



TOWNSHIP OF
Chatsworth

**EMERGENCY RESPONSE PLAN
NOVEMBER 7, 2018**

TOWNSHIP of CHATSWORTH EMERGENCY RESPONSE PLAN

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**** Documents do not form part of public By-law**

TOWNSHIP of CHATSWORTH EMERGENCY RESPONSE PLAN

Part 1: Introduction

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

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

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 Chatsworth 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 Chatsworth Emergency Response Plan may be viewed at the Township of Chatsworth municipal office.

For more information, please contact:
Mike Givens, Fire Chief/CFPO/CEMC
Township of Chatsworth Fire Department
519-794-3188
chattyfd@hotmail.com

1.1 Hazards

A hazard can be defined as an "event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, and damage to the environment, interruption of business or other types of harm or loss." Hazards can be categorized as natural such as an ice storm, technological such as a power outage or human such as acts of terrorism.

The Township of Chatsworth response plan reflects the approach recommended by Emergency Management Ontario and incorporates subordinate plans as annexes, which provide detailed response procedures for the most likely hazards. These hazards have been determined through the conduct of an in-depth Hazard Identification and Risk Assessment (HIRA) by the Township of Chatsworth Emergency Management Committee.

The following list identifies many of the potential hazard risks or threats to our community.

Blizzards and ice storms

Tornadoes

Floods (Williamsford and McCullough Lake have the greatest risks)

Human health emergencies

Foreign animal disease outbreak

Energy emergencies

Water emergencies

Hazardous materials emergency at a fixed site or transportation

Explosions and fires

Terrorism and sabotage

Drought

Building or structural collapse of a public building

While there are ways to mitigate and prevent some hazardous events, emergency situations will occur. Nevertheless, there are steps that we can take to prepare for, respond to and recover from emergencies to lessen the impacts on our communities including loss of life and property damage. This plan is intended to serve as a

guide in implementing those steps necessary to lessen the impact of an emergency.

For Detailed Hazard Identification and Risk Assessment, please refer to **Appendix "E"**.

Part 2: Aim

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

It enables a centralized controlled and coordinated response to emergencies in the Township of Chatsworth, and meets the legislated requirements of the *Emergency Management and Civil Protection Act (EMCPA)*.

The Township of Chatsworth response plan reflects the approach recommended by Emergency Management Ontario and incorporates subordinate plans as annexes, which provide detailed response procedures for the most likely hazards. These hazards have been determined through the conduct of an in-depth Hazard Identification and Risk Assessment (HIRA) by the Township of Chatsworth Emergency Management Committee.

Part 3: Legislative Authority

The *Emergency Management and Civil Protection Act (EMCP)*, R.S.O., Chapter E9 is the legal authority which will govern the provisions of necessary services during an emergency. In accordance with Section 30 f the Act, *"every municipality shall formulate an emergency response plan governing the provisions 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"*. The

Emergency Management and Civil Protection Act and the passage of municipal by-laws will provide the legal authority for the Emergency Response Plan. A copy of this plan will be filed with the Ministry of Community Safety and Correctional Services through Emergency Management Ontario.

Part 4: Notification and Emergency Declaration Procedures

Most emergencies are usually first discovered by police, fire or public works agencies as they are normally among the first to be called. However, the decision to activate the Municipal Emergency Notification Procedures shall be the responsibility of any member of the Township of Chatsworth Municipal Emergency Control Group (MECG) upon receipt of a warning of a real or potential emergency is imminent.

Upon notification of a real emergency or the threat of an emergency, as defined herein, that member will immediately contact the Township of Chatsworth CEMC and/or designate and direct them to initiate the notification of the MECG and activate the Emergency Operation Centre (EOC). The member initiating the call must provide pertinent details (e.g. a time and place for the MECG to meet) as part of the notification procedure.

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

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

The Township of Chatsworth CEMC and/or designate must record the date and time MECG members were contacted.

In some cases it may not be necessary to assemble the MECG, but it may be important to make them aware of a potential emergency, or to update them on a situation. In this case, the emergency notification procedures may be used to provide information to the group or to place them on standby pending possible activation of the EOC.

The contact phone numbers and addresses of the MECG members (and their alternates) are contained in **Appendix "A"**. This Appendix is not public information.

4.1 Action Prior to Declaration

When an emergency exists or appears that an emergency situation is imminent but has not yet been declared, Council and/or municipal employees may take action(s) necessary to respond to the situation provided such actions are not contrary to law and such actions are within their departments' mandate to take and as set out in this Emergency Response Plan as may be required to protect lives and property of the residents of the Township of Chatsworth. The subordinate plans, attached as Annexes to this document, may also be implemented, in whole, or in part in the absence of a formal declaration.

4.2 Procedure for Declaring an Emergency

Section 4 of the Act provides for the declaration of an emergency by the Head of Council and states that the "Head of Council may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area."

The Mayor or Acting Mayor of the Township of Chatsworth, as the Head of Council, has the authority to declare an emergency. This decision is usually made in consultation with other members of the MECG.

Once the Head of Council or designated alternate declares an emergency, the signed emergency declaration shall be faxed and/or emailed to:

- Emergency Management Ontario, Ministry of Municipal Safety and Correctional Services (OR The Solicitor General – contact the Provincial Emergency Operation Centre)
- Members of Council
- County of Grey Warden
- The Public through the media, with the assistance of the Emergency Information Officer (EIO)
- Neighbouring Municipal officials, as required
- Local Member of the Provincial Parliament (MPP)
- Local Member of Parliament (MP)

4.3 Terminating Emergencies

A municipal emergency may be terminated at any time by either the:

- Mayor or Acting Mayor
- Town Council
- Premier of Ontario.

When terminating an emergency, the Mayor shall sign the Emergency Termination and forward a copy by either fax and/or email to the individuals and agencies listed in Section 4.2.

Part 5: Requests for Assistance

5.1 Requests to the County of Grey

In certain emergency situations, the scale of the emergency may be such that it is beyond local resource capability, both public and private, to effectively and efficiently manage the emergency response. Assistance may be requested from the County of Grey agencies at any time by contacting the County Warden. The request shall not place authority and control of the emergency with the County.

The County of Grey Emergency Notification List including contact numbers is attached as **Appendix "B"**. This Appendix is not public information.

5.2 Requests to the Province of Ontario

Upon notification by the municipality that a municipal emergency has occurred but at which time the Head of Council has not officially declared an emergency, the Province may deploy an Emergency Management Ontario (EMO) Community Officer to a local emergency to provide advice and assistance as requested and to ensure liaison with the Provincial Operations Centre. However, when a community declares an emergency, Emergency Management Ontario will normally deploy a Community Officer to the local Emergency Operations Centre. The Community Officer will be the link between the municipality and the province for both provincial and, if necessary, federal assistance.

In addition to the assistance provided by Emergency Management Ontario, the following identifies some provincial ministries and federal department/agencies and the assistance they may be able to provide to local municipalities. Assistance provided may include but it is not necessarily limited to the following:

- i) Ministry of Agriculture and Food and Rural Affairs in the event of a Foreign Animal Disease Emergency or livestock related needs, food contamination, and pest infestation.
- ii) Ministry of the Environment with respect to spills of pollutants

to the natural environment, including fixed sites and transportation spills; drinking water emergencies.

- iii) Ministry of Health and Long Term Care (MOHLTC) with respect to human health emergencies such as pandemics, epidemics; food and water contamination. This assistance would be over and above that provided by Wellington Dufferin Guelph Public Health as set out in their specific roles and responsibilities as identified in this plan. In cases where Health emergencies overwhelm the health care system of an affected community or region and it finds it does not have the capacity to respond effectively to the health emergency, the Emergency Medical Assistance Team (EMAT) may be requested to help through the Ministry of Health and Long-Term Care's Emergency Management Branch.
- iv) The EMAT is a mobile medical field unit that can be deployed anywhere in Ontario with road access to provide:
 - a. Patient isolation in the case of an infectious diseases outbreak;
 - b. Medical support and decontamination in the case of a chemical, biological or radiological incident; and
 - c. Case management and triage of patients in a mass casualties situation.
- v) Ministry of Municipal Affairs and Housing for financial assistance as administered through the Municipal Disaster Recovery Assistance Program.
- vi) Ministry of Natural Resources can provide specific assistance with respect to floods, forest fires, dam breach and droughts.
- vii) Ministry of Transportation can provide assistance with emergencies on provincial highways.
- viii) Request for Heavy Urban Search and Rescue (HUSAR) teams must be made by the County Fire Coordinator to the Province.

5.3 Federal Assistance

Federal assistance, which, at times, shall be requested by the Province of Ontario through the Provincial Emergency Operation Centre, may include, but is not limited to, the following:

- i) Canadian Food Inspection Agency (CFIA) in the event of a Foreign Animal Disease. A provincial request is not necessary to obtain their services and assistance.
- ii) Canadian Transport Emergency Centre (CANUTEC) may provide assistance to local municipalities with hazardous materials release emergencies which may include appropriate setback and evacuation distances. A municipality may contact CANUTEC directly for assistance. Both the Fire Departments and members of the control group may contact them.
- iii) Department of National Defense has many services, equipment and supplies that could be of assistance to municipalities during a disaster. The request must be made through the Province.
- iv) Environment Canada provides information on the weather that can be found on weather forecasts at their website or by calling them directly. Environment Canada staff can be called upon to assist with the determination of a specific weather event such as tornadoes.
- v) The Transportation Safety Board provides advice to first responders with respect to transportation incidents including air/rail and ground transportation.
- vi) Request for Assistance for Hazardous Materials Expertise must be made by the County Fire Coordinator to the Province.

5.4 Mutual Aid and Mutual Assistance

The Township of Chatsworth Fire Department participates in a mutual aid agreement with the fire services of all contiguous municipality's within Grey County to provide mutual aid for fire suppression, spills and medical assistance calls. This agreement may be activated by the Fire Chief of the Township of Chatsworth

Fire Department at any time without the need to activate the Municipal Control Group or implement the Township of Chatsworth Emergency Response Plan. The Fire Chief of the Township of Chatsworth Fire Department will provide an annual report to Council that will provide details of all activations made under this agreement during that calendar year.

The Township of Chatsworth also maintains a mutual assistance agreement with Grey County which provides various resources. The Chief Administrative Officer of the Township of Chatsworth is authorized to make a request pursuant to this agreement after an emergency has been declared in the town. The Chief Administrative Officer is also authorized to respond to any requests received under this agreement without activating the Township of Chatsworth Emergency Response Plan. The Chief Administrative Officer will, however, notify the Mayor and all Control Group members immediately upon receipt of a mutual assistance request from Grey County.

A copy of the Mutual Assistance Agreement is appended at **Appendix "C"** to this plan.

Part 6: Municipal Emergency Control Group

The Emergency Management and Civil Protection Act Regulation 380/04 requires each municipality to establish a Municipal Emergency Control Group. The roles and responsibilities of the Municipal Emergency Control Group are set in Section 6.2.

6.1 Emergency Operations Centre (EOC)

The location of the Township of Chatsworth's primary and alternate Operations Centres for the Municipal Emergency Control Group are detailed in Part 8.

6.2 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 essential services necessary to minimize the effects of an emergency on the municipality.

The MECG consists of the following officials:

PRIMARY:

- Mayor of the Township of Chatsworth
- Chief Administrative Officer, who becomes the Operations Officer in the EOC
- Community Emergency Management Coordinator
- Public Works Operations Manager

SECONDARY:

- Water Services Coordinator, if required
- Ontario Provincial Police representative
- Fire Chief
- Medical Officer of Health
- Social Services Director
- Emergency Medical Services (EMS) Director
- Local electrical utility representative, (if required or available)
- Emergency Information Coordinator

- Additional personnel called or added to the MECG may include:
 - Emergency Management Ontario representative
 - RCMP representative
 - Conservation Authority representative
 - Liaison staff from provincial ministries
 - Any other officials, experts or representatives from the public or private sector as deemed necessary by the MECG

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

6.3 Operating Cycle

Members of the MECG will gather at regular intervals to inform each other of actions taken and problems encountered. The Chief Administrative Officer (CAO) 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 Scribe will maintain the status board and maps which will be prominently displayed and kept up to date.

6.4 Municipal Emergency Control Group Responsibilities

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

- Calling out and mobilizing their emergency service agency and equipment
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law
- Determining if the location and composition of the MECG are appropriate
- Advising the Head of Council as to whether the declaration of an emergency is recommended

- Advising the Head of Council on the need to designate all or part of the town as an emergency area
- Ensuring support to the emergency site(s) by offering equipment, staff and resources, as required
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger
- Discontinuing utilities or services provided by public or private concerns, (i.e. hydro, water, gas, closing down a shopping plaza/mall)
- Arranging for services and equipment from local agencies not under Municipal 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 Municipal control, as considered necessary
- Determining if additional volunteers are required and if appeals for volunteers are warranted
- Determining if additional transport is required for evacuation or transport of persons and/or supplies
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery
- Authorizing expenditure of money required 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 Chief Administrative Officer within one week of the termination of the emergency, as required
- Participating in the debriefing following the emergency
- Considering application for ODRAP and make arrangements as required

Part 7: Emergency Response System

7.1 Concept of Operations

The Township of Chatsworth's Emergency Operations Centre and Emergency Control Group currently utilize the concept of operations that is taught at the Canadian Emergency Preparedness College and is based on the structure of the Township of Chatsworth's municipal departments and services. The Township of Chatsworth does not utilize the Incident Command/Management system.

7.2 Individual Responsibilities of the Municipal Control Group

Section 1 – The Township of Chatsworth Members

7.2.1. Mayor or Deputy Mayor

The Mayor or Acting Mayor of the Township of Chatsworth is responsible for:

- Providing overall leadership in responding to an emergency;
- Declaring an emergency in consultation with MECG.;
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- Notifying Emergency Management Ontario, Ministry of Municipal Safety and Correctional Services of the declaration of the emergency, and termination of the emergency;
- Ensuring the members of council are advised of the declaration, and are kept informed of the emergency situation;
- Liaise with other heads of Council regarding the emergency situation where needed;
- Acts as the community spokesperson;
- Ensures that all inquiries regarding the MECG and the emergency operation are directed to the Emergency Information Officer (CAO Clerk);
- Maintaining a personal log of all actions taken.

7.2.2 Chief Administrative Officer / Operations Officer

The Township of Chatsworth Chief Administrative Officer becomes the Operations Officer for the Township of Chatsworth and is responsible for:

- Ensures that emergency notification procedures for the Control Group are implemented if requested;
- Ensures registration of all MECG members as they arrive at the EOC
- Chairing the MECG;
- Ensuring liaison with the Ontario Provincial Police regarding security arrangements for the EOC Ensuring liaison with the Ontario Provincial Police regarding security arrangements for the EOC;
- As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings arranging for the preparation of agendas and ensuring proper support staff is in place to effectively operate the EOC;
- Advising the Mayor on policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the MECG;
- Ensuring that a communication link is established between the MECG and the Site Commander;
- Calling out additional town staff to provide assistance, as required;
- Requesting mutual assistance as appropriate;
- Maintaining a personal log of all actions taken.
- Ensure ongoing essential administrative functions of the municipality are maintained and if these are affected by the emergency, determine those efforts needed to restore services.

7.2.3 Fire Chief

The Township of Chatsworth Fire Chief and/or designate is responsible for:

- Requesting activation of the emergency notification system through the Owen Sound Dispatch Centre; Chief Administrative Officer or CEMC to call the control group members together.
- Maintaining and implementing the Hazardous Materials Response Plan, as required;
- Providing the MECG with information and advice on firefighting and rescue matters;
- Depending on the nature of the emergency, assign the Site Commander and inform the MECG;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Providing equipment for emergency pumping operations.
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- Providing assistance to other Municipal 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;
- Providing a Site Commander, if required;
- Maintaining a personal log of all actions taken.

7.2.4. Public Works Operations Manager

The Township of Chatsworth Public Works Operations Manager is responsible for:

- Providing the MECG with information and advice on engineering and public works matters;
- Maintaining and implementing the Flood Control Response Plan as required;

- Depending on the nature of the emergency, assign the Site Commander and inform the MECG;
- Establishing an ongoing communications link with the senior public works official at the scene of the emergency;
- Ensuring liaison with the public works representative(s) from neighbouring Municipal(s) to ensure a coordinated response;
- Ensuring provision of engineering assistance;
- Ensuring construction, maintenance and repair of town roads;
- Ensuring the maintenance of sanitary sewage and water systems;
- 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 to 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;
- Maintaining a personal log of all actions taken.

7.2.5 Water Services Coordinator (If required)

The Township of Chatsworth Water Services Coordinator is responsible for:

- Ensure that emergency notification procedures are activated for any municipal drinking water system emergency as set out in the DWQMS emergency plan (Appendix "F".)
- Mobilize materials, manpower and equipment to respond to an emergency, in consultation with Water Operator;
- Provide advice and information to MECG with respect to municipal water resources and provincial legislation respecting same;

- Liaise with Ministry of Environment and Ontario Clean Water Agency with respect to water issues;
- Request OCWA to attend MEEG as necessary;
- Arrange for implementation of water contingency plans, boil water advisories, etc. as required in consultation with Medical Officer of Health or designated Provincial representative;
- Liaise with Fire Chief concerning emergency water supplies for firefighting purposes;
- Arrange for emergency potable water supplies in consultation with Medical Officer of Health;
- Maintain a log of actions taken and decisions made.

7.2.6 Emergency Management Coordinator

The Township of Chatsworth Fire Chief shall act as the Emergency Management Coordinator and the Chief Administrative Officer shall act as the alternate Emergency Management Coordinator.

The Township of Chatsworth Emergency Management Coordinator is responsible for:

- Activating the Emergency Operations Centre;
- Ensuring that all members of the MEEG have necessary plans, resources, supplies, maps, and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Supervising the Telecommunications Coordinator;
- Assisting municipal staff with setting up of evacuation centre;
- Ensuring liaison with Municipal support agencies (e.g. St. John Ambulance, Canadian Red Cross);
- Ensuring volunteer coordination and liaison;
- Ensuring that the operating cycle is met by the MEEG 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 keep MEEG informed of implementation needs;
- Maintaining the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared;

- Maintaining a personal log of all actions taken.

7.2.7 Emergency Information Officer

The CAO Clerk will act as the Emergency Information Officer during an emergency and the Deputy Clerk will act as the alternate. The Emergency Information Officer is responsible for maintaining the *Emergency Information Plan*. The Emergency Information Coordinator is responsible for the dissemination of news and information to the media for the public. A detailed Emergency Information Plan is included in **Appendix "F"**.

The Emergency Information Officer should also maintain a personal log of all actions taken.

7.2.8 Scribe

The Scribe is responsible for:

- Assisting the CAO Clerk as required;
- Ensuring all important decisions made and actions taken by the MCG are recorded;
- Ensuring that maps and status boards are kept up to date;
- Providing a process for registering MCG members and maintaining a MCG member list;
- Notify the required support and advisory staff of the emergency and the location of the EOC;
- Assumes the responsibilities of the Citizen Inquiry Supervisor;
- Arranging for printing of materials for the EOC, if required;
- Upon direction of the Mayor, arranges through the Deputy Clerk, special meetings of Council as required and advising members of Council of the time, date and location of such meetings;
- Maintaining a personal log of actions taken.

7.2.9 Ontario Provincial Police Representative

The Ontario Provincial Police Representative is responsible for:

- If necessary, ensure that the appropriate municipal representative set out in Section 7.2.2 is notified to call the control group members together;
- Maintaining and implementing the Public Order Emergency Response Plan, as required;
- Notifying necessary emergency and Municipal services, as required;
- Establishing a site command post with communications to the EOC;
- Depending on the nature of the emergency, assign the Site Commander and inform the MECG;
- 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 assist coordinating evacuation procedures;
- Ensuring the protection of life and property and the provision of law and order;
- Providing police service in EOC, evacuee centres, morgues, and other facilities, as required;
- Notifying the coroner of fatalities and provide assistance with respect to the collection, security and identification of deceased persons, and notification of next of kin;
- Ensuring timely and accurate dissemination of information and instructions to the public in coordination with local emergency management officials.
- Ensuring liaison with other Municipal, provincial and federal police agencies, as required;
- Providing a Site Commander, if required;
- Maintaining a personal log of all actions taken.

Section 2 – Grey County Members

7.2.10 Medical Officer of Health

The Medical Officer of Health of the Grey County Board of Health is responsible for:

- Acting as a coordinating link for all emergency health services at the MCEG;
- Ensuring liaison with the Ontario Ministry of Health and Long Term Care;
- Depending on the nature of the emergency, assign a Site Commander and inform the MCEG;
- Establishing an ongoing communications link with the senior health official at the scene of the emergency;
- Ensuring liaison with the EMS representatives;
- Providing advice on any matters, which may adversely affect public health;
- Providing authoritative instructions on health and safety matters to the public through the Emergency Information Coordinator;
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long Term Care policies;
- Ensuring coordination of care of bed-ridden citizens and invalids at home and in evacuee centres during an emergency;
- Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
- Notifying the Public Works Representative regarding the need for potable water supplies and sanitation facilities;
- Ensuring liaison with Social Services Representative on areas of mutual concern regarding health services in evacuee centres;
- Maintaining a personal log of all actions taken.

7.2.11 Social Services Director

The Grey County Social Services Director is responsible for:

- Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- Supervising the opening and operation of temporary and/or long-term evacuee centres, and ensuring they are adequately staffed;
- Ensuring liaison with the CEMC with respect to the pre-designation of evacuee centres which can be opened on short notice;
- Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres;
- Ensuring that a representative of the Bluewater Board of Education and/or Separate School Board is/are notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation;
- Ensuring liaison with Participation Lodge and Country Lane Nursing Home as required;
- Maintaining a personal log of all actions taken.

7.2.12 Emergency Medical Services (EMS) Director

The Grey County Emergency Medical Services Director is responsible for:

- Ensuring emergency medical services at the emergency site;
- Depending on the nature of the emergency, assign the Site Commander and informing the MCEG;
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- Obtaining EMS support from other municipalities, if required;
- Ensuring triage at the site;
- Advising the MCEG if non-ambulance transportation is required for large scale response;
- Ensuring liaison with the receiving hospitals;
- Ensuring liaison with the Medical Officer of Health, as required;

- Maintaining a personal log of all actions taken.

Section 3 - Support and Advisory Staff

The following staff may be required to provide support, logistics and advice to the MECG:

7.2.13 Treasurer

The Treasurer is responsible for:

- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Treasurers/Directors of Finance of neighbouring communities;
- Ensuring that records of expenses are maintained for future claim purposes;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency;
- Providing and securing of equipment and supplies not owned by the Township of Chatsworth;
- Ensuring liaison with purchasing agents of the neighbouring communities, if necessary;
- Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment;
- Maintaining a personal log of all actions taken.

7.2.14 Telecommunications Coordinator (if required)

The Telecommunications Coordinator (Amateur Radio Emergency Services (ARES) reports to the Emergency Management Coordinator and is responsible for:

- Activating the emergency notification system of the local amateur radio operators group;
- Initiating the necessary action to ensure the telephone system at the Municipal offices functions as effectively as possible, as the situation dictates;

- Ensuring that the emergency communications centre is properly equipped and staffed, and working to correct any problems which may arise;
- Maintaining an inventory of Municipal and private sector communications equipment and facilities within the Municipal, which could, in an emergency, be used to augment existing communications systems;
- Making arrangements to acquire additional communications resources during an emergency;
- Maintaining a personal log of all actions taken.

7.2.15 Other Agencies

In an emergency, many agencies may be required to work with the Municipal Control Group. Two such agencies are detailed below. Others might include the Office of the Fire Marshal & Emergency Management, RCMP, industry, volunteer groups, conservation authorities and provincial ministries.

All agencies need to maintain a personal log of all actions taken.

Utility Representative – Hydro One

The Hydro Representative 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;
- Maintaining a personal log of all actions taken.

School Boards

The School Boards are responsible for:

- Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to co-ordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centres;
- Ensuring liaison with the municipality as to protective actions to the schools (i.e., implementing school stay in place procedure and implementing the school evacuation procedure;
- Maintaining a personal log of all actions taken.

A list of schools and contact information is found at **Appendix "K"**.

Grey Bruce Regional Health Centre Administrator

The Grey Bruce Regional Health Centre Administrator is responsible for:

- Implementing the hospital emergency plan;
- Ensuring liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams/medical triage teams;
- Ensuring liaison with the Ministry of Health and Long Term Care, as appropriate;
- Maintaining a personal log of all actions taken

Conservation Authorities

Conservation Authorities are responsible for:

- Monitoring watershed conditions and preparing forecasts for potential flooding
- Issue flood messages as required. These messages may be issued at any time of the year and may be as follows:

Water Conditions Statement:

Water Safety Statements are issued to make the public aware that rising water levels, melting ice, unsafe banks in and along rivers and streams could make them unsafe for recreational users. Flooding is not expected with this statement.

Flood Outlook Statements provide an early notice that flooding is possible based on current weather forecasts.

Flood Watch:

A Flood Watch message provides an early warning that flooding is likely to occur along specified water courses or throughout a municipality. The public, municipal officials and emergency services in these areas should be prepared to implement their emergency response plans.

Flood Warning:

A Flood Warning is issued when flooding will happen or is happening along specified watercourses or throughout a municipality. These messages may state the amount of flooding that is expected and may include specific actions to be taken by the public, municipal officials and emergency services such as closing roads and evacuations.

Part 8: Logistics

8.1 Emergency Operations Centre

The Emergency Operations Centre will be located in the Township of Chatsworth Council Chamber, which is located in Township of Chatsworth Municipal Office, 316837 Hwy#6.

The alternate Emergency Operations Centre will be located at the Township of Chatsworth Fire Station which is 75 McNab Street.

8.2 EOC Information Kits and Equipment

The equipment required for the Emergency Operations Centre is organized in a kit form. The kit is located in the Council Chambers storage closet. The Emergency Management Coordinator is responsible for inspecting the kit on a regular basis and for ensuring that kit contents are all in working order.

Information Kits shall contain:

- Up to date Copy of Emergency Plan
- Maps of Township
- Pens
- Paper
- Daily Log Sheet

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

Item

- Fax Machine
- Television
- Telephones
- Portable Radios
- Flip Charts

Part 9: Emergency Telecommunications Plan

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site and the EOC. Also, communications may be required at various locations including evacuation centres and other key responding agencies.

The Emergency Telecommunications Coordinator for the Township of Chatsworth will be a member of the Township of Chatsworth Fire Department. The Emergency Telecommunications Coordinator is part of the initial Emergency Notification Procedure who in turned will call upon his contacts for further communications support, as required.

The Emergency Telecommunications Office is located in the Township of Chatsworth Fire Station. It is equipped with portable hand radios, battery back-up, two-way radio with the necessary channels to communicate with Fire, Public Works, EMS and the Ontario Fire Marshal and Emergency Management (OFMEM).

Mutual Assistance Agreement

This Agreement between and among the

THE CORPORATION OF THE COUNTY OF GREY, THE TOWNSHIP OF GEORGIAN BLUFFS, TOWNSHIP OF SOUTHGATE, TOWNSHIP OF CHATSWORTH, TOWN OF HANOVER, TOWN OF THE BLUE MOUNTAINS, CITY OF OWEN SOUND, MUNICIPALITY OF MEAFORD, MUNICIPALITY OF GREY HIGHLANDS, MUNICIPALITY OF WEST GREY

Hereinafter called the Parties to the Agreement

WHEREAS Section 13 (3) of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E. 9, as amended (the "*Emergency Management and Civil Protection Act*") authorizes the Council of a municipality to make an agreement with the Council of any other municipality for the provision of any personnel, service, equipment or material during any emergency;

AND WHEREAS the municipalities described herein agree to provide mutual assistance to each other during times of emergencies;

AND WHEREAS Section 3 of the *Emergency Management and Civil Protection Act*, requires municipalities to have an approved Emergency Response Plan;

AND WHEREAS the municipalities named in this agreement have approved Emergency Response Plans;

NOW THEREFORE in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1.0 Definitions

In this agreement, unless the context otherwise requires,

- a) **Assisted Municipality** means the municipality receiving assistance pursuant to this Agreement;
- b) **Assisting Municipality** means the municipality providing assistance pursuant to this Agreement;
- c) **Building Official** means a person appointed as a Building Official / Inspector pursuant to the *Building Code Act, 1992*, S.O. 1992, c.23, as amended (the "*Building Code Act*"), for the purpose of enforcing the Building Code Act and Ontario Building Code regulations;
- d) **Chief Administrative Officer (CAO)** means, for all Parties to this Agreement, the Chief Administrative Officer, City Manager, a Co-administrator, or a designated alternate of any of them;

- e) **County Emergency Control Group** means the organizational entity responsible for coordinating assistance by the County to the lower tier municipalities and inter-municipal emergency response activities within the County as needed under a County emergency declaration.
- f) **Emergency, Emergency Area, Emergency Plan** means as defined in the *Emergency Management and Civil Protection Act*;
- g) **Municipal Emergency Control Group** means the organizational entity responsible for coordinating municipal emergency response and recovery activities within its respective municipality;
- h) **Mutual Assistance Agreement** means this Agreement and the attached Schedule(s);
- i) **“OPSS 127”** means the Ontario Provincial Standard Specification 127, which is a schedule of rental rates for construction equipment, including model and specification reference. The rates are hourly unless otherwise stated, and do not include the cost of the operator.
- j) **Requesting Party** means the municipality asking for assistance pursuant to this Agreement;
- k) **Workers** mean collectively employees, contractors, servants and agents employed or hired by a party to this Agreement.

2.0 Requesting Assistance

- 2.1 During an emergency, any party to this Agreement may request assistance from another party to this Agreement including, but not limited to, in the form of Building Official personnel, services, equipment and/or material.
- 2.2 Each party hereby authorizes the CAO of the Requesting Party to make the initial request for assistance. Requests to each party shall be made to the CAO of that party, and the CAO of that party is authorized to receive the request and to act on the municipality's behalf for all purposes under this Agreement.
- 2.3 The CAO of the Requesting Party will follow up any oral requests with requests in writing in accordance with Schedule "A" attached hereto within three (3) days of the initial oral request. The request will set out in detail the specific personnel, services, equipment or material that has been requested as assistance. Notwithstanding the requirement for a written request, the Assisting Municipality may provide assistance to the other party upon receipt of the oral request.
- 2.4 The Assisting Municipality shall respond to the request, if possible, within one (1) day, and may at its sole discretion determine the type, scope, nature and amount of assistance it will provide. The Assisting Municipality

shall within three (3) days of receiving the request, confirm in writing to the Requesting Party, the assistance it has agreed to provide or, if applicable, that it will not be providing any assistance.

- 2.5 The parties may alter the assistance to be provided to the Assisted Municipality under this Agreement. Amendments to the scope, type, nature or amount of assistance shall be confirmed in writing by the Requesting Party within three (3) days of being agreed upon.
- 2.6 Building Officials providing services to the Assisted Municipality shall be deemed to be temporarily appointed as Building Officials by the Assisted Municipality in accordance with Section 3. (2) of the *Building Code Act* for the duration of the emergency or longer as required as a result of their actions during the emergency in accordance with Section 3.(2) of the *Building Code Act*. The Assisted Municipality shall issue certificates of appointment under section 3(8) of the *Building Code Act* to any temporarily appointed Building Officials as soon as reasonably practicable following the temporary appointments. Any actions taken by the temporarily appointed Building Officials prior to the issuance of the certificates of appointment shall be deemed to have been made as if the certificates had been issued prior to the actions taken.

3.0 Costs & Payment

- 3.1 The parties agree that any and all actual costs for assistance are to be paid by the Assisted Municipality. Such costs shall include wages, salaries and expenses incurred by the Assisting Municipality while providing the assistance provided said expenses are reasonable in the circumstances.
- 3.2 The Assisted Municipality shall be responsible for providing, if necessary, all food, lodging and accommodation required by the personnel furnished pursuant to this Agreement. Where food and lodging cannot be provided in-kind, the Assisted Municipality shall pay all reasonable costs to personnel for any food and lodging purchased by personnel of the Assisting Municipality.
- 3.3 The Assisted Municipality shall be responsible for reimbursing for all actual operating costs for all personnel, services, equipment, or material furnished, including, but not limited to, costs of fuel, repairs, parts and any and all other items directly attributable to the operation of equipment and services and material furnished as assistance to the Assisted Municipality under this Agreement. Where there is damage incurred to loaned equipment or vehicles, if the cost to repair the damage exceeds the deductible amount of the owner's policy, the owner's insurance policy is primary, and the under-deductible amount shall be the responsibility of the owner of the equipment.
- 3.4 The Assisting Municipality shall provide to the Assisted Municipality, if practical, an estimate of the cost of providing the assistance. Equipment will be charged out at the then current OPSS 127.

- 3.5 The Assisting Municipality will provide a detailed invoice to the Assisted Municipality for costs incurred for the assistance. Where available, receipts for disbursements shall be forwarded in support of the invoice.
- 3.6 The Assisted Municipality shall remit payment of the amount owing for the assistance provided within ninety (90) days of the date of the invoice from the Assisting Municipality.
- 3.7 Any amount remaining unpaid and outstanding after the ninety (90) day period referred to in sub-section 3.6 of this Agreement shall bear interest at the rate stipulated in the Assisting Municipality's invoice, which rate shall not exceed the Bank of Canada bank rate at the date of the invoice plus two (2%) per cent per annum until paid.
- 3.8 Notwithstanding the above agreed-upon terms of invoicing and payment for assistance provided, there is nothing in this Agreement that prevents the Council of an Assisting Municipality from passing a resolution to waive part or all of the fees associated with having provided the assistance to the Assisted Municipality in a gesture of goodwill. However, it is not an assumption that this shall occur, and the Assisted Municipality should be prepared to pay for all assistance provided to it as per the requests it has made.

4.0 Employment Relationship and Benefits

- 4.1 Despite the fact that Workers may be assigned to perform duties for the Assisted Municipality, in all other respects, the Workers of the Assisting Municipality retain their employment or contractual relationship with the Assisting Municipality. The parties acknowledge and agree that the Assisted Municipality shall not be to be deemed the employer of the Assisting Municipality's employees, agents, contractors or servants, under any circumstances or for any purpose whatsoever. The Assisting Municipality shall remain responsible for all statutorily required deductions, contributions and/or payments, such as E.I., C.P.P., and WSIB.

5.0 Liaison and Supervision

- 5.1 The Assisting Municipality shall have the right, to be exercised in its sole discretion, to assign an employee or agent of the Assisting Municipality to the Municipal Emergency Control Group of the Assisted Municipality to act as a Liaison Officer. The parties acknowledge that the purpose of the Liaison Officer shall be to permit communication between the Assisted and Assisting Municipalities. Subject to the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended (the "Municipal Freedom of Information and Protection of Privacy Act"), the Liaison Officer shall be permitted to inform the Assisting Municipality on the status of the Emergency and the actions taken by the Assisted Municipality. The Liaison Officer shall have the right to obtain information about the Emergency and the use of the assistance provided

in order to report to the Assisting Municipality during and after the duration of the assistance provided and the Emergency. Every Assisting Municipality, and every party that is not an Assisting Municipality, shall keep confidential and not disclose to any non-party any information concerning the Emergency or the assistance provided without the prior consent of the Assisted Municipality, except as may be required by law.

5.2 Every Assisting Municipality shall remain responsible for supervision of its personnel and equipment, and shall ensure that supervisory personnel are available, either on or off-site, at all times, for consultation with its personnel.

5.3 Every Assisting Municipality shall assign its personnel to perform tasks within the limits of their equipment and training as directed by the Municipal Emergency Control Group of the Assisted Municipality, and shall ensure that any assistance it provides is in accordance with the instructions of the Municipal Emergency Control Group.

6.0 Information Sharing & Personal Information

6.1 If requested, each party shall respond to the other party's request for information regarding specified types of personnel, services, equipment or material in the possession of each party that may be used in the provision of assistance under this Agreement. All such information shall be provided without any warranty of any kind as to its accuracy, reliability, usefulness or other characteristics.

6.2 Section 6.1 shall not require any party to provide personal information, as defined in the *Municipal Freedom of Information and Protection of Privacy Act*.

6.3 The parties agree to comply with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* in respect of all personal information.

6.4 Without limiting 6.3, if any personal information is shared between the parties pursuant to this Agreement, or in relation to the matters set out in this Agreement, the receiving party shall:

- a) use the information only for the purposes specifically indicated by the providing party;
- b) not disclose such information except in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and with any other applicable legislation, or as may be otherwise required by law from time to time; and
- c) notify the party providing the information immediately if it becomes aware of any disclosure of the personal information contrary to the provisions of this Agreement, the *Municipal Freedom of Information and Protection of Privacy Act* or any other applicable legislation

7.0 Indemnity

- 7.1 The Assisted Municipality shall indemnify and save harmless the Assisting Municipality, its elects, appointees, officials, employees, and agents from and against all claims, costs, all manner of action or actions, cause and causes of action, duties, dues, accounts, covenants, contracts, demands or other proceeding of every kind or nature whatsoever at law or in equity arising out of the Agreement and out of the provision of any assistance pursuant to this Agreement, including, without limitation, any losses sustained by the Assisting Municipality as a result of any costs or damages incurred by a local board of the Assisting Municipality, or the elects, appointees, officials, employees or agents of such local board (collectively, "Losses"), except to the extent that such Losses arise from the negligence of the Assisting Municipality or its local board, or the elects, appointees, officials, employees or agents of either of them.

8.0 Insurance and Limitations

- 8.1 The parties shall, during the term of this Agreement, maintain sufficient insurance, providing for, without limitation, coverage for personal and bodily injury, public liability and property damage, to cover their respective obligations under this agreement and shall provide a Certificate of Insurance annually as evidence of the same to all other parties.

Municipal Liability

Specifically, all Parties shall, each at their own expense, obtain and keep in force Municipal Liability Insurance underwritten by an insurer licensed to conduct business in the Province of Ontario and include but not be limited to the following:

- a. A limit of liability of not less than \$15,000,000/occurrence, which limit may be achieved by way of a combination of primary and excess and/or umbrella policies;
- b. Each party shall add the other parties as an additional insured;
- c. The policy shall contain a provision for cross liability in respect of the named insured and severability of interests;
- d. Non-owned automobile coverage with a limit of at least \$5,000,000 including SEF 96 (contractual liability);
- e. Products and completed operations with a limit of not less than \$15,000,000; and
- f. That 30 days prior notice of an alteration, cancellation or material change in policy terms which reduces coverage's shall be given in writing to the other parties.

If any party is self insured, it shall provide evidence that is satisfactory to the other parties that the Municipality is and shall be at all times, in a position to satisfy its monetary obligations arising from liability under this agreement.

Automobile Insurance

Automobile Liability insurance for an amount not less than \$5,000,000, which limits may be achieved by way of a combination of primary and excess and/or umbrella policies, on forms meeting statutory requirements covering all licensed vehicles used in any manner in connection with the performance of the terms of this Agreement.

- 8.2 The parties agree that Section 8.1 shall be subject to review from time to time in respect of changes deemed appropriate based on the current recommended industry limits and coverage.
- 8.3 Nothing in this Agreement shall require or obligate or be construed to require or obligate a party to provide assistance. Each party shall retain the right to refuse the request to provide assistance, and the right to offer options to the assistance that has been requested.
- 8.4 Notwithstanding anything contained herein, no liability shall attach or accrue to the Assisting Municipality for any reason whatsoever, for failing to respond to a request for assistance made under this Agreement.
- 8.5 When assistance has been offered or provided by the Assisting Municipality, the Assisting Municipality shall not be obligated to provide any further assistance or to do anything or take any action beyond that which is specifically agreed to by the acceptance of the request for assistance.
- 8.6 Nothing in this Agreement shall prevent the Assisting Municipality, in its sole discretion, through its CAO, from withdrawing any or all assistance provided to the Assisted Municipality immediately upon giving written or verbal notice to the Assisted Municipality.
- 8.7 Without limiting 8.5, upon verbally notifying the Assisted Municipality through its supervisory personnel, the Worker(s) of any Assisting Municipality may refuse to carry out any work, if it is believed by the Worker(s) involved that it will be unsafe to do so. During any time, while a Worker(s) of an Assisting Municipality is attempting to contact supervisory personnel on such a matter, the Worker(s) is not required to carry out the work and shall refuse the unsafe work in accordance with the Occupational Health and Safety Act of Ontario.
- 8.8 Should an Assisting Municipality exercise its option under either 8.5 or 8.6, the services to be provided by that party shall be diminished accordingly, and the Assisted Municipality shall notify any other Assisting Municipalities as soon as practicable.
- 8.9 The Assisted Municipality may determine in its sole discretion that its requirement for assistance has ceased and shall notify the Assisting Municipality of this verbally and shall confirm in writing. Upon receipt of such verbal or written notification, the Assisting Municipality shall terminate the provision of all such assistance.

9.0 Termination

9.1 Any party may terminate its participation in this Agreement upon written notice to all other parties.

10.0 Notice

10.1 Unless otherwise provided in this Agreement or advised in writing by the party, written notice given pursuant to this Agreement shall be addressed to:

Clerk of the County of Grey
595 9th Ave E
Owen Sound, ON N4K 3E3

Clerk of the Township of Georgian Bluffs
177964 Grey Road 18
R. R. #3
Owen Sound, ON N4K 5N5

Clerk of the Township of Southgate
185667 Grey Road 9
R. R. #1
Dundalk, ON N0C 1B0

Clerk of the Township of Chatsworth
316827 Hwy 6
R. R. #1
Chatsworth, ON N0H 1G0

Clerk of the Town of Hanover
341 10th Street
Hanover, ON N4N 1P5

Clerk of the Town of The Blue Mountains
32 Mill Street
Box 310
Thornbury, ON N0H 2P0

Clerk of the City of Owen Sound
808 2nd Ave E
Owen Sound, ON N4K 5N5

Clerk of the Municipality of Meaford
21 Trowbridge St. W.
Meaford, ON N4L 1A1

Clerk of the Municipality of Grey Highlands
206 Toronto St. S.
Unit 1, Box 409
Markdale, ON N0C 1H0

Clerk of the Municipality of West Grey
402813 Grey Road 4
R. R. #4
Durham, ON N0G 1R0

11.0 Rights and Remedies

- 11.1 Nothing contained in this Agreement shall be construed as restricting or preventing either party from relying on any right or remedy otherwise available to it under this Agreement, at law or in equity in the event of any breach of this Agreement.

12.0 Entire Agreement and Miscellaneous

- 12.1 Except as may otherwise be stated herein, this Agreement and the attached Schedule(s), constitutes the entire Agreement of the parties and supersedes any other understanding or agreement, written or verbal, otherwise existing between the parties regarding the provision of mutual assistance to each other during times of emergencies. Should any provision of this Agreement be declared null and void or inoperative, the remainder of the Agreement will remain in full force and effect
- 12.2 This Agreement shall enure to the benefit of, and be binding upon the parties and their respective successors, administrators and assigns.
- 12.3 This Agreement shall not be construed as or deemed to be an agreement for the benefit of any third parties, and no third party shall have any right of action arising in any way or manner under this Agreement for any cause whatsoever.
- 12.4 The parties agree that Sections 7 and 11 of this Agreement shall survive and remain in force notwithstanding the termination by any party of its participation in this Agreement in respect of any matter occurring prior to the termination by such party of its participation herein.
- 12.5 The parties hereto acknowledge and agree that this Agreement does not apply to the services covered under any Mutual Aid Plan or agreement developed under the authority of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4, as amended, or the direction of the Ontario Fire Marshal, to facilitate provision of fire protection services.
- 12.6 The parties acknowledge that each party may have its own local boards that have emergency management or response capabilities or responsibilities or both. Each party shall inform these local boards of the existence of this Agreement and offer such local boards the opportunity to become party to this Agreement.
- 12.7 This Agreement shall be governed by the laws of the Province of Ontario and Canada.

12.7 This Agreement shall be governed by the laws of the Province of Ontario and Canada.

12.8 This Agreement may be executed in counterparts and, in the event that the Agreement is not signed by a party/parties or is terminated by a party/parties pursuant to Section 9.1, the Agreement shall remain binding between the remaining parties to this Agreement.

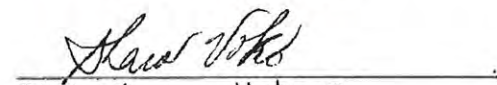
13.0 Arbitration

13.1 The parties hereby agree that in the event of any dispute arising under or pursuant to this Agreement and which dispute cannot be resolved by the mutual agreement of the affected CAOs, the dispute shall be referred to the respective heads of Council of the parties for resolution. In the event that the heads of Council cannot resolve the dispute, the same shall be submitted to arbitration under the provisions of the *Municipal Arbitrations Act*, R.S.O., 1990, c. M. 48, as amended, and the decision rendered in respect of the proceedings shall be final and binding upon the parties to this Agreement.

IN WITNESS WHEREOF the said Corporations have hereunto affixed their corporate seals duly attested by the hands of their proper officers.

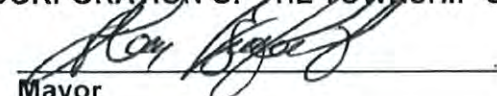
THE CORPORATION OF THE COUNTY OF GREY

Per: 
Warden Alan Barfoot

Per: 
Clerk Sharon Vokes

Dated: March 23, 2017

THE CORPORATION OF THE TOWNSHIP OF GEORGIAN BLUFFS


Per: 
Mayor

Per: 
Clerk Rick Winzels

Dated: MARCH 30, 2017

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

Per: 
Mayor

Per: 
Acting Clerk Dave Millner

Dated: December 14, 2016.

THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH

Per: _____
Mayor

Per: _____
Clerk

Dated: _____

THE CORPORATION OF THE TOWN OF HANOVER

Per: _____
Mayor

Per: _____
Clerk

Dated: _____

THE CORPORATION OF THE TOWN OF THE BLUE MOUNTAINS

Per: _____
Mayor

Per: _____
Clerk

Dated: _____

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

Per: _____
Mayor

Per: _____
Clerk

Dated: _____

THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH

Per: *[Signature]*
Mayor

Per: *[Signature]*
Clerk

Dated: JANUARY 25, 2017

THE CORPORATION OF THE TOWN OF HANOVER

Per: _____
Mayor

Per: _____
Clerk

Dated: _____

THE CORPORATION OF THE TOWN OF THE BLUE MOUNTAINS

Per: _____
Mayor

Per: _____
Clerk

Dated: _____

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

Per: _____
Mayor

Per: _____
Clerk

Dated: _____

THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH

Per: _____
Mayor

Per: _____
Clerk

Dated: _____

THE CORPORATION OF THE TOWN OF HANOVER

Per: *Susan Paterson*
Mayor

Per: 
Clerk

Dated: *December 15, 2016*

THE CORPORATION OF THE TOWN OF THE BLUE MOUNTAINS

Per: _____
Mayor

Per: _____
Clerk

Dated: _____

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

Per: _____
Mayor

Per: _____
Clerk

Dated: _____

THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH

Per: _____
Mayor

Per: _____
Clerk

Dated: _____

THE CORPORATION OF THE TOWN OF HANOVER

Per: _____
Mayor

Per: _____
Clerk

Dated: _____

THE CORPORATION OF THE TOWN OF THE BLUE MOUNTAINS

Per: _____
Mayor *John McKean*

Per: _____
Clerk *Cynthia Gale*

Dated: *Sept 28, 2016*

THE CORPORATION OF THE CITY OF OWEN SOUND

Per: _____
Mayor Ian C. Boddy

Per: _____
Deputy Clerk Briana M. Bloomfield

Dated: January 30, 2017

THE CORPORATION OF THE MUNICIPALITY OF MEAFORD

Per: _____
Mayor

Per: _____
Clerk

Dated: _____

THE CORPORATION OF THE MUNICIPALITY OF GREY HIGHLANDS

Per: _____
Mayor

Per: _____
Clerk

Dated: _____

THE CORPORATION OF THE MUNICIPALITY OF WEST GREY

Per: _____
Mayor

Per: _____
Clerk

Dated: _____

THE CORPORATION OF THE CITY OF OWEN SOUND

Per: _____
Mayor

Per: _____
Clerk

Dated: _____

THE CORPORATION OF THE MUNICIPALITY OF MEAFORD

Per: *Paul Selinger*
Mayor

Per: *R. Stebbins*
Clerk

Dated: *December 16, 2016*

THE CORPORATION OF THE MUNICIPALITY OF GREY HIGHLANDS

Per: _____
Mayor

Per: _____
Clerk

Dated: _____

THE CORPORATION OF THE MUNICIPALITY OF WEST GREY

Per: _____
Mayor

Per: _____
Clerk

Dated: _____

Mayor

Per: _____
Clerk

Dated: _____

THE CORPORATION OF THE MUNICIPALITY OF MEAFORD

Per: _____
Mayor

Per: _____
Clerk

Dated: _____

THE CORPORATION OF THE MUNICIPALITY OF GREY HIGHLANDS

Per: _____
Mayor

Per: Raylene Martell
Clerk

Dated: Oct. 4/17

THE CORPORATION OF THE MUNICIPALITY OF WEST GREY

Per: _____
Mayor

Per: _____
Clerk

Dated: _____

Mayor

Per: _____
Clerk

Dated: _____

THE CORPORATION OF THE MUNICIPALITY OF MEAFORD

Per: _____
Mayor

Per: _____
Clerk

Dated: _____

THE CORPORATION OF THE MUNICIPALITY OF GREY HIGHLANDS

Per: _____
Mayor

Per: _____
Clerk

Dated: _____

THE CORPORATION OF THE MUNICIPALITY OF WEST GREY

Per: Ken Eccles.
Mayor

Per: [Signature]
Clerk

Dated: November 6, 2017

Schedule "A"
Mutual Assistance Agreement between

The _____ and the

I, _____, CAO/Designated
Official of _____, duly authorized to do so by the
Council of _____, do hereby request of The
_____ to provide assistance in the form of :

_____ PERSONNEL
_____ SERVICES
_____ EQUIPMENT
_____ MATERIAL

AS IS MORE PARTICULARLY SET OUT IN DETAIL AS FOLLOWS:

Dated this _____ day of _____ 2_____.

CAO,

The above confirms the assistance verbally requested on _____ (date)
and, which assistance the _____ has agreed to provide.

Dated this _____ day of _____ 2_____.

CAO,

**TOWNSHIP OF CHATSWORTH CRITICAL INFRASTRUCTURE
APPENDIX "D"**

SECTOR	TYPE OF CRITICAL INFRASTRUCTURE	COMPONENTS	LOCATION	OWNER/OPERATOR	PRIORITY
Chatsworth					
Continuity of Government	Municipal Office	Emergency Operations Centre	316837 Highway 6 RR #1 Chatsworth Ontario N0H 1G0	Township of Chatsworth Phone: 519-794-3232 Fax: 519-794-4499 Email: office@chatsworth.ca	
Public Safety and Security	Fire Department	Chatsworth Fire Hall Emergency Vehicle Depot Backup Emergency Operations Centre Emergency Shelter Area	75 McNabb Street Chatsworth, Ontario N0H 1G0	Township of Chatsworth Phone: 519-794-3188 Fax: 519-794-4146 Email: chattyfd@hotmail.com	
	Disability Lodge	Participation Lodge Backup Emergency Operations Centre Critical Care Centre	684136 Sideroad #30 RR #1 Holland Centre, Ontario N0H 1L0	Phone: 519-794-3201 Fax: 519-794-4186	

	Nursing Home	Country Lane Nursing Home Critical Care Centre	317079 Highway 6 and 10 Chatsworth Ontario N0H 1G0	Phone: 519-794-2244	
	Elementary Public School	Holland Chatsworth School	777346 Highway 10, RR#3 Holland Centre, On., N0H 1R0	Bluewater District School Board	
		Sullivan Community School	136285 Grey Road 40, RR#3 Chatsworth On., N0H 1G0	Bluewater District School Board	
	Community Centres and Arenas	Chatsworth Legion	339 Garafraxa Street, Chatsworth On., N0H 1G0	Royal Canadian Legion	
		Keady Arena Emergency Shelter Areas	116931 Grey Road 3 Keady Ontario RR #4 Tara N0H 2N0	Township of Chatsworth	
		Desboro Arena Emergency Shelter Areas	136205 Grey Road 40 Desboro Ontario N0H 1G0	Township of Chatsworth	
		Williamsford Arena Emergency Shelter Areas	112 Salter Street Williamsford Ontario N0H 2V0	Township of Chatsworth	

		Walters Falls Hall Emergency Shelter Areas	104 Church Street Walters Falls Ontario	Township of Chatsworth	
		Scone Hall Emergency Shelter Areas	Grey Bruce Line at Scone Ontario	Township of Chatsworth	
Transportation	Highways and Roads	Holland Roads Depot	110 Glendale Airport Road Holland Centre, Ontario N0H 1L0	Township of Chatsworth	
		Sullivan Roads Depot - Desboro	136255 Grey Road 40 Desboro Ontario N0H 1K0	Township of Chatsworth	
	Snow Removal Services, Road Maintenance	TAPS Patrol A Weigh scale house, 1993 Weigh Tronix 80 ft truck scale	317157 Highway 6 and 10 Chatsworth; Lot 1 Con 1 EGR for Holland Twp, Twp of Chatsworth	Grey County	
		TAPS Patrol A Patrol Depot and Offices, Sand Dome, Salt Shed, Pesticide Storage	317157 Highway 6 and 10 Chatsworth; Lot 1 Con 1 EGR for Holland Twp, Twp of Chatsworth	Grey County	

		TAPS Patrol A Bridge Crew Shop at Chatsworth Depot 30 x 40, Salt Brine Building and Contents	317157 Highway 6 and 10 Chatsworth; Lot 1 Con 1 EGR for Holland Twp, Twp of Chatsworth	Grey County	
Food and Water	Water Systems	Chatsworth Water System Pump House Including Water Lines	777993 Highway 10 Chatsworth Ontario	Township of Chatsworth	
		Chatsworth Water System Tower	822795 Sideroad #1 Chatsworth Ontario	Township of Chatsworth	
		Walters Falls Water System Pump House Including Water Lines	133 Alma Street Walters Falls, Ontario	Township of Chatsworth	
Communications	Radio Tower	TAPS Patrol A - Radio Tower 40 ft - Chatsworth Depot	317157 Highway 6 and 10 Chatsworth; Lot 1 Con 1 EGR for Holland Twp, Twp of Chatsworth	Grey County	
Housing and Shelter	County Housing Units	A02E FP Pleasant View - 22	50 McNabb Street Chatsworth	Grey County Housing	

Electricity	Hydro One	Approximately 12 Hydro One Transformer Sub Stations Through the Municipality			
	Union Gas	Approximately 12 Union Gas Valve/Transfer Stations Through the Municipality			

Township of Chatsworth

Appendix "E" Hazard Identification and Risk Assessment Tables



Township of Chatsworth
November, 2018

Township of Chatsworth

Step One: Hazard Identification

The list below is a starting point in identifying hazards. Check all that apply.

Natural Hazards		Technological Hazards	
X	Agricultural and Food Emergency	X	Building/Structural Collapse
X	- Farm Animal Disease	X	Critical Infrastructure Failure
X	- Food Emergency		Dam Failure
X	- Plant Disease and Pest Infestation	X	Energy Emergency (Supply)
X	Drinking Water Emergency	X	Explosion/Fire
X	Drought/Low Water	X	Hazardous Materials Incident/Spills
	Earthquake		- Fixed Site Incident
	Erosion	X	- Transportation Incident
X	Extreme Temperatures	X	Human-Made Space Object Crash
X	- Heat Wave		Mine Emergency
X	- Cold Wave	X	Nuclear Facility Emergency
X	Flood	X	Oil/Natural Gas Emergency
X	- Riverine Flood	X	Radiological Emergency
	- Seiche	X	Transportation Emergency
X	- Storm Surge	X	- Air Emergency
	- Urban Flood		- Marine Emergency
X	Fog		- Rail Emergency
X	Forest/Wildland Fire	X	- Road Emergency
X	Freezing Rain		Human-Caused Hazards
	Geomagnetic Storm		Civil Disorder
X	Hail	X	Cyber Attack
X	Human Health Emergency		Sabotage
X	- Epidemic	X	Special Event
X	- Pandemic		Terrorism/CBRNE
	Hurricane		War and International Emergency
	Land Subsidence	Other:	
	Landslide	Other:	
X	Lightning	Other:	
X	Natural Space Object Crash	Other:	
X	Snowstorm/Blizzard	Other:	
X	Tornado	Other:	
X	Windstorm	Other:	

Township of Chatsworth

Step Two: Risk Assessment Frequency

Frequency	Category	Percent Chance	Description
1	Rare	Less than a 1% chance of occurrence in any year.	Hazards with return periods >100 years.
2	Very Unlikely	Between a 1- 2% chance of occurrence in any year.	Occurs every 50 – 100 years and includes hazards that have not occurred but are reported to be more likely to occur in the near future.
3	Unlikely	Between a 2 – 10% chance of occurrence in any year.	Occurs every 20 – 50 years
4	Probable	Between a 10 – 50% chance of occurrence in any year.	Occurs every 5 – 20 years
5	Likely	Between a 50 – 100% chance of occurrence in any year.	Occurs >5 years.
6	Almost Certain	100% chance of occurrence in any year.	The hazard occurs annually.

Township of Chatsworth

Step Two Risk Assessment Consequence

Consequence Variables

Social Impacts

Fatalities

Fatalities		
Consequence	Category	Description
0	None	Not likely to result in fatalities within the community.
1	Minor	Could result in fewer than five fatalities within the community.
2	Moderate	Could result in 5 – 10 fatalities within the community.
3	Severe	Could result in 10 – 50 fatalities within the community.
4	Catastrophic	Could result in +50 fatalities within the community.

Injuries

Injuries		
Consequence	Category	Description
0	None	Not likely to result in injuries within the community.
1	Minor	Could injure fewer than 25 people within community.
2	Moderate	Could injure 25 – 100 people within the community.
3	Severe	Could injure +100 people within the community.

Township of Chatsworth

Evacuation

Evacuation		
Consequence	Category	Description
0	None	Not likely to result in an evacuation shelter-in-place orders, or people stranded.
1	Minor	Could result in fewer than 100 people being evacuated, sheltered-in-place or stranded.
2	Moderate	Could result in 100 - 500 people being evacuated, sheltered-in-place or stranded.
3	Severe	Could result in more than 500 people being evacuated, sheltered-in-place or stranded.

Property Damage

Property Damage		
Consequence	Category	Description
0	None	Not likely to result in property damage within the community.
1	Minor	Could cause minor and mostly cosmetic damage.
2	Moderate	Localized severe damage (a few buildings destroyed).
3	Severe	Widespread severe damage (many buildings destroyed).

Critical Infrastructure Failure

Critical Infrastructure Service Impact (CI)		
Consequence	Category	Description
0	None	Not likely to disrupt critical infrastructure services.
1	Minor	Could disrupt 1 critical infrastructure service.
2	Moderate	Could disrupt 2 - 3 critical infrastructure services.
3	Severe	Could disrupt more than 3 critical infrastructure services.

Township of Chatsworth

Environmental Damage

Environmental Damage		
Consequence	Category	Description
0	None	Not likely to result in environmental damage.
1	Minor	Could cause localized and reversible damage. Quick clean up possible.
2	Moderate	Could cause major but reversible damage. Full clean up difficult.
3	Severe	Could cause severe and irreversible environmental damage. Full clean up not possible.

Business/Financial Impact

Business/Financial Impact		
Consequence	Category	Description
0	None	Not likely to disrupt business/financial activities.
1	Moderate	Could result in losses for a few businesses.
2	Severe	Could result in losses for an industry.

Psychosocial Impact

Psychosocial Impact		
Consequence	Category	Description
0	None	Not likely to result in significant psychosocial impacts.
1	Moderate	Significant psychosocial impacts including limited panic, hoarding, self evacuation and long-term psychosocial impacts.
2	Severe	Widespread psychosocial impacts, e.g. mass panic, widespread hoarding and self-evacuation and long-term psychological impacts.

Township of Chatsworth

Total Consequence

Sub variable Total	Consequence	Description
1 - 4	1	Minor
5- 6	2	Slight
7- 8	3	Moderate
9 - 10	4	Severe
11 - 12	5	Very Severe
+13	6	Catastrophic

Township of Chatsworth

Changing Risk

The frequency and consequence can be influenced by factors such as mitigation actions and climate change. Changing Risk helps to account for these changes.

Changing Risk = Change in Frequency + Change in Vulnerability

Changing Risk can be calculated by answering the questions below for each hazard:

Change in Frequency

1. Is the number of non-emergency occurrences of the hazard increasing?
2. Is human activity (e.g. population growth, change of drainage patterns) likely to lead to more interaction with the hazard or an increase in frequency?
3. Is there an environmental reason (e.g. climate change) why the frequency of this hazard may increase?
4. Are human factors such as business, financial, international practices more likely to increase the risk?

If the answer is 'yes' to two or more, then the change in frequency = 2

If the answer is 'yes' to one then the change in frequency = 1

Change in Vulnerability

1. Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?
2. Does critical infrastructure reliance or a 'just-on-time' delivery system (e.g. stores not keeping a supply of food and relying on frequent shipments) make the population more vulnerable?
3. Are response agencies not aware of, practiced and prepared to response to this hazard?
4. Are no prevention/mitigation measures currently in use for this hazard?

If the answer is 'yes' to two or more, then the change in vulnerability = 2

If the answer is 'yes' to one then the change in vulnerability = 1

Township of Chatsworth

Risk Analysis: Prioritization Worksheet

Level of Risk	Description
< 10	Very Low
11 - 20	Low
21 - 30	Moderate
31 - 40	High
41 - 50	Very High
>50	Extreme

Level of Risk	Description	Hazards
>50	Extreme	
41 - 50	Very High	
31 - 40	High	
21 - 30	Moderate	
11 - 20	Low	
<10	Very Low	

Township of Chatsworth

Potential Mitigation Actions Worksheet

Hazard	Action	Priority	Estimated Timeline	Estimated Cost	Funding Sources	Notes
Agricultural & Food Emergency		Very Low				
Drinking Water		Moderate				
Drought		Moderate				
Extreme temperatures-heat/cold		Moderate				
Flood		Extreme				
Freezing Rain/Hail		Extreme				
Blizzard/Snow Storm		Extreme				
Tornado/High Wind		Extreme				

Township of Chatsworth

Wildfire		Extreme				
Hazmat-Transport incident		Extreme				
Fire		Very High				
Power Outage		Very High				
Health		Very High				

Appendix F: Emergency Information Plan

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

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

- Emergency Information Coordinator
- Municipal Spokesperson
- Citizen Inquiry Supervisor

The local Emergency Information Centre (EIC) will be located in the Township of Chatsworth Municipal Office (main floor lobby), 316837 Hwy #6. In the event that this centre cannot be used, the secondary location will be the Township of Chatsworth Fire Station (training room), 75 McNab Street, Chatsworth.

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 Municipal Control Group. This area, if established, will be staffed as determined the Municipal spokesperson.

The "Citizen Inquiry Section" is located in the Township of Chatsworth Municipal Office, under the supervision of Township of Chatsworth staff member.

1. Emergency Information Coordinator

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

- Establishing a communication link with the Municipal Spokesperson, the Citizen Inquiry Supervisor and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- Ensuring that the EIC is set up and staffed and a site EIC, if required;

- Ensuring liaison with the MECG to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences;
- Ensuring that the following are advised of the telephone number of the media centre:
 - Media;
 - Municipal Control Group;
 - Township staff and Emergency Services;
 - Municipal Spokesperson;
 - Police Public Relations Officer;
 - Neighbouring Communities;
 - Citizen Inquiry Supervisor;
 - Any other appropriate persons, agencies or businesses.
- Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated 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 EIC, the MECG, Citizen Inquiry Supervisor and 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;
- Maintain a personal log of all actions taken.

2. Municipal Spokesperson

The Municipal spokesperson will be appointed by the Municipal Control Group and is responsible for:

- Giving interviews on behalf of the Township of Chatsworth Council;
- Establishing a communication link and regular liaison with the Emergency Information Coordinator at the EOC;
- Redirecting all inquiries about decisions made by the MECG and about the emergency as a whole, to the Emergency Information Coordinator;
- Coordinating media photograph sessions at the scene when necessary and appropriate;
- Coordinating on-scene interviews between the emergency services personnel and the media;
- Maintain a personal log of all actions taken.

3. Citizen Inquiry Supervisor

The Citizen Inquiry Supervisor is responsible for:

- Establishing a Citizen Inquiry Service, including the appointment of personnel and designation of telephone lines;
- Informing the Emergency Information Coordinator of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- Informing the affected emergency services, the MCEG and Township staff of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- Ensuring liaison with the Emergency Information Coordinator to obtain current information on the emergency;
- Responding to, and re-directing inquiries and reports from the public based upon information from the Emergency Information Coordinator. (Such information may be related to school closings, access routes or the location of evacuee centres.);
- Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- Responding to and redirecting inquiries pertaining to persons who may be located in evacuation and reception centres to the registration and inquiry telephone number(s);
- Procuring staff to assist, as required;
- Maintain a personal log of all actions taken.

Appendix G: Flood Control Response Plan

1. Aim:

The aim of this plan is to provide the procedures to be followed in the event of a flood emergency affecting the Township of Chatsworth, and to define the roles and responsibilities of Township departments and supporting agencies during a flood emergency.

2. Authority and Custodian:

This plan is published as Annex B to the Township of Chatsworth Emergency Response Plan, as authorized by By-law 2018-70; and the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E.9, as amended 2006). The custodian of this plan shall be the Township of Chatsworth CEMC, who is responsible for the annual review, revision, and testing of the plan.

3. Flood Emergency – Definition:

A flood emergency is defined as an incident wherein the lives or property of the Township and residents of the Township of Chatsworth are threatened by the effects of flooding caused by:

- a) spring ice break-up
- b) severe weather
- c) infrastructure failure

4. Notification and Implementation:

This plan may be implemented in whole or in part, as required, by the Township of Chatsworth Public Works Operations Manager, or by the Township of Chatsworth Municipal Control Group with or without the declaration of an emergency by the Head of Township of Chatsworth Council. This plan may be activated through notification of the Public works Operations Manager by any participating response agency, or by a designated Township of Chatsworth Emergency Control Group member.

Upon implementation, all participating agencies will respond in accordance with the procedures described within this plan.

5. Agency/Individual Roles and Responsibilities:

Township of Chatsworth Public Works Department

- serve as lead agency

- provide incident commander, if required
- identify flood sensitive areas and vulnerable populations or infrastructure
- provide labour for flood control and dyking activities
- maintain inventory of flood control supplies at selected locations
- provide road closure signage and barricades

Township of Chatsworth Fire Department

- assist in evacuations
- perform rescue operations
- provide pumping resources

Ontario Provincial Police

- assist in evacuations and rescue operations
- provide security for perimeter and evacuation zones

Grey County EMS

- provide transportation assistance for special needs residents
- provide standby for rescue operations
- provide emergency medical services at shelters

Grey County Social Services

- designate and open shelter locations as required
- provide food and personal needs assistance to evacuees

Grey County Public Health Unit

- monitor water quality in affected areas
- issue boil water advisories
- provide health amenities to evacuees

Office of the Fire Marshal and Emergency Management

- provide advice, assistance, and liaison with the PEOC

Saugeen Valley and/or Grey Sauble Conservation Authority

- provide stream flow monitoring and forecasting

Township of Chatsworth Emergency Information Officer

- develop and issue emergency evacuation information
- assist in distribution of boil water advisories
- develop public education strategies for vulnerable populations

Township of Chatsworth Human Resources Manager

- register and coordinate volunteer assistance

Local Utilities (United Gas, United Hydro)

- perform disconnect operations as required
- provide advice and assistance to Director of Works

6. Training and Supplies

Each participating agency is responsible for defining and providing the training required by its own staff in performing its emergency roles at its own cost.

Each participating agency will maintain at all times an inventory of supplies and personal protective equipment required to perform tasks. Procurement of additional supplies required during a flood emergency will be the responsibility of the Purchasing Agent of the Township of Chatsworth at the Township's expense.

Additional claims for costs and/or damages will be forwarded to the Treasurer of the Township of Chatsworth for consideration and resolution.

7. Recovery

Recovery procedures will be implemented in accordance with the Township of Chatsworth Recovery Plan. The Chief Administrative Officer of the Township of Chatsworth or the Township Emergency Control Group (in declared emergencies) will determine when the response phase has terminated and if recovery measures are required.

Appendix H: Hazardous Materials Response Plan

1. Aim:

The aim of this plan is to provide the procedures to be followed in the event of a hazardous materials emergency affecting the Township of Chatsworth, and to define the roles and responsibilities of Town departments and supporting agencies during a hazardous materials emergency.

2. Authority and Custodian:

This plan is published as Appendix H to the *Township of Chatsworth Emergency Response Plan*, as authorized by By-law 2018-70; and the *Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, as amended 2006*). The custodian of this plan shall be the Fire Chief, Township of Chatsworth Fire Department, who is responsible for the annual review, revision, and testing of the plan.

3. Hazardous Materials Emergency – Definition:

A hazardous materials emergency is defined as an incident wherein the lives or property of the Township and residents of the Township of Chatsworth are threatened by a release of a hazardous substance, or other controlled material as defined by the *Ontario Environmental Protection Act, R.S.O. 2000*.

4. Notification and Implementation:

This plan may be implemented in whole or in part, as required, by the Fire Chief, Township of Chatsworth Fire Department, or by the Township of Chatsworth Emergency Control Group with or without the declaration of an emergency by the Head of the Township of Chatsworth Council. This plan may be activated through notification of the Township of Chatsworth Fire Department by any participating response agency, or by a designated Trillium Emergency Control Group member.

Upon implementation, all participating agencies will respond in accordance with the procedures described within this plan.

5. Agency/Individual Roles and Responsibilities:

Township of Chatsworth Fire Department

- serve as lead agency
- provide incident commander if required
- maintain a hazardous materials (HAZMAT) response team
- perform containment operations and fire suppression
- assist in evacuations
- perform rescue operations

Township of Chatsworth Roads Department

- perform dyking operations and protection of sewers and watercourses
- maintain inventory of spill control supplies at selected locations
- provide road closure signage and barricades
- maintain agreements with private contractors for site cleanup, remediation, and disposal of contaminants

Ontario Provincial Police

- assist in evacuations and rescue operations
- provide security for perimeter and evacuation zones

Grey County EMS

- provide transportation assistance for special needs residents
- provide standby for rescue operations
- provide emergency medical services at shelters

Grey County Social Services

- designate and open shelter locations as required
- provide food and personal needs assistance to evacuees

Grey County Public Health Unit

- liaise with Ministry of Environment on water and air quality in affected areas
- issue boil water advisories

Office of the Fire Marshal and Emergency Management

- provide advice, assistance, and liaison with the PEOC
- forward requests for Provincial HAZMAT assistance

Ontario Ministry of the Environment

- monitor water and air quality in affected areas
- provide technical advice to response agencies
- ensure cleanup and remediation of affected area
- ensure disposal of contaminants in accordance with pertinent regulations
- assist in identification of responsible parties

Saugeen Valley and/or Grey Sauble Conservation Authority

- provide stream flow monitoring and forecasting

Township of Chatsworth Emergency Information Officer

- develop and issue emergency evacuation information
- assist in distribution of boil water advisories
- develop public education strategies for vulnerable populations

Township of Chatsworth Human Resources Manager

- register and coordinate volunteer assistance

Local Utilities (United Gas, United Hydro)

- perform disconnect operations as required
- provide advice and assistance to Director of Works

6. Training and Supplies

Each participating agency is responsible for defining and providing the training required by its own staff in performing its emergency roles at its own cost.

Each participating agency will maintain at all times an inventory of supplies and personal protective equipment required to perform tasks.

Procurement of additional supplies required during a flood emergency will be the responsibility of the Purchasing Agent of the Township of Chatsworth at the Township's expense.

Additional claims for costs and/or damages will be forwarded to the Treasurer of the Township of Chatsworth for consideration and resolution.

7. Cost Recovery


In accordance with the *Ontario Environmental Protection Act*, all persons owning or having control of a hazardous substance at the time of release are responsible for any costs associated with the containment, clean up and disposal of any spilled or released material. Where the responsible party(ies) has(have) been identified, the Township of Chatsworth will initially reimburse any eligible costs incurred by any responding public sector agency, and will act to recover all such costs from the responsible party(ies). All eligible claims must be submitted within 30 days of the occurrence to the Director of Finance, Township of Chatsworth.

8. Recovery

Recovery procedures will be implemented in accordance with the Township of Chatsworth Plan. The Chief Administrative Officer of the Township of Chatsworth or the Town Emergency Control Group (in declared emergencies) will determine when the response phase has terminated and if recovery measures are required.

Appendix "I"

DWQMS Emergency Management Procedures

	<h1>QEMS Procedure</h1>	Proc.: QP-09
		Issued: 2014-06-09
		Rev.#: 0
		Pages: 1 of 3
Reviewed by: Lisa Benoit		Approved by: Richard Laliberte

EMERGENCY MANAGEMENT

1.0 Purpose

To describe the procedure for maintaining a state of emergency preparedness at the facility level under OCWA's Emergency Management Program.

2.0 Scope

Applies to potential operations emergency situations or service interruptions identified for the Corporation of the Township of Chatsworth.

3.0 Responsibility

Refer to section 5.8 of this procedure.

4.0 Definitions

Facility Emergency Plan (FEP) – a facility-level emergency preparedness plan for responding to and recovering from operations emergencies

Emergency Response Plan (ERP) – a corporate-level emergency preparedness plan for responding to and supporting serious (Level 3) operations emergencies

5.0 Procedure

5.1 OCWA recognizes three levels of events:

Level 1 is an event that can be handled entirely by plant staff and regular contractors. The event and the actions taken to resolve it (and to prevent a reoccurrence, if possible) are then included in regular reporting (both internally and externally). Examples may include response to an operational alarm, first aid incident, small on-site spill, or a process upset that can be easily brought under control.

Level 2 is an event that is more serious and requires immediate notification of others (regulator, owner). Examples may include minor basement flooding, injury to staff that requires medical attention, or a spill that causes or is likely to cause localized, off-site adverse effects.

Level 3 is an actual or potential situation that will likely require significant resources from normal operations and/or threatens continued operations. Examples may include disruption of service/inability to meet demand, critical injury, breach of security that is a threat to public health, intense media attention, community emergency affecting water supply/treatment, declared pandemic or catastrophic failure that could impact public health or the environment or cause significant property damage.

- 5.2 The Facility Emergency Plan (FEP) is the corporate standard for emergency management at OCWA-operated facilities. The FEP supports the facility-level response to and recovery from Level 1, 2 and 3 operations-related events and directly links to the corporate-level Emergency Response Plan (ERP) for management of Level 3 events that require corporate support. The Senior Operations Manager is responsible for establishing a site-specific FEP that meets the corporate standard for each facility in the hub. The document, "Emergency Management Program: OCWA's

Approach to Facility Emergency Planning”, provides as an overview of OCWA’s approach to emergency management and outlines the corporate requirements for implementing the FEP at each facility operated by OCWA.

5.3 Potential emergency situations or service interruptions identified for the Corporation of the Township of Chatsworth include:

- Unsafe Water
- Loss of Service
- Spill Response
- Critical Injury
- Critical Shortage of Staff
- Security Breach
-

5.4 The processes for responding to and recovering from each potential emergency situation/service disruption are documented within a site-specific contingency plan (CP). The CPs and related standard operating procedures (SOPs) are contained within the FEP.

5.5 OCWA’s training requirements related to the FEP are as follows:

Training Topic	Training Provider	Type of Training	Frequency	Required For
Establishing and maintaining a FEP that meets the corporate standard	Corporate Compliance/ Regional Compliance Advisor	On-the-Job Practical	Upon hire and when changes are made to the corporate standard*	PCTs (or others identified by the Senior Operations Manager)
Contents of the site-specific FEP	Hub-Level (QEMS Rep)	On-the-Job Practical	Upon hire and when changes to the FEP are made*	All facility employees with responsibilities for responding to an emergency

*Note: Minor changes to the corporate standard or site-specific FEP may only require the change to be communicated to Operations for implementation. Therefore, not all changes will require training.

5.6 At least one CP must be tested each calendar year and each CP must be reviewed at least once in a five-calendar year period. The outcomes of reviews and tests are evaluated using the FEP-01 Contingency Plan Review/Test Summary Form. A CP-related response to an actual event may be considered a review or a test and a scheduled test of a CP may also be regarded as a review of that particular CP as long as the outcomes are evaluated using the FEP-01 form. Additional information regarding CP review and testing requirements is contained with “Emergency Management Program: OCWA’s Approach to Facility Emergency Planning”.

5.7 Revisions to the CPs, SOPs and other FEP documents are made (as necessary) following a review, test, actual event or other significant change (e.g., changes in regulatory requirements, Corporate policy or operational processes and/or equipment, etc.).

5.8 Roles and responsibilities for emergency management at OCWA-operated facilities are set out in “OCWA’s Approach to Facility Emergency Planning”. Specific roles and responsibilities related to a particular emergency situation or service interruption (including those of the owner where applicable) are set out in the relevant site-specific CP. A general description of the respective responsibilities of the owner and the

operating authority in the event an emergency occurs is included in the service agreement with the owner (as required by the *Safe Drinking Water Act*).

5.9 Where they exist, any relevant sections of the Municipal Emergency Response Plan (MERP) are included or referenced in the appendix section of the FEP. Measures specified in the MERP are incorporated into CPs where appropriate.

5.10 An emergency contact list is contained within the FEP and is reviewed/updated at least once per calendar year. OCWA's Emergency Communications Protocol depicts the established escalation of communications in relation to Level 1, 2 and 3 events. Specific notification requirements during emergency situations or service interruptions are set out in the individual CPs and in the ERP.

6.0 Related Documents

- Facility Emergency Plan
- Corporate Emergency Response Plan
- Emergency Management Program: OCWA's Approach to Facility Emergency Planning (appendix to the FEP)
- FEP-01 Contingency Plan Review/Test Summary Form
- Municipal Emergency Response Plan (as applicable)
- Emergency Contact List and Emergency Communication Protocol (Contacts section of the FEP)

7.0 Revision History

Date	Revision #	Reason for Revision
2014-06-09	0	Procedure issued

Appendix M: List of Schools and Contacts

Bluewater District School Board

Elementary:

Holland-Chatsworth Central School 519-794-2729
777346 Highway 10, Holland Centre
Principal: Janice Nicholls
Office Manager: Connie Vincent

Sullivan Community School 519-794-2785
136285 Grey Road 40, Desboro
Principal: Lori Klages
Office Manager: Jade King

Secondary:

Grey Highlands Secondary School 519-924-2721
Flesherton
Principal: Andrea Tang
Office Manager: Flo Stanfield-Duncan

John Diefenbaker Senior School 519-364-3770

APPENDIX N: NOTIFICATION MESSAGE FORMAT

SAMPLE SCRIPT

I am (**insert caller's name**), and I am calling to inform you that the Emergency Operations Centre will be activated at (**insert date and time**) due to (**state the nature of the emergency**). As a member of the Municipal Control Group you **should report to (list location: primary/alternate EOC or other location at (insert date/time) and report to the CEMC or Operations Officer. Please bring the following resources with you (list any required items, including a copy of the Emergency Response Plan, extra clothing, phone list)**

Thank you

Note: The caller delivering this message **MUST** record the date and time **EACH** member (or alternate) of the MECG was contacted.

APPENDIX O: 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 Municipal 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, 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, 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 Municipal 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 Municipal?** [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 Municipal'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...."]

FLOOD Contingency Plan

Contingency Plan

2018



1078 Bruce Rd. 12, P.O. Box 150
Formosa ON N0G 1W0
Tel 519-367-3040 Fax 519-367-3041
www.svca.on.ca

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MEMBER MUNICIPALITIES

Municipality of Arran-Elderslie
Township of Chatsworth
Town of Hanover
Township of Huron-Kinloss
Town of Minto
Town of Saugeen Shores
Township of Southgate
Municipality of West Grey

Municipality of Brockton
Municipality of Grey Highlands
Township of Howick
Municipality of Kincardine
Municipality of Morris-Turnberry
Municipality of South Bruce
Township of Wellington North

The Saugeen Valley Conservation Authority is a corporate body established under the Conservation Authorities Act of Ontario to manage watershed resources and related conservation projects in partnership with its 15 member municipalities and the Province of Ontario.

SVCA Stream Flow Monitoring Stations & Meteorological Stations

- Legend**
- Town
 - Monitoring Station
 - Monitoring Station (Inactive)
 - Meteorological Station
 - Local Road
 - Highway
 - Intermittent Watercourse
 - Permanent Watercourse
 - Major Watercourse
 - Municipality (Lower Tier)
 - Municipality (Upper Tier)
 - SVCA Boundary
 - Wooded Area
 - Saugeen First Nations
 - Waterbody
 - County Forest
 - SVCA Properties
 - Management Area
 - Conservation Area

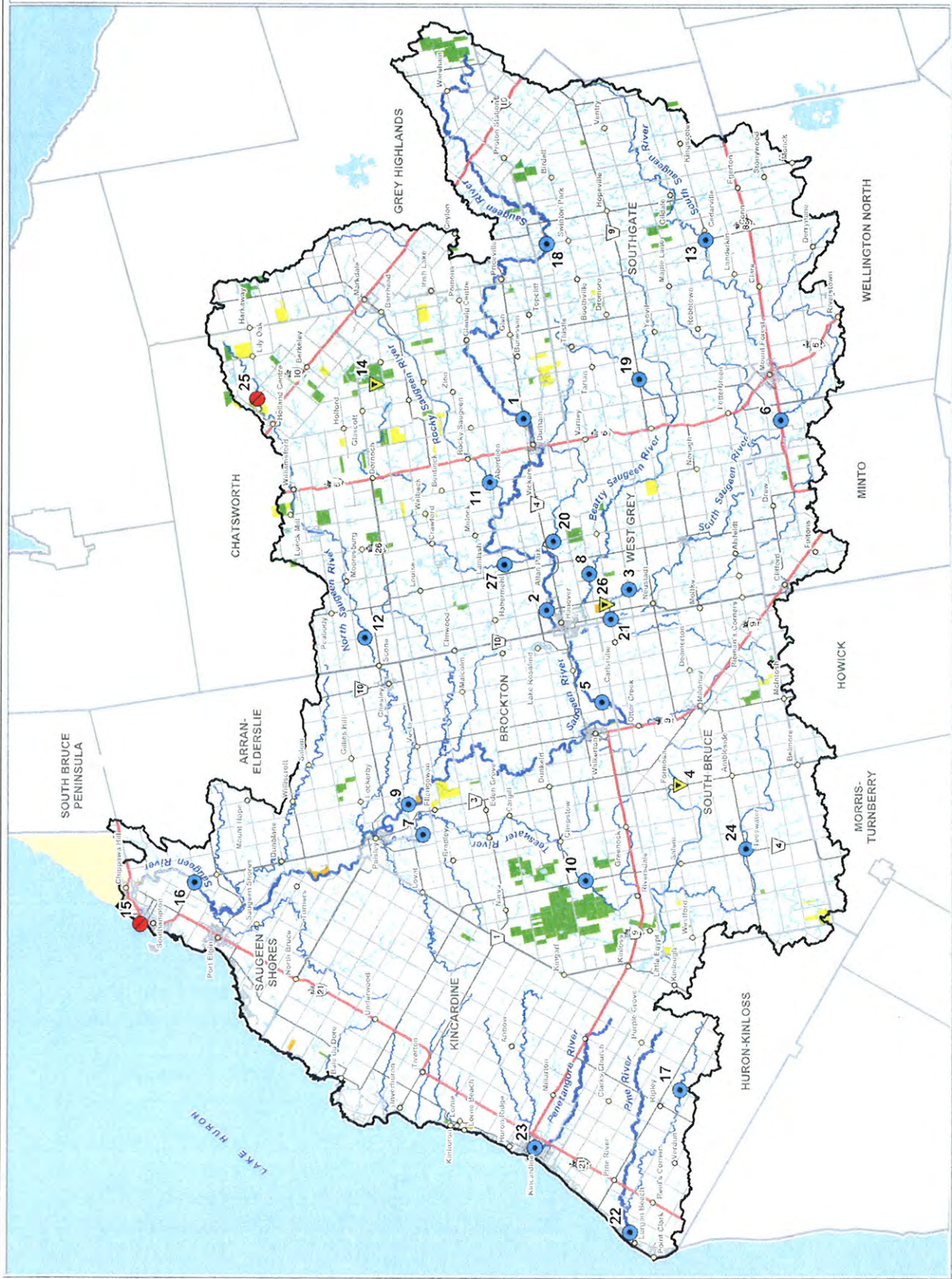


The enclosed map has been compiled from various sources and is the best available information. The map is not intended to be used for any purpose other than the purpose for which it was prepared. The map is not a guarantee of accuracy and the map is not intended to be used for any purpose other than the purpose for which it was prepared.

Produced by SVCA, using information from the Saugeen County Water Conservation Project, 2010-2011. These maps were prepared by SVCA, using information from the Saugeen County Water Conservation Project, 2010-2011. These maps were prepared by SVCA, using information from the Saugeen County Water Conservation Project, 2010-2011.



Figure 1



Map: Saugeen Valley Conservation Area, 2010-2011. Map: Saugeen Valley Conservation Area, 2010-2011. Map: Saugeen Valley Conservation Area, 2010-2011.

PREPARING FOR FLOOD EMERGENCIES

Introduction

Flooding is the leading cause of public emergency in Ontario. Floods can occur at any time of the year and any time of the day or night. High flow events have always been a natural function within the Saugeen Valley Conservation Authority (SVCA) area of jurisdiction. As the global climate changes, flooding may become more frequent and severe in the future.

Flood magnitudes vary with the extent of snow cover, ambient air temperature, amount and duration of rainfall, direction and velocity of wind, pre-event soil conditions, river ice conditions, etc. The SVCA operates snow measuring courses, precipitation stations and automated river level recording gauges that assist in predicting the probability, height and time of arrival of a flood downstream. This Flood Forecast System attempts to minimize the loss of life, property damage and social disruption through effective communication. Selected agencies and officials are sent flood messages when flooding is anticipated. When notified, municipalities should distribute such messages as quickly as possible to residents, institutions, and businesses that may be at risk.

A fundamental component of any emergency response system is relaying the essential information to all potentially affected parties and initiating an effective and coordinated response to the identified emergency. The primary purpose of this Flood Contingency Plan is to address these important elements of public safety.

Under the SVCA's Water Management program, the SVCA has constructed flood control structures to protect many of the high risk populated areas. However, it must be remembered that such structures provide a limited degree of protection and only for specific locations. As long as watershed residents live and work in flood susceptible areas, an effective flood forecast system must be in operation.

The procedures outlined in this document and the accompanying selected contacts list comprise the information dissemination components of the SVCA's Flood Forecast System. ***Each municipal and public official associated in any way with this system should be fully aware of his/her responsibilities and be prepared to make every possible effort to ensure its effectiveness.***

Flood Forecast System Communication

The system that is used by the SVCA to communicate flood-related messages within its jurisdiction serves two primary purposes:

1. It provides rapid, advance warning and technical support to relevant officials and agencies, and via the media it informs the public.

2. It also enables the Authority to relay routine information concerning watershed river conditions to selected agencies and municipal officials.

The Flood Forecast System – How It Works

The system consists of an extensive network of data collection gauges strategically located throughout the SVCA Watershed, constantly monitoring factors that could potentially affect the amount of water entering the river system and the corresponding water levels. Information concerning the water content of the snow cover, present stream levels, intensity and duration of precipitation, wind speed, temperature and sunlight is recorded either manually or automatically and accessible on demand from the Forecast Centre. In addition, regular field inspections are made of river ice conditions throughout the Watershed during the winter months.

With this data, flood forecast personnel operate a real time computer model that can predict the flood potential within the Watershed. Coupled with analytical comparisons of up-to-date streamflow measurements, long range weather forecasts, and past flood events, forecast staff can estimate potential river levels and peak flow volumes and timing, as well as monitor the progression of a flood as it travels downstream through the river system.

Roles and Responsibilities of Participating Organizations

A number of agencies, municipal departments and individuals bear responsibility, in varying degrees, for the efficiency of the Flood Forecast System. These groups and personnel are identified below. A more detailed outline of the responsibilities and functions of Conservation Authorities and the Ministry of Natural Resources and Forestry (MNRF) are contained within the **Ontario Flood Forecasting and Warning Implementation Guidelines for Conservation Authorities and the Ministry of Natural Resources (2008)**, prepared by the Provincial Flood Forecasting and Warning Committee. Roles and responsibilities for municipalities and for other agencies are described in their own Emergency Response Plans.

SAUGEEN VALLEY CONSERVATION AUTHORITY:

- Monitors Watershed and weather conditions and operates the Flood Forecast System;
- Issues messages to municipalities, other appropriate agencies, and the media to advise of potential, or the occurrence of, flooding;
- Provides advice to municipalities in preventing or reducing the effects of flooding;
- Maintains communications with municipalities and the Ontario Ministry of Natural Resources and Forestry during a flood event.

POLICE:

During a flood emergency, the “police service of jurisdiction” is responsible for carrying out rescue operations, obtaining necessary medical aid and maintaining law and order within affected areas as per that jurisdiction’s municipal emergency plan.

RADIO, TELEVISION AND PRINT NEWS MEDIA SERVICES:

Provides the primary means of relaying flood-related information to the public, for those outlets serving the SVCA Watershed.

MUNICIPAL OFFICIALS:

Are initially responsible for the welfare and protection of their residents from floods. Under the Emergency Management & Civil Protection Act municipalities are required to have an Emergency Management program. Emergency response plans are also the municipality’s responsibility, which may include specific procedures for floods.

LANDOWNERS AND RESIDENTS:

Have an obligation to be prepared prior to a flood emergency, to evacuate safely when so instructed by the municipality or police service, and to safeguard their belongings to the best of their abilities.

MINISTRY OF NATURAL RESOURCES AND FORESTRY:

Operates the provincial Surface Water Monitoring Centre in Peterborough, which advises the SVCA of weather conditions that may adversely affect Watershed streams. Also, through the local Emergency Response Coordinator (Owen Sound Area Supervisor for the Saugeen Watershed), the ministry directs and delivers the provincial response to a municipal request for assistance, when a flood emergency has escalated beyond the capabilities of local resources.

COMMUNICATING FLOOD MESSAGES

Flood Messages – Terminology

There are three types of flood messages: *Watershed Conditions Statement*; *Flood Watch*; and, *Flood Warning*. The preamble for all flood messages will indicate the type of message as described below, and the types follow common terminology approved by the Province for use by all agencies issuing flood-related messages. The numbering of flood messages will be sequential throughout a flood period. Examples of the three types of messages are provided further on in this Flood Contingency Plan.

All flood messages are sent to the primary recipients by email. Flood Warning messages are also followed with a fax being sent to the primary recipients and acknowledgement of receipt required.

Watershed Conditions Statement

A Watershed Conditions Statement is a general notice of potential Watershed conditions that pose a safety risk (high flows, unsafe ice, slippery banks). A Statement may include sub-headings under the categories of "Water Safety Bulletin" and/or "Flood Outlook".

A Watershed Conditions Statement reports on general Watershed conditions and is primarily directed to Municipal Flood Coordinators throughout the Watershed.

Water Safety Bulletins are issued to media sources and are general public information messages in which awareness is encouraged. These bulletins are usually issued before overbank flow occurs, before spring breakup or any other time of year as conditions warrant, as a general reminder of the potential for high flows and unsafe conditions.

A Flood Outlook message may be issued when a major storm is pending, when above normal snow pack conditions exist or when general conditions suggest high runoff potential.

Flood Watch

A Flood Watch serves to notify Municipal Flood Coordinators and other primary contacts that the potential for flooding exists and is issued to specified affected municipalities, usually following the onset of over bank flow. A Flood Watch message describes current Watershed conditions, potential flooding effects, and a related weather forecast.

This type of message does not require Municipal Flood Coordinators to take specific emergency action, but having been alerted to the potential for flooding they should start precautionary measures. Such measures vary according to local municipal requirements but typically include: checking their Emergency Response Plan, monitoring of potential problem areas, and possibly having staff remain on a stand-by alert.

Recipients of a Flood Watch message do not have to confirm receipt by responding to the SVCA, unless the message specifically states it.

Flood Warning

A Flood Warning is issued after a forecast has been made and will apply to specific flood damage centres where flooding appears inevitable. A Flood Warning message is sent only to those Municipal Flood Coordinators and other primary contacts whose municipality is affected by flooding and they will in turn relay the message to other relevant individuals and departments within their organization. Upon receipt of a Flood Warning message for their area, municipal officials should be prepared to issue warnings and/or evacuation instructions to households, businesses and industry that may be threatened by the flood. Municipal officials should also alert and mobilize necessary labour for sandbagging and other flood combating services.

Flood warning messages will be as specific as available information permits, in order that recipients are not faced with problems of interpretation. Where possible, the Warning message will contain time of flood stages and crests in reference to specific locations and shall include the approximate time of the next flood message.

In addition to disseminating the Flood Warning message by email and fax, SVCA staff follow-up by phoning the appropriate municipal staff of the affected flood damage centre. Recipients of a Flood Warning message must confirm receipt by responding to the SVCA.

Normal

No messages are issued while in the Normal status, but it is indicated on the SVCA website.

“Normal” status generally indicates low flow to base flow stream conditions, and area-wide flooding is not anticipated. Nevertheless, during intense rainfall events that can appear quite suddenly, typically in the summer months, there is the potential for very localized flooding. It should be noted as well that during Normal flow conditions the inherent risk to personal safety associated with flowing water still exists.

Flood Status – SVCA Website

The current flood status in the SVCA Watershed is always indicated on the home page of the SVCA's website (<http://www.svca.on.ca>). The four status levels are also colour-coded as follows: Normal – green; Watershed Conditions Statement – yellow; Flood Watch – orange; and, Flood Warning – red.

The Communication Process

During anticipated or actual flood events, the Saugeen Valley Conservation Authority is responsible for the operation of the Flood Forecast Centre, located within its administrative office in the hamlet of Formosa just west of Walkerton.

When the condition status of a Flood Watch is in effect the Centre is staffed during regular business hours (8:30am to 4:30pm). When a more serious Flood Warning level is reached the Flood Forecast Centre operates on a 24-hour basis, until the emergency has expired. In some situations, the 24-hour status may be enacted even during a Flood Watch.

Based on available information, SVCA flood forecast personnel send out Flood Watch messages to relevant officials regarding the latest flood probability assessment and existing or potential flood conditions. Upon receipt of the first such message Municipal Flood Coordinators should initiate a check of internal emergency response plans. The senior official of each organization receiving a message determines whether further internal notification or action is required.

If requested beforehand, flood messages are also sent to other municipal and emergency staff for their information; however, the SVCA's primary responsibility is to only notify the senior official in the affected municipalities.

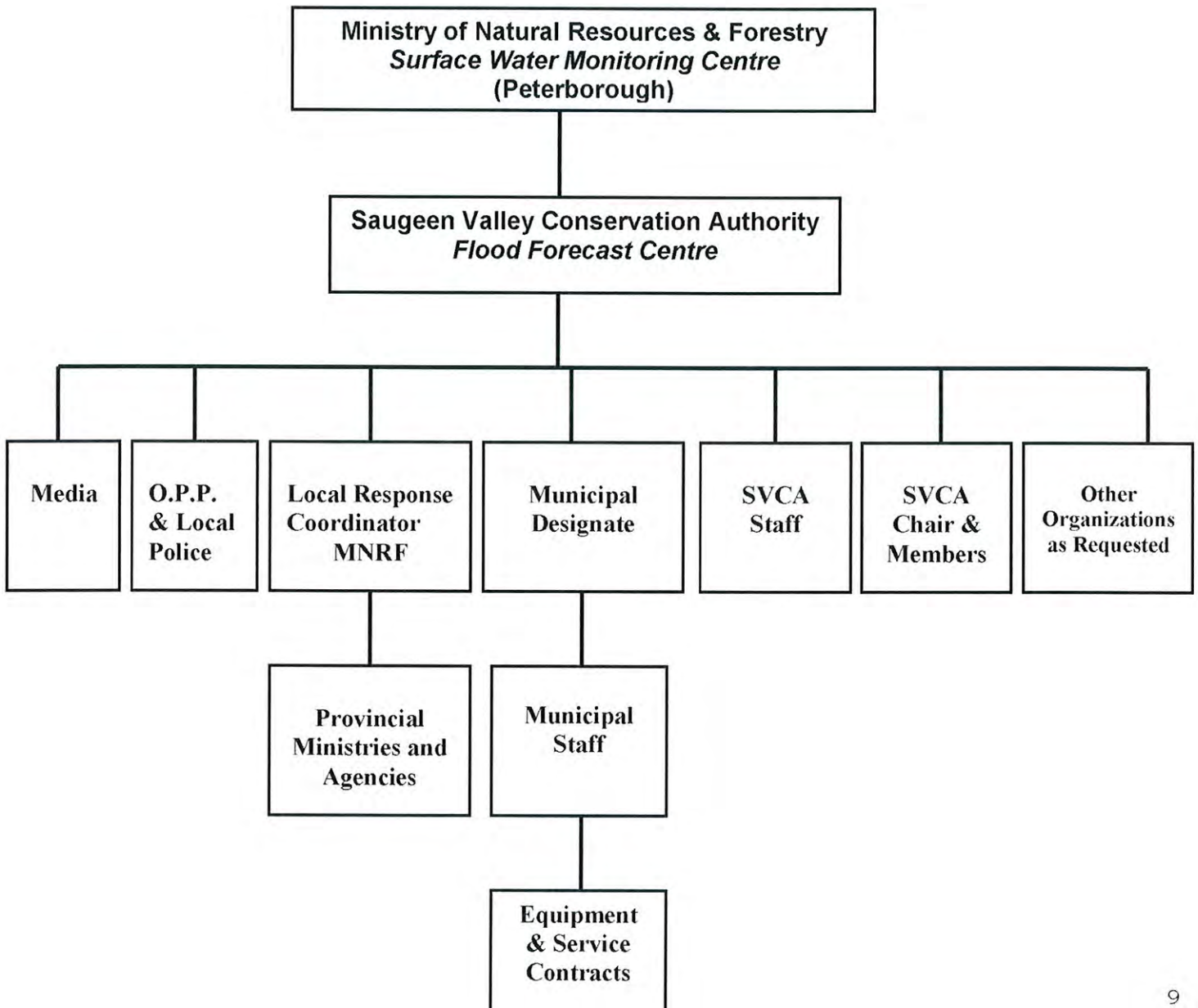
Flood messages are sent from the SVCA by email (also by fax for Flood Warnings). The same messages are also posted on the SVCA's website (<http://www.svca.on.ca>) and distributed via the SVCA's social media outlets (e.g. Facebook).

In the event that primary telephone communications fail, where no alternative exists, the Authority may contact the South Bruce OPP Detachment who will in turn notify the police service of jurisdiction, the affected municipality in the South Bruce Detachment area, or the affected detachment outside of South Bruce, as required.

The SVCA office in Formosa has a stand-by generator sufficient to operate essential Authority functions should the municipal power grid be unavailable during a flood event.



COMMUNICATION FLOWCHART





WATERSHED CONDITIONS STATEMENT FLOOD OUTLOOK / WATER SAFETY BULLETIN

SAUGEEN VALLEY CONSERVATION AUTHORITY

Tel: (519) 367-3040 Fax: (519) 367-3041 Website: www.svca.on.ca

Message Number: 2014.1.1

Issued at: Friday, March 28, 2014, 4:00 pm

Issued by: SVCA Flood Forecast Centre

To: Watershed Media
Watershed Municipalities and Counties
SVCA Board of Directors

MESSAGE:

Temperatures slightly above freezing are forecast for the weekend with no significant amount of rain or snowfall likely to occur. Warmer weather is likely for the first half of next week, with daytime temperatures possibly reaching 10 degrees Celsius. Temperatures are projected to be lower later in the week.

No significant flooding is expected over the weekend and into early next week, although localized flooding might occur where flow in smaller watercourses and ditches are impeded by snow or ice. Some melting of the snowpack will occur but the snow conditions aren't likely to be reduced substantially.

The Saugeen, Pine and Penetangore River watersheds have an above average snowpack. The long range forecast is for the spring snowmelt to be extended through much of the month of April. Although early next week will see warmer weather, the rest of the week and through to the third week of April will generally experience cooler than normal temperatures. The snow melt process will likely be slow during this time. On much of the larger rivers the ice still remains in place. Typical spring like weather conditions may be 3 to 4 weeks later than usual.

Streambanks are unstable and slippery at this time and the water is cold, so residents are advised to use caution near all watercourses. Parents are encouraged to keep their children and pets away from streams and off frozen water bodies.

Saugeen Conservation staff will continue to monitor conditions as they evolve, and further statements will be issued as warranted.

This message is in effect until 11:00 am on Wednesday, April 2, 2014.

Contact: Gary Senior, Shannon Wood

Confirmation of receipt of this message: **not required**

- End of Message -



FLOOD WATCH

SAUGEEN VALLEY CONSERVATION AUTHORITY

Tel: (519) 367-3040 Fax: (519) 367-3041 Website: www.svca.on.ca

Message Number: 2014.2.1

Issued at: Wednesday, April 9, 2014, 10:00 am

Issued by: SVCA Flood Forecast Centre

To: Watershed Media
Watershed Municipalities and Counties
OPP and Municipal Police
SVCA Board of Directors

MESSAGE:

The weather forecast for the next several days calls for temperatures well above freezing with some days above 10 degrees C, and night time temperatures generally above zero. Scattered showers are also possible on Thursday. These factors will result in further melting of the snow pack and produce increased runoff into watercourses. The snow pack has been steadily declining over the last two weeks, but in many areas such as forests there still remains an above-average snow depth for this time of year.

Throughout the SVCA Watershed water levels in watercourses are expected to gradually rise through the rest of the week and into the weekend. Significant flooding is not expected at this time, but flooding in the traditional low-lying flood plain areas can be expected.

Most of the ice has already moved off the watercourses and so large ice jamming is not anticipated at this time. Nevertheless, there may be localized blockages at some watercourses and snow or ice could still impede flow in ditches and drainage channels.

As of the beginning of April the average water content in the snow pack was in the range of 13 cm (5 inches). This amount is well above the long term average for the time of year. As such, there is substantial meltwater that will be moving through the system over the next week or so.

Due to the elevated flows in the rivers and streams and unstable streambanks, the public is advised to stay away from area watercourses.

SVCA staff will be monitoring conditions as they evolve, and further statements will be issued as warranted.

This message is in effect until 11:00 am on Monday, April 14, 2014, unless a further statement is issued.

Contact: Gary Senior, Shannon Wood

Confirmation of receipt of this message: **not required**

- End of Message -



FLOOD WARNING

SAUGEEN VALLEY CONSERVATION AUTHORITY

Tel: (519) 367-3040 Fax: (519) 367-3041 Website: www.svca.on.ca

Message Number: 2003.1.2

Issued at: 10 am, April 6, 2003

Issued by: SVCA Flood Forecast Centre

To: Watershed Media
OPP
Southgate, West Grey
SVCA Board of Directors

MESSAGE:

A rapid rise in temperatures and projected rainfalls of 30 -40 mm, will escalate the melting of the heavy snowpack in the upper watersheds. Latest snow course readings indicated in excess of 150mm water content on the ground. Significant flooding is expected to occur within the headwater areas of the South Saugeen, Beatty Saugeen, and main Saugeen above Durham. Existing flood control works in potentially affected urban centres will contain the peak flows expected, but widespread flooding will occur within the floodplains in rural areas. All municipal flood co-ordinators in the affected municipalities are advised to notify those residents of the pending high water and possible evacuation as needed.

Update: will be issued at 4 PM today

Contact: Gary Senior, Shannon Wood

Confirmation of receipt of this message: **Required**

- End of Message -

CONTINGENCY PLAN DISTRIBUTION LIST

This document is issued to:

Municipal and county governments located within the jurisdictional boundaries of the Saugeen Valley Conservation Authority

Members of the Saugeen Valley Conservation Authority

Saugeen Valley Conservation Authority staff

Police services serving the Watershed

News media services serving the Watershed

Provincial and federal members of Parliament within the jurisdiction of the Saugeen Valley Conservation Authority

Ontario Ministry of Natural Resources and Forestry
- Owen Sound Area Office, Midhurst and Guelph District Offices
- Surface Water Monitoring Centre in Peterborough

Ontario Ministry of Community & Social Services, Owen Sound

Canadian Red Cross (Owen Sound)

Union Gas

Enbridge Gas

Westario Power

Hydro One

Wellington North Power Inc.

Veolia Water Canada

FLOOD EMERGENCY CONTACT LIST

SAUGEEN VALLEY CONSERVATION AUTHORITY

Flood Forecast Centre / Administration / Media Services
 Saugeen Valley Conservation Authority – Administration Centre (519) 367-3040

	OFFICE	RESIDENCE
ADMINISTRATION		
Wayne Brohman, General Manager/Secretary- Treasurer w.brohman@svca.on.ca	519-367-3040 x 232 Cell 519-369-7206	519-745-2603
FLOOD FORECAST CENTRE		
Gary Senior, Senior Manager, Flood Warning & Land Management g.senior@svca.on.ca	519-367-3040 x 234 Cell 519-369-4469	519-364-5432
FLOOD FORECAST CENTRE – ALTERNATE STAFF		
Jo-Anne Harbinson, Manager, Water Resources & Stewardship Services j.harbinson@svca.on.ca	519-367-3040 x 235 Cell 519-369-4284	519-364-6548
Shaun Anthony, Water Quality Specialist s.anthony@svca.on.ca	519-367-3040 X 239 Cell 519-369-8247	226-374-8891
NEWS MEDIA SERVICES		
Shannon Wood, Manager, Communications s.wood@svca.on.ca	519-367-3040 x 229 Cell 519-69-4295	519-367-2602

POLICE SERVICES

	OFFICE	Fax
Ontario Provincial Police, Communications Centre Supervisor Opp.pcc.london@opp.ca	1-888-310-1122	519-680-4697
Wingham – (calls are forwarded to Goderich)	519-357-1331	
Huron County (Goderich)	519-524-8314	
Wellington County (Teviotdale)	519-343-5770	519-343-5780
South Bruce Counties (Kincardine)	519-396-3341	
Grey County (Chatsworth)	519-794-7827	519-794-3966
Walkerton	519-881-3130	519-881-3139
Municipal Police		
Hanover Police Services Dispatch	519-364-2411	519-376-6131
West Grey Police Services Dispatch	519-371-6911	519-376-6131
Saugeen Shores Police Services Dispatch: Admin:	519-832-2500 519-832-9200	519-389-4257

WATERSHED NEWS MEDIA SERVICES

Radio, Television Stations	
CKNX Radio 920 AM & FM 101.7/94.5 Classic Rock Wingham News Manager: Steve Sabourin	1-800-265-3031 or (519) 357-1310 x 3226
CKNX Radio Newsroom Email: news.wingham@blackburnradio.com	Fax (519) 357-3860
CTV - Wingham office (satellite office) - Wingham office - Scott Miller cell: 519-881-6039 Email: scott.miller@bellmedia.ca CTV London: Email: londonnews@ctv.ca Assignment Editor: Matt Thompson, Kathy Rumleski	24 hr. (519) 686-8810 x 7218 Fax (519) 357-4398 Fax (519)-668-3288
98 – The Beach Radio Station – 97.8, Port Elgin Email: info@thebeach.ca Craig Power, Cell: 647-880-4912	(519) 832-9898 or (519) 832-9800 Fax (519) 832-9808
CTV, Kitchener Email: news@kitchener.ctv.ca	(519) 741-4401 newsroom
Channel 6 News (Eastlink), Listowel Email: midwest@eastlinktv.com	1-866-286-3484 Fax (519) 291-5935
Bayshore Broadcasting (Owen Sound) News Director: Kevin Bernard news@bayshorebroadcasting.ca	(519) 376-2030 x 228 Cell: 519-379-0537 Fax (519) 371-4242
Goderich News Station (Sister Station to OS Bayshore Broadcasting) 99 The Beach News Director: Fadi Didi fdidi@country1049.ca	519-612-1149 Fax 519-612-1050
B101 FM Radio & CHAY FM, Barrie Email: news@931freshradio.ca news@1011bigfm.com	(705) 726-1011
The Dock 92.3 (CJOS FM) Email: news@923thedock.com	(519) 470-6397 (news) Fax (519) 470-7631
Bluewater Radio 91.3 FM, Hanover Email: info@bluewaterradio.ca	Cell 370-9090 or (519) 364-0200 Fax (519) 364-5175
88.7 The River, Mount Forest - email: gm@887theriver.ca News Editor – Rob Mattice news@887theriver.ca	519-509-0887
Newspapers	
Owen Sound Sun Times (News Room) Email: osst.news@sunmedia.ca	519-376-2250 x 514328 Fax (519) 376-7190
Kitchener-Waterloo Record Email: newsroom@therecord.com	1-800-265-8261 x 8945602 News Room (519) 895-5602 (direct line) News Room Fax (519) 894-3829
London Free Press Email: lfp.newsdesk@sunmedia.ca Greg Van Moorsel, News Editor: gvanmoorsel@postmedia.ca	Newsroom Tip line (519)667-4546 519-667-4550

**MINISTRY OF NATURAL RESOURCES AND FORESTRY
 FLOOD RESPONSE PERSONNEL
 FOR SAUGEEN WATERSHED**

	Office	Residence/Cell
Local Response Coordinator		
MNR, Owen Sound Area Office		
Resources Management Supervisor – Tracy Allison Tracy.Allison@ontario.ca	(519) 371-6751	
Grey & Bruce Counties	Fax (519) 372-3305	
Alternate:		
Shawn Carey , District Manager	(705) 725-7561	
(Midhurst District)	Fax (705) 725-7584	
Shawn.carey@ontario.ca		