

# THE CITY OF TIMMINS

## BY-LAW No. 2019-8394

### *Being a by-law to repeal By-Law 2001-5602 to adopt an Emergency Management Program and Emergency Response Plan for the City of Timmins.*

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**WHEREAS** Council of the Corporation of the City of Timmins considers it desirable to adapt and Emergency Management Program and Emergency Response Plan for the City of Timmins; and

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

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

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

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

**NOW THEREFORE** be it resolved that Council of the Corporation of the City of Timmins enacts the following:

#### 1. **Emergency Management Program**

- a. An Emergency Management Program for the City of Timmins will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and international best practices, including the five core components of emergency management: prevention, mitigation, preparedness, response and recovery, and such program shall include:
  - i. Training programs and exercises for employees of the City of Timmins and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;

- ii. Public education on risks to public safety and on public preparedness for emergencies; and
  - iii. Any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
- b. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

## **2. Emergency Response Plan**

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

## **3. Emergency Management Program Coordinator (known as CEMC)**

- a. The City of Timmins Fire Chief, is hereby appointed as the primary Emergency Management Program Coordinator known also known as the community emergency management coordinator (the “CEMC”) responsible for the emergency management program for the City of Timmins including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.
- b. The Deputy Fire Chief of the City of Timmins is hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

## **4. Emergency Management Program Committee**

- a. The mission of the Emergency Management Program Committee is to oversee the development, implementation and continuous improvement of the City of Timmins Emergency Management Program.

## **5. Meetings**

- a. The Committee shall hold a minimum of 1 (one) meeting per calendar year.

## **6. Composition**

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

- Chief Administrative Officer (CAO)
  - Head of Council (Mayor)
  - Deputy Mayor
  - CEMC
  - Clerk
  - Communications Coordinator
  - Fire Chief
  - Police Chief
  - Public Information Coordinator
  - Director of Finance & Treasurer
  - Director of Public Works and Engineering
  - Director of Community & Development Services
  - Health Unit Emergency Planner Coordinator/Medical officer of Health
  - Paramedic Services Chief
  - CDDSAB Chief Administrative Officer
  - Red Cross Disaster Management Coordinator
  - Manager Golden Manager Long Term Care Home
  - Conservation Authority General Manager
  - OFMEM Field Officer
  - OPP Staff Sargent
  - Timmins and District CAO
  - Timmins Municipal Airport Manger
  - Other persons or agencies as may be required
- b. The City of Timmins Fire Chief is hereby appointed as chair of the Emergency Management Program Committee.
- c. The Emergency Management Program Committee shall advise City of Timmins Council on the development and implementation of the City of Timmins Emergency Management Program and shall review the program annually.

## **7. Municipal Emergency Control Group (M.E.C.G)**

- a. The persons shall be members of the Municipal Emergency Control Group (MECG):
- i. The emergency response will be directed by members of the Municipal Emergency Control Group (M.E.C.G.). The M.E.C.G. is responsible for coordinating the provision of management, resources necessary to minimize the effects of an emergency on the community, and monitoring and control of the emergency response/and or possibilities. The members of the M.E.C.G. are:
- Mayor
  - CAO
  - City Clerk
  - Fire Chief
  - CEMC
  - City of Timmins Police Chief
  - Director of Engineering and Public Works
  - Treasurer

ii. The M.E.C.G. will fill roles according to the functions of Incident Management System (I.M.S), as noted below. The IMS functions will be filled based on the needs of the emergency. The Section Chiefs may activate various functions under their Section as deemed necessary by the emergency. Not all functions will be activated for all emergencies.

- Emergency Operations Centre Commander
- Liaison Officer
- Emergency Information Officer
- Safety Officer
- Operations
- Planning
- Logistics
- Finance

iii. Community Partners to provide assistance/technical information to MECCG, as required

- OFMEM Sector Field Officer
- OPP Representative
- Paramedic /EMS Representative
- Social Services Representative
- Health Unit Representative
- Conservation Authority Representative
- Hydro One Representative
- Ontario Power Generation Representative
- Other person or agencies as may be required

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

## **8. Emergency Information Officer**

a. City Clerk is appointed as the EIO to fulfill the role as required under the Emergency Management and Civil Protection Act. The City of Timmins Communications Officer will assist the Emergency Information Officer in preparing information as the primary media and public contact for the municipality in an emergency.

b. The City of Timmins EIO may use the public emergency notification system, Auto-Call Communication System, to notify residents of an emergency. While Auto-Call Communication System is an additional level of functionality to current communication methods, additional notifications will be sent through local media (radio, television, newspaper) and social media (Facebook, Twitter). Alerts will also be posted on the City of Timmins's website. In extreme circumstances, public warning may also be done through vehicle public address systems and/or door to door contact by emergency services personnel, municipal services staff and/or volunteers.

Auto-Call Communication System is an additional level of functionality to current communication methods, additional notifications will be sent through local media (radio, television, newspaper) and social media (Facebook, Twitter). Alerts will also be posted on the City of Timmins's website. In extreme circumstances, public warning may also be done through vehicle public address systems and/or door to door contact by emergency services personnel, municipal services staff and/or volunteers.

#### 10. Administration

- a. The Plan shall be made available to the public for inspection and copying at the Administration Office and on the City of Timmins website.
- b. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.
- c. Any revision, significant or minor, shall be submitted to the City Clerk and attached to the by-law.
- d. By-laws 2001-5602 is hereby repealed.
- e. That this By-law shall come into force and take effect upon the date of passage.

**READ** a first and second time this 10<sup>th</sup> day of December, 2019.

**READ** a third and final time and enacted and passed this 10<sup>th</sup> day of December, 2019.

  
\_\_\_\_\_  
**MAYOR (George Pirie)**

  
\_\_\_\_\_  
**CLERK (Steph Palmateer)**

# **TIMMINS EMERGENCY RESPONSE PLAN**

## **DISCLAIMER**

The City of Timmins Emergency Response Plan has been formulated to contain information pertinent to the City of Timmins.

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## **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 the City of Timmins.

The population of the City of Timmins is 42,000 residents.

In order to protect residents, businesses and visitors, the City of Timmins requires a coordinated emergency response by a number of agencies under the direction of the Municipal Emergency Control Group (MECG). These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services.

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

- arrangements, services and equipment,
- 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 City of Timmins Emergency Response Plan may be viewed at City Hall and online. For more information, please contact:

Community Emergency Management Coordinator - Fire Chief Tom Laughren  
Timmins Fire Department  
(705) 360-2626



## **PART 2: AIM**

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

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

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

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

## **PART 3: AUTHORITY**

The Emergency Management and Civil Protection Act (EMCPA) is the legal authority for all municipal and ministry emergency response plans in Ontario.

The Emergency Management and Civil Protection Act states that:

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

In accordance with Section 3(1) of the Emergency Management and Civil Protection Act, the City of Timmins has enacted by-law 2019-8389.

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

The EMCPA defines an emergency as:

*“An emergency means a situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.”*

### **b) Action Prior to Declaration**

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this Emergency Response Plan as may be required to protect property and the health, safety and welfare of the City of Timmins. 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.

#### **PART 4: EMERGENCY NOTIFICATION PROCEDURES**

Only a member of the MECG may initiate the notification procedure.

When a member of the MECG receives a warning of a real or potential emergency, that member will immediately contact the City of Timmins Dispatch and direct them to initiate the notification of the MECG. The member initiating the call must provide pertinent details (e.g. a time and place for the MECG to meet) as part of the notification procedure. Sample in Annex A is the recommended format.

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

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

The City of Timmins 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 City of Timmins Dispatch must record the date and time MECG members were contacted.

The contact phone numbers and addresses of the MECG members (and their alternates) are contained in Annex A.

##### ***a) Requests for Assistance***

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

The Emergency Notification Contact List, including contact numbers for requesting assistance, is attached as Annexe A.

##### ***b) A Declared Community Emergency***

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

Upon declaring an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of the Solicitor General;
- City Council;
- Public;

- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

A community emergency may be terminated at any time by:

- Mayor or Acting Mayor; **or**
- City Council; **or**
- Premier of Ontario.

When terminating an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of the Solicitor General;
- City Council;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

## **PART 5: EMERGENCY COMMUNITY CONTROL GROUP**

### ***a) Emergency Operations Centre (EOC)***

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

The location of the City of Timmins' primary and alternate Emergency Operations Centers are detailed in Annex D.

### ***b) Municipal Emergency Control Group (MECG)***

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

- Mayor of the City of Timmins
- Chief Administrative Officer, who becomes the Operations Officer in the EOC
- Community Emergency Management Coordinator / Fire Chief
- Chief of Police
- Director of Public Works and Engineering

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

**c) 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 will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The CAO's Assistant will maintain a status board and maps that will be prominently displayed and kept up to date.

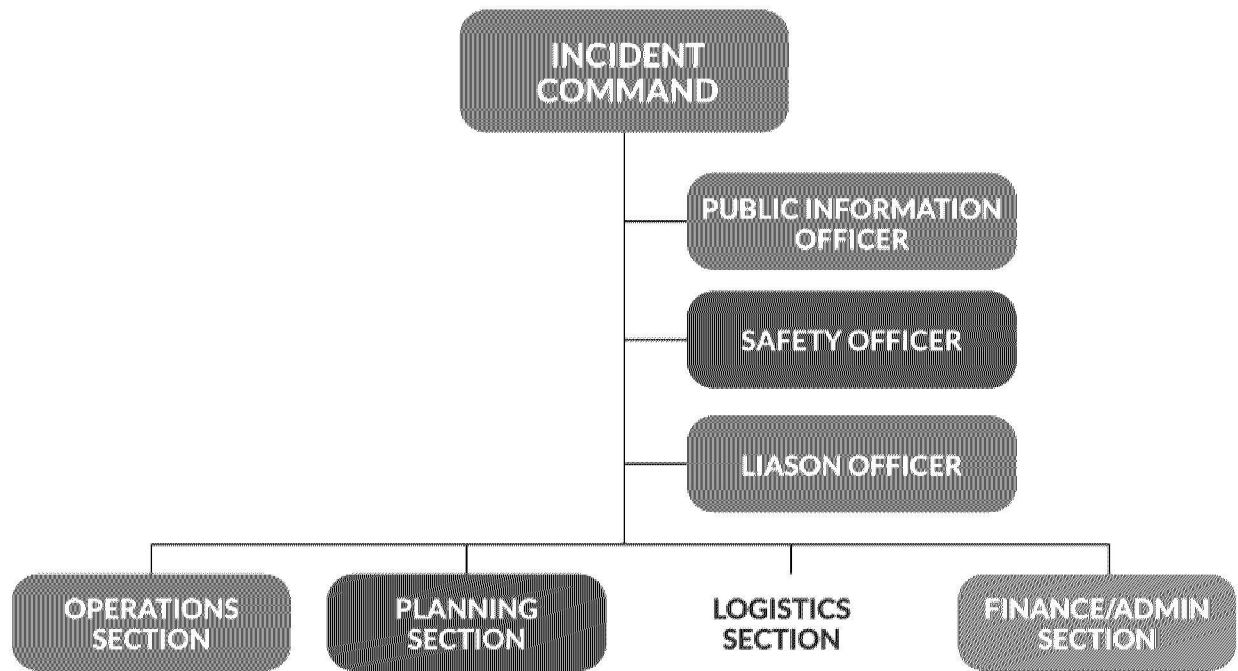
**d) Community Control Group Responsibilities**

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

- calling out and mobilizing their emergency services, agency and equipment;
- coordinating and directing their services and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- determining if the location and composition of the MECG are appropriate;
- advising the Mayor as to whether the declaration of an emergency is recommended;
- advising the Mayor on the need to designate all or part of the City as an emergency area;
- ensuring that an Incident Commander (IC) is appointed;
- ensuring support to the IMS 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 community control i.e. private contractors, industry, volunteer agencies, service clubs;
- notifying, requesting assistance from and/or liaising with various levels of government and any public or private agencies not under community control, as considered necessary;
- determining if additional volunteers are required and if appeals for volunteers are warranted;
- determining if additional transport is required for evacuation or transport of persons and/or supplies;
- ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator and Citizen Inquiry Supervisor, for dissemination to the media and public;
- determining the need to establish advisory groups and/or subcommittees/working groups for any aspect of the emergency including recovery;
- authorizing expenditures required to deal 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 and proceed with any required steps to apply for provincial emergency funding and making arrangements as required.
- other persons or agencies as required

## PART 6: EMERGENCY RESPONSE SYSTEM

The City of Timmins utilizes an Incident Management System based on NIMS and NFPA 1561 in accordance to best practices within the Province of Ontario. The Incident Command System will consist of the following:



### A. MUNICIPAL EMERGENCY CONTROL GROUP RESPONSIBILITIES

#### 1. Mayor or Acting Mayor

The Mayor or Acting Mayor is responsible for:

- providing overall leadership in responding to an emergency;
- declaring an emergency within the designated area;
- declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- notifying the Emergency Management Ontario, Ministry of the Solicitor General of the declaration of the emergency, and termination of the emergency;
- ensuring the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation; and
- maintaining a personal log of all actions taken.

## **2. Chief Administrative Officer / Operations Officer**

The Chief Administrative Officer becomes the Operations Officer for the City of Timmins and is responsible for:

- chairing the MECG;
- activating the emergency notification system through the City of Timmins Police Service;
- ensuring liaison with the Police Chief regarding security arrangements for the EOC;
- as the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- 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 Incident Commander (IC);
- calling out additional city staff to provide assistance, as required; and
- maintaining a personal log of all actions taken.

## **3. Community Emergency Management Coordinator or Alternate**

The Community Emergency Management Coordinator or Alternate is responsible for:

- activating and arranging the Emergency Operations Centre;
- ensuring that security is in place for the EOC and registration of MECG members;
- ensuring that all members of the MECG 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;
- ensuring liaison with community support agencies (e.g. Canadian Red Cross);
- ensuring volunteer coordination and liaison;
- ensuring that the operating cycle is met by the MECG 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 MECG informed of implementation needs;
- maintaining the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared; and
- maintaining a personal log of all actions taken.

## **4. Fire Chief**

The Fire Chief is responsible for:

- activating the emergency notification system through the City of Timmins Police Service;
- providing the MECG with information and advice on firefighting and rescue matters;
- depending on the nature of the emergency, assigning the Incident Commander and informing the MECG;

- establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the 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;
- opening of evacuee centres in collaboration with the Social Services Representative;
- ensuring liaison with the Social Services Officer regarding the establishment and operation of evacuation and reception centres;
- providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- providing an Incident Commander, if required; and
- maintaining a personal log of all actions taken.

### **5. Police Chief**

The Police Chief is responsible for:

- activating the emergency notification system, and ensuring all members of the MECG are notified;
- notifying necessary emergency and community services, as required;
- establishing a site command post with communications to the EOC;
- depending on the nature of the emergency, assigning the Incident Commander and informing 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 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;
- ensuring liaison with other community, provincial and federal police agencies, as required;
- providing an Incident Commander, if required; and
- maintaining a personal log of all actions taken.

### **6. Director of Public Works and Engineering**

The Public Works Director and Engineering is responsible for:

- providing the MECG with information and advice on engineering and public works matters;
- establishing an ongoing communications link with the senior public works official at the scene of the emergency;
- ensuring liaison with the public works representative from the Neighbouring Community(s) to ensure a coordinated response;

- ensuring provision of engineering assistance;
- ensuring construction, maintenance and repair of city roads;
- ensuring the maintenance of sanitary sewage and water systems;
- providing equipment for emergency pumping operations;
- ensuring liaison with the fire chief concerning emergency water supplies for firefighting 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 city 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; and
- maintaining a personal log of all actions taken.

## **B. SUPPORT STAFF RESPONSIBILITIES**

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

### **1. CAO's Administrative Assistant/Assistants**

The CAO's Administrative Assistant is responsible for:

- assisting the Chief Administrative Officer, as required;
- ensuring all important decisions made and actions taken by the MECG are recorded;
- ensuring that maps and status boards are kept up to date;
- providing a process for registering MECG members and maintaining a MECG member list;
- notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of MECG members' telephone numbers in the EOC;
- assuming the responsibilities of the Citizen Inquiry Supervisor;
- arranging for printing of material, as required;
- coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- upon direction by the Mayor, ensuring that all council are advised of the declaration and termination of declaration of the emergency;
- upon direction by the Mayor, arranging special meetings of council, as required, and advising members of council of the time, date, and location of the meetings;
- procuring staff to assist, as required; and
- maintaining a personal log of all actions taken.



## **2. City of Timmins Solicitor**

The City of Timmins Solicitor is responsible for:

- providing advice to any member of the MECG on matters of a legal nature as they may apply to the actions of the City of Timmins in its response to the emergency, as requested; and
- maintaining a personal log of all actions taken.

## **3. Director of Finance**

The Director of Finance 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; and
- maintaining a personal log of all actions taken.

## **4. Director of Corporate Services**

The Director of Corporate Services is responsible for:

- coordinating and processing requests for human resources;
- coordinating offers of, and appeals for, volunteers with the support of the MECG;
- selecting the most appropriate site(s) for the registration of human resources;
- ensuring records of human resources and administrative details, that may involve financial liability, are completed;
- ensuring that a Volunteer Registration Form is completed, when volunteers are involved and a copy of the form is retained for City records;
- ensuring identification cards are issued to volunteers and temporary employees, where practical;
- arranging for transportation of human resources to and from site(s);
- obtaining assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies and volunteer groups; and
- maintaining a personal log of all actions taken.

## **5. Public Transportation Director**

The Public Transportation Director is responsible for:

- coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, trains, boats, and trucks) for the purpose of transporting persons and/or supplies, as required, by members of the MECG and the support and advisory staff;
- procuring staff to assist, as required;

- ensuring that a record is maintained of drivers and operators involved; and
- maintaining a personal log of all actions taken.

## **6. Other Agencies**

- In an emergency, many agencies may be required to work with the MCEG. This may include Emergency Management Ontario, Ontario Provincial Police, the Office of the Fire Marshal, industry, volunteer groups, conservation authorities, and provincial ministries.
- Reference to other agencies and their emergency plans are stored in the Community Emergency Management Coordinator's office located at the Timmins Fire Department.
- All agencies are to maintain a personal log of all actions taken and are responsible for maintaining and providing an up-to-date Emergency Plans for their respective organization to the CEMC's office.





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- Establish an emergency management program committee;
- Establish an municipal emergency control group;
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- Designate an employee of the municipality as its emergency information officer;

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#### **10. Emergency Management Program**

- a. An Emergency Management Program for the City of Timmins will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and international best practices, including the five core components of emergency management: prevention, mitigation, preparedness, response and recovery, and such program shall include:
  - i. Training programs and exercises for employees of the City of Timmins and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;

- ii. Public education on risks to public safety and on public preparedness for emergencies; and
  - iii. Any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
- b. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

#### **11. Emergency Response Plan**

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

#### **12. Emergency Management Program Coordinator (known as CEMC)**

- a. The City of Timmins Fire Chief, is hereby appointed as the primary Emergency Management Program Coordinator known also known as the community emergency management coordinator (the “CEMC”) responsible for the emergency management program for the City of Timmins including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.
- b. The Deputy Fire Chief of the City of Timmins is hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

#### **13. Emergency Management Program Committee**

- a. The mission of the Emergency Management Program Committee is to oversee the development, implementation and continuous improvement of the City of Timmins Emergency Management Program.

#### **14. Meetings**

- a. The Committee shall hold a minimum of 1 (one) meeting per calendar year.

#### **15. Composition**

- a. The persons holding the following positions in the municipality shall be members

of the Emergency Management Program Committee:

- Chief Administrative Officer (CAO)
- Head of Council (Mayor)
- Deputy Mayor
- CEMC
- Clerk
- Communications Coordinator
- Fire Chief
- Police Chief
- Public Information Coordinator
- Director of Finance & Treasurer
- Director of Public Works and Engineering
- Director of Community & Development Services
- Health Unit Emergency Planner Coordinator/Medical officer of Health
- Paramedic Services Chief
- CDDSAB Chief Administrative Officer
- Red Cross Disaster Management Coordinator
- Manager Golden Manager Long Term Care Home
- Conservation Authority General Manager
- OFMEM Field Officer
- OPP Staff Sargent
- Timmins and District CAO
- Timmins Municipal Airport Manger
- Other persons or agencies as may be required

b. The City of Timmins Fire Chief is hereby appointed as chair of the Emergency Management Program Committee.

c. The Emergency Management Program Committee shall advise City of Timmins Council on the development and implementation of the City of Timmins Emergency Management Program and shall review the program annually.

#### **16. Municipal Emergency Control Group (M.E.C.G)**

a. The persons shall be members of the Municipal Emergency Control Group (MECG):

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

- Mayor
- CAO
- City Clerk
- Fire Chief
- CEMC
- City of Timmins Police Chief
- Director of Engineering and Public Works
- Treasurer

ii. The M.E.C.G. will fill roles according to the functions of Incident Management System (I.M.S), as noted below. The IMS functions will be filled based on the needs of the emergency. The Section Chiefs may activate various functions under their Section as deemed necessary by the emergency. Not all functions will be activated for all emergencies.

- Emergency Operations Centre Commander
- Liaison Officer
- Emergency Information Officer
- Safety Officer
- Operations
- Planning
- Logistics
- Finance

iii. Community Partners to provide assistance/technical information to MECCG, as required

- OFMEM Sector Field Officer
- OPP Representative
- Paramedic /EMS Representative
- Social Services Representative
- Health Unit Representative
- Conservation Authority Representative
- Hydro One Representative
- Ontario Power Generation Representative
- Other person or agencies as may be required

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

## **17. Emergency Information Officer**

a. City Clerk is appointed as the EIO to fulfill the role as required under the Emergency Management and Civil Protection Act. The City of Timmins Communications Officer will assist the Emergency Information Officer in preparing information as the primary media and public contact for the municipality in an emergency.

b. The City of Timmins EIO may use the public emergency notification system, Auto-Call Communication System, to notify residents of an emergency. While Auto-Call Communication System is an additional level of functionality to current communication methods, additional notifications will be sent through local media (radio, television, newspaper) and social media (Facebook, Twitter). Alerts will also be posted on the City of Timmins's website. In extreme circumstances, public warning may also be done through vehicle public address systems and/or door to door contact by emergency services personnel, municipal services staff and/or volunteers.



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#### 10. Administration

- a. The Plan shall be made available to the public for inspection and copying at the Administration Office and on the City of Timmins website.
- b. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.
- c. Any revision, significant or minor, shall be submitted to the City Clerk and attached to the by-law.
- d. By-laws 2001-5602 is hereby repealed.
- e. That this By-law shall come into force and take effect upon the date of passage.

**READ** a first and second time this 10<sup>th</sup> day of December, 2019.

**READ** a third and final time and enacted and passed this 10<sup>th</sup> day of December, 2019.

**CERTIFIED TRUE COPY  
OF BY-LAW NO. 2019-8394**

**(SGD) GEORGE PIRIE  
MAYOR**

  
\_\_\_\_\_  
CLERK



**(SGD) STEPH PALMATEER  
CLERK**