongst MNR and associated agencies in the effective delivery of provincial resources, (at both the strategic and operational level), during an emergency situation. As an emergency escalates (local event to local emergency to provincial emergency) MNR regional and provincial plans and resources may be activated. Municipalities can contact the District directly prior to the declaration of an emergency for consultation and advise on a pending situation.

If a flood or fire emergency escalates beyond the local event stage, the head of council (or the Municipal Emergency Management Coordinator) of the affected

Page 2; Emergency Response, MNR;
municipality or community should contact Emergency Management Ontario at 866-314-0472 to request provincial assistance. The EMO duty officer will contact MNR to advise of the request for assistance. After agreeing with the need for provincial assistance, the MNR District Manager may invoke the district plan and commit resources as deemed appropriate.

For flood emergencies, the responsibility for flood forecasting and warning has been delegated to Conservation Authorities, where they have been established, for delivery on a watershed basis with MNR support. CA Flood Warning Plans are consistent with and complementary to the District Emergency Response Plan. For areas outside of CA watersheds, MNR delivers the forecasting and warning service. Once a local emergency is declared MNR will work directly with the municipality and in consultation with the Conservation Authority.

For local wildfire situations, any requests for provincial assistance (crews/waterbombers) are to be directed to the Sector Response Officer (888-239-4585). If an emergency declaration is made and Peterborough District support and assist is required (ie. evacuation of residents), the municipality should contact Emergency Management Ontario at 866-314-0472.

The Province closely monitors low water/drought situations. If a low water/drought emergency is impending, the Peterborough District will work with local Conservation Authorities to form Low Water Response Teams and Ministry staff will function as an integral part of the Teams.

The four additional emergency situations (dam failure, oil and gas wells, erosion, and unstable soils and bedrock) have only recently been assigned by Order-in-Council. MNR’s Emergency Management program is in the process of formulating our response actions for those emergencies. If a municipality requires assistance for any of these emergencies, Emergency Management Ontario at 866-314-0472 should be contacted to request provincial resources.

RESOURCES AVAILABLE
At the District level, MNR’s mandate is achieved by:
- providing early commitment of staff for liaison and support to municipalities and First Nation communities;
- advisories and warnings to municipalities outside of Conservation Authority areas (drought/low water and flood);
- emergency support to other ministries and agencies;
- assigning District Emergency Response Team(s) to co-ordinate MNR efforts
- co-ordinating with MNR regional and provincial operations centers and Emergency Management Ontario;

Page 3: Emergency Response, MNR
If requested through Emergency Management Ontario, MNR may be able to provide the following resources:
- district and regional staff, fire crews, specialists (ie. Incident Command expertise)
- emergency response teams (district, regional)
- vehicles, boats, generators, chainsaws, pumps, and camping equipment
- telecommunication equipment including radios (low band), satellite and cellular telephones
- mobile units including kitchens, offices, warehouse and washroom units
- helicopters and fixed wing aircraft (passenger and waterbombing)
- maps and mapping services (GPS)
- access to private contractors who can supply firefighters and full or partial basecamp operations
  (remote command centres that can include offices, kitchen facilities and washroom facilities).

**POTENTIAL RESOURCE REQUIREMENTS**
When responding to an emergency situation, it is always beneficial to have early access to the following resources if they are available:
- local infrastructure including office space, work space, sleeping accommodations, food services, transportation, telephones, fax, copiers, etc.,
- local liaison personnel who are familiar with the area, problem spots, media, local businesses, etc.

**CONTACTS: EMERGENCY MANAGEMENT ONTARIO 866-314-0472**

<table>
<thead>
<tr>
<th>MNR Primary Contact Louis Deacon</th>
<th>Office: 705-755-3363</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peterborough District Manager</td>
<td>Cellular: 613-741-9445</td>
</tr>
<tr>
<td></td>
<td>Fax: 705-755-3125</td>
</tr>
<tr>
<td></td>
<td>Home: 705-799-2807</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MNR Peterborough Gerry Mulder</th>
<th>Office: 613-531-5720</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Emergency Response</td>
<td>Cellular: 613-532-9970</td>
</tr>
<tr>
<td>Kingston</td>
<td>Fax: 613-531-5730</td>
</tr>
<tr>
<td></td>
<td>Home: 613-384-9339</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alternate ERC Rose Whalen</th>
<th>Office: 705-755-3305</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peterborough</td>
<td>Cellular: 613-391-8639</td>
</tr>
<tr>
<td></td>
<td>Fax: 705-755-3125</td>
</tr>
<tr>
<td></td>
<td>Home: 613-478-5225</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alternate ERC Jim Beal</th>
<th>Office: 613-531-5735</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kingston</td>
<td>Cellular: 613-331-4441</td>
</tr>
<tr>
<td></td>
<td>Fax: 613-531-5730</td>
</tr>
<tr>
<td></td>
<td>Home: 613-358-5450</td>
</tr>
</tbody>
</table>

Prepared: January, 2006
### E.O.C. LOCATION LOG
**TOWNSHIP OF CRAMAHE**

<table>
<thead>
<tr>
<th>Position</th>
<th>In</th>
<th>Out</th>
<th>Location &amp; Contact Phone No. (if out)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAO / Treasurer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clerk</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Chief/CEMC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duty Officer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manager of Parks &amp; Recreation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scribe</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Information Officer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Building Official</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Lower Trent Conservation Flood Contingency Plan

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<td>16</td>
</tr>
<tr>
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<td>22</td>
</tr>
</tbody>
</table>

FIGURE 1 Lower Trent Conservation Watershed

FIGURE 2 Trent River Watershed

**Lower Trent Conservation Flood Contingency Plan**

**INTRODUCTION**

A flood is defined as a situation where water levels in a watercourse exceed the channel banks. This Flood Contingency Plan is intended to outline the roles of the parties affected by and responsible for the anticipation of potential flood situations. The responsibility for dealing with flood contingency planning in Ontario is shared by Municipalities, Conservation Authorities and the Ministry of Natural Resources, on behalf of the province. As with all emergencies, municipalities have the primary responsibility for the welfare of residents, and should incorporate flood emergency response into municipal emergency planning. The Ministry of Natural Resources and Conservation Authorities are primarily responsible for operating a forecasting and warning system, and the province may coordinate a response in support of municipal action. The purpose of this service is to reduce risk to life and damage to property by
providing local agencies and the public with notice, information and advice so that they can respond to potential flooding and flood emergencies. This Flood Contingency Plan is intended for all public officials and agency staff likely to play a role in flood warning, mitigation, or emergency relief.

Lower Trent Conservation Flood Contingency Plan

2.0 ROLES AND RESPONSIBILITIES OF AGENCIES

2.1 Municipal Role

Municipalities have the primary responsibility and authority for response to flooding and flood emergencies, and also for the welfare of residents and protection of property. In order to fulfill this responsibility, municipalities should ensure that emergency plans are kept current and tested on a regular basis.

Upon receiving a Flood Advisory or Flood Warning municipalities shall:

+ Notify appropriate municipal officials, departments and agencies in accordance with their municipal emergency plan.

+ Determine the appropriate response to a flood threat and, if warranted, deploy municipal Resources to protect life and property.

+ If required, declare a flood emergency and implement their Emergency Procedures Plan.

+ Request Provincial assistance under the Emergency Plan Act, if municipal resources are Inadequate to respond to the emergency.

+ Maintain liaison with the Conservation Authority.

2.2 Conservation Authority Role

Conservation Authorities have several areas of responsibility for flooding and flood Emergencies:

+ Monitor watershed and weather conditions and operate a flood forecasting system in order To provide warning of anticipated or actual flood conditions.

+ Issue Flood Advisory and Flood Warning bulletins to municipalities and other appropriate Agencies to advise of potential flooding.
+ Operate Conservation Authority dams and flood control structures to reduce the effects of flooding.

+ Provide advice to municipalities in preventing or reducing the effects of flooding.
+ Maintain communications with municipalities and the Surface Water Monitoring Centre (SWMC) of the Ministry of Natural Resources during a flood event.

2.3 Provincial Role (Ministry of Natural Resources – Surface Water Monitoring Centre)

+ Operate and maintain a Provincial Warning System to alert Conservation Authorities of potential meteorological events that could create a flood hazard.

+ Maintain communications with MNR district offices regarding the status of flood situations.

Lower Trent Conservation Flood Contingency Plan

3.0 TYPES OF FLOOD COMMUNICATIONS

When conditions warrant, Lower Trent Conservation will communicate with local agencies using one of the following types of messages.

3.1 Watershed Conditions Bulletin

Under normal status conditions, (ie no flooding yet) watershed conditions bulletins may be issued to advise residents and municipalities about the existing conditions in the Lower Trent Watershed. A change in normal conditions may be imminent depending on the development and tracking of storm systems.

3.2 Flood Advisory

A Flood Advisory is defined as a notice of the potential for flooding to occur in the near future. The Flood Advisory is based on information received by the Conservation Authority’s weather monitoring systems, and is intended to provide notice to municipalities and emergency services that measures should be taken to prepare for a possible flood emergency. Flood Advisories may be updated depending on weather and runoff conditions, and will be followed by a notice of cancellation once the potential for flooding has passed.

The standard content of a Flood Advisory includes:
• The date and time of issuance
• Identification of sender (Conservation Authority and person)
• Recipient list
• Summary of weather forecast (precipitation, temperature, and timing)
• Description of potential flood magnitude and a general assessment of flooding implications, including specific sites and issues (e.g. ice jamming), if relevant
• Date and time of next update
• Conservation Authority contact for additional information.

3.3 Flood Warning

A Flood Warning is defined as a notice that flooding is imminent or occurring. The Flood Warning is based on information received by the Conservation Authority’s weather monitoring systems, and is intended to provide notice to municipalities and emergency services that action is required on their part. Flood Warnings may be updated depending upon weather and runoff conditions, and will be followed by a notice of cancellation once the potential for flooding has passed.

The standard content of a Flood Warning includes:

• The date and time of issuance
• Identification of sender (Conservation Authority and person)

3.4 Lake Ontario Shoreline Conditions Bulletin

• Recipient list
• Summary of weather forecast (precipitation, temperature, and timing)
• Description of potential flood magnitude and a general assessment of flooding implications
• Specific information regarding the magnitude and timing of the forecasted flooding, and the Locations of anticipated problem areas
• Date and time of next update
• Conservation Authority contact for additional information.
Under normal status conditions, a Lake Ontario Shoreline Conditions bulletin may be issued to advice residents and municipalities about the existing conditions along the Lake Ontario Shoreline. A change in conditions may be imminent depending on lake levels and the Development and tracking of storm systems.

3.5 Lake Ontario Shoreline Hazard Advisory

A Lake Ontario Shoreline Hazard Advisory is defined as a notice of the potential for critical high water levels and waves to occur in the near future which could result in shoreline flooding and/or erosion. The advisory is intended to provide notice to shoreline residents, municipalities and emergency services that measures should be taken to prepare for a possible emergency.

The standard content of a shoreline hazard advisory includes:

- The date and time of issuance
- Identification of sender (Conservation Authority and person)
- Recipient list
- Summary of weather forecast (wind speed & direction, lake level, timing)
- Description of potential hazard magnitude and a general assessment of implications, Including specific sites and issues, where possible
- Date and time of next update
- Conservation Authority contact for additional information.

3.6 Lake Ontario Shoreline Hazard Warning

A Lake Ontario Shoreline Hazard Warning is defined as a notice that critical high water levels and waves are imminent and/or occurring, which could result in shoreline flooding and/or erosion. This warning shall be issued to the municipalities and emergency services.

The standard content of a shoreline hazard warning includes:

- The date and time of issuance
- Identification of sender (Conservation Authority and person)
- Recipient list
- Summary of storm forecast (wind speed & direction, lake levels, timing)
• Specific information regarding the magnitude and timing of the hazard, and the locations of Anticipated problem areas

• Date and time of next update

• Conservation Authority contact for additional information.

3.7 Coordinating Issuance of Flood Bulletins

Flood bulletins are issued by phone, fax, or electronic transmission to municipalities and other local agencies. They, in turn, are responsible for relaying the bulletin to other relevant individuals and departments within their organizations, and activating their role as defined by This Flood Contingency Plan and their organization’s Emergency Response Plan. Municipalities, local agencies, and residents requiring information on flood conditions should Contact the Conservation Authority.

4.0 FLOOD RESPONSE PROCEDURES

During an actual flood, the primary responsibility for the welfare of residents and protection of property rests with the municipality. Upon receiving a Flood Advisory or Flood Warning, Municipalities should monitor their local conditions and determine the appropriate action.

During a flood, Lower Trent Conservation will continue to provide updated information as well as technical advice on flood mitigation.

During major floods, municipalities should implement their Emergency Plan. Where a Municipality declares an Emergency, the LTC if requested will assign a representative to the Emergency Operations Center to represent the Conservation Authority in the affected area.

Where a flood emergency is beyond the capacity of a municipality, provincial assistance can be requested in accordance with the municipality’s Emergency Plan.

During the emergency, the Conservation Authority representative will continue to advise the SWMC of the Ministry of Natural Resources of the status of the situation. The SWMC will be Responsible for updating and relaying information related to the emergency to the Ministry’s District offices.
Note: Sandbags must be made available by the municipality in the event of a flood emergency.

Refer to Appendix B for sandbagging procedures & suppliers for flood emergencies.

Appendix A: Flood and Weather Terminology

A.1 Standardized Description of Flood Magnitude

In order to improve the understanding of flood messages sent by the Conservation Authority, all Flood Advisories and Flood Warnings should include the following terminology to describe the magnitude of anticipated flooding.

No Flooding: Water levels remain within channel banks.

Nuisance Flooding: Flooding of low lying lands. However, road access remains available
And no structures will be flooded.

Minor Flooding: Potential for some structural flooding and sections of road access may be impassable. No evacuation is required.

Major Flooding: Potential for significant basement flooding, some 1st floor flooding, and significant road access cuts. Evacuation possibly required.

Severe Flooding: Potential for many structures to be flooded, major disruption of roads and services. Evacuation is required due to risk to life and major damages to residential, industrial, commercial and/or agricultural sites. The event may produce negative environmental impacts caused by spills of hazardous substances such as sewage, oils, chemicals, etc., that pose a threat to public safety and/or to the eco-system.

A.2 Weather Forecast Terminology and Definitions

A key component of Conservation Authorities’ flood forecasting systems is the ability to interpret weather forecasts. To facilitate this, a report has been compiled containing explanations of the most commonly used weather forecasting terms.

Since the flood warning systems operator is primarily concerned with flooding, this section will only cover those terms relating to precipitation.
Terms such as *drizzle*, *rain*, or *snow* are used to indicate the occurrence of precipitation. The various forms of precipitation are defined as follows:

**Drizzle:** Fairly uniform precipitation composed exclusively of fine drops with diameters of less than 0.5 mm, falling very close together. Drizzle appears to flow while following air currents.

**Rain:** Precipitation, in the form of drops larger than 0.5 mm.

**Snow:** Precipitation of snow crystals, predominantly in the form of six-pointed stars.

These terms may be accompanied by qualifying words and numbers to provide further detail regarding the intensity, amount and proximity of the precipitation. Qualifiers may be used in various combinations to describe weather phenomena.

The intensity qualifiers that are used are: *light*, *moderate*, or *heavy*, in accordance with the following charts.

**Table a.1: intensity of rain based on rate of fall**

<table>
<thead>
<tr>
<th>Intensity criteria</th>
<th>Light</th>
<th>up to 2.5 mm/hr</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Moderate</td>
<td>&gt;2.5 – 7.5 mm/hr</td>
</tr>
<tr>
<td></td>
<td>Heavy</td>
<td>&gt;7.5 mm/hr</td>
</tr>
</tbody>
</table>

**Table a.2: estimating intensity of rain**

<table>
<thead>
<tr>
<th>Intensity criteria</th>
<th>Light</th>
<th>from scattered drops that, regardless of duration, do not completely wet an exposed surface, up to a condition where individual drops are easily seen.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moderate</td>
<td>individual drops are not clearly identifiable; spray is observable just above pavements and other hard surfaces.</td>
<td></td>
</tr>
<tr>
<td>Heavy</td>
<td>rain seems to fall in sheets; individual drops are not identifiable; heavy spray to heights of several inches is observed on hard surfaces.</td>
<td></td>
</tr>
</tbody>
</table>

It is often difficult to accurately forecast the amount of rain expected, due to the subjective
Nature of computer model interpretation, and the large areas for which computer models are applied.

The actual amounts of precipitation received are dependent on how the system reacts to the conditions and topography as it crosses your specific location. The presence of water bodies in particular will cause the weather to differ over relatively short distances.

For example, when a forecaster predicts that South Central Ontario will receive 25 mm today, this *does not* mean that your specific area will receive exactly 25 mm, or even a maximum quantity of 25 mm. What this *does* mean is that, generally, over the area of south central Ontario, and given that current conditions remain the same, 25 mm are *likely* to fall over your location.

**Lower Trent Conservation Flood Contingency Plan** When a range is given, such as 10-20 mm, this implies a degree of uncertainty on the part of the forecasters with respect to the exact tracking of a system. The various computer models used may not be in agreement with regards to the estimated rainfall. Therefore, the forecaster is covering each possibility by using a range.

The terms *showers* and *thunderstorms* are used to further qualify the type of precipitation and weather phenomena that are expected.

**Showers:** Precipitation that stops and starts again abruptly, changes intensity rapidly, and is usually accompanied by rapid changes in the appearance of the sky.

**Thunderstorm:** A local storm produced by cumulonimbus clouds, and is accompanied by

  - Lightning and/or thunder. Thunderstorms are essentially overgrown showers
  - That produces thunder and lightning.

The probability of precipitation is another qualifier frequently used in forecasts. The probability of precipitation represents the likelihood of the occurrence of measurable precipitation at any point in the region. Thus, a probability of 30 percent means that out of 100 similar situations, precipitation should occur 30 times.

Rain, snow, periods of rain, or intermittent rain or snow will normally appear with probabilities of 90 or 100 percent, and indicate that a major weather system will affect the region. The amount of precipitation may vary.

The terms showers, flurries or occasional rain (or snow) imply that the precipitation will not be continuous, and any point in the region is likely to get a measurable amount. These terms are normally combined with probabilities in the 60 to 80 percent range.

The term *scattered* is used to qualify the terms showers and flurries when only a portion of the region is expected to get measurable precipitation. The probabilities associated with *scattered showers* are in the 30 to 50 percent range.
When *isolated thunderstorms* are forecast, a probability of precipitation of 10 or 20 percent is normally applied. Only a small part of the region is likely to get rain, but those areas that do are likely to get intense heavy rain for short periods. Thunderstorms may occur during a continuous rain (i.e., embedded thunder storms). Hail, strong winds, and even tornadoes can result from severe thunderstorms.

**A.3 Weather Terminology in Flood Bulletins**

When issuing a flood message to our clients (i.e., the municipalities), the operator of the flood warning system can not reasonably expect the client to remember all these definitions or expect the client to locate these definitions quickly in an emergency situation.

Therefore, it becomes important to use enough detail in the flood messages to make any Technical terms self-explanatory. For example, the term “heavy rainfall” should be accompanied by the estimated quantity as well as the estimated duration (i.e., over the next 12 hours). A sufficient number of qualifiers should be used to make the message clear to the intended reader.

..

**Appendix B**

Sand Bagging Techniques & Suppliers

**Lower Trent Conservation Flood Contingency Plan**

**SANDBAGS – SUPPLIERS**
Burtex Industries  
66 Bartor Road  
Weston, Ontario M9M 2G5  
Phone: (416) 745-2711 / 1-800-268-0908  
Fax: (416) 740-2261  
www.burtexburlap.com  
email: farrellent@aol.com

Industrial Bags Inc.  
6945 St.-Jacques  
Montreal, Quebec H4B 1V3  
Phone: (514) 481-2713 / 1-800-481-2713  
Fax: (514) 481-1777  
www.indbags.com

Lloyd Bag Co. Ltd.  
P.O. Box 208, 114 St. Clair Street  
Chatham, Ontario N7M 5K3  
Phone: (519) 352-9300 / 1-800-549-2247  
Fax: (519) 352-3413
Sand Bag Dike Instructions

• Base area of Sand Bag Dike should be clear of snow and ice
• Leave at least 8 feet between dike and building
• Base of dike should be at least 2 feet wider than expected height
• Every second layer of bags should be setback 1/4 of a bag width both on the river side and the land side of the dike giving a step like appearance. The top of the finished dike should be two feet wide

• The bottom layer of bags on the river side will run parallel with the river.

• It is recommended that 6 mil polyethylene sheets in 10 foot wide rolls be used as a water proofing layer on the river side of the dike. The poly sheet should be placed loosely against the sand bag dike during construction with a protective layer of sand bags placed on the river side as indicated in the figure.

• Have extra sand bags on hand to strengthen any weak spots in the dike.

• If untied bags are used, the top, or unfilled portion of the bag, should be stretched lengthwise and the next bag lay on top of it. This method is known as lapping as indicated in the figure. It is not necessary to tie sacks. Untied Bags should be filled to half full.
EVACUATION OF RESIDENTS

The decision to evacuate residents from their home or place of business must not be taken lightly due to the numerous potential undesirable consequences of such an action. The decision must be made only after discussion by the Community Control Group. The actual evacuation of residents should occur only when the Mayor or their delegate has authorized this course of action. All reasoning for the decision either way must be clearly articulated and recorded.

- **Does the event create a hazard that represents a danger to residents?**
  - What are the specific dangers arising from the event?
  - What is the nature of the hazard?
  - What materials are involved?
  - What are the “Guide Numbers” for these materials in the “Emergency Response Guide Book?”
  - What are the recommended “exclusion zones” for the specific hazards?
  - What are the wind direction and speed?
  - Are there residents living or working within these zones?

- **Are there acceptable alternate courses of action?**
  - Is evacuation the only option to protect people?
  - Is “Shelter-in-Place” a viable option?
  - How long do you expect the hazardous situation to last?
  - Will the danger have passed before you can carry out an evacuation?
  - Is it reasonable to send “First Responders” into the danger zone, and with what protective equipment?
  - Can residents be forced to evacuate?
  - What are the liability issues?
  - Has someone been assigned to track all costs and expenditures?

- **If it has been determined that evacuation is necessary, have evacuation routes been identified?**
  - What safe routes will be used to evacuate people?
  - How will those routes be marked?
  - How will people be made aware of the routes?
  - Are First Responders available to direct people along the routes?
  - Are barricades available to identify “No-Go Areas”?
  - Who will install the barricades?

- **What arrangements are in place to evacuate residents with “special needs” or animals?**
Are there residents in the evacuation zone that will need special assistance to evacuate?
What are those special needs (power, wheel chair, transportation)?
Who will provide this service and is it safe for them to enter the area?
How will pets and farm animals be addressed?

- **What arrangements have been made to register and shelter evacuees?**
  Has the county been notified that an evacuation is being considered?
  Has the Red Cross been notified?
  Has a temporary site (Royal Canadian Legion) been notified so they can assemble staff to assist?
  What is the estimate on duration of the evacuation?

- **How will residents be notified of the need to evacuate?**
  What methods will be used to tell residents of the need to evacuate?
  Who is responsible?
  What protection will the First Responders need?
  Are they qualified to use the protective equipment?
  What is the exact message that will be given to evacuees?
  Will evacuees need to take any special actions (shut off hydro or natural gas, etc.) before leaving?
  How will you confirm that those who need to evacuate have done so?

- **What information will be given to evacuees once they reach the shelters?**
  Who will keep the evacuees informed at the shelters?

- **What arrangements are in place to maintain a perimeter around the evacuation zone?**
  How will the boundaries of the evacuation zone be identified?
  Are there sufficient resources (signs, barricades, tape, etc.) available to identify the evacuation zone?
  Who will establish the barriers?
  How will security be maintained within the zone?

- **How long will the evacuations last?**
  What criteria have been established for a safe return of evacuees?
  How will this be assessed?
  By whom?
  What equipment or specialist is required to make the assessment?

- **How will the evacuees be returned to their homes?**
  Who will notify residents that it is safe to return to their homes?
  What assistance will people need to return safely?
  Will any cleanup be needed prior to their return?
  Will the homes need to be inspected (structural soundness, mold, chemical hazards, etc.)?
  Will utilities need to be turned back on?
**Source Protection Implementation-Emergency Response**

The following table lists the two emergency response policies within the Source Protection Plan (SPP) that apply to the Township of Cramahe.

<table>
<thead>
<tr>
<th>Policy No.</th>
<th>Legal Effect</th>
<th>Policy Text</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>G-11(1)</td>
<td>Must Conform</td>
<td>Update Municipal Master Emergency Plans to identify vulnerable areas where significant drinking water threats can occur and outline actions to be implemented in the event that these areas are compromised.</td>
<td>Provide update by Feb. 1, 2016</td>
</tr>
</tbody>
</table>
| OT-1(1)    | Strategic Action | Update local emergency response plans and/or spill contingency plans to address a potential spill along highways as defined in the Highways Traffic Act, shipping lanes, and railways. Emergency response plans must include:  
   a) The location of all applicable wellhead protection areas and intake protection zones;  
   b) Specific procedures for responding to a spill;  
   c) A communications protocol; and  

**RECOMMENDATION**

The following are recommendations provided to the Township of Cramahe in order to implement the emergency response policies in the SPP.

<table>
<thead>
<tr>
<th>Policy No.</th>
<th>Recommendation</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>G-11(1)</td>
<td>Add a bullet to the list of CCG responsibilities for “Public Works Director/Manager” for source protection considerations, e.g.: “Assess the potential impacts of emergency conditions in Intake Protection Zones and Wellhead Protection Areas and take action as appropriate to ensure that any such impacts do not endanger the municipal water supply.” Include the Colborne Wellhead Protection Areas map as an annex to the Master Emergency Response Plan (see attached).</td>
<td>Provide update by Feb. 1, 2016</td>
</tr>
<tr>
<td>OT-1(1)</td>
<td>Include the components of the drafted spill response plan, example communications protocol and Wellhead Protection map into local emergency response plans (see attached).</td>
<td>Provide update by Feb. 1, 2016</td>
</tr>
</tbody>
</table>
COLBORNE WELL HEAD PROTECTION AREAS MAP
### ANNEX “16”
Township of Cramahe
Critical Infrastructure Identification/Prioritization

**UPDATED October 2018**

<table>
<thead>
<tr>
<th>Sector</th>
<th>Facility/Area</th>
<th>Components</th>
<th>Address</th>
<th>Owner Operator</th>
<th>Area Affected</th>
<th>Anticipated Affected Duration</th>
<th>Priority 1&gt;5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government</td>
<td>Town Hall</td>
<td>Town hall</td>
<td>1 Toronto St. Colborne</td>
<td>Township of Cramahe</td>
<td>Area wide</td>
<td>ST/LT</td>
<td>1</td>
</tr>
<tr>
<td>Food and water</td>
<td>Waste Water</td>
<td>Treatment plants, collection system, lagoon generator</td>
<td>1108 Ontario St. Colborne</td>
<td>Township of Cramahe</td>
<td>Colborne</td>
<td>ST/LT</td>
<td>1</td>
</tr>
<tr>
<td>Water Treatment</td>
<td>Water Treatment Facility, intake pipes, Wells, filtration, chlorination, water distribution, equipment</td>
<td>321 Purdy Road, Colborne</td>
<td>Township of Cramahe</td>
<td>Area Wide</td>
<td>ST/LT</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Water Distribution</td>
<td>Pumping Stations, water mains</td>
<td>Colborne</td>
<td>Township of Cramahe</td>
<td>Colborne</td>
<td>LT</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Food Bank</td>
<td>Food distribution, Northumberland County Food Bank</td>
<td>133 Industrial Park Road</td>
<td>Northumberland County County wide</td>
<td>LT 2</td>
<td>2</td>
<td></td>
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</tr>
<tr>
<td>Foodland Grocery Store</td>
<td>Grocery Store</td>
<td>Toronto Rd.</td>
<td>Private</td>
<td>Local</td>
<td>ST/LT</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Electricity</td>
<td>Electricity power and transmission</td>
<td>Township wide</td>
<td>Hydro One Inc., LUSI</td>
<td>Area wide</td>
<td>ST/LT</td>
<td>1</td>
<td></td>
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<tr>
<td>Telecommunication</td>
<td>Landline Telephone</td>
<td>Facilities, power lines, network &amp; service equipment</td>
<td>Township wide</td>
<td>Bell Canada</td>
<td>Area wide</td>
<td>ST/LT 1</td>
<td></td>
</tr>
<tr>
<td>Amateur Radio</td>
<td>Facilities, power lines, towers</td>
<td>Township wide</td>
<td>Private sector</td>
<td>Area wide</td>
<td>ST/LT 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless phones</td>
<td>Facilities, towers</td>
<td>Township wide</td>
<td>Bell, Private Sector</td>
<td>Area wide</td>
<td>ST/LT</td>
<td>1</td>
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<tr>
<td>Service Category</td>
<td>Subcategory</td>
<td>Facilities, equipment</td>
<td>Location</td>
<td>Areawide</td>
<td>ST/LT</td>
<td>ST</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>-----------------------</td>
<td>-----------------------------------------------</td>
<td>----------------</td>
<td>--------</td>
<td>------</td>
<td></td>
</tr>
<tr>
<td>Internet</td>
<td>Power lines, fiber optics, computer equipment, servers</td>
<td>Township wide</td>
<td>Private sector, Eagle.ca, KPR District School Board</td>
<td>Area wide</td>
<td>ST</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Gas, Oil and Chemical Industries</td>
<td>Natural Gas Pipelines</td>
<td>Township wide</td>
<td>Enbridge</td>
<td>Township area</td>
<td>ST/LT</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Gasoline, Diesel</td>
<td>Fuel retailers, Colborne Eastside Variety</td>
<td>109 King Street East</td>
<td>Private</td>
<td>Area wide</td>
<td>ST/LT</td>
<td>1</td>
<td></td>
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<tr>
<td>Gasoline, Diesel, Propane</td>
<td>Petro Canada Station</td>
<td>Purdy Rd at 401</td>
<td>Private</td>
<td>Local Area</td>
<td>ST/LT</td>
<td>2</td>
<td></td>
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<tr>
<td>Railways</td>
<td>Railway</td>
<td>702 Cty Rd. 25</td>
<td>Private</td>
<td>Local Area</td>
<td>ST/LT</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Public Safety and Security Operations</td>
<td>Facilities, equipment</td>
<td>28 Victoria Street Colborne,</td>
<td>Township of Cramahe</td>
<td>Area Wide</td>
<td>ST</td>
<td>1</td>
<td></td>
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<tr>
<td>Fire Services</td>
<td>Facilities, equipment</td>
<td>2221 Spring Street Castleton</td>
<td>Township of Cramahe</td>
<td>Area Wide</td>
<td>ST</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Fire Services</td>
<td>Facilities, equipment</td>
<td>232 Purdy Rd Colborne</td>
<td>Township of Cramahe</td>
<td>Area Wide</td>
<td>ST</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Emergency Operations Centre</td>
<td>Emergency Services Base</td>
<td>232 Purdy Rd. Colborne</td>
<td>Township of Cramahe</td>
<td>Area wide</td>
<td>ST</td>
<td>1</td>
<td></td>
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<tr>
<td>Reception Center</td>
<td>Royal Canadian Legion</td>
<td>92 King Street East, Colborne</td>
<td>Private sector</td>
<td>Area wide</td>
<td>ST</td>
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<tr>
<td>Evacuation Center</td>
<td>Keeler Center</td>
<td>80 Division St. Colborne</td>
<td>Township of Cramahe</td>
<td>Area wide</td>
<td>ST/LT</td>
<td>1</td>
<td></td>
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<tr>
<td>Health</td>
<td>EMS</td>
<td>232 Purdy Rd Colborne</td>
<td>County of Northumberland, MOHLTC</td>
<td>Area wide</td>
<td>ST</td>
<td>1</td>
<td></td>
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<tr>
<td>Medical</td>
<td>Pharmacy</td>
<td>3 King St. E.</td>
<td>Stephen Bowskill</td>
<td>Local area</td>
<td>ST</td>
<td>3</td>
<td></td>
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<tr>
<td>Financial Institutions</td>
<td>Banks, Trust companies</td>
<td>38 King Street E</td>
<td>Private sector</td>
<td>Local area</td>
<td>ST</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
The following spill response materials are located at Operations Department, 80 Division Street, Colborne.

- Absorbents: loose, pads, booms
- Excavator, heavy equipment
- Brooms, shovels
- Traffic Cones and Signs
- Personal Protective Equipment
- Pails
- Vacuum trucks and industrial waste removal are available by calling Manager of Operations.

SPILL RESPONSE PROCEDURE

1. Check for hazards (flammable material, noxious fumes, cause of spill). If flammable liquid, turn off engines and nearby electrical equipment. If serious hazards are present leave the area and call 911.

2. Stop the source of the spill if possible.

3. Call co-workers and supervisor for assistance and make them aware of the spill and potential dangers.

4. Consult the Colborne Well Head Protection Areas map attached to determine if the spill could impact drinking water sources and notify Lakefront Utilities immediately.

5. Call the Ministry of the Environment and Climate Change Spills Action Centre (SAC) at 1-800-268-6060.

6. Stop the spill from spreading (use absorbent or other material).

7. Clean up spilled material/absorbent (do not flush area with water) - if outside clean-up service is required, phone Manager of Operations.

8. Dispose of cleaning material/absorbent into secure container for disposal as hazardous waste.

Complete a Spill Reporting Sheet and provide a copy to SAC.
# TOWNSHIP OF CRAMAHE COMMUNITY RISK PROFILE

**UPDATED: 27 November 2017**

<table>
<thead>
<tr>
<th>Hazard #</th>
<th>Hazard/Situation</th>
<th>Risk Analysis</th>
<th>Priority</th>
<th>Vulnerable Population</th>
</tr>
</thead>
</table>
| 1.       | M.V.A. or train derailment resulting in escape of hazardous substance, fire, explosion, possible need for evacuation, possible injuries or death. | P=4  
C=4  
T=8 | 1. | 500 metres of rail lines. |
| 2.       | Contagious disease (pandemic) causing severe illness, and/or death. Numerous casualties | P=4  
C=4  
T=8 | 2. | Entire population. (Including animals) |
| 3.       | Explosions or fires in older commercial, residential and/or factory buildings. | P=3  
C=4  
T=7 | 3. | Older part of Colborne. |
| 4.       | Transportation accident on main highway or rail lines resulting in injuries, evacuations and traffic gridlock. | P=4  
C=3  
T=7 | 4. | South half of Cramahe. |
| 5.       | Weather emergencies – snow, hail, hurricane, tornado, ice storm, etc. | P=3  
C=3  
T=6 | 5. | Entire Population (Including animals) |
| 6.       | Building/structural collapse resulting in injuries, death and displaced persons. | P=2  
C=3  
T=5 | 6. | Older part of Colborne. |
<table>
<thead>
<tr>
<th></th>
<th>Type of Emergency</th>
<th>Probability (P)</th>
<th>Criticality (C)</th>
<th>Total Impact (T)</th>
<th>Area Affected</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Agricultural Food Emergencies – contaminated food, animal disease.</td>
<td>3</td>
<td>2</td>
<td>5</td>
<td>Rural Areas.</td>
</tr>
<tr>
<td>8</td>
<td>Widespread Energy Emergency – Hydro, fuel, etc.</td>
<td>2</td>
<td>3</td>
<td>5</td>
<td>All residents.</td>
</tr>
<tr>
<td>9</td>
<td>Water Emergency – Contaminated supply.</td>
<td>2</td>
<td>3</td>
<td>5</td>
<td>Colborne only.</td>
</tr>
<tr>
<td>10</td>
<td>Extreme heat or cold</td>
<td>4</td>
<td>1</td>
<td>5</td>
<td>All residents.</td>
</tr>
<tr>
<td>11</td>
<td>Nuclear Hazard resulting in environment damage or evacuee reception.</td>
<td>1</td>
<td>4</td>
<td>5</td>
<td>All residents.</td>
</tr>
<tr>
<td>12</td>
<td>Critical Infrastructure Failure – Phones, bridges, banking, etc.</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>All residents.</td>
</tr>
<tr>
<td>13</td>
<td>Large Fire – Urban or forest</td>
<td>2</td>
<td>1</td>
<td>4</td>
<td>All residents</td>
</tr>
</tbody>
</table>
INTRODUCTION
Municipalities have a legislated responsibility under the Fire Protection and Prevention Act (FPPA) to provide public education with respect to fire safety and certain components of fire prevention.
As a minimum requirement, as outlined by the Office of the Fire Marshal, a community fire safety program must include the following:
- a simplified risk assessment
- a smoke alarm program
- distribution of fire safety education materials, and
- participating in inspections upon complaint or when requested to assist with Fire Code compliance.

Conducting a simplified risk assessment is the initial step towards compliance with these requirements and is intended to identify information required by a municipality to make knowledgeable decisions about the programs actions and activities necessary to effectively achieve the community fire risk based upon local needs and circumstances. In general terms, needs and circumstances relate to a municipality’s economic situation, geography, population, building profiles and service delivery system. Conducting a simplified risk assessment is a practical information gathering and analyzing exercise intended to create a community fire profile that will aid in identifying appropriate programs or activities that can be implemented to effectively and efficiently address the community’s fire safety needs.
It is safe to say that each municipal is unique. The simplified risk assessment and subsequent fire concern profile will assist in classifying the degree to which these activities are required in accordance with local needs and circumstances. The simplified risk assessment is made up of the following components:
- demographic profile
- building stock profile
- local and provincial fire loss profiles
- information analysis and evaluation
- priority setting for compliance
- implementing solutions

Furthermore, the Fire Prevention Effectiveness Model is a tool which ensures that all issues are identified and addressed when considering any fire prevention programs or activities or when reviewing existing programs. The process promoted in the model involves three distinct components:
1. a needs analysis to identify the significant fire risks to the community,
2. the selection, development and implementation of appropriate programs to address the identified risks (Inspections, Public Fire Safety Education and Fire Incident Evaluation), and
3. an evaluation of the effectiveness of the fire prevention programs.

This analysis is a compilation of fire risk information to identify fire prevention and public education program selection and implementation.

PURPOSE:
The purpose of this simplified risk assessment is to create a community profile that will assist the Cramahe Township Fire Service in creating a foundation to build upon enabling the municipality to make informed educated decisions based on statistics and relevant information gathering within this documents and past historical events. This information will enable us to enhance the programs and activities in addition to an increased effectiveness regarding managing the community and ultimately the fire risk. This simplified risk assessment is the initial steps towards ensuring compliance with The Fire Protection and Prevention Act Section 2(1) (a).

As mentioned, each community is uniquely different, the simplified risk assessment and ensuing fire concern profile will assist in identifying the degree to which these activities are required in accordance with the needs and circumstances within the Township of Cramahe.

DEMOGRAPHIC PROFILE:
Cramahe Township is a rural community located about 130 kilometers east of Toronto on the shores of Lake Ontario. The Township is approximately 202 square kilometers in size and is home to the village of Colborne in the south and village Castleton located geographical near the center of the Municipality. These two villages make up the majority of the population. In addition, there are several rural hamlets identified throughout the municipality with their own unique image and fire risks.

Population:
Over the past years the municipality has seen a small increase in its population mostly due to the recent retirement of the baby boomers and their respective relocation to rural Ontario from City life. From the years 2001 to 2011 the size of the municipality’s population has grown by 360 residences. A growth of 2.1% compared to the National average of = 5.9%

2011 = 6,073
2006 = 5,950
2001 = 5,713
2011 total private households = 2,380

Age Breakdown:

2011
00-14 years: 950
14-65 years: 4,140
Over 65 years: 980

2011 average:
46.3 years in Cramahe
40.4 years in Ontario
Vulnerable Groups:
There are no vulnerable occupancies or identifiable vulnerable groups within the municipality. However, there are two County of Northumberland Social Housing apartments (6 Percy and 8 King St East) within the village of Colborne. It should be noted that some of the residents have mobility and/or respiratory issues although, they are able to function and in turn overcome with mechanical assistance such as battery powered wheelchairs and oxygen tanks. These residents should not be classified as immobile however, are of some concern. The majority of the residents do not have these issues.

Further, Cramahe Township is a retirement community and has a higher percentage of retired residents than the Provincial average. There are some residents with vulnerability issues that live throughout the community but, are not identified as a group within the scope of vulnerable occupancies and are self-supporting as these people function at a normal level within the community.

Population Fluctuation:
Cramahe has a small inland lake know to local as Little Lake although the official name is Biddy Lake. This body of water is located near the South East corner of the municipality. In addition, the municipality as a whole resides along the Northern border is on Lake Ontario. There are some seasonal residences however, there are a larger number of homes scattered throughout the Township that see ownership by residence of larger urban settings and simply use the homes as a non-waterfront cottage and/or weekend homes.
In addition, as this is considered somewhat of a retirement community, there is a portion of the population that resides south of the Canadian border for up to six (6) Months of the year. The homes occupied by these people are mostly well-maintained homes and do not present an extraordinary fire hazard.
Overall, the population of Cramahe Township could fluctuate up to about 10% seasonally throughout any given year.

Barriers to Public Education:
There are several identifiable barriers to public education:
1. Due to the fact that some of the residents are resistant to change educating the residence outside of a school setting has been challenging. In addition, these same residences are reluctant to invest in the funding of potential upgrades to their homes and even to maintain modern fire early warning systems such as smoke and/or carbon monoxide alarms (CO).
2. The community does have a community media outlet known as “Cramahe Now” and an insert publication in the County newspaper known as Northumberland Today and sees this insert published on a weekly basis. In addition the Cramahe Fire Service utilizes both Twitter and Facebook as Social Media outlets.
3. There are limited community functions that would allow the Fire Department to engage in Public Education. However, the two (2) Public Schools are very receptive to fire prevention education. Furthermore, the main community based
outlet used to support fire prevention and public education would be the Apple Blossom Tyme festival in late May of each respective year.

Demographic Profile Commentary:
Cramahe Township maintained a fairly stable population for many years. Recently the community has been recognized as a great place to escape to from the large urban centers. New housing is being built both in-town such as the Colborne Creek subdivision, as well as, in the rural areas. The median age of the population is somewhat higher than the provincial average. Although, this is not seen as a current concern, it is an issue that needs to be addressed and planned for in the near future.

A growing concern lies at the heart of the down town core in the center of Colborne. This area has a small population of people with limited resources that reside in the low-cost, older rental units. These mercantile occupancies along the main strip of the downtown absorb much of the fire prevention and code enforcement activities of the department. Although often falling on deaf ears due to rental evictions and high occupant turn over.

Demographic Profile Concerns:
The largest concern is the fore mentioned residence living in the down town core of the village of Colborne in late 1800's and early 1900's buildings and mercantile occupancies. Within this main grouping of these buildings is in the center core of this small village of 2,000 known as Colborne and is composed of aging and out of repair mercantile occupancies. These residents have few resources and unfortunately lack concern for public fire safety.

Further concerns fall in the rural areas of the township and the geographic location to fire stations and long distance to static water sources. The agreement with the Kawartha Pineridge District School Board to access the water reservoir located at Northumberland Hills Public School is a tangible asset to the municipality. Often fire incidence in rural areas in close geographic location to the village of Colborne see tanker shuttle from the municipal water system (hydrants) located in within the village used for rapid refill and redeployment. This is a great option if the situation calls for a quick set up in the event of a large scale event. The municipality has 110-120 fire hydrants within the village of Colborne.

BUILDING STOCK PROFILE
Building Types
Total = 2,380
Single-detached house = 2,180
Semi-detached house = 20
Row houses = 10
Apartment, buildings with five (5) or more stories = 0
Apartment, buildings that has fewer than five (5) stories = 155
Apartment duplex = 10
Other single attached house = 10
Movable dwelling = 5

Building stock in the municipality has grown significantly since 2003. The largest
growth has occurred in detached residential units. The majority of the growth has taken place in the village of Colborne within the Colborne Creek Subdivision. However, the majority of the single dwelling units have been scattered about the rural area located on larger, rural lots of one (1) acre or more.

The downtown core was largely constructed in late 1800’s and early 1900’s, resulting in a significant number of aging structures. Many of these older buildings are mixed use, with commercial on the main floor and residential units above better known as mercantile occupancies.

Building Occupancy Classifications

<table>
<thead>
<tr>
<th>Occupancy Classification</th>
<th>Number of Buildings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group “A”</td>
<td>Assembly Occupancies</td>
</tr>
<tr>
<td>Group “B”</td>
<td>Institutional Occupancies</td>
</tr>
<tr>
<td>Group “C”</td>
<td>Residential Occupancies</td>
</tr>
<tr>
<td>Group “D” &amp; “E”</td>
<td>Mercantile Occupancies</td>
</tr>
<tr>
<td>Group “F”</td>
<td>Industrial Occupancies</td>
</tr>
</tbody>
</table>

Building Analysis

**Group “A” Buildings:** The variety of assembly buildings in Cramahe Township is extensive. The local churches are mostly older, historical buildings with varying degree of retrofit compliance. The two (2) schools are modern facilities well equipped for fire protection. The students are frequently tested on fire procedures as well as fire protection and fire prevention activities. The legion, Colborne Town hall, Castleton Town hall, two (2) libraries are all older structures with varying levels of retroit. In addition, recent years have seen more than one community structure close due to lacking funding and/or attendance and unfortunately are a growing trend in this small community. Forever, the Keeler Center is a large, modern facility with modern fire protection equipment and is very well maintained, as well as, being adequately staffed.

**Group “C” Buildings:** The housing demographic in the township varies greatly. Urban homes are mostly smaller detached dwelling. The homes in the older dated areas are larger, century old structures. Many of these structures are of balloon frame construction. The main street in town has several old buildings that have apartments over stores known as the fore mentioned mercantile occupancies. These buildings represent unique fire hazards due to their age and row house assembly. All the structures referred to in this category are serviced from the municipal water system, as well as, having fire hydrant coverage.

In the rural areas, the houses are mostly detached dwellings. Some are older homes that have modern heating, electrical systems and smoke alarms systems. Although a large number of the rural residence are heated mainly with wood burning appliances often lacking maintenance. The rural homes face the hazards of large quantities of underbrush, increased response times and require static water sources and tanker shuttle for water supply.

**Group “D” and “E” Buildings:** Many of the small business establishments throughout...
the Down Town core in Colborne are a combination of commercial/residential buildings known as mercantile occupancies. Most of the buildings are century buildings with varying degrees and quality or retrofitting, which are attached to neighboring buildings. Some of the buildings are stand-alone, such as the bank, Mac’s Milk, NAPA, and Vito’s Pizzeria. The stand-alone buildings are mainly newer structures. Some of the older stand-alone buildings (the Golden Rooster) have been turned into restaurants, with the inherent fire risks of cooking including grease laden vapors.

**Group “F” Buildings:** There are about 30 Industrial buildings in Cramahe Township. The buildings all are newer and most have up to date fire protection systems. Many of the companies have their own emergency response plan although not at 100%. Some of the companies deal with materials of varying degrees of hazards, such as Steacy Dismantling (P.C.B.s), Cam Tran (P.C.B.s), Canada Colors (Plasticizers), and Cramahe Township (Chlorine). Hoselton Studios and Jebco Manufacturing deal with high temperature processing. In addition, Holcim is a quarry located on Lake Ontario and is an operation that involves blasting with explosives. These explosives are housed on site in secure areas.

**Building Stock Profile Concerns**

The profile of buildings in Cramahe Township draws attention to the older buildings in the historical area of the village of Colborne known as mercantile occupancies all are adjoined. The construction of ordinary construction these buildings house many tenants and their personal concerns regarding fire protection, as well as, warning systems such as smoke alarms if questionable. Most of the buildings are smaller commercial enterprises on the main floor, with residential apartments on the upper floors and are two to three stories in height. Although most of the buildings have alternate fire escapes, fire fighter access and occupant egress is a concern. The industrial buildings are mostly newer and well-protected buildings. Compliant with and build to newer more stringent building specifications and fire suppression systems. Residential and farm buildings in the rural areas are frequently located a distance from the fire stations, and as the Fire Service is volunteer based, response times are a concern.

**MUNICIPAL FIRE LOSS PROFILE**

<table>
<thead>
<tr>
<th>Year</th>
<th>Calls for Service</th>
<th>Loss fire Structure</th>
<th>No Loss</th>
<th>Outdoor Fire</th>
<th>Fatalities</th>
<th>Explosion</th>
<th>Estimated $ Loss</th>
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<tbody>
<tr>
<td>2011</td>
<td>175</td>
<td>8</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$611,700</td>
</tr>
<tr>
<td>2012</td>
<td>240</td>
<td>9</td>
<td>11</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>$2,392,749</td>
</tr>
<tr>
<td>2013</td>
<td>243</td>
<td>9</td>
<td>11</td>
<td>0</td>
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<td>2014</td>
<td>220</td>
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<td>220</td>
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<td>8</td>
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<td>$1,216,000</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td></td>
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</tbody>
</table>
The above chart indicates that from 2011 to 2013 the amount of structure fires has been very similar, although in 2012 a high dollar loss is indicated due to a large industrial fire/explosion at Stacey Dismantling located on County Rd. #25 just North of Highway #401. The fire incidents have remained very similar although fatalities and injuries have been reduced. The increasing trend of calls to assist ambulance have seen much of the activities regarding callouts lean towards medical assists accounting consistently in the range of 50% from 2011-2013. As noted below the medical calls ranging between, 2008 - 2012 make up 42.7 over the two years. The Ontario Fire Marshal’s office (OFM) has indicated that from the years 2008-2012 the calls for service in Cramahe Township are as follows;

- Burning (controlled) 4.2%
- CO False Alarm 2.1%
- False Fire Calls 8.4%
- Medical/resuscitation call 42.7%
- Other response 14.1%
- Pre fire conditions 1.2%
- Property fires/explosions 9.4%
- Public hazard 3.7%
- Rescue 14.2%

Concerns related to staffing levels indicate that daytime response numbers are extremely low. In addition, 10 calls per year fell into the category of fire/explosion during day time hours again, a concern with low day time staffing levels.

INFORMATION ANALYSIS AND EVALUATION

Cramahe Township is a predominantly rural township with a small town and a small village. There are several small hamlets throughout the area. Cramahe Township’s average population is above the provincial average. There is a proportionately larger retirement community, as well as an aging population in the agricultural community. The vast majority of these people are educated, active and understanding of the issues surrounding risk of fire. The average age will be a future problem that should be planned for at this time through public education and outreach programs directed towards the older people.

Colborne’s center contains several old apartment buildings that are affordable to rent and as a result appeal to people with little financial resources. Public education targeting prevention that will engage these tenants, as well as the building owners will be a priority. Follow-up site inspections will be necessary to ensure Fire Code compliance.

The town, village and hamlets all center on century old buildings that have undergone varying degrees of retro fitting. Public education that begins with presentations to seniors and community groups and expands through and ongoing information campaign should help make people more aware of the risks.
Raising the fire department’s public image through presence at community events will be important. A further program to increase public understanding the how a volunteer fire department works and what their capabilities are will highlight the consequences of carelessness.

IMPLEMENTATION PRIORITIES AND GOALS

Fire Fighter Training:
The members of the Fire Service require training that will not only ensure that they can perform fire fighting in a safer, more efficient manner, but will impress upon the firemen the need for better public education and the process to achieve a safer community.

Public Education:
The Township of Cramahe Establishing and Regulating By-law has been up-dated and made public by posting on the web site encouraging public discussion and input. Increasing the level of public education at community and public events will help to ensure a better level of public awareness with regards to fire safety and fire prevention. In addition, advertisements in newspapers, tax pamphlets and pamphlets handed out at community events to raise awareness.

Continuing the education program that currently occurs in the public schools is a must. It has been in my experience that younger members of the public are attentive and reliable when we speak of fire safety and in turn bring the message home. Moreover, a program to create better interaction between the fire department and local industry will be developed.

Free smoke alarms will be supplied to people with limited resources and residence that do not have smoke alarms in their residence that are provided any level of service will be supplied with one before the department departs the scene. Further encouragement will be given for people to plan their escape route and ensure that smoke and carbon monoxide detectors are working.

Prevention:
Cramahe Fire must become more proactive in conducting fire inspections, reviewing plans and raising public awareness. An aggressive public campaign to have all building requiring fire safety plans due so as soon as possible. Increased code enforcement activities need to be entertained for future safety of residence and property owners.

Equipment:
All fire department equipment to be inspected to ensure it meets recommended functional and safety levels. A program to be developed to ensure timely replacement and upgrading of all fire equipment.

Recent purchases have assisted in maintenance issues surrounding SCBA, Radio Communications and Auto Extrication.

Human Resources:
Staffing levels regarding administration, fire prevention and training are to be evaluated to ensure safety for the first responders and an adequate level of service to the public. Recently in an attempt to be more streamlined a one day a week administration position and a one day a week training/equipment maintenance position have been implemented taking workload of the Chief. This proactive implementation has been extremely successful and has seen many bench marks achieved with regards to efficiencies.
THE CORPORATION OF THE TOWNSHIP OF CRAMAHE

BY-LAW NO. 2020-43

being a By-law to Confirm the proceedings of the Corporation of the Township of Cramahe Special Council Meeting (Electronic) held Thursday April 30, 2020

Whereas the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 5 (3), provides that the jurisdiction of every Council is confined to the municipality that it represents, and its powers shall be exercised by by-law; and

Whereas Bill 187 – The Municipal Emergency Act, 2020, allows for electronic participation during a local or provincial Declaration of Emergency; and

Whereas the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 130 provides that every Council may pass such by-laws and make such regulations for the health, safety and well-being of the inhabitants of the municipality in matters not specifically provided for by this Act and for governing the conduct of its members as may be deemed expedient and are not contrary to law,

Now therefore be it resolved that the Council of the Corporation of the Township of Cramahe hereby enacts as follows:

1. That the action of the Council at its special meeting held on April 30th, 2020 in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by separate by-law; and

2. That the Mayor and the proper officers of the Township are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents; and

3. That this by-law, to the extent to which it provides authority for or constitutes the exercise by the Council of its power to proceed with, or to provide any money for, any undertaking work, project, scheme, act, matter or thing referred to in subsection 65 (1) of the Local Planning Appeal Tribunal Act, 2017, S.O. 2017 Chapter 23, shall not take effect until the approval of the Local Planning Appeals Tribunal with respect thereto, required under such subsection, has been obtained; and
4. **That** any acquisition or purchase of land or of an interest in land pursuant to this by-law or pursuant to an option or agreement authorized by this by-law, is conditional on compliance with Environmental Assessment Act, R.S.O. 1990, Chapter E.18.

Read a first, second and third time, finally passed this 30\textsuperscript{th} day of April 2020.

_____________________________
Mandy Martin, Mayor

_____________________________
Joanne Hyde, Clerk
Minutes of a regular meeting of Council held on Thursday, April 30, 2020 at 05:00 PM, on Zoom.

ROLL CALL
Present Were: Mayor M. Martin
Deputy-Mayor S. Arthur
Councillor D. Clark
Councillor T. Gilligan
Councillor E. Van Egmond

Also Present: CAO/Treasurer, A. McNichol
Clerk, J. Hyde
Deputy Clerk, H. Grant
Manager of Planning and Development H. Sadler
Manager of Operations, J. Hoskin

MEETING INFORMATION

Please note, video will only be enabled for staff and Members of Council. Everyone will be muted until Open Forum's are open to the public.

Please note, video will only be enabled for staff and Members of Council. Everyone will be muted until Open Forum's are open to the public.

Dial by using one of the following numbers:
1 587 328 1099 / 1 647 374 4685 / 1 647 558 0588
Meeting ID: 832 9101 2051

CALL TO ORDER

Mayor Martin called the meeting to order at 5PM

As we gather, we are reminded that the Township of Cramahe is situated on treaty land that has a rich Indigenous history. As a municipality, we have a responsibility for the stewardship of the land on which we live and work. Today we acknowledge the Anishnabek, Huron-Wendat, Haudenosaunee (Iroquois) and Ojibway/Chippewa on whose traditional territory we are meeting.
This territory is covered by the Williams Treaty.

**RECORDING EQUIPMENT**

In accordance with By-Law 2020-17, members of the Public are to advise the Mayor or the Clerk of the use of devices for transcribing or recording the proceedings of open session by auditory or visual means prior to the meeting. An individual must be granted permission by the Mayor and/or the Clerk of the Township of Cramahe to audio/visual record any meeting.

As per The Township of Cramahe Records Retention By-law 2020-17, the Digital Privacy Act and The Personal Information Protection and Electronic Documents Act, individuals must swear that they will not attempt to alter the audio/video recordings of today’s meeting. Subject to the Municipal Freedom of Information and Protection of Privacy Act, the Digital Privacy Act and The Personal Information Protection and Electronic Documents Act, the Mayor and/or the Clerk may at any time request a copy of the recording and individuals will be required to produce the recording within 5 business days.

**OPEN DELEGATION FOR ITEMS ON THE AGENDA**

Members of the Public have three (3) minutes to ask questions on items listed on the current agenda. Please state your name and address for the records. Each member may only speak once.

**CONFIRMATION OF AGENDA**

Resolution No. 2020-160
Moved by Councillor: Van Egmond Seconded by Councillor Clark

*Be it resolved that* Council approve the agenda, as presented.

“CARRIED”

**DECLARATION OF PECUNIARY INTEREST**

Members may declare now or at any time during the meeting.

**REPORTS OF MUNICIPAL OFFICERS**

Resolution No. 2020-161
Moved by Deputy Mayor: Arthur Seconded by Councillor Clark

*FIRE 04-20 Re: Township of Cramahe Fire Department General Report – Emergency Management*

*Be it resolved that* Council receive Staff Report FIRE 04-20 for information; and
That the CEMC update the current Emergency Management Program By-Law to adopt changes to the Emergency Plan and associated Annexes/Appendices; and

That Council consider the adoption of By-law 2020-42, being a by-law to adopt an Emergency Management Program and Emergency Plan for the Township of Cramahe as recommended by the Emergency Management Program Committee; and

That the CEMC forward the adoption of the Emergency Management Program By-law and Emergency Plan to the Office of the Fire Marshal and Emergency Management (OFMEM); and

That Council appoint the CEMC as the Chair for the Emergency Management Program Committee for the 2018-2022 Term.

"CARRIED"

BY-LAWS

Resolution No. 2020-162
Moved by Councillor: Gilligan  Seconded by Councillor: Van Egmond
By-law 2020-40 Appoint CEMC
Be it resolved that Council approve By-Law 2020-40, being a by-law to Appoint Community Emergency Management Coordinators (CEMC) for the Township of Cramahe, be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed and entered into the By-Law book.

"CARRIED"

Resolution No. 2020-163
Moved by Councillor: Clark  Seconded by Councillor: Gilligan
By-Law 2020-41 Appoint Emergency Management Program Committee
Be it resolved that Council approve By-Law 2020-41, being a bylaw to appoint an Emergency Management Program Committee and Municipal Emergency Control Group for the Township of Cramahe, be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed and entered into the By-Law book.

"CARRIED"

Resolution No. 2020-164
Moved by Councillor: Van Egmond  Seconded by Councillor: Gilligan
By-Law 2020-42 Appoint Emergency Management Program Committee
Be it resolved that Council approve By-Law 2020-42, being a By-Law to Adopt an Emergency Management Program for the Corporation of the Township of Cramahe, being read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed and entered into the By-Law book.

"CARRIED"
**OPEN FORUM**

Members of the Public have three (3) minutes to ask general questions and are not to enter into debate. Please state your name and address for the records. Each member may only speak once.

L. Paterson, Colborne, asked for clarification regarding closed session processes.

**CONFIRMATORY BY-LAW**

Resolution No. 2020-165  
Moved by Deputy Mayor: Arthur  Seconded by Councillor: Van Egmond  
**2020-43 Confirming By-law**  
**Be it resolved that** Council approve By-law 2020-43 being a By-law to Confirm the proceedings of the Corporation of the Township of Cramahe Council Meeting (Electronic) held Thursday April 30th, 2020, being read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed and entered into the By-law book.  

"CARRIED"

**ADJOURNMENT**

Resolution No. 2020-166  
Moved by Councillor: Van Egmond  Seconded by Councillor: Gilligan  
**Be it resolved that** Council adjourn the meeting at 5:12PM.  

"CARRIED"
Meeting: Council

Date: May 19, 2020

Report No.: PW-02-20

RESOLUTION NO:_______ BY-LAW NO: __________

Subject: Little Lake Pit Aggregate Extraction Tender Results

Recommendation(s):

BE IT RESOLVED THAT Council receive Report No. OPER 10-20; for information; and

THAT Council authorize staff to award Tender No. 2020-02 for Little Lake Pit Aggregate Extraction to Finley Construction Ltd. totaling $149,968.80, applicable taxes included and,

THAT Tender No. 2020-02 for Little Lake Pit Aggregate Extraction is funded from the Capital Budget as per the approved Issue Paper RDS-20-04 – Little Lake Pit Aggregate and Rehabilitation.

__________________________________________________________________________

Background:

Little Lake Pit provides Cramahe Township with aggregates used for winter sand, ‘A’ gravel for gravel road maintenance and stone for road surface treatment. Stock piles must be renewed each year to provide adequate materials for the following year.

Pit rehabilitation of the southerly portion of the pit will allow the Municipality to decommission that part which will remove the set-backs to the east. These set-backs are hindering the sale of property east of the pit along Lake Road. Rehabilitation is also a necessary part to maintain the pit license.

__________________________________________________________________________
Staff prepared Issue Paper # RDS-20-04 for Little Lake Pit Aggregate Extraction and Rehabilitation for the 2020 Capital Roads Budget. This issue paper was passed by Council and is to be funded from the Capital Budget.

Staff prepared Tender # 2020-02 Little Lake Pit Aggregate Extraction which was advertised on April 17th and closed on May 8th, 2020.

Tender Results:
Three bids were received which are as follows:

- Finley Construction Ltd. $149,968.80 Applicable Taxes Included
- W.D. Harris Excavating $156,710.40 Applicable Taxes Included
- Doughty Aggregates $ No Bid

Financial Implications:
Capital budgeted amount for Little Lake Pit Aggregate Extraction: $164,000 + HST

Concluding Comments:
It is therefore recommended by staff that Council authorize staff to award Tender No. 2020-02 for Little Lake Pit Aggregate Extraction to Finley Construction Ltd. for $147,375 + applicable taxes totalling $149,968.80 and that it is funded from the Capital Budget.

Submitted by: __________________________
Jeff Hoskin, Manager of Recreation and Facilities

Reviewed by: __________________________
Arryn McNichol, CAO/Treasurer
### Report Approval Details

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This report and all of its attachments were approved and signed as outlined below:

**ARRYN MCNICHOL - May 15, 2020 - 11:12 AM**
Subject: Road Construction and Rehabilitation Tender Results

Recommendation(s):

BE IT RESOLVED THAT Council receive Report No. OPER 09-20; for information; and

THAT Council authorize staff to award Tender No. 2020-01 for Road Construction and Rehabilitation to Tim Donaldson Excavating Ltd. totaling $268,728.83, applicable taxes included; and

THAT Tender No. 2020-01 for Road Construction and Rehabilitation is funded from the Operating budget as per the approved Issue Paper CON-20-01 – Road Construction.

Background:
Staff prepared Issue Paper # CON-20-01 for Road Construction and Rehabilitation for the 2020 Capital Roads budget. This included Telephone Road, Lake Road, Old Percy Street (Castleton), Ventress, among others. This issue paper was passed by Council and is to be funded from the Capital budget.

Staff prepared Tender # 2020-01 Road Construction and Rehabilitation which was advertised on April 17th and closed on May 08th, 2020. This tender was for the road construction, ditch work, deburming and replacement of some culverts for the above noted roads.
Tender # 2020-01 for Road Construction and Rehabilitation does not include resurfacing the roadway once the construction is complete. It also does not include the addition of hydro seeding for the ditch work on Old Percy Street Castleton. Northumberland County provides member Municipalities with the surface treatment program each year. The costs to surface treat the roadways that are to be reconstructed as part of this tender is approximately $202,800. The cost for hydro seeding is approximately $30,000.

Staff Comments:

Tender Results:

Three bids were received which are as follows:

Fidelity Engineering and Construction $838,733.83 Applicable Taxes Included
Dekeyser Excavating $297,616.45 Applicable Taxes Included
Tim Donaldson Excavating $268,728.83 Applicable Taxes Included

Financial Implications:
Capital budgeted amount for Road Reconstruction and Rehabilitation: $555,040 + HST
Capital allotted for surface treatment and hydro seeding: $232,800 + HST
Capital remaining: $322,240 + HST

Concluding Comments:
It is therefore recommended by staff that Council authorize staff to award Tender No. 2020-01 for Road Reconstruction and Rehabilitation to Tim Donaldson Excavating Ltd. for $264,081 + applicable taxes totalling $268,728.83 and that it is funded from the Operating budget.

Submitted by: ____________________________  Jeff Hoskin, Manager of Recreation & Facilities

Reviewed by: ____________________________  Arryn McNichol, CAO/Treasurer
Report Approval Details

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</table>

This report and all of its attachments were approved and signed as outlined below:

ARRYN MCNICHOL - May 15, 2020 - 11:14 AM
Updates from Northumberland County  
May 14, 2020

- **COVID-19 service updates and resources:** As the COVID-19 outbreak continues to evolve, Northumberland County is collaborating, and sharing information and resources, with community partners and implementing appropriate response measures across our operations. For COVID-19 news, frequently asked questions, service updates, facility closures, and links to community resources, trusted sources of information and ideas for things to do at home, visit [Northumberland.ca/COVID19](http://Northumberland.ca/COVID19).

- **County forest trails reopen to the public on May 15:** Following the recent provincial announcement of the reopening of provincial parks, all Northumberland county Forest trails have reopened to the public as of Friday, May 15. Please note that, as with the provincial parks, there will be no access to the washroom facilities at the County Forest to ensure the safety of users and staff. Trail users are asked to practice physical distancing when using the trails and to adhere to the posted by-laws, as well as the provincial guidelines. For more information about County Forest trails visit, [Northumberland.ca/Trails](http://Northumberland.ca/Trails).

- **Task Force will generate industry-led recommendations to support business recovery from COVID-19:** An industry-led task will deliver initial recommendations by June 4 on actions to support the recovery of local businesses post COVID-19. The Northumberland Economic Recovery Task Force is being convened by Northumberland County and chambers of commerce – in close collaboration with representatives of higher education, manufacturing, tourism, agriculture, construction, small business and the professional community from across the County. The Task Force will collect data about business owner needs, identify and implement synchronized response actions, programs and services, and advocate with all levels of government for effective recovery measures.
- Ontario Health Team of Northumberland to host interactive COVID-19 Virtual Forum: On Wednesday, May 13, the Ontario Health Team of Northumberland (OHT-N) hosted a virtual forum to provide an opportunity for residents to ask questions and learn more about how local health and social care partners are working together to support community needs during COVID-19. Panelists included HKPR District Health Unit Medical Officer of Health Dr. Lynn Noseworthy, Northumberland Hills Hospital President and CEO Linda Davis, Northumberland County Chief Administrative Officer Jennifer Moore, Lakeview Family Health Team Executive Director Wendy Parker, and Community Care Northumberland Executive Director Trish Baird. A recording of the event is now available at Northumberland.ca/ohtnVirtualForum and a transcription will be available by Friday, May 22.

- 2020 Road Construction Program: Sections of County Road 10, County Road 18, County Road 20, and County Road 30 will undergo paving and construction, starting May 2020. Work is expected to be completed by October 2020. There will also be miscellaneous improvements to locations throughout the County including potholes, rutting, wear and tear. One lane traffic will be maintained in each direction at all times; however, traffic delays are expected during construction. For more information visit Northumberland.ca/Construction.

- National AccessAbility Week (May 31-June 6): Northumberland County recognizes National AccessAbility Week from May 31 to June 6. This week is an opportunity to promote accessibility and inclusion across communities and workplaces, and to celebrate the contribution of Canadians who are actively removing barriers to ensure equal opportunity for all.

- Paramedic Services Week (May 24-30): Northumberland County recognizes Paramedic Services Week from May 24 to 30. This year’s theme “Pandemic: Paramedics on the Front Line” demonstrates the important role that paramedics play on the front lines of the health care system during COVID-19. Northumberland County will be posting informative content courtesy of Northumberland Paramedics to County Facebook and Twitter channels throughout this week.

- Share your COVID-19 story with Northumberland County Archives & Museum: Northumberland County Archives and Museum is collecting stories from residents about their experience during the #COVID19 pandemic. To share your story, visit Northumberland.ca/COVID19Stories.
THE CORPORATION OF THE TOWNSHIP OF CRAMAHE

BY-LAW NO. 2020-46

being a By-law to Confirm the proceedings of the Corporation of the Township of Cramahe Special Council Meeting (Electronic) held Tuesday May 19, 2020

Whereas the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 5 (3), provides that the jurisdiction of every Council is confined to the municipality that it represents, and its powers shall be exercised by by-law; and

Whereas Bill 187 – The Municipal Emergency Act, 2020, allows for electronic participation during a local or provincial Declaration of Emergency; and

Whereas the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 130 provides that every Council may pass such by-laws and make such regulations for the health, safety and well-being of the inhabitants of the municipality in matters not specifically provided for by this Act and for governing the conduct of its members as may be deemed expedient and are not contrary to law,

Now therefore be it resolved that the Council of the Corporation of the Township of Cramahe hereby enacts as follows:

1. That the action of the Council at its special meeting held on May 19th, 2020 in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by separate by-law; and

2. That the Mayor and the proper officers of the Township are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents; and

3. That this by-law, to the extent to which it provides authority for or constitutes the exercise by the Council of its power to proceed with, or to provide any money for, any undertaking work, project, scheme, act, matter or thing referred to in subsection 65 (1) of the Local Planning Appeal Tribunal Act, 2017, S.O. 2017 Chapter 23, shall not take effect until the approval of the Local Planning Appeals Tribunal with respect thereto, required under such subsection, has been obtained; and
4. That any acquisition or purchase of land or of an interest in land pursuant to this by-law or pursuant to an option or agreement authorized by this by-law, is conditional on compliance with Environmental Assessment Act, R.S.O. 1990, Chapter E.18.

Read a first, second and third time, finally passed this 19th day of May 2020.

__________________________________________
Mandy Martin, Mayor

__________________________________________
Joanne Hyde, Clerk