

# The Corporation of the Township of South Algonquin

## Regular Council Meeting March 6, 2024

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mayor@southalgonquin.ca

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# CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN<sub>2</sub>

## AGENDA

### REGULAR COUNCIL MEETING

Wednesday, March 6, 2024 9:00 a.m.

Council Chambers  
Municipal Office  
7 Third Avenue  
Whitney, Ontario

**And ZOOM and You Tube Channel: South Algonquin Council**

1. Open Meeting/Call to order – 9:00 a.m.
2. Roll Call
3. Land Acknowledgement

We acknowledge that we are gathered on the unceded Traditional Territory of the Algonquin Anishinaabeg people, specifically the Matouweskarini (people of the Madawaska River). We further acknowledge that the Algonquin People have been stewards of this land since time immemorial and we strive to treat the land along with the flora and fauna it supports, the people, their customs and traditions, with honour and respect. Today, this area is home to people of all walks of life, and we acknowledge the shared opportunities and responsibilities to live, work and survive within this beautiful territory.

Chi-miigwetch, All my relations

4. Additions / Amendments to the Agenda
5. Adoption of the Agenda

**Moved by:**

**Seconded by:**

**Res. # 24-**

THAT: Council for the Corporation of the Township of South Algonquin adopts the Agenda as circulated for the Regular Council Meeting of March 6, 2024.

Carried

Defeated

6. Disclosure of Pecuniary Interest
7. Petitions, Delegations and/or Presentations:
  - Saja Elshaikh & Colin Lavery, Spectra Point Inc. Agents for Rogers Communication Inc. RE: Summary of public consultation and request Letter of Concurrence for Tower Site C8510, 3121A Highway 523.
8. Minutes of Previous Meetings (s)
  - Adopt the Minutes of the Regular Council Meeting of February 7, 2024

**Moved by:**

**Seconded by:**

**Res. # 24-**

THAT: Council for the Corporation of the Township of South Algonquin adopts the minutes of the Regular Council Meeting of February 7, 2024 as circulated.

Carried

Defeated

- Adopt the Minutes of the Human Resources, Administration & Public Relations Committee Meeting of February 28, 2024

**Moved by:**

**Seconded by:**

**Res # 24-**

THAT: Council for the Corporation of the Township of South Algonquin adopts the minutes of the Human Resources, Administration & Public Relations Committee Meeting of February 28, 2024 as circulated.

Carried

Defeated

- Adopt the Minutes of the Emergency Services Committee Meeting of February 28, 2024

**Moved by:**

**Seconded by:**

**Res # 24-**

THAT: Council for the Corporation of the Township of South Algonquin adopts the minutes of the Emergency Services Committee Meeting of February 28, 2024 as circulated.

Carried

Defeated

9. Committee, Staff and/or Councillor Reports
10. Business Arising from the Minutes
11. Unfinished Business
12. Correspondence – Action Items
13. Correspondence – Information Items
14. New Business
15. Motions of Council
16. Notice of Motions
17. By-Laws
18. Resolution to Move into a “Closed Session”
19. Adjournment

**Moved by:**

**Seconded by:**

**Res. # 23-**

THAT: Council for the Corporation of the Township of South Algonquin adjourns the Regular Council Meeting of March 6, 2024 at \_\_\_\_\_.

Defeated

Carried



# DELEGATION REQUEST FORM

Schedule "A" Procedural By-law 20-622

TO BE A DELEGATION AT A REGULAR COUNCIL OR COMMITTEE MEETING you must complete this form, in its entirety and submit it to the office no later than 1:00 p.m. seven days prior to the meeting at which you wish to be heard. Council agendas are finalized the Thursday prior to the meetings. The CAO/Clerk-Treasurer reserves the right to designate the request to the appropriate meeting upon review of the completed form.

**APPLICANT INFORMATION:**

FIRST NAME: Saja LAST NAME: Elshaikh

TITLE/ORGANIZATION (if applicable): Spectra Point Inc. agents for Rogers Communication Inc.

SPOKESPERSON(S): Saja Elshaikh and Colin Lavery

NUMBER OF PEOPLE EXPECTED TO BE IN ATTENDANCE: \_\_\_\_\_

MAILING ADDRESS: 718 - 33 Frederick Rodd Way, Toronto ON M4G 0C9

TELEPHONE NO.: 647-447-8548

E-MAIL: saja@spectrapoint.ca

Has this subject matter been brought to council previously: yes  no

Please describe the topic or subject matter you wish to address:  
Rogers has completed its public consultation process and would like to request for concurrence. We would like to provide Council

with a summary of what went on during public consultation.

If you are seeking a specific action or decision please explain:

Is this a time sensitive issue: yes  no

Do you have supporting documentation: yes  no

If yes: Please ensure documentation is attached or has been forwarded to [clerk@southalgonquin.ca](mailto:clerk@southalgonquin.ca) with the application. Please provide a copy of materials used in your presentation, if any, to the Clerk. Materials provided prior to the meeting will be circulated to Council/Committee for their review before the meeting. Please be advised all materials including your name form part of the Public Record.

Signature: Saja Elshaikh

Date: February 1st, 2024



910-5 Brockley Drive  
Toronto, ON  
M1P 3J2

Saja Elshaikh  
T: 647-447-8548  
email: [saja@spectrapoint.ca](mailto:saja@spectrapoint.ca)

January 14<sup>th</sup>, 2024

**Attention: Tracy Cannon**

Planning & Building Administrator  
7 Third Avenue, P.O. Box 217  
Whitney, ON  
K0J 2M0

**RE: Proposed Rogers Communications Inc Tower C8510 at 3121A Hwy 523, Madawaska**

**Summary of Public Consultation**

We are pleased to provide the following summary of public consultation for Rogers proposed telecommunications tower at 3121 A Hwy 523, Madawaska, Ontario. Public consultation began November 15<sup>th</sup>, 2023, when an advertisement was placed in the Haliburton County Echo and the Valley Gazette. Public consultation closed on December 22<sup>nd</sup>.

Information packages were also mailed to all property owners within 180 meters of the tower base. We received one email inquiry from Karen Little, the adjacent neighbor, during the public consultation process. At the open house meeting held on November 28<sup>th</sup>, 2023, Karen Little and her partner attended, expressing concerns about the likelihood of seeing the top of the tower over the tree-cover from their residence. The tower had previously been moved to a different location on the property during the pre-consultation stage when the same neighbour expressed their concern with the tower's location.

**Request for Concurrence**

At this time, we respectfully request the Township of South Algonquin to endorse this application and provide letter of concurrence for the proposed tower installation to Innovation Science and Economic Development Canada (ISED). The letter of concurrence should confirm the applicant has completed township consultation, public consultation and address all relevant concerns to the satisfaction of the Township. We look forward to receiving a copy of the staff report for this application. At your convenience, please confirm which upcoming Council meeting our application will be considered for endorsement. It has been a pleasure working with the Township of South Algonquin staff to complete consultation for Rogers new tower installation.

Best Regards,

Saja Elshaikh

**February 7, 2024****COUNCIL MEETING – MINUTES**

On Wednesday, February 7, 2024, the Council for the Corporation of the Township of South Algonquin held a Regular Hybrid Council Meeting via Zoom Meeting and in Chambers, which was streamed to YouTube.

**In Chambers:**

Mayor LaValley  
 Councillor Collins  
 Councillor Joe Florent  
 Councillor Joan Kuiack  
 Councillor Shawn Pigeon  
 Councillor Bill Rodnick  
 Councillor Laurie Siydock

Staff: Bryan Martin, CAO/Clerk-Treasurer  
 Ian Collins- Fire Chief  
 Steven Ronholm – Public Works Superintendent  
 Tracy Cannon, Planning & Building Administrator  
 Charlene Alexander, CEO/Head Librarian-Zoom

**1. OPEN MEETING/CALL MEETING TO ORDER:**

Mayor Ethel LaValley called the meeting to order at 9:05 a.m.

**2. ROLL CALL****3. LAND ACKNOWLEDGEMENT****4. ADDITIONS/AMENDMENTS TO THE AGENDA: None****5. ADOPTION OF THE AGENDA**

**Moved by: Councillor Florent                      Seconded by: Councillor Siydock                      Res. # 24-313**

THAT: Council for the Corporation of the Township of South Algonquin adopts the Agenda as circulated for the Regular Council Meeting of February 7, 2024.

-Carried-

**6. DISCLOSURE OF PECUNIARY INTEREST:**

Councillor Florent disclosed a pecuniary interest for a proposed resolution pertaining to Flying Feathers Archery Club.

Councillor Rodnick disclosed a pecuniary interest for Action Item #4 Physician Recruitment & Recruitment & Retention for Barry's Bay & Area; Funding Request.

**7. PETITIONS, DELEGATIONS and/or PRESENTATIONS:**

Erin Gienow, Director, St. Francis Valley Healthcare Foundation, Dr. Joe Cybulski and Ray Pastway, volunteer members of the Campaign Leadership Team who are assisting the foundation to raise funds for the redevelopment of the Emergency Department and renovations of the Ambulatory Care Clinic were in attendance to present Council with a presentation.

The presentation included history on St. Francis Memorial Hospital, the current Emergency Department and the challenges with the department. It also provided the redevelopment solutions for the Emergency Department and the opportunity for the Ambulatory Care Clinic. The presentation also included the redevelopment costs and the financial support requested of the township for the campaign.

Council thanked the group for the presentation and the request will be considered during budget deliberations.

Council took a short recess.

E.Gienow, Dr. Cybulski and R. Pastway left the meeting.

**8. MINUTES OF PREVIOUS MEETING**

**Moved by: Councillor Collins                      Seconded by: Councillor Rodnick                      Res. # 24-314**

THAT: Council for the Corporation of the Township of South Algonquin adopts the minutes of the Regular Council Meeting of January 10, 2024 as circulated.

-Carried-

**Moved by: Councillor Florent      Seconded by: Councillor Pigeon      Res # 24-315**  
 THAT: Council for the Corporation of the Township of South Algonquin adopts the minutes of the Asset Management Committee Meeting of January 17, 2024 as circulated.  
 -Carried-

**Moved by: Councillor Rodnick      Seconded by: Councillor Kuiack      Res # 24-316**  
 THAT: Council for the Corporation of the Township of South Algonquin adopts the minutes of the Waste Management Committee Meeting of January 17, 2024 as circulated.  
 -Carried-

**Moved by: Councillor Kuiack      Seconded by: Councillor Collins      Res # 24-317**  
 THAT: Council for the Corporation of the Township of South Algonquin adopts the minutes of the Special Council Meeting of January 26, 2024 as circulated.  
 -Carried-

## **9. COMMITTEE REPORTS, STAFF AND/OR COUNCILLOR REPORTS:**

### **Library Report**

Minutes of October 17th Library Board Meeting and February Library Report was provided in the council package by CEO/Head Librarian Charlene Alexander.

**Public Works Report** A written report was provided in the council package by Public Works Superintendent Steven Ronholm.

In addition to the written report S. Ronholm verbally reported:

- S. Ronholm will follow up with the Algonquins of Pikwakanagan First Nations and the Algonquins of Ontario to request a response in writing that can be provided to the MNRF for the Tom & Mick Murray Park Story Boards.

### **Fire Report**

A written report was provided in the council package by Fire Chief Ian Collins.

In addition to the written report I. Collins verbally reported:

- CPR/First Aide has been rescheduled to February 24<sup>th</sup> and 25<sup>th</sup>.
- I. Collins will provide the office a notice that can go out on social media to try and recruit additional members for the Whitney Station.
- I. Collins will follow up with a property owner regarding a recent fire.

### **Budgetary Control Summary Report**

The Budgetary Control Summary Report was provided in the council package by Jennifer Baragar, Deputy Treasurer.

In addition to the written report J. Baragar verbally reported:

- More year end entries to come from the auditors. Most of spending from 2023 is complete.
- Auditors will be presenting their 2023 Financial Statements in April or May.

### **2023 Year End Reserve Transfer Report**

The 2023 Year End Reserve Transfer Report was provided in the council package by Jennifer Baragar, Deputy Treasurer. Resolution included in Motions of Council.

### **Shore Road Allowance Sale Report**

A Shore Road Allowance Sale Report was provided in the council package for lands in front of 54 Ottawa Street by Tracy Cannon, Planning & Building Administrator. Resolution included in Motions of Council.

### **Lake Opeongo Final Recovery Strategy Report**

A Lake Opeongo Final Recovery Strategy Report was provided in the council package by Tracy Cannon, Planning & Building Administrator.

- Staff to proceed with recommendations within the report. In addition, send the letter to the Premier and forward the information to other local municipalities.

### **M&L Parks & Recreation Committee**

December 14, 2023 Minutes were provided in the council package.

In addition to the written report Councillor Florent verbally reported:

- The recreation committee has requested a few things for the hall and the requests have been passed on to staff.

Discussion around the weather and the ice surface. Currently on the third time this year making ice due to the weather. Will monitor the weather.

### **Community Safety Well-being Coordinating Committee**

Minutes of January 30<sup>th</sup> were provided in the council package.

**Councillor Pigeon:** Age Well Initiative Grant – staff will research.

**Councillor Kuiack:** Attended the ROMA Conference - provided council with information on workshops attended.

**Councillor Collins:** Attended the ROMA Conference - provided council with information on workshops attended. Further provided information on the delegation with the Parliamentary Assistant to the Minister of Long-Term Care that Mayor LaValley, Councillor Siydock, and Councillor Kuiack and herself attended regarding Casselholme.

**Councillor Florent:** Proposed walking trail in Madawaska – proposes to proceed to have control over the crownlands. Staff have done some research and Infrastructure Ontario will also need to get involved for the use of these lands.

**Mayor LaValley:** Attended the ROMA Conference- provided council with information on workshops attended and organizations and ministers she was able to speak to. Spoke further to the presentation to the Ministry of Long-Term Care regarding Cassellholme.

District Nipissing Social Service Administration Board (DNSSAB) - In the process in hiring the CEO. Mayor LaValley going to North Bay for the interviews tomorrow and Friday. Mayor LaValley has been elected as Chair of Community Social Services Committee. Donna Mayer, Manager of Project Development has resigned.

### **10. BUSINESS ARISING FROM THE MINUTES:**

- Waste Site Passes have been received and a letter will also be sent with the interim tax bills. The card only will be accepted. Pictures of the cards will not be accepted.

### **11. UNFINISHED BUSINESS: None**

### **12. CORRESPONDENCE-Action Items**

- Resolution of Support; Township of Clearview & Town of Plympton-Wyoming Re: Cemetery Transfer/Abandonment Administration & Management Support
- Resolution of Support; City of Greater Sudbury & Town of Plympton-Wyoming RE: Amendment to the Occupational Health and Safety Act to Clarify the Definition of “Employer”
- Resolution: Association of Ontario Road Supervisors (A.O.R.S.) Municipal Equipment Operator Course
- Physician Recruitment & Retention for Barry’s Bay & Area; Funding Request – Councillor Rodnick left the chambers due to a declaration of pecuniary interest for this discussion and returned to the chambers after discussion. Consensus was to table the request and reach out to the other municipalities that are included in the fund request. Council took a short recess.
- Rural Economic Development Grant (R.E.D.)- staff to apply for the Strategic Economic Infrastructure Stream to replace the gazebo at the Galeairy Lake Memorial Park.

### **13. CORRESPONDENCE-Information Items**

- Renfrew County and District Health Unit – Medical Officer of Health Report to Board and Food Affordability

### **14. NEW BUSINESS: None**



## **15. MOTIONS OF COUNCIL:**

**Councillor Florent left the chambers due to a declaration of pecuniary interest for the below resolution.**

**Moved by: Councillor Collins      Seconded by: Councillor Pigeon      Res. # 24-318**

THAT: Council for the Corporation of the Township of South Algonquin approves the annual grandfathered obligation of \$2,500.00 to the Flying Feathers Archery Club.

**-Carried-**

**Councillor Florent re-entered the chambers for the remainder of the meeting.**

**Moved by: Councillor Florent      Seconded by: Councillor Siydock      Res. # 24-319**

THAT: Council for the Corporation of the Township of South Algonquin authorizes the CAO/Clerk-Treasurer effective December 31, 2023 to make the following reserve transfers:

1. \$100,498.50 from General Reserve
2. \$2,973.37 from Fire Facilities/Equipment Reserve
3. \$80,964.22 from Transportation Fleet/Equipment Reserve
4. \$11,864.00 from Recreation Facility/Equipment/Programming Reserve
5. \$6,860.00 from Accessibility Reserve
6. \$3,879.05 to Recreation Committee Reserve (WRec)
7. \$7,431.53 to Recreation Committee Reserve (M&L Rec)
8. Transfer remaining surplus/deficit to General Reserve. Upon determination transferred surplus will be reassigned to the appropriate reserve accounts.

AND THAT the aforementioned transfer be completed following auditor review.

**-Carried-**

**Moved by: Councillor Kuiack      Seconded by: Councillor Pigeon      Res. # 24-320**

THAT: Council for the Corporation of the Township of South Algonquin authorize staff to proceed with the application received for the purchase of the unopened shore road allowance as discussed at the January 17, 2024 Asset Management Committee Meeting for lands in front of CON 5 PT LOT 13, Lyell Ward, locally known as 178 Davies Lane, adjacent to Lyell Lake on the condition that an easement be granted benefitting 198 Davies Lane through a Consent Application process.

**-Carried-**

**Moved by: Councillor Siydock      Seconded by: Councillor Kuiack      Res. # 24-321**

THAT: Council for the Corporation of the Township of South Algonquin accepts Gloria Beauclair as a member of the Whitney Recreation Committee.

**-Carried-**

**Moved by: Councillor Florent      Seconded by: Councillor Collins      Res. # 24-322**

WHEREAS, municipal public works departments from across the Province of Ontario provide invaluable services to our communities ensuring the health and safety of all residents;

AND WHEREAS, if it was not for our municipal public works employees from across the Province of Ontario maintaining our public roads systems, our communities would not be able to function as emergency personnel could not respond to calls, school buses could not get our children to school, residents would not be able to get to work, school or appointments and many more basic functions would not be able to happen;

AND WHEREAS, municipal public works departments are already feeling the impacts of a labour shortage, which will only be exasperated over the next three to five years, which will cause levels of service municipalities are able to provide to ensure the health and safety of our residents to decrease;

AND WHEREAS, there is currently no provincial-wide course that properly trains potential municipal public works employees, specifically relating to municipal heavy equipment.

THEREFORE IT BE RESOLVED, that the Township of South Algonquin supports the work of the Association of Ontario Road Supervisors to develop a Municipal Equipment Operator Course to address this issue;

AND THAT, The township of South Algonquin calls on the Province of Ontario's Ministry of Labour, Training, Immigration and Skilled Trades to fully fund the Municipal Equipment Operator Course in 2024 through the Skills Development Fund;

AND THAT, a copy of this resolution be sent to the Minister of Labour, Training, Immigration and Skilled Trades David Piccini, Township of South Algonquin's Member of Provincial Parliament, John Yakabuski and the Association of Ontario Road Supervisors.

**-Carried-**

**Moved by: Councillor Pigeon      Seconded by: Councillor Collins      Res # 24-323**

THAT: Council for the Corporation of the Township of South Algonquin implements a \$10.00 replacement fee for Waste Disposal Site Passes;

AND at such time the Schedule of Fees By-Law 2023-768 is amended or replaced this fee will be included in the schedule.

**-Carried-**

**Moved by: Councillor Kuiack      Seconded by: Councillor Florent      Res # 24-324**

THAT: Council for the Corporation of the Township of South Algonquin supports the resolutions from Township of Clearview and The Town of Plympton-Wyoming regarding Cemetery Transfer/Abandonment Administration & Management Support.

**-Carried-**

**Moved by: Councillor Florent      Seconded by: Councillor Pigeon      Res # 24-325**

THAT: Council for the Corporation of the Township of South Algonquin supports the resolutions from City of Greater Sudbury and The Town of Plympton-Wyoming regarding an amendment to the Occupational Health and Safety Act to clarify the definition of "Employer".

**-Carried-**

**16. NOTICE OF MOTIONS: None**

**17. BY-LAWS:**

**Moved by: Councillor Siydock      Seconded by: Councillor Collins      Res. # 24-326**

THAT:

- 1) By-Law 2024-781 for the stopping up and closing shore road allowance in front of 54 Ottawa Street
- 2) By-Law 2024-782 to provide for an Interim Tax Levy and to provide for the payment of taxes.
- 3) By-Law 2024-783 Confirm the Proceedings of Council

**BE READ A FIRST TIME AND BE DEEMED READ A SECOND TIME**

**-Carried-**

**Moved by: Councillor Collins      Seconded by: Councillor Pigeon      Res. # 24-327**

THAT:

- 1) By-Law 2024-781 for the stopping up and closing shore road allowance in front of 54 Ottawa Street
- 2) By-Law 2024-782 to provide for an Interim Tax Levy and to provide for the payment of taxes.
- 3) By-Law 2024-783 Confirm the Proceedings of Council

**BE READ A THIRD TIME AND PASSED**

**-Carried-**

**18. CLOSED SESSION: None**

**19. ADJOURNMENT:**

**Moved by: Councillor Florent      Seconded by: Councillor Rodnick      Res. # 24-328**

THAT: Council for the Corporation of the Township of South Algonquin adjourns the Regular Council Meeting of February 7, 2024 at 12:42 p.m.

**-Carried-**

The next council meeting is scheduled for Wednesday, March 6, 2024 at 9:00 a.m.

\_\_\_\_\_  
Mayor Ethel LaValley

\_\_\_\_\_  
CAO/Clerk-Treasurer Bryan Martin

**February 28, 2024****HUMAN RESOURCES, ADMINISTRATION & PUBLIC RELATIONS MEETING – MINUTES**

On Wednesday, February 28, 2024, the Human Resources, Administration & Public Relations Committee held a hybrid meeting.

**In Chambers:**

Councillor Sandra Collins, Chair  
 Councillor Joe Florent  
 Councillor Joan Kuiack  
 Councillor Bill Rodnick  
 Councillor Laurie Siydock

**Zoom:**

Mayor LaValley  
 Councillor Shawn Pigeon

**Township Staff Present:**

Bryan Martin, CAO, Clerk-Treasurer  
 Tracy Cannon, Planning & Building Administrator  
 Jennifer Baragar, Deputy-Treasurer  
 Steve Ronholm, Works Superintendent  
 Ian Collins, Fire Chief  
 Charlene Alexander, CEO/Head Librarian - Zoom  
 Michael Anderson, CBO/By-Law Enforcement Officer  
 Aurel Thom, CEMC/Deputy Fire Chief

**OPEN MEETING/CALL MEETING TO ORDER:**

Councillor Collins called the meeting to order at 9:04 a.m.

**LAND ACKNOWLEDGEMENT****ADDITIONS/AMENDMENTS TO THE AGENDA: None****ADOPTION OF THE AGENDA**

**Moved by: Councillor Kuiack**

**Seconded by: Councillor Florent**

To adopt the agenda of February 28, 2024 as circulated.

**DISCLOSURE OF PECUNIARY INTEREST: None****PRESENTATION/DELEGATIONS:**

Forbes Symon, Planner Jp2g Consultant Inc. presented the circulated planning report that included the recommended changes to the Redline Official Plan (June 27, 2023) based on the Open House comments, Public Meeting comments, Ministry comments, and Council and staff comments.

F. Symon emphasized the frustration caused by the Ministry's one window approach. MMAH, being the approval authority, took other Ministry comments and verbally provided them to Township planners and staff. Written comments and/or a recording were requested, which were both denied. This resulted in having to handwrite Ministry comments, which was time consuming and left room for error in interpretation. MECP did provide written comments.

F. Symon provided the committee with next steps - After the plan is adopted by Council, MMAH will make their revisions to the plan. The Minister's decision will be final, and the Township will have no ability to appeal the decision.

Several comments were received from the public and community groups. These comments have been considered and revisions have been made to the plan where appropriate.

**Action:** Council clarification is required for closed landfill sites, age of seniors, inclusion of policy for age group 15-55yrs. Council to provide clarification and any comments to staff.

Staff to write a letter to the province regarding the frustration with the one window approach.

**UNFINISHED BUSINESS: None**

Committee to a lunch break from 12:50 p.m. to 1:30 p.m.

**NEW BUSINESS:**

**2024 Budget** – B. Martin emphasized that the budget being presented is in no way a draft budget, it is to be considered a preliminary budget for committee review.

J. Baragar presented the 2024 preliminary budget presentation that included revenues, partnership funds, expected grants, operating expenses, levies for services from OPP, Health Unit, DNSSAB, Casselholme, and MPAC. The presentation also included 2024 capital projects for each department. Each department head spoke to their departmental preliminary capital budget request.

Action: Staff will take the preliminary budget back and make adjustments per committee discussion.

Consensus was that there is a need for a service delivery review and staff direction was provided to obtain quotes.

S. Ronholm will generate a report of what waste collection has cost the township in the last twelve months and the cost of having the rinks open this year.

**Ambulance Bay Proposal**-DNSSAB provided a proposal for an expansion to the ambulance bay for sleeping accommodations for their ambulance attendants. B. Martin will follow up with DNSSAB to discuss other options.

**ADJOURNMENT:**

**Moved by: Councillor Rodnick**

**Seconded by: Councillor Siydock**

To adjourn the Human Resources, Administration & Public Relations Meeting of February 28, 2024, at 2:32 p.m.

\_\_\_\_\_  
Councillor S. Collins

\_\_\_\_\_  
Tracy Cannon, Planning & Bldg. Admin.  
Recording Secretary

DRAFT

**February 28, 2024**  
**MEETING – MINUTES**

On Wednesday, February 28, 2024, the Emergency Services Committee held a meeting.

**In Chambers:**

Councillor Sandra Collins  
 Councillor Joe Florent  
 Councillor Joan Kuiack  
 Councillor Laurie Siydock, Chair

**Zoom:**

Councillor Shawn Pigeon

**Regrets:**

Mayor Ethel LaValley  
 Councillor Bill Rodnick

**Staff Present:**

Aurel Thom, CEMC/Deputy Fire Chief  
 Tracy Cannon, Planning & Building Administrator/CEMC Alternate  
 Steven Ronholm, Works Superintendent  
 Ian Collins, Fire Chief

**OPEN MEETING/CALL MEETING TO ORDER:**

Councillor Siydock called the meeting to order at 2:36 p.m.

**ADDITIONS/AMENDMENTS TO THE AGENDA: None**

**ADOPTION OF THE AGENDA**

**Moved by:** Councillor Collins

**Seconded by:** Councillor Kuiack

To adopt the agenda of February 28, 2024 as circulated.

**DISCLOSURE OF PECUNIARY INTEREST: None**

**UNFINISHED BUSINESS: None**

**NEW BUSINESS**

**2024 Emergency Response Plan Review:** Revisions will be made per discussions and a by-law will be presented at an upcoming council meeting.

The Red Cross Just In Time Agreement has not been received at this time and will be brought back to council for approval upon receipt.

**Emergency Response Program By-Law Review:** By-Law will be brought back to an upcoming council meeting for approval.

**Speed Limits – Highway 60 Villages Whitney & Madawaska:** Staff will reach out to MTO to express concern over the speed limit through the villages and the concern for pedestrians over the Highway 60 bridge sidewalk in Whitney.

**ADJOURNMENT:**

**Moved by:** Councillor Florent

**Seconded by:** Councillor Kuiack

To adjourn the Emergency Services Committee Meeting of February 28, 2024, at 2:50 p.m.

\_\_\_\_\_  
 Councillor Siydock

\_\_\_\_\_  
 Tracy Cannon, Planning & Bldg. Admin.  
 Recording Secretary

## **COUNCIL MEETING**

**March 6, 2024**

### **COMMITTEE/STAFF REPORTS:**

- 1) January Minutes and Monthly Report; Charlene Alexander CEO/Head Librarian
- 2) Public Works & Roads Department Report; Steven Ronholm, Works Superintendent
- 3) Monthly Fire Report; Ian Collins, Fire Chief
- 4) M&L Parks and Recreation, RE: Agenda February 13, 2024, Minutes of January 9, 2024

**Township of South Algonquin Public Library**  
**Minutes of the Meeting Held**  
 February 20<sup>th</sup> 2024 @ 7:00 PM

**Attendees:** Vicki Forward, Elaine Hare, Sarah Ennor, Jeff Bowman, and Councillor Laurie Siydock. **Staff:** Charlene Alexander **Regrets:** Cynthia Haskin, Rose Jessup

**Land Acknowledgement:** Vicki Forward

**Call to Order:** 7:08pm

**1 Motion # 2024-01**

Moved by – Sarah Ennor Seconded by – Jeff Bowman /To approve the agenda/Carried

**2 Motion # 2024-02**

Moved by – Elaine Hare Seconded by – Jeff Bowman /To approve the minutes of **January 16<sup>th</sup> 2024** / Carried

**3 Report of the Chair:** Thanked Charlene and occasional staff for taking care of staffing in Madawaska.

Requested clarification of staff travel time to & from work

**4 Business Arising From the Minutes**

**4.1 Little Free Libraries:** In Whitney, the library has been set up at the Lester Smith Building.

**4.2 Water in Whitney:** The well is tested quarterly in Whitney.

**4.3 Ontario Park Passes:** Park passes have been received for 2024.

**4.4 Access Copyright:** Copyright Licensing has been renewed.

**4.5 Library Speakers Consortium:** Our micro website is now live.

**4.6 Volunteer engagement:** Ayla Overy

**4.7 Overdrive:** Ebook Subscription has been renewed.

**5 Finance:** Discussed the need to upgrade the televisions(outdated technology) at both branches. Charlene will look for funding sources for two new Smart TV's.

**6 Council Report:** Festival of Outdoor Hockey Rinks. The library has agreed to host a used book sale/tech display/story time.

**7 Policy:** Discussed the level of review that the board does on policies. The level of review will be a factual and not in depth. More discussion at next meeting.

**Motion #2024-03**

Moved by – Jeff Bowman Seconded by – Elaine Hare /To approve the Reference Service Policy update / Carried

**Motion #2024-04**

Moved by – Jeff Bowman Seconded by – Elaine Hare /To approve the Public Internet Service update / Carried

**Motion #2024-05**

Moved by – Jeff Bowman Seconded by – Elaine Hare /To approve the Resource Sharing Policy/ Carried

Discussed more intentional programming and to gather ideas.

**8 Next Meeting** February 20<sup>th</sup> 2024 @ 7:00 PM Whitney

**9 Motion # 2024-06**

Moved by – Jeff Bowman Seconded by – Sarah Ennor /To adjourn 8:53pm Carried

**Township of South Algonquin Public Library - Charlene Alexander  
Report – February 2024**

**Governance**

Work on the Annual survey of public libraries has begun. Each year, public libraries and First Nation public libraries must complete the Annual Survey of Public Libraries (ASPL). The ASPL requires libraries to report on several key metrics including the use of technology and digital services, and the types of activities and programs they offer.

**Staff**

Regular staffing has resumed at the Madawaska branch

**Programming**

**Toy Bus Partnership:** On March 2<sup>nd</sup> at 10 am, the library will be hosting a children's program for ages 8 – 12 for one hour in conjunction with a Toy Bus 0 -6 program.

**Community Seed Library:** Is now available for the season.

**Library Speakers Consortium:** This program has been well received. To view upcoming & archived event and to register for an event, please visit our speaker's website at <https://libraryc.org/southalgonquinlibrary>

**Contact and Service Hours**

Whitney: Wi-Fi 24/7

Wednesdays 10am -3pm, Thursdays 12:00pm - 7:00pm, Saturdays 10am – 2pm  
whitneylibrary@southalgonquin.ca 613-637-5471

Madawaska: Wi-Fi 24/7

Tuesdays 10am -3pm, Thursdays 12:00pm - 7:00pm, Saturdays 10am – 2pm  
madawaskalibrary@southalgonquin.ca 613-637-1099





## Council Report for March 2024 Meeting – Public Works & Roads Department

Date: Wednesday March 6<sup>th</sup>, 2024

Submitted by: Steven Ronholm, Public Works Superintendent

- Landfill Operations
  - Household Waste Collection material currently going to Lyell Landfill and being covered with cover material as required under our ECA
  - Regular site cleanup of Shred Material ongoing at both landfills as required
  - Electronics Pickup completed at both Lyell & Airy Landfills in February 2024
  - JP2G Currently working on 2023 Annual Report which is due by March 31<sup>st</sup>, 2024
  
- Drainage & Road Improvements
  - A good inventory of various size culverts in the yard in preparation for Spring 2024
  - Grader will be sent out as soon as possible this spring once roads dry up to repair potholes on gravel roads. Grader will start with Nippising Road, McKenzie Lake Road & Old 127 which are currently in the worst condition in terms of potholes
  - Half-Loads were put on all Township Roads as of March 2<sup>nd</sup>, 2024
  - Paved Surfaces will be monitored for potholes going forward especially with the Spring Thaw
  - Do not forecast many issues this Spring with Meltoff / Flooding due to the lack of snow this past winter
  - Brushing will commence with excavator & brusher in March 2024 if weather permits starting with Moonlight Bay Road & North Aylen Lake Road
  
- Winter Sand Update
  - Usage of Winter Sand being monitored on a biweekly basis throughout the winter months
    - November – January 2<sup>nd</sup>, 2024 = 850t (29% of annual amount brought in in Summer of 2023)
    - January 2024 Winter Sand Usage = 700t (24% of annual sand amount)
    - February 2024 Winter Sand Usage = 450t (16% of annual sand amount)
    - **Total sand usage upto end of February 2024 = 2000t = 69% of sand supply**

- Capital Projects Update
  - Capital Budget planning for 2024 Season is ongoing and 1<sup>st</sup> draft was presented to Council on February 28<sup>th</sup>, 2024.
  
- Bi-Annual OSIM'S – Jewell Engineering completed Bi-Annual Inspections on all Township structures on July 20<sup>th</sup>, 2023.
  - 2023 Bi-Annual Report received on November 27<sup>th</sup>, 2023
  - Next report not required until 2025
  - Repairs that will be required within the next 5 year period are as follows:
    - Algonquin Street Bridge – Expansion Joint Repairs (new seals and timber)
    - Algonquin Street Bridge – Erosion & Sediment Control Measures along wingwalls (addition of geotextile & rip-rap stone). This is something we can perform internally with our roads crew.
    - Poverty Creek Bridge – Repair undermining of central support. This is something we can do internally with our roads crew for minimal cost.
    - McCauley Lake Road Culvert Replacement
  
- Sign Retro-Reflectivity Inspections
  - Sign Inspections were completed in September 2023
  - Report was received in October 2023
  - 2 quotations for replacement of the required signage were acquired in November 2023 and will be presented to Council for 2024 Capital budgeting
    - Sign replacement would be performed internally by works department and proposed to be included in the 2024 budget
  
- Playground Inspection Reporting
  - 2024 Annual Inspection to occur in Spring of 2024
  
- Equipment Maintenance / Notes
  - Tandem #7
    - Rebuild on the main sander chain by Murray Brothers was completed in February 2024
    - Fuel Leak repaired in February 2024
  - Tandem #27
    - Replacement of the fuel / water separator required due to power loss issue and was covered under the extended warranty on the truck. Warranty Work did not resolve issue.
    - In February 2024, Winslows has since been trying to diagnose the issue causing the power loss with the tandem. They have replaced a fuel rail pressure sensor (under warranty) which did not resolve issue. Winslows then installed a new fuel pump (under warranty) which also did not solve the issue. Winslows is currently now coordinating directly with International to try to have the issue

resolved. Tandem has been out of commission for 3-4 weeks due to this issue and still has not been repaired.

- Tandem #33
  - No issues to report in January 2024
- F-150 Pickup (#29)
  - Annual Safety completed in February 2024, breaks & tires had to be replaced on truck to pass safety
  - Routine Oil Change completed in February 2024
- F-150 Pickup (#30)
  - Annual Safety completed in February 2024, breaks had to be replaced on truck to pass safety
- F-250 Pickup (#37)
  - CB & 2-Way Radio installed in truck by Bearcom in February 2024
- F-550 Pickup (#34)
  - Front Passenger Side Tire had a flat and needed to be patched in February 2024
  - Routine Oil Change completed in February 2024
  - Chain Rebuild for sander will need to be replaced in off season of 2024 (included in annual budget)
- Garbage Compactor
  - New Packer Cylinder installed in January 2024 has been working good
  - Main fuses for truck blew February 28<sup>th</sup> and were since then replaced
- Float Trailer
  - No new issues to report in February 2024
- Grader
  - No issues to note in February 2024
- Thompson Water Steamer
  - New Regulator and O-Rings installed by Clarke Cavanaugh in February 2024
- Winter Snowplow Maintenance:
  - Plow Wear Parts
    - Additional inventory of wear parts was ordered so we have onhand at yard
  - One-Way Plows
    - No new issues to note
  - Wing Plows
    - No Issues to note
  - Tandem Sander Chains
    - #7 main chain main chain rebuild completed in February 2024.
  - 10 & 1/2ft Western V-Plow
    - No new issues to report in January 2024
  - 8 & 1/2ft Western V-Plow
    - No new issues to report in January 2024

- Upcoming Tenders / Quotations
  - Quotations for 2024 Winter Salt will be received in March 2024
  - Tender to be issued soon for annual shredding of C&D Material at both Landfills
  - Tender to be issued soon for annual calcium placement
  
- Safety Update:
  - Incidents
    - Reports of Vandalism occurring at the Madawaska Pump House Station next to M&L Hall were received over the past 2 months. Security cameras have since then been installed on M&L Hall & Rink Building to see who had been entering the locked pump house facility and get evidence who had been entering the building. Video evidence was gathered since then and has been sent to OPP for review and action. The key code on the facility has also been changed since then to eliminate the risk of anymore vandalism to the building.
  - Implementation of new Worker Safety Program for Works Department is ongoing:
    - Safety Board at the Works Garage has all mandatory workplace safety documentation posted
    - Safety Talks, Safe Work Procedures (SWP's), Safe Job Procedures (SJP's) & JHA's have been all drafted up, printed off and put in a safety binder at the yard. Documentation review commenced with crew in October 2023 and is **(ongoing)**
      - Daily PSI (Pre-Job Safety Instruction)
      - Weekly Safety Talk
      - Monthly SJP & SWP
  - Employee Training
    - Winter Patroller Training course by Ground Force Training completed for entire works department on Monday December 18<sup>th</sup>, 2023
    - Propane Handling completed on February 23<sup>rd</sup> 2024
    - 1<sup>st</sup> Aid & CPR – February 24<sup>th</sup> & 25<sup>th</sup>, 2024
    - Upcoming Courses for 2024 are as follows:
      - Annual WHMIS Refresher (HR Downloads) – March 2024
      - Traffic Control (Book 7) – March 2024
      - AODA (HR Downloads)
      - Bill 168 (HR Downloads)
      - Logout / Tagout
      - Working at Heights (external trainer)
  - PPE Inventory - Sufficient inventory at yard for all works department employee's
  - Monthly JHSC Meetings
    - 6<sup>th</sup> JHSC Meeting was held on Wednesday February 29<sup>th</sup>
      - Steven Ronholm (management rep), Adam Ziebarth (worker rep), Tom Florent (worker rep) all present for meeting
  
- Other New Business



## MONTHLY FIRE REPORT TO COUNCIL

Reporting Date: 27<sup>th</sup> February 2024

### Training / Courses

- Captain Courneyea is currently undertaking his level 1 Fire Inspectors course.
- 13<sup>th</sup> February. Madawaska practice. Modules 1, 2 & 3 (of 8) completed of the MNRF Wildland Firefighter course.
- 20<sup>th</sup> February. Whitney practice. Modules 1 & 2 completed of the MNRF Wildland Firefighter course.
- 24<sup>th</sup> & 25<sup>th</sup> February. Madawaska & Whitney First Aid, CPR & AED training.

### Calls / Responses

- 1<sup>st</sup> February. Whitney. I attended the winter rendezvous with the staff, children & parents from St Martins of Tours school. All other invitees failed to show up.
- 5<sup>th</sup> February. Madawaska. VSA, EMS doing CPR requesting assistance at scene.
- 19<sup>th</sup> February. Whitney. OFSC Trail B106E. Snowmobiler with broken leg.
- 21<sup>st</sup> February. Whitney. Chimney fire.

### Complaints / Concerns

- 7<sup>th</sup> February. After receiving a complaint from Councillor Kuiack regarding the apparent poor performance of the FD at a recent incident I immediately visited the scene of the incident and spoke with the occupiers there. They had nothing but praise for the swift attendance of the FD and the competent manner in which the fire was brought under control and eventually extinguished. They were shocked that somebody, who wasn't there, had called into question the competency of the FD and brought that concern to a Councillor. They later called DC Siydock to reiterate that they were not the source of the complaint and that they and their immediate neighbor were in fact very pleased with the way in which the fire had been dealt with.
- 23<sup>rd</sup> & 24<sup>th</sup> February. Festival of outdoor rinks event was cancelled.



#### Upcoming Events

- 2<sup>nd</sup> March. 7 firefighters on EV training course in Eganville.
- 5<sup>th</sup> March. Myself & DC Thom, Eganville, MNRF municipal agreement workshop.
- 22<sup>nd</sup> – 25<sup>th</sup> March. Myself and FF Dupuis will be attending the Northeastern Conference & Trade Show in Huntsville.

#### Correspondence / Other

- All 42 SCBA cylinders have now been tested and passed their 5yr hydrostatic test.
- 13th February. Inducted another new Madawaska recruit.  
Welcome to all our new firefighters, Firefighter's Dupuis, Klentz and Forsythe.  
One further applicant pending awaiting submission of his paperwork.

**CORPORATION OF THE  
TOWNSHIP OF SOUTH ALGONQUIN**

**AGENDA**

**Murchison & Lyell Parks and Recreation Committee**

Tuesday February 13, 2024 at 7:00 pm.  
At the Madawaska Community Hall

1. Call meeting to order.
2. Reading & approval of the Agenda plus any additions.
3. Approval of January 9, 2024 minutes and any amendments.
4. Business arising from minutes.
5. Reports: a) Councillor's Report.
  - b) Events Reports. i) Nicole Dupuis: January Kids' Dance.
  - ii) Rosemary Shalla: Broomball Tournament. iii) Sharon Florent: Funeral Lunch.
  - c) Financial Report – Balance at the end of January 2024 \$ xxxxxx.

**New Business.**

6. Performance measurement – Event tracking sheet for December 2023 and January 2024.
7. Resolutions.
8. Air Hockey Table and Smart TV for the rink building.
9. Pictures for the Hall.
10. Nicole Dupuis: Monthly Family Dances, Family Day events, March Break activities. Easter Party.
11. Valentine's Dance.
12. Brendia Drew: Moccasin Dance and Winter Fun Day.
13. Trivia Night date change.
14. Hunter's Dance in the future.
15. Adjournment.

Next meeting Tuesday March 12, 2024 at 7:00 pm at the Madawaska Community Hall.

**Murchison & Lyell Parks and Recreation Committee of South Algonquin  
Minutes for the meeting of Tuesday January 9, 2024 at 7:00 p.m.**

Members present: Terry Levean, Sharon Florent, Brendia Drew, Fiona Girouard, and Kerri McIlmoyle.

Regrets: Susan Dupuis, Nicole Dupuis and Rosemary Shalla.

Council Representative: Councillor Joe Florent.

1. Chair called the meeting to order at 7:00 p.m.

**2. Reading and Approval of the Agenda plus any additions.**

**Motion #01-2024**

Moved by: Brendia Drew. Seconded by: Kerri McIlmoyle.

“To accept the agenda and any amendments or additions.”

**Carried**

**3. Approval and Adoption of December 14, 2023 minutes and any amendments.**

**Motion #02-2024**

Moved by: Kerri McIlmoyle. Seconded by: Brendia Drew.

4. **Business arising from minutes:** a) Councillor Florent informed us that there have not been any Council meetings since our last Recreation meeting, therefore there is no new information to discuss at this time.

5. **Financial Report:** The total balance at the end of December was \$12,602.12. Jennifer let me know that the balance would change as there had been an error in withdrawals that has been corrected since month end.

6. **Performance Measurement:** Reports were done.

7. **Resolutions:** None.

8. **Funeral Lunch organization:** Moved to February.

9. **Pictures for the Hall:** Moved to February.

10. **Nicole Dupuis: Kids’ Dance in the New Year:** Will be on January 13th.

11. **Valentine’s Dance plans:** Moved to February.

12. **Can a plug be installed in the middle of the ceiling?:** Councillor Florent will look into it for us.

13. **Look into an electric sign for events:** Councillor Florent will look into it for us.

14. **Trivia Night 2024:** Tentative date of March 25<sup>th</sup> set. Sharon Florent will speak to Christine Hudder regarding designing of the posters.

15. **Hunter’s Dinner:** Discussion was started about this happening in the fall. There will be many more things to discuss regarding this in future meetings.

**16. Adjournment:**

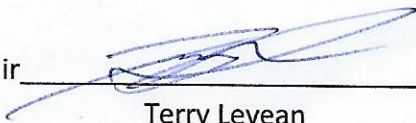
**Motion #03-2024**

Moved by: Fiona Girouard Seconded by: Brendia Drew.

“Motion to adjourn the meeting at 7:55 pm.”

Next meeting – Tuesday February 13, 2024 at 7pm at the Community Hall.

Chair



Terry Levean

Secretary



Sharon Florent



**COUNCIL MEETING****March 6, 2024****ACTION:**

- 1) Resolution; Community Safety and Well-Being Plan: 2024
- 2) Resolution; District of Nipissing Social Services Administration Board  
(DNSSAB) RE: Reaching Home Funding Allocation
- 3) Resolution; Prince Edward County and The Town of Plympton-Wyoming  
RE: Life Span of Fire Apparatus
- 4) Resolution of Support; Town of Lincoln & Town of Plympton-Wyoming  
RE: Bill C-310 and amendments to the Income Tax Act – Tax Credit for  
Volunteer Firefighters



# COMMUNITY SAFETY AND WELL-BEING PLAN: 2024



The Townships of Bonnechere Valley; Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin



## Message From the Coordinating Committee

The Townships of Bonnechere Valley; Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin have passed resolutions making community safety and well-being (CSWB) a priority and are working collaboratively on a regional approach. The aim is to enhance the provision of services, and quality of life across the area.

Bill 175, the Safer Ontario Act (2018) mandated every municipality to create and implement a CSWB plan. The Act acknowledged local capacity to address risk factors and encouraged multi-sectoral partnerships and innovative forward-thinking approaches to build stronger, healthier communities.

This is a growing, culturally rich, rural area. We used an asset-based approach to planning, identifying our communities' many strengths and building upon their successes. After reviewing local data and consulting the community, the plan identified priority concerns and clear strategies to reduce risk areas. We are now implementing the plan with the help of our community partners.

On behalf of the CSWB Coordinating Committee, I would like to thank the many residents who participated in the consultation, the Advisory Committee, implementation team members, local service providers, and organizations for their significant contributions throughout this initiative. This is truly a collaborative plan, and by working together we strengthen relationships and help make our region safer and healthier.

Meara Lewicki-Sullivan PhD  
CSWB Coordinator

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# ABBREVIATIONS

BBAHS: Barry's Bay and Area Home Support Services

BLR: Brudenell, Lyndoch and Raglan

BV: Bonnechere Valley

CPAN: Renfrew County Child Poverty Action Network

CSWB: Community Safety and Well-being

KHR: Killaloe, Hagarty and Richards

MCCH: Madawaska Communities Circle of Health

MHA: Mental Health and Addictions

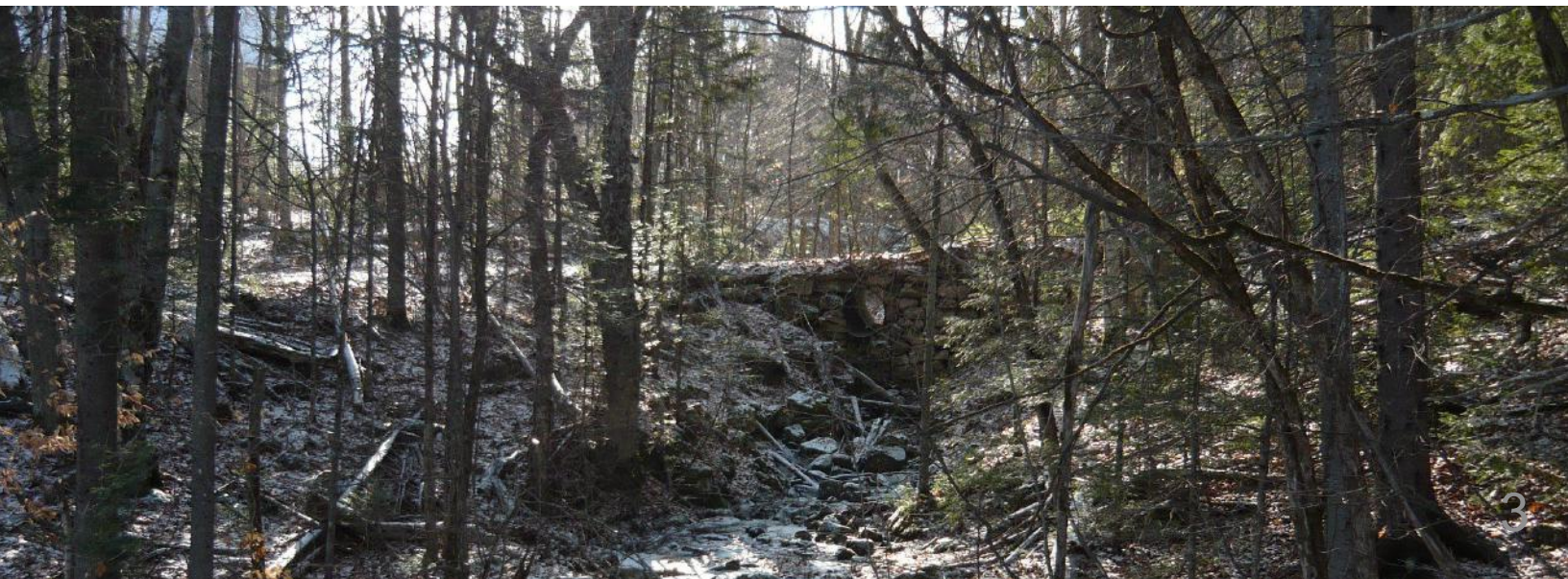
MOMH: Moving on Mental Health

MV: Madawaska Valley

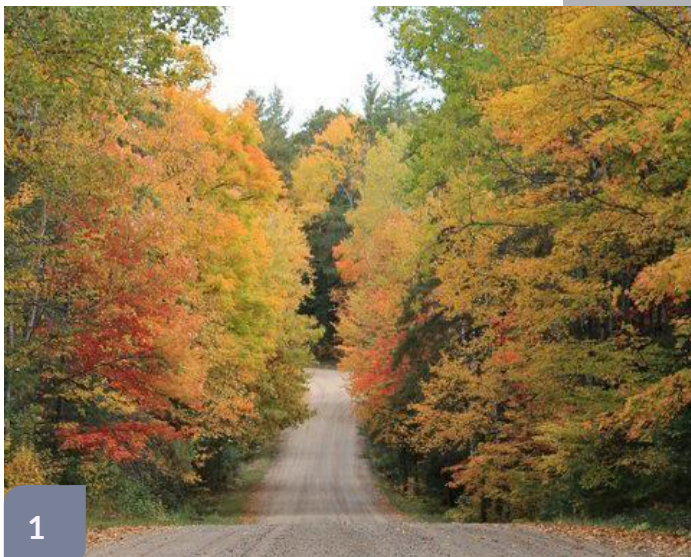
OPP: Ontario Provincial Police

RCHC: Renfrew County Housing Corporation

SA: South Algonquin



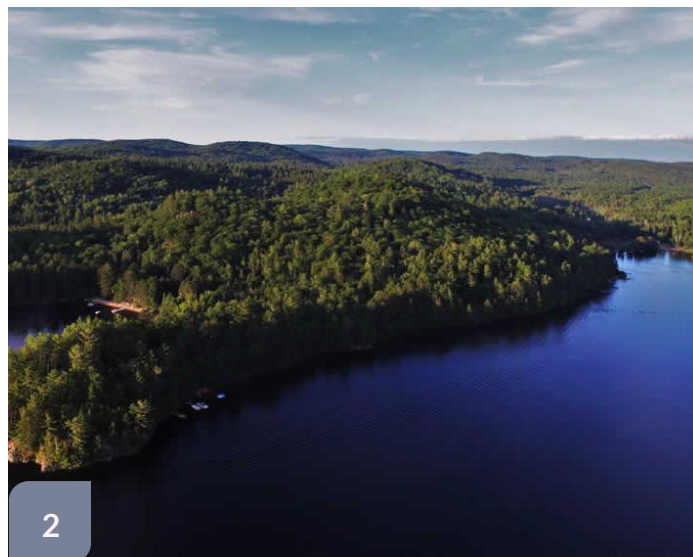
# EXECUTIVE SUMMARY



1

## MANDATE AND LOCAL COMMITMENT

In response to Bill 175, the Safer Ontario Act (2018), the Townships of Bonnechere Valley; Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin have passed resolutions making community safety and well-being a priority and have committed to working collaboratively on a regional plan.



2

## COMMUNITY CONSULTATION

Twenty-four respondents completed the CSWB Service Providers Survey. Eleven additional agencies simply provided organizational data. Three hundred and five residents completed the regional CSWB Public Consultation Survey. In addition, information was gathered through interviews and discussions with residents and professionals and committee meetings (including Moving on Mental Health (MOMH) and Madawaska Communities Circle of Health (MCCH)).



3

## PRIORITY CONCERNS

Four priority concerns were identified for the region,

- employment,
- health care,
- housing, and
- mental health and addictions.

While other areas were identified, these concerns were prioritized based on their prevalence in local data and consultations and their level of community impact. A fifth area of risk was identified for South Algonquin exclusively (and is considered in Appendix A).



## ACKNOWLEDGMENTS

Effective community safety and well-being planning is a collaborative process. Planning and implementation requires residents, service providers, organizations, and municipal governments to all work together to identify local areas of risk and create innovative solutions to increase safety and well-being. We would like to thank everyone who contributed to this initiative, including:

The municipal councils of the Townships of Bonnechere Valley; Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin for recognizing the importance of CSWB and working collaboratively to make the region a healthier and safer place to live;

The CSWB Coordinating Committee for their vision, guidance and leadership throughout this process;

The members of the CSWB Advisory Committee and their organizations for sharing their insights and data and supporting this initiative;

The four implementation teams who continue to provide creative solutions to priority areas of concern;

The Madawaska Communities Circle of Health (MCCH) and Moving on Mental Health (MOMH) committees for welcoming the CSWB Coordinator to their meetings and sharing their knowledge and data; and

The numerous residents whom informed our planning by sharing their thoughts and experiences through surveys and discussions.



## INTRODUCTION

The Townships of Bonnechere Valley; Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin are situated in beautiful Eastern Ontario. These municipalities are all located in Renfrew County and District and within the Killaloe Detachment of the Ontario Provincial Police (OPP). South Algonquin also holds the unique position of being part of the Nipissing District.

The region has a combined population of 12,816 people and a total area of 3242.18 square kilometers.

The average age in the region is 48.5 years old. Over one quarter (28%) of the regional population is 65 or older. Nine percent self-identify as Indigenous (range 2.9% to 20.8%).

The region has a varied work force. However, regional unemployment rate is 10.8%, which is higher than the provincial average of 7.4% [1].

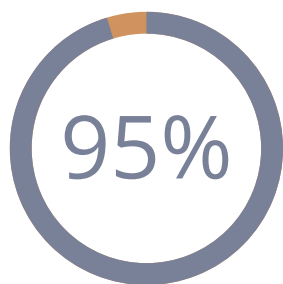
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1. Statistics Canada (2016). Census Profiles. Ottawa: Statistics Canada Catalogue.

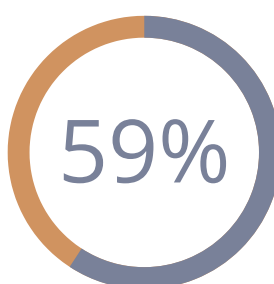




With a population density of just 4.4 people per square kilometre [1], the region has an abundance of waterways, woodlands and beautiful scenery. Unsurprisingly, 65% of area residents identified nature as the greatest strength in the CSWB Public Consultation Survey. Other popular community strengths included small town, rural life; peace; and friendliness.



95% of CSWB survey respondents always or often felt safe in their community.



59% CSWB survey respondents had a strong, or very strong sense of community belonging.

In the CSWB Survey respondents also reported very high safety levels. 95% of all respondents said they always, or often felt safe in the area. In addition, nearly 60% of respondents stated they felt a strong or a very strong sense of community belonging.



Visitors from around the world are drawn to the Townships of Bonnechere Valley; Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin for their outdoor activities, events and festivals, religious and cultural centres and vibrant art scene.

Throughout the region, there are several central population hubs including Barry's Bay, Eganville, Killaloe, and Whitney. In these areas, residents and visitors can enjoy retail shopping at department stores, unique small shops, art galleries, and farmers markets, dining at restaurants, cafes and food trucks and leisure and athletic activities in parks and sporting facilities.



# Table 1: Regional Demographics

35

TOWNSHIP	BV	BLR	KHR	MV	SA
AREA					
LAND AREA (SQ KM)	593.2	706.24	396.80	672.51	873.43
POPULATION DENSITY (PER KM)	6.2	2.1	6.1	6.1	1.3
POPULATION	3,674	1,503	2,420	4,123	1,096
POPULATION CHANGE 2011-2016	-2.4%	-9.3%	0.7%	-3.7%	-9.5%
DEMOGRAPHICS:					
AVERAGE AGE	47.6	47.6	45.6	50.1	51.7
65 OR OLDER	27.1%	26.6%	24.6%	31.2%	29.6%
ABORIGINAL IDENTITY	8.2%	2.9%	7.3%	5.7%	20.8%
3RD GEN OR MORE	87.7%	87%	83.8%	83.7%	82.9%
AVERAGE HOUSEHOLD SIZE	2.2	2.3	2.3	2.1	2.0
MEDIAN HOUSEHOLD INCOME	\$54,240	\$51,072	\$50,592	\$52,679	\$49,835
UNEMPLOYMENT RATE (ONT AVERAGE 7.4%)	10.5%	10.9%	9.9%	11.4%	11.2%
EDUCATION					
NO HIGH SCHOOL DIPLOMA	21.8%	34%	18.8%	28.8%	38%
HIGH SCHOOL OR EQUIVALENT	31.5%	26.9%	32%	25%	25%
POST-SECONDARY	46.7%	39.9%	49%	46%	36%

## Community Safety and Well-being

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Bill 175, the Safer Ontario Act (2018), was passed to modernize Ontario's approach to community safety. The legislation mandates every municipality in the province to create a community safety and well-being plan.

Traditionally, safety has focused on reactionary incident response. That has left police resources overstretched while responding to an increasing number of calls that are not related to chargeable offences. CSWB planning represents an important shift to proactive social development and prevention.

With local government leadership, community partnerships, and evidence-based community responses the overarching goal is to build communities where members feel safe, belonging and where their needs can be met (including education, housing, food, healthcare, and cultural expression).

The potential benefits of CSWB planning include improved understanding of the priority risks and vulnerable populations, improved use of resources, enhanced community engagement, and communication between citizens and agencies in the region.

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Source: Ministry of Community Safety and Correctional Services. (2018). Community Safety and Well-being Planning Framework, A Shared Commitment in Ontario, Booklet 3.

# Provincial Planning Framework

The Provincial Planning Framework guided the Townships of Bonnechere Valley; Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin in their regional planning. The framework highlights four key areas of community safety and well-being planning to encourage new solutions to identified local risks. By investing resources in social development, prevention and risk intervention the need for critical incident response is reduced.

Figure 1: . Four Areas of CSWB Planning



**Social Development** addresses the social determinants of health, areas such as food security and housing that promote safety and well-being.

**Prevention** involves the implementation of evidence-based strategies to address known priority risks.

**Risk Intervention** is a multi-disciplinary effort to address a situation of elevated risk of harm.

**Incident Response** is the immediate and response to an urgent incident.

Source: Ministry of Community Safety and Correctional Services. (2018). Community Safety and Well-being Planning Framework, A Shared Commitment in Ontario, Booklet 3.



## Regional Approach

In the autumn of 2019, the municipal councils of Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin declared the importance of community safety and well-being and agreed to work collaboratively on a regional plan. This collaboration was inspired by the seven municipalities in North Hastings that originally adopted this unique approach.

In 2022, the Township of Bonnechere Valley was welcomed into the collective. While they did not participate in the initial planning or community consultation, Bonnechere Valley is also a rural municipality located in Renfrew County and local data illustrates shared priority concerns and similar demographics. By working together we can break down barriers, help build community across the region, and ultimately our approach to community safety and well-being is strengthened.

Our regional approach aims to:

- Increase the existing understanding of risk factors, gaps and vulnerable groups.
- Improve communication and collaboration across sectors.
- Enhance community engagement among residents and agencies in local initiatives.
- Direct services to better address risk factors and vulnerable groups.
- Identify new opportunities to share data across agencies.
- Reduce the dependency on incident response.
- Enhance residents' understanding and access to services and supports.
- Increase residents' feelings of safety, belonging and their basic needs are met.

## CSWB Planning Committees

To facilitate the planning, the CSWB Coordinating Committee was created with CAO/Clerks from each municipality and the CSWB Coordinator. The Coordinating Committee guided and managed each stage of the planning including recruitment of local advisors, participating in the Advisory Committee, organizing community consultation, reviewing drafts of the plan and ensuring it is publicly available. In the current implementation stage, the committee is active in advising and directing the implementation teams to fulfil their roles.

An advisory committee is an essential component of the CSWB planning process. The regional CSWB Advisory Committee was created in 2019 as a new, dynamic, multi-sector body comprised of local experts who helped inform collaborative planning. Advisors shared their knowledge, experience and data which helped establish local strengths, risks and vulnerable populations.





## Advisory Committee

Representatives from the municipal councils of the Townships of Bonnechere Valley; Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin alongside;

### Community:

Barry's Bay and Area Home Support Services  
 Bernadette McCann House  
 Community Employment Services, Eganville  
 Community Resource Centre  
 District of Nipissing Social Services Administration Board (DNSAAB)  
 Eganville & District Senior Citizens Needs Association  
 Family and Children's Services - County of Renfrew  
 Madawaska Valley Association for Community Living  
 Mashkiwizii Manido Foundation  
 The Phoenix Centre for Children and Youth  
 Renfrew Legal Aid  
 Renfrew County Child Poverty Action Network (CPAN)  
 Training & Learning Centre of Renfrew County

### Education:

Eganville & District Public School  
 Killaloe Public School  
 Madawaska Valley District High School  
 Opeongo High School  
 Palmer Rapids Public School  
 Renfrew District School Board  
 St James Catholic School  
 Sherwood Public School  
 Whitney Public School

### Emergency Response:

OPP- Killaloe Detachment

### Healthcare:

ConnectWell Community Health  
 Madawaska Valley Hospice Palliative Care  
 Renfrew County and District Health Unit  
 Saint Francis Memorial Hospital  
 South Algonquin Family Health Team  
 West Champlain Family Health Team



## Community Consultation

Public consultation is an extremely important part of planning and is necessary to ensure that the plan reflects the lived experiences and desires of community members. The goals of the community consultation were:

- To hear how residents felt about their safety and well-being;
- To identify risk factors and gaps in services; and
- To continue to keep the public informed about the CSWB planning and to obtain their support.



Three hundred and five residents completed the CSWB Public Consultation Survey; providing a representative response rate of 3%. Twenty-four respondents completed the CSWB Service Providers Survey. Eleven additional agencies exclusively provided organizational data. In addition, information was gathered through interviews and discussions with residents and professionals and committee meetings (including Moving on Mental Health (MOMH) and Madawaska Communities Circle of Health (MCCH)).

# KEY STEPS

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Commitment: Fall 2019

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Participating townships passed resolutions announcing CSWB as a priority and officially announcing a collaborative, regional approach to planning.

Creation of Planning Committees

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Nov 2019- Coordinating Committee  
Jan 2020- Advisory Committee



COVID Break: March-July 2020

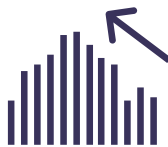
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Planning was temporarily halted to focus on the immediate needs of the COVID-19 pandemic

Community Consultation: 2020

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CSWB Service Providers Survey  
CSWB Public Consultation Survey



Data Analysis and Plan Design: 2021

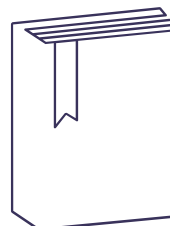
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Analysis of CSWB data and drafting the plan

Final Plan June 2021

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Plan approved by Councils

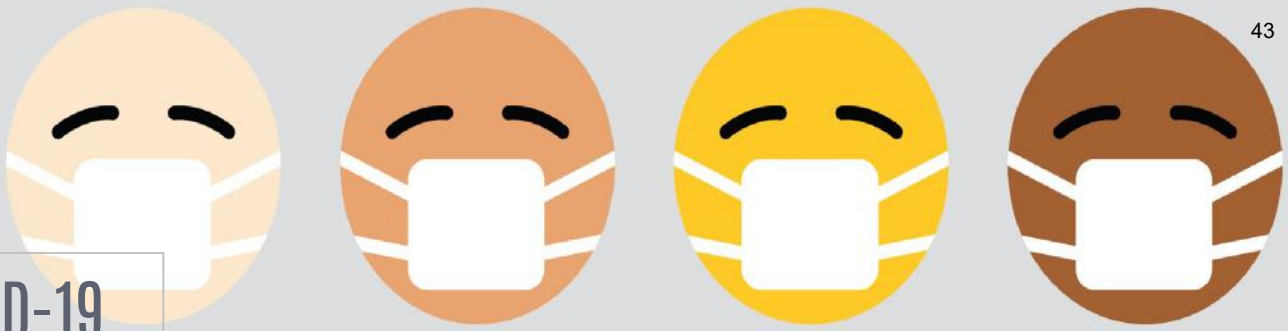


Implementation: April 2023

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Implementation of CSWB strategies

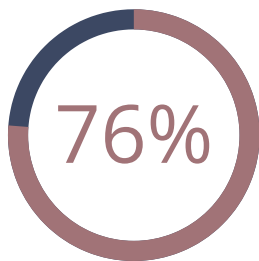




## COVID-19

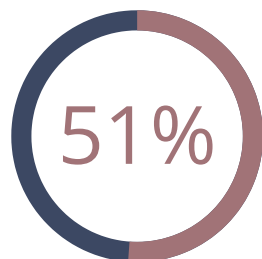
As a result of the COVID-19 pandemic, the province of Ontario implemented a state of emergency on March 17, 2020. The Coordinating Committee made the important decision to temporarily suspend CSWB planning from March to July 2020 to focus on the immediate needs of the pandemic. Planning was resumed in August 2020 but COVID continued to have an impact. Town hall discussions and focus groups that were to be part of our consultation strategy were cancelled, meetings were held virtually and interviews took place over the phone.

During community consultation, COVID-19 was identified as an area of concern. Over half of all CSWB survey respondents stated that COVID-19 had significantly impacted their work and family life. Three-quarters of respondents reported that COVID-19 brought higher or much higher stress levels.



### COVID and Stress

76% of survey respondents reported COVID brought higher, or much higher stress levels



### COVID Impact

51% of survey respondents reported that COVID-19 had impacted their work and family life a lot, or a great deal

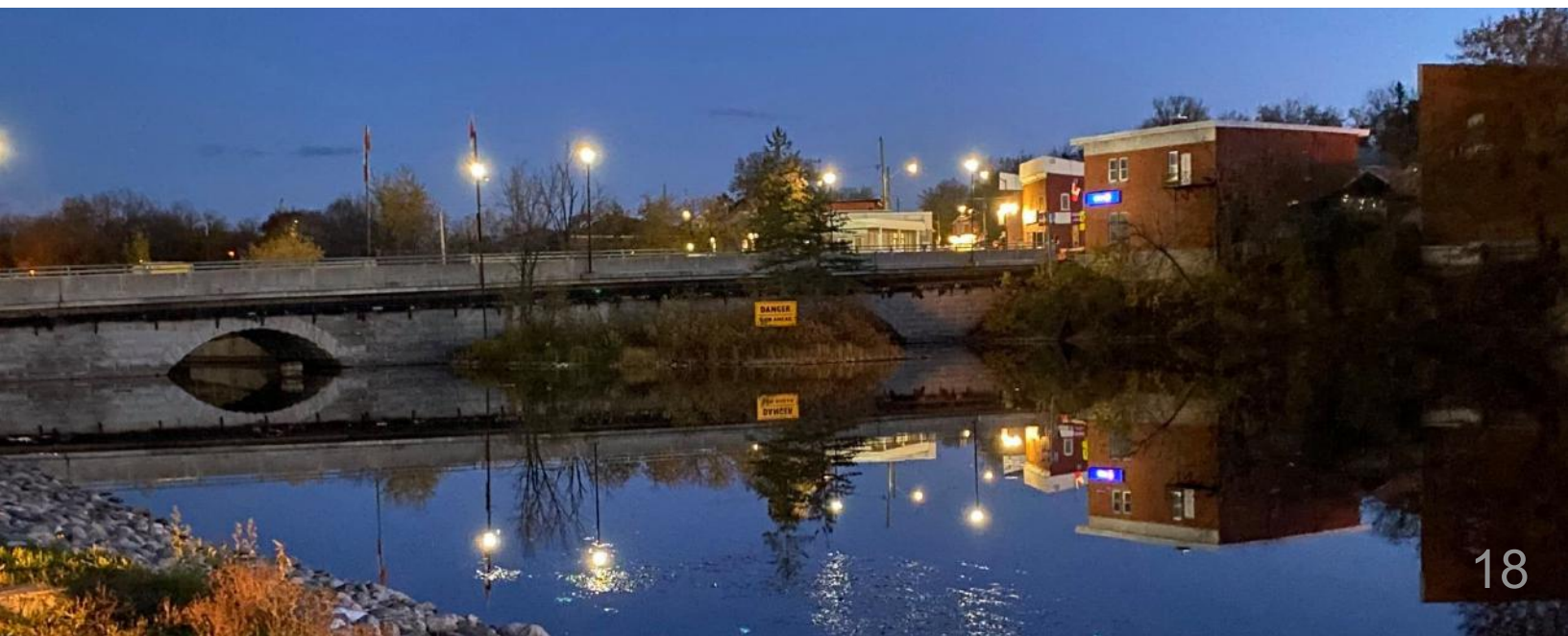
# IDENTIFYING REGIONAL RISK FACTORS


After thoroughly reviewing local data, and the findings from community consultation, multiple risk factors were apparent. This is the first regional CSWB plan. We aim to be detailed, focused and thorough. So rather, than considering multiple areas of risk superficially, we chose to concentrate on four central areas. This strategy ensures that priority risk factors are given significant attention, can be considered comprehensively and that our goals are clear and measurable.

Four priority concerns were identified for the region:

- employment,
- health care,
- housing, and
- mental health and addictions.

The areas of concern were selected based on their prevalence in local data and consultations and their level of community impact. An additional area of risk was identified for South Algonquin exclusively. The need for a South Algonquin service directory is considered in Appendix A.





## Employment

Employment offers more than just income, it can increase socialization, bring new learning opportunities and challenges, improve mental and physical health and provide a purpose. Conversely, unemployment brings hardships beyond the financial impact.

Approximately 1.5 million people are unemployed in Canada [1]. Statistics for the Townships of Bonnechere Valley; Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin show the region has an above-average rate of unemployment. Unemployment in the area is 10.8% (ranging from 9.9% to 11.4%), compared to the provincial average of 7.4% [2].

Residents and service providers also highlighted concerns about regional unemployment. In the CSWB Public Consultation Survey, nearly half of all respondents (45%) identified employment as the number one problem or concern impacting their community. Employment was also listed as the top service needed (47%) in that survey. Equally, in the Service Providers Survey local experts identified employment as one of the top risk factors that have the greatest impact on their clients.

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1. Statistics Canada. (2021). Labour Force Survey, March 2021. Ottawa: Statistics Canada.

2. Statistics Canada (2017). Census Profiles. Ottawa: Statistics Canada Catalogue.

## Factors that Increase Risk

- Lack of access and availability
- Lack of education or training
- Stigma and discrimination
- Lack of transportation
- Childcare costs
- Structural shifts in employment
- Economic downturn (recession, depression)
- Pandemics such as COVID-19
- Technological advances
- Extreme weather/seasons

## Impact

- Financial hardship and poverty
- Reduced standard of living
- Homelessness
- Reduced physical health
- Increased mental illness
- Lower well-being
- Isolation
- Tension in family relationships
- Divorce
- Reduced social connection
- Social exclusion

## Vulnerable Populations

- Youth
- Women, especially those with young children
- People aged over 50
- Racialized and marginalized people
- Individuals with mental health and addiction (MHA) problems
- Individuals with low education or training levels
- Individuals with education or training outside the available fields

## Protective Factors

- Secure employment
- Job creation
- Education and training
- Robust economy
- Employment support and services
- MHA and addiction services
- Ability to retrain or gain new skills
- Supports for self-employed
- Investment in rural economies
- Networking

## Building on Existing Strengths: Employment

Asset mapping identifies our current strengths and resources while highlighting areas for future collaboration. Current employment supports and services include (but are not limited to):

**Access Work Service, Barry's Bay** provides employment services for individuals experiencing disabilities/barriers to employment by connecting them with a supportive employer.

**Algonquin College Community Employment Services** is a new service provider in Barry's Bay. They provide various employment services that support people of all ages who are looking for work or career information.

**Learning, Earning and Parenting (LEAP)** is available for parents 16 and 17 years of age who are on social assistance. The program helps participants finish high school, improve their parenting skills and prepare for and find work so they can support themselves and their families.

**Madawaska Valley Association for Community Living (MVACL)** offers community participation support for adults who have a developmental disability including volunteering.

**Ontario Works** provides financial assistance for food, shelter and other costs to assist people in need.

**Renfrew County Legal Clinic - Barry's Bay and Killaloe** offers free legal advice on employment law, Workplace Safety and Insurance Board (WSIB), Ontario Works, Ontario Disability Support Program and debt and collection agencies.

**Training and Learning Centre- Eganville** helps adults expand their employability skills for career advancement, new opportunities and personal development.

**Whitney Employment Resource Centre** offers employment support including; job search advice, referrals to training and education and help with resume and cover letter writing.

Plans:

DNSSAB Strategic Plan 2022- 2042

Madawaska Valley Strategic Plan 2020: Progressive and Growing Economy

Renfrew County Indigenous Population Community Needs Analysis: 2021

South Algonquin Strategic Plan 2023-2027

## Employment Strategy

To enhance the integration of services and promote educational opportunities to address unemployment in the region.

### Activities:

- Improve integration of services.
- The implementation team will lead community engagement sessions.
- Increase resident's knowledge and awareness of available employment services and supports.
- Identify and target barriers to training and education.
- Meet with local educators to discuss school completion and increased support for youth at risk of early school leaving.
- Identify gaps in the employment market and the necessary skills/training needed.

### Immediate Outcomes:

- Increase resident's awareness of available employment supports and services.
- Connect individuals requiring employment support with the services they need.
- Increased collaboration among agencies and organizations providing employment support.
- Expansion of supports and services for at-risk youth.
- By identifying gaps and barriers to employment, work can address local needs and risks.

### Intermediate Outcomes:

- Improved graduation rates.
- Job seekers trained in areas where there is an identified employment gap.

### Long Term Outcomes:

- Enhance community safety and well-being through increased employment.





## HEALTH CARE

Access to free, universal Medicare is part of Canada's national identity. Over 90% of Canadians reported that free healthcare is a source of collective pride [1]. However, access to healthcare in Canada remains a challenge. Many Canadians face long wait times for non-urgent care. In addition, in rural areas, people have to travel greater distances to access care and fewer providers offer service. Therefore, patients can be left "unattached" (without a family doctor). According to the Network 24 Ontario Health Team (which includes all five municipalities in this plan), approximately 12-25% of the catchment area is unattached [2].

Healthcare was also identified in community consultation as a priority concern. In the CSWB Public Consultation Survey, access to healthcare was listed among the top two problems and as a priority need in the community. In the Service Providers Survey, access to close healthcare and a family doctor was listed as primary gaps and risk factors.

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1. Canadian Press (2012). Poll: Canadians are most proud of universal medicare. CTV News (Ottawa, ON). Nov 25, 2012

2. Network 24 Ontario Health Team. (2021). Network 24 Ontario Health Team Application. [Online]. Available at:

<https://www.sfmhosp.com/userfiles/file/Network%2024%20OHT%20Application%20-%20final.pdf>

## Factors that Increase Risk

- Lack of available resources
- No primary care provider
- Distance
- Lack of transportation
- Wait times
- Stigma and discrimination
- Language barriers
- Childcare
- No computer/mobile device or internet connection

## Impact

- Difficulty accessing health care
- Lack of access to primary care
- Reduced physical health
- Increased risk of emergency visits
- Lack of continuity
- Undetected medical conditions
- Reduced standard of living
- Financial hardship and poverty
- Increased mental illness
- Isolation
- Reduced social connection
- Lower well-being

## Vulnerable Populations

- Rural population
- Seniors
- Unattached patients
- Isolated individuals
- Racialized and marginalized people
- Chronically ill or less able-bodied
- Individuals with mental health and addictions
- Children and pregnant women
- Low income and homeless

## Protective Factors

- Healthcare funding
- Accessible healthcare
- Local healthcare
- Family doctor
- Continuity of care
- Transportation
- Virtual care
- Multi-lingual services
- Culturally sensitive services and supports

Current healthcare supports and services include, but are not limited to:

**Barry's Bay and Area Home Support Services (BBAHS)** assists seniors and physically challenged people who need assistance to remain in their homes. Services include assisted living, transportation services, meals on wheels, frozen meals, telephone-based seniors' activity program, care calls and telephone reassurance.

**Mashkiwizii Manido Foundation** a not for profit corporation that focuses on the overall health and well-being of the Urban Indigenous Population of Renfrew County and the surrounding Area

**Renfrew County Child Poverty Action Network (CPAN)** offers activities related to the elimination of child poverty and minimizing the effects that poverty.

#### **Local Health Units and Family Health Teams:**

ConnectWell Community Health  
Madawaska Valley Family Health Team  
Madawaska Valley Hospice Palliative Care  
Rainbow Valley Community Healthcare  
Renfrew County and District Health Unit  
Saint Francis Memorial Hospital  
South Algonquin Family Health Team  
West Champlain Family Health Team

#### **Plans:**

DNSSAB Strategic Plan 2022- 2042  
Madawaska Valley Strategic Plan 2020: Healthy and Sustainable Community  
Network 24 Ontario Health Team Application  
Renfrew County Indigenous Population Community Needs Analysis: 2021  
South Algonquin Strategic Plan 2023-2027

## **Healthcare Strategy:**

Increase access to healthcare through the integration of services, improved transportation networks and internet connectivity.

### **Activities:**

- Increase communication and collaboration among healthcare agencies in the region.
- Provide community engagement sessions highlighting healthcare services available in the area.
- Increase resident's knowledge and awareness of available healthcare supports, including virtual services.
- Build partnerships with rural internet providers to increase reliable broadband service.
- Build partnerships with transportation providers to address gaps in medical transportation.

### **Immediate Outcomes:**

- Enhance resident's awareness of available healthcare services.
- Connect individuals with the services they need.
- Improved pathways to health and social services.
- Improved collaboration among healthcare agencies.
- Increase access to virtual healthcare through improved broadband service.
- Improved provision of medical transportation.

### **Intermediate Outcomes:**

- Increased access to healthcare services.

### **Long Term Outcomes:**

- Increase community safety and well-being through enhanced access to healthcare services.



## HOUSING

Housing is a basic human right in Canada. [1]. However, there is a shortage of available and affordable housing in Ontario. In rural areas such as the municipalities in this plan, housing insecurity and homelessness can often be hidden. However, even within the CSWB Public Consultation Survey, 11% of all respondents indicated that in the past twelve months, they experienced homelessness or housing insecurity.

Affordable housing was one of the main concerns in the CSWB Public Consultation Survey. One-quarter of all respondents reported that the lack of affordable housing is a problem in the community.

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1.:Concluding Observations of the Human Rights Committee: Canada, U.N. Doc. CCPR/C/CAN/CO/5. (2006) at para 17.

## Factors that Increase Risk

- Lack of availability
- Affordability
- Unemployment or underemployment
- Poverty
- Mental health and addictions
- Trauma
- Family conflict
- Divorce and separation
- Involvement in the criminal justice system

## Impact

- Homelessness or housing insecurity
- Reduced standard of living
- Unemployment
- Challenges with child custody
- Difficulty leaving abusive relationships
- Reduced physical health
- Increased mental illness
- Lower well-being
- Isolation
- Social exclusion

## Vulnerable Populations

- Marginalized and racialized people
- Youth
- Men
- Women, especially those with young children
- Individuals with mental health and addiction (MHA) problems
- Low income or unemployed

## Protective Factors

- Availability of affordable housing
- Housing supports and services
- Social services
- Employment
- Liveable wage
- Education
- Homeownership
- Social connections

## Building on Existing Strengths: Housing

Current housing supports and services include, but are not limited to:

**Barry's Bay and Area Home Support Services (BBAHS)** assists seniors and physically challenged people who need assistance to remain in their homes.

**Community Resource Centre (CRC)** provides programs to support community members learn new skills, build on their strengths, access support and services and work together to build positive individual and community growth. The CRC collaborates with other organizations to increase access to safe, healthy, affordable housing.

**District of Nipissing Social Services Administrative Board (DNSSAB)** is responsible for the funding and administration of social housing programs and works to prevent homelessness in the district of Nipissing.

**Homelessness Prevention Program - Renfrew County** works to help residents with low income maintain housing stability.

**Killaloe and District Housing** is an apartment complex for seniors with market and rent-geared-to-income.

**Ontario Works** provides financial assistance for food, shelter and other costs to assist people in need.

**Renfrew County Child Poverty Action Network (CPAN)** offers activities related to the elimination of child poverty and minimizing the effect of that poverty.

**Renfrew County Housing Corporation (RCHC)** is a community housing provider for Renfrew County. The RCHC provides rent-geared-to-income (RGI) and affordable rental options to low-income households in the County of Renfrew.

**Renfrew County Legal Clinic - Barry's Bay and Killaloe** offers free legal advice on housing law.

### Plans:

A Place to Call Home 2014-2024: Nipissing District's Housing and Homelessness Plan  
DNSSAB Strategic Plan 2022- 2042

Madawaska Valley Strategic Plan 2020: Healthy and Sustainable Communities

Renfrew County Indigenous Population Community Needs Analysis: 2021

## Housing Strategy

Improve access to housing through coordination of services.

### Activities:

- Increase communication and collaboration among agencies providing housing support.
- Promote data sharing among agencies to enhance our knowledge of the local risk factors and vulnerable populations.
- Expand existing knowledge of vulnerable people experiencing housing insecurity.
- Provide community engagement sessions to tackle stigma and highlight local services.
- Increase resident's awareness of housing support.
- Build partnerships with developers to increase the availability of affordable and safe housing.

### Immediate Goals:

- Residents have increased awareness of available housing supports and services.
- Increased collaboration among agencies and organizations providing housing support.
- Improved pathways to housing supports and services.
- Improved data on local individuals facing housing insecurity can help inform future services.
- Reduction in stigmatization of individuals experiencing housing insecurity.
- Promotion of affordable housing development in the region.

### Intermediate Goals:

- Increase access to housing.

### Long-Term Goals:

- Increase community safety and well-being.





## MENTAL HEALTH AND ADDICTIONS

Worldwide over 970 million people live with mental illness or addiction. In Canada, this crisis impacts over 6.7 million people. At the age of 40, half of all Canadians have experienced mental illness [1]. In addition, 21% of Canadians meet the criteria for addiction at some point during their lifetime [2]. Previous research has also illustrated that rural residents have unique needs and concerns.

Throughout the community consultation, mental health and addictions were identified as areas of concern by both residents and service providers. The COVID-19 pandemic greatly impacted the lives of residents and these areas of health in particular. Numerous community members reported an increase in mental health symptoms and increased substance use. These increases reflect the wider population, where 75% of Ontario residents reported increased mental health problems during the pandemic.

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1. Smetanin et al. (2011). The life and economic impact of major mental illnesses in Canada: 2011-2041. Prepared for the Mental Health Commission of Canada. Toronto: RiskAnalytica

2. Centre for Addiction and Mental Health. (2024) Substance use and addiction. [https://ontario.cmha.ca/addiction-and-substance-use-and-addiction/#\\_edn5](https://ontario.cmha.ca/addiction-and-substance-use-and-addiction/#_edn5)

## Factors that Increase Risk

- Genetic vulnerabilities
- Stress
- Social disadvantage
- Unemployment or underemployment
- Housing insecurity
- Trauma
- Discrimination
- Family conflict or disorganisation
- Community disorganization
- Poor impulse control

## Impact

- Low well-being
- Isolation
- Poor relationships
- Stigma
- Increased risk of premature death
- Financial insecurity
- Homelessness or housing insecurity
- Reduced standard of living
- Unemployment or underemployed
- Lower levels of education
- Health-related problems
- Criminal justice involvement

## Vulnerable Populations

- Marginalized and racialized people
- Youth aged 15-24
- Individuals with a genetic predisposition
- Individuals with a disability
- Low-income or unemployed people
- Homeless people
- Individuals with physical health conditions
- People convicted of a crime

## Protective Factors

- Access to support and services
- Early intervention
- Positive social connections
- Family cohesion
- Safe and supportive community
- Employment
- Education
- Financial security
- Good coping skills
- Healthy eating, sleeping and exercise
- Cultural or religious beliefs

## **Mental Health and Addictions Strategy**

Improve access to mental health and addictions through coordination of services.

### **Activities:**

- Increase communication and collaboration among agencies providing support.
- Promote data sharing among agencies to enhance our knowledge of the local risk factors and vulnerable populations.
- Promote mental health awareness
- Provide community engagement sessions to tackle stigma, reduce isolation and highlight local services.
- Increase residents' awareness of services, particularly for high-risk groups

### **Immediate Goals:**

- Residents have increased awareness of available supports and services.
- Increased collaboration among agencies and organizations.
- Improved pathways to mental health and addiction support and services.
- Improved data on local individuals facing these issues can help inform future services.
- Reduction in stigmatization of individuals experiencing mental health and addictions.

### **Intermediate Goals:**

- Increase access to services and supports and earlier intervention.

### **Long-Term Goals:**

- Increase the mental health and well-being of area residents.

# Building on Existing Strengths: Mental Health and Addictions

Current mental health and addiction services include, but are not limited to:

**The Addictions Treatment Service** offers confidential assistance to individuals 12 years of age or older who are experiencing problems with alcohol, drugs or gambling.

**Bernadette McCann** works for change that will end abuse, by providing safety, support and education to all those who experience abuse.

**ConnectWell Community Health** provides community-based primary health care and health promotion programs and services and a range of developmental and social services in Renfrew, and surrounding counties.

**Family and Children's Services of Renfrew County** is responsible for the protection of children and youth; the delivery of developmental services for children, youth and adults; and the facilitation of programs and services to help strengthen families and support their learning, growth and relationships with their children.

**Hands The Family Help Network** offers mental health services for children and youth in the South Algonquin District of Nipissing area.

**Madawaska Valley Alcoholics Anonymous** is a fellowship of people who share their experience, strength and hope with each other that they may solve their common problem and help others recover from alcoholism.

**Mashkiwizii Manido Foundation** is a not-for-profit corporation that focuses on the overall health and well-being of the urban Indigenous population of Renfrew County and the surrounding area.

**Mental Health Services of Renfrew County** offers a range of programs designed to restore personal health, functionality and recovery in the community.

**Phoenix Centre** offers support to children and youth who are experiencing emotional and behavioural problems.

**PFLAG of Renfrew County** provides a confidential phone line and monthly peer support meetings for parents of 2SLGBTQ+ children, as well as 2SLGBTQ+ community members and allies.

**Renfrew County Geriatric Mental Health Outreach Program** services for seniors in Renfrew County and South Algonquin

**Renfrew County Youth Wellness Hub** is a welcoming, safe space offering integrated youth services for young people aged 12 to 25 and their families in Renfrew County.

**Robbie Dean Centre** offers short-term counselling services free to those living in Renfrew County.

## Plans:

DNSSAB Strategic Plan 2022- 2042

Madawaska Valley Strategic Plan 2020: Healthy and Sustainable Community

Network 24 Ontario Health Team Application

Phoenix Centre Strategic Plan: 2023 -2026

Renfrew County Indigenous Population Community Needs Analysis: 2021

South Algonquin Strategic Plan 2023-2027



## Implementation

The first regional community safety and well-being plan was finalised and approved by each council in 2021. In April 2023, the Townships of Bonnechere Valley; Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin reaffirmed their commitment to working collaboratively and commenced the implementation stage.

In July 2023, the five participating municipalities hosted a regional stakeholders meeting. Advisors from across Renfrew County and the District of Nipissing gathered in person at the Madawaska Valley Township office in Barry's Bay, and via Zoom to discuss the implementation of the CSWB plan. The feedback was overwhelmingly positive. Stakeholders were pleased the regional initiative is moving forward and multiple individuals volunteered to support implementation. Several stakeholders also reported that they had been using the plan as a resource to access information about local services.

Community safety and well-being planning requires collaboration on all levels. To ensure that the burden of work does not fall solely upon municipalities, implementation teams were established for each priority concern. Members of the implementation teams include individuals with lived experience, knowledge and access to data. The implementation teams meet virtually approximately every two months. The teams have already begun to identify gaps and needs in the specific area of concern as well as strategies to combat risk factors.



## Implementation Teams

Representatives from the municipal councils of the Townships of Bonnechere Valley; Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin alongside;

### **Employment:**

Bernadette McCann House  
 Community Employment Services  
 Family & Children's Services of Renfrew County  
 Mashkiwizii Manido Foundation  
 Training & Learning Centre of Renfrew County

### **Housing:**

The Community Resource Centre  
 Bernadette McCann House  
 District of Nipissing Social Services Administration Board  
 Family & Children's Services of Renfrew County  
 Renfrew County Housing  
 Mashkiwizii Manido Foundation

### **Healthcare:**

Barry's Bay and Area Senior Citizens  
 Bernadette McCann House  
 Family & Children's Services of Renfrew County  
 Mashkiwizii Manido Foundation  
 Ottawa Valley OHT  
 South Algonquin Family Health Team  
 St Francis Memorial Hospital

### **Mental Health and Addictions:**

Bernadette McCann House  
 ConnectWell Community Health  
 Family & Children's Services of Renfrew County  
 Killaloe Detachment of the Ontario Provincial Police  
 Mashkiwizii Manido Foundation  
 The Ottawa Valley Ontario Health Team  
 The Phoenix Centre  
 Robbie Dean Counselling Centre

Implementation teams have begun to create plans that will be submitted to the Coordinating Committee by July 2024. Each plan will detail set tasks, and objectives, identify individuals responsible for tasks, highlight evaluation strategies and provide a timeline. The timeline and indicators of success are key to ensure the team is focused, and goal-orientated (tasks, of course, may be altered as factors change and improve). This information will be reported back to the Coordinating Committee. The implementation teams have already begun developing initial CSWB initiatives (some of which are detailed on page 39). These preliminary initiatives focus on promoting education, awareness, building community connections, engagement and networking.

The CSWB Coordinating Committee plays an important role in the implementation of the community safety and well-being plan. The committee forms an essential bridge between the respective municipal councils and the implementation teams. The Coordinating Committee continues to meet regularly to provide direction and assistance, review action items, and monitor and evaluate the teams' progress.

Throughout our planning, local government, service providers and residents have worked together to build a safer and healthier community. These collaborations continue throughout the implementation stage. Implementation takes the significant effort, caring and commitment embodied in the initial plan and expands them into action to make our region a better place to live, work, and visit.



# INITIAL CSWB INITIATIVES

## CSWB WELLNESS DAY

The Townships of Bonnechere Valley; Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin are hosting a CSWB Wellness Day on May 4th, 2024. The event aims to provide a safe and inclusive space for conversations about community safety and wellbeing. Attendees will learn about local supports and services including employment, health care, housing, and mental health and addictions. In addition, they can connect with community resources and get information about how and where to access services.

## CSWB WEBINARS

A series of free webinars will be held on topics related to primary areas of concern. The first webinar will be led by the Robbie Dean Centre, with a focus on mental health. The webinars are a cost-effective way for community members to engage, connect and learn from experts.

## COFFEE GATHERINGS

The CSWB Coordinator is working with the public libraries and implementation teams to arrange community coffee gatherings. Each gathering will feature a unique speaker or speakers. This initiative will provide residents with important information while combating social isolation and building positive community connections.

**SATURDAY  
MAY 4TH  
2024**

**11 AM - 3 PM**

**FUN AND FREE EVENT**

**COMMUNITY SAFETY AND WELL-BEING  
WELLNESS DAY**

The event aims to provide a safe and inclusive space for conversations about community safety and wellbeing. Attendees will learn about local supports and services including employment, health care, housing, and mental health and addictions.

**EVERYONE WELCOME!**

- ✓ Connect with community resources
- ✓ Learn about local services
- ✓ Free food
- ✓ Entertainment
- ✓ Door prizes

**PAUL J YAKABUSKI  
COMMUNITY CENTRE**  
65 Arena Road, Barry's Bay, ON, K0J1B0

Hosted by:

TOWNSHIP OF BONNECHERE VALLEY  
TOWNSHIP OF BRUDENELL, LYNDOCH & RAGLAN  
TOWNSHIP OF KILLALOE, HAGARTY & RICHARDS  
TOWNSHIP OF MADAWASKA VALLEY  
SOUTH ALGONQUIN  
RENEW COUNTY

## CULTURAL AWARENESS AND TRAINING

The Renfrew County Indigenous Population Community Needs Analysis (2021) identified a need for cultural training and awareness. The Coordinating Committee is working with the Mashkiwizii Manido Foundation to explore options for training, education and reconciliation.

## PARTNERSHIPS AND COLLABORATION

One of the earliest benefits of the implementation teams was bringing professionals together. On multiple occasions, team members formed new connections, expanding their networks and building relationships. These connections will help professionals to share knowledge and work together on areas of concern.



# Appendices





## APPENDIX A: South Algonquin Priority Service Directory

The Township of South Algonquin is situated on the eastern edges of Algonquin Provincial Park and borders Renfrew County. Like the other municipalities in this plan, South Algonquin is a part of Renfrew County and District and the Killaloe Detachment of the OPP. The township also holds a unique position in the group as it is in Nipissing District. However, South Algonquin is separated from other populated areas of the District by the provincial park and as a result many residents access services in Renfrew County or even North Hastings.

### **Risk:**

Through our planning, it became evident that due to South Algonquin's location, it can be difficult to determine what different services and supports are available to residents, where and how they can be accessed and by whom. In addition, some service providers indicated they support South Algonquin residents, however are not receiving funding or recognition for this work.

### **Impact:**

The risk is that without a clear indication of what services are available and how to access services, residents can fall through the gaps.

### **Vulnerable populations:**

This risk was unique to South Algonquin. The other municipalities within this plan are comprehensively covered by Ontario 211 (Renfrew). Vulnerable populations include residents in South Algonquin looking to access social services or wanting to obtain information on local services available.

## **South Algonquin Strategic Priority: Service Directory**

The creation of a South Algonquin service directory will enable residents and service providers to easily locate community and social supports.

### **Goals:**

- To locate and identify agencies and organizations which serve the area.
- Create a clear and comprehensive directory of community and social supports available to South Algonquin residents.
- Increase resident's knowledge and awareness of available community and social supports.
- Increase collaboration between agencies and organizations serving the area.

### **Outcomes:**

- Increased awareness of services and supports available in the area.
- Connect people with the services they need.
- Organizations and agencies serving South Algonquin receive the recognition that is deserved.
- Identifying services, breaking down silos and increasing collaboration between agencies and organizations serving the area.

### **Implementation Strategy:**

- The South Algonquin CAO/Clerk-Treasurer will determine the best strategy for the Township, in particular, whether this can be completed in-house or an application should be made for outside funding and a consultant hired to complete the work.
- In collaboration with local agencies and organizations, the service directory will be designed and disseminated.
- The service directory should be updated every three years, or as needed.

### **Evaluation:**

- The primary measure of success of this strategic priority will be determined by the creation of a South Algonquin service directory that is comprehensive, accessible and user-friendly. Once the directory is completed user feedback will be solicited.
- Feedback from residents and service providers will be used to update the directory and inform future editions.

# APPENDIX B: SERVICE PROVIDER SURVEY



Thursday, March 5, 2020

Dear Service Provider,

The municipal councils of the Townships of Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin have passed resolutions announcing community safety and well-being (CSWB) as a priority, and committing to work together on the design of a regional plan. The aim is to enhance the provision of services, and quality of life across the area.

An important phase in planning is identifying

- community strengths and resources;
- gaps in services; and
- factors that put individuals and communities at risk.

We kindly request that service providers in the region examine their data and information, and then complete this thirteen-question survey. In order to obtain a full picture of the range of services available in Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin, it would be helpful if you could attach any hard, or anecdotal data about your organization.

Please return the survey ASAP. We will compile the results and share them with you in early April. If you have any questions, please contact the CSWB Coordinator Meara Sullivan at [mearasullivan@hotmail.com](mailto:mearasullivan@hotmail.com) or 613-334-7932. Completed forms can be emailed to Meara, or dropped off at your local municipality.

With Thanks from the members of the Coordinating Committee,

Gwen Dombroski- Deputy Clerk; Madawaska Valley

Tammy Gorgerat- Deputy CAO/Clerk- Treasurer; Killaloe, Hagarty and Richards

Holly Hayes- CAO/Clerk-Treasurer; South Algonquin

Suzanne Klatt- CAO/Clerk; Madawaska Valley

Michelle Mantifel- Clerk/Treasurer; Brudenell, Lyndoch and Raglan

Susan Sheridan- CAO/Clerk-Treasurer; Killaloe, Hagarty and Richards

Meara Sullivan- CSWB Coordinator



## CSWB Service Provider Survey

1. What is your name and role within your organization?
2. What is the name of your agency or organization?
3. What is your organization's mandate?
4. What services does your organization provide?
5. What is your service delivery area?
6. Approximately, how many people does your organization serve each year (please group numbers by children (0-12 years), youth (13-19), adult (20-64), and seniors (65+)?)



7. How do clients hear about your services? (For example, by referral, word of mouth, or advertising.)

8. How do your staff and clients describe your organization's greatest strengths?

9. What gaps in service have your staff and clients identified?

10. What risk factors have the greatest impact on your clients?



11. What population groups (for example age, gender, or socio-economic status) are most vulnerable to each risk factor?

12. What protective factors could help eliminate these risks and improve the lives of vulnerable groups?

13. How would you describe your organization's current funding? (For example, is your current funding stable, partially-stable, or unstable?)

Thank you for completing this survey.

# APPENDIX C: PUBLIC CONSULTATION SURVEY



## Community Safety and Well-being Public Consultation Survey

The Townships of Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin are working together to create a regional community safety and well-being plan.

The goal of planning is to encourage the growth of communities where people feel safe, have a sense of belonging, opportunities to participate, and their needs can be met. Resident input is necessary to ensure that the plan reflects the lived experiences and desires of community members. Completed surveys should be returned to a participating municipal office by November 30, 2020.

**We want to hear from you!** Please share your thoughts on living in the local area, and help shape the plan. This survey is for adults aged 16 and older, it is voluntary, anonymous, and will take approximately 15 minutes to complete. If you have any questions, please contact the CSWB Coordinator Dr Meara Sullivan at mearasullivan@hotmail.com or your local municipality.

### DEMOGRAPHIC INFORMATION

#### 1. How do you identify?

Female     Male     I identify as: \_\_\_\_\_

#### 2. How old are you?

16-24     25-34     35-44     45-54     55-64     65-74     75 +

#### 3. Where do you live?

Brudenell, Lyndoch and Raglan     Killaloe, Hagarty and Richards     Madawaska Valley     South Algonquin

#### 4. How often do you reside in the area?

Permanent     Seasonal     Occasional

#### 5. What type of housing do you live in?

Owned home     Rent     Other \_\_\_\_\_

#### 6. What is your highest level of education?

Less than high school     High school or equivalent     Post-secondary

#### 7. How do you identify your racial or ethnic background?

Black (African/Caribbean)     East Asian (Chinese, Japanese)     First Nations/Métis  
 Hispanic/Latino     Middle Eastern     Mixed Heritage  
 South Asian (Indian, Pakistani)     South East Asian (Thai, Filipino)     White/Caucasian  
 Prefer not to answer     Please specify \_\_\_\_\_

#### 8. What is your total household income?

Under \$40,000     \$40,000-\$99,999     Over \$100,000

#### 9. How long have you resided in your community?

Less than 1 year     2-5 years     6-10 years     Over 10 years

### COMMUNITY SAFETY AND WELL-BEING

#### 10. How would you describe your sense of community belonging?

Very strong     Strong     Neutral     Weak     Very weak

#### 11. What are the top THREE greatest strengths of your community? (Check 3 ONLY)

Affordability     Community collaboration     Diversity     Friendly  
 History/heritage     Minimal pollution     Nature     Peace/quiet  
 Programs/services     Retail     Safety     Small town/rural life  
 Sports/outdoor pursuits     Theatre/arts     Other \_\_\_\_\_



**12. What local services did you access in the past twelve months? (Check ALL that apply)**

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Childcare            | <input type="checkbox"/> Community transit            | <input type="checkbox"/> Employment support     | <input type="checkbox"/> Family services                          |
| <input type="checkbox"/> Food bank            | <input type="checkbox"/> Local retail                 | <input type="checkbox"/> Mental health          | <input type="checkbox"/> Municipal (library, community center)    |
| <input type="checkbox"/> Physical health      | <input type="checkbox"/> Police service               | <input type="checkbox"/> Religious organization | <input type="checkbox"/> Substance Misuse (drugs/alcohol) support |
| <input type="checkbox"/> Seniors programs     | <input type="checkbox"/> Training/education           | <input type="checkbox"/> Youth programs         | <input type="checkbox"/> None                                     |
| <input type="checkbox"/> Prefer not to answer | <input type="checkbox"/> Other (please specify) _____ |   |   |

**13. What, if any barriers exist that can prevent you from accessing local services?**


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**14. What are the top THREE problems or concerns impacting your community? (Check 3 ONLY)**

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Affordable housing        | <input type="checkbox"/> Childcare                        | <input type="checkbox"/> COVID-19                     | <input type="checkbox"/> Crime             |
| <input type="checkbox"/> Discrimination            | <input type="checkbox"/> Employment opportunities         | <input type="checkbox"/> Food insecurity              | <input type="checkbox"/> Healthcare access |
| <input type="checkbox"/> Pollution                 | <input type="checkbox"/> Poverty                          | <input type="checkbox"/> Public transportation        | <input type="checkbox"/> Seniors programs  |
| <input type="checkbox"/> Social isolation          | <input type="checkbox"/> Substance misuse (alcohol/drugs) |   | <input type="checkbox"/> Traffic/roads     |
| <input type="checkbox"/> Youth activities/programs | <input type="checkbox"/> No concerns                      | <input type="checkbox"/> Other (please specify) _____ |  |

**15. In the past twelve months, how often did you feel safe in your community?**

- Always     Often     Sometimes     Rarely     Never

**16. In the past twelve months, how often did you experience homelessness, or housing insecurity?**

- Always     Often     Sometimes     Rarely     Never

**17. What level of impact has COVID-19 had upon your everyday work and family life?**

- A great deal     A lot     A moderate amount     A little     None

**18. How has the COVID-19 impacted your stress levels?**

- Much higher stress     Higher stress     No change     Reduced stress     Much reduced stress

**19. What are the top THREE (3) services needed in your community? (Check 3 ONLY)**

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Anti-discrimination     | <input type="checkbox"/> Childcare                                | <input type="checkbox"/> Employment    | <input type="checkbox"/> Family programs  |
| <input type="checkbox"/> Food security           | <input type="checkbox"/> Housing                                  | <input type="checkbox"/> Mental health | <input type="checkbox"/> Physical health  |
| <input type="checkbox"/> Police service          | <input type="checkbox"/> Public transport                         | <input type="checkbox"/> Religious     | <input type="checkbox"/> Seniors programs |
| <input type="checkbox"/> Sports/outdoor pursuits | <input type="checkbox"/> Substance misuse (drugs/alcohol) support |  | <input type="checkbox"/> Theatre/arts     |
| <input type="checkbox"/> Youth program           | <input type="checkbox"/> None                                     | <input type="checkbox"/> Other _____   |   |

**If you have any other comments about safety and well-being in your community please let us know.**

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**Thank you for taking the time to complete this survey. Your contribution is important and will help shape our community safety and well-being plan.**



February 7, 2024

**RE: Reaching Home Funding Allocations**

Hello Mayors and Councils of Nipissing District,

I am writing to the mayors and council of the 11 municipalities that form part of the District of Nipissing, to seek your support. The District of Nipissing Social Services Administration Board (DNSSAB) has seen reduced federal funding for the Reaching Home program for 2026-27 and 2027-28 in the amount of \$738,144 for each year. The Reaching Home program provides federal funding to urban, Indigenous, rural, and remote communities to help them address their local homelessness needs. This abrupt change will present significant financial challenges for the funded agencies providing homelessness services and supports with Reaching Home funds. Communities across Canada are advocating with the Federal Government to reconsider the funding cuts, and we are asking you to do the same. (See attached Board Report #HS-2024-003 for details on the funding cuts.)

The DNSSAB has also written letters to MPs Rota and Serré, also attached, asking them to advocate for reconsideration of the Reaching Home funding decreases.

We have provided a draft recommendation below should you wish to join this advocacy in support of our district's most vulnerable individuals. We ask that you bring this recommendation or one of your own design to your council and, if passed, to share that resolution with our local federal representatives.

**DRAFT RECOMMENDATION**

***THAT*** (your municipality) supports the stabilization of the Federal Government's Reaching Home funding to the District of Nipissing Social Services Administration Board as the Community Entity; and,

***THAT*** funding be maintained, at minimum, at current levels for future fiscal years; and,

***THAT*** this resolution be shared with local federal representatives.

Thank you sincerely for your continued support,

District of Nipissing  
Social Services  
Administration Board



Conseil d'administration  
des services sociaux  
du district de Nipissing

Kindest regards,

Mark King

Chair, District of Nipissing Social Services Administration Board

Cc: Melanie Shaye, Acting CAO, DNSSAB

Enc/ Board Report #HS-2024-003

## BOARD REPORT #HS-2024-003

FOR INFORMATION                      *or*                       FOR APPROVAL

**Date:** January 31, 2024

**Purpose:** Reaching Home Funding Allocations

**Department Head:** Stacey Cyopeck, Director of Housing Services

**Approver:** Melanie Shaye, Acting Chief Administrative Officer

### RECOMMENDATION

**THAT** the District of Nipissing Social Services Administration Board (DNSSAB) approve Report HS-2024-003 outlining the recommended allocation of Reaching Home Winter Unsheltered Incremental funding for the 2023-24 Fiscal year; and,

**THAT** the DNSSAB receive and approve the recommended investment of the Reaching Home funding allocation for 2024-2028; and,

**THAT** the District of Nipissing Social Services Administration Board (DNSSAB) advocate to the Federal Government for stabilization of Reaching Home funding, including that the funding in future fiscal years, at minimum, be maintained at current levels, as outlined in the report.

### RELATIONSHIP TO STRATEGIC PLAN

#### Alignment with Strategic Plan 2022-2042: Healthy, Sustainable Communities

<input checked="" type="checkbox"/> <b>Maximize Impact</b>	<input checked="" type="checkbox"/> <b>Remove Barriers</b>	<input checked="" type="checkbox"/> <b>Seamless Access</b>	<input type="checkbox"/> <b>Learn &amp; Grow</b>
--	--	--	--

### BACKGROUND

Reaching Home Funding began in 2019, replacing the Homelessness Partnering Strategy. North Bay/Nipissing is one of 64 Designated Communities across Canada. The funding has Directives that are tied directly to the implementation of Coordinated Access and the compilation of data using the Homeless Individuals and Families Information System (HIFIS).

The DNSSAB, as Community Entity (CE), signed an original agreement with Canada for a total of \$1,190,764 base funding over five years:

Funding	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
<b>Base RH Allocation</b>	\$229,153	\$219,153	\$250,486	\$245,986	\$245,986	\$1,190,764

Figure 1: Original Reaching Home 2019-2024 Funding

Reaching Home funding in Nipissing has been used to fund shelter supports, overflow, and, over the last two years, Warming Centre operations during the winter months. The funding has also been instrumental in the development and implementation of several local pilot projects, including the Housing Unit Stability and Recovery pilot, Suswin Outreach supports, and the Salvation Army's Emergency Rehousing Program.

Reaching Home Community and Capacity Innovation funding has been essential in the development and implementation of Coordinated Access Nipissing.

## FINANCIAL AND RISK CONSIDERATIONS

During the pandemic, incremental funding was added to the base amount and this funding had less stringent parameters for eligible expenses. In Nipissing, the incremental funding was primarily used to enhance and supplement funding for agencies continuing to offer services to households experiencing homelessness during the pandemic.

Funding Years	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
<b>Incremental</b>	\$0	\$0	\$603,702	\$548,263	\$540,808	\$1,692,773
<b>Base RH Allocation</b>	\$229,153	\$219,153	\$250,486	\$245,986	\$245,986	\$1,190,764
<b>TOTAL RH Allocation with Incremental</b>	<b>\$229,153</b>	<b>\$219,153</b>	<b>\$854,188</b>	<b>\$794,249</b>	<b>\$786,794</b>	<b>\$2,883,537</b>

Figure 2: Reaching Home 2019-2024 with Incremental Funding

In 2022, the incremental funding was combined in an amended Agreement with the original base funding and, for 2022-23 and 2023-24, Nipissing used the enhanced base funding to fund new core services within the community, including the Warming Centre with the Gathering Place (TGP) and housing supports with the Brain Injury Association of North Bay and Area (BIANBA).

In late November of 2023, Infrastructure Canada (INFC) advised DNSSAB of the funding allocations for 2024-2028:

Funding	2024-25	2025-26	2026-27	2027-28	TOTAL
<b>Incremental</b>	\$492,158	\$492,158	\$0	\$0	\$984,316
<b>Base RH Allocation</b>	\$245,986	\$245,986	\$245,986	\$245,986	\$983,944
<b>TOTAL</b>	<b>\$738,144</b>	<b>\$738,144</b>	<b>\$245,986</b>	<b>\$245,986</b>	<b>\$1,968,260</b>

Figure 3: Reaching Home Funding 2024-28

In 2024-25 and 2025-26, overall funding for the fiscal year decreases by \$48,650 from the 2023-24 total funding. Funding for 2026-27 and 2027-28 will fall back to pre-pandemic levels. This decrease will add significant funding pressure within the system and could result in the loss of services and capacity.

On December 22, 2023, the DNSSAB received notification from INFC that winter incremental funding of \$222,599 was designated to Nipissing for priorities specific to homelessness pressures associated with unsheltered populations over the winter months. The funding may be used for eligible expenses from November 1, 2023, and must be fully expensed by April 30, 2024. Due to the short timelines for the winter incremental funding, Community Advisory Board (CAB) concurrence was not required for allocation decisions and INFC recommended that the funding be used to top up existing projects rather than create new projects. The incremental funding brings the total allocation for 2023-24 to \$1,009,393.

## RECOMMENDATIONS

**THAT** the DNSSAB support the following recommendations from the Community Advisory Board (CAB) at the meeting held January 10, 2024:

### Incremental Winter Funding 2023-24:

#### CAB Motion #2024-04:

- Fund temporary beds from November 2023 to April 2024 for individuals relocated as the result of an encampment intervention.
- Extend the Peer Outreach Support Team staffing and security weekday and weekend hours with True Self to April 30, 2024
- Enhance the staffing for the Warming Centre and allocate extra costs for security. With these enhancements, the expected total costs will be \$389,460.

Reaching Home Activity Area	Description	Anticipated Funding Allocation (\$)	Service Provider
Temporary Accommodations ( <i>new</i> ) (e.g., Leasing hotel/motel spaces to temporarily expand shelter space through the winter)	3 Units of temporary housing from November 2023 to April 2024 for individuals from encampment	\$40,020.00	Low Income People Involvement
Client Support Services (e.g. Hiring outreach workers to support those experiencing unsheltered homelessness, purchasing cold-weather supplies, expanding service availability)	Street Outreach and Security (extension of POST project to April 30 <sup>th</sup> , 2024)	\$69,067.96	True Self
	Extended Staffing and operational funding for Winter Warming Centre	\$24,835.00	The Gathering Place
	Security and other costs	\$55,286.19	DNSSAB
Administration costs associated with the delivery of the above expenditures (up to a maximum 15% of the contribution for the CE)	Administrative tasks for C.E. – reporting, financial accountability to INFC	\$33,389.85	DNSSAB
<b>TOTAL</b>		<b>\$222,599.00</b>	

Figure 3: Winter Incremental Funding Allocation Recommendations

## 2024-25 Base Funding

**2024-25 Allocations to Sub-Projects:**

**CAB Motion #2024-05:**

- At the January 2024 CAB meeting, the CAB passed Motion #2024-05 recommending that all Sub-Project Agreements currently funded through the 2023-24 base Reaching Home Funding have their Funding Agreements amended to extend current funding to March 31, 2025. The funding shortfall will be taken from the Coordinated Access project funding, which will leave a balance of \$17,857.15 to be used for Coordinated Access and a Point in Time (PiT) count that is mandatory in the Fall of 2024.

Funded Sub-Projects	Budget
CCNB Shelter Supports Rehousing	\$162,407
CCNB Supporting Youth in Transitional Housing	\$73,716
BIANBA Housing Support Program	\$110,449
CCNB Youth Housing Support Program	\$110,993
TGP Cold Weather Unsheltered Hub	\$152,000
<b>TOTAL</b>	<b>\$609,565</b>

Figure 4: 2024-25 Project Funding Allocation Recommendations

- The extension for 2024-25 will allow for service and staffing stability.
- During the 2024-25 fiscal year, a thorough service evaluation and review of all currently funded sub-projects will be conducted jointly with the CAB to plan for 2025-26.

**2024-28 Funding Decreases**

- The abrupt changes announced for the Reaching Home Funding for 2026-27 and 2027-28 will present significant financial challenges for the DNSSAB and the agencies providing homelessness services and supports that are funded with Reaching Home funds. Communities across Canada are advocating with the Federal Government to reconsider the funding cuts.

**NEXT STEPS**

- Upon approval, current agreements with Sub-Project Agencies will be amended to reflect the funding allocations for 2023-24 and 2024-25.
- Recommend that DNSSAB communicate via letter with the Member of Parliament for Nipissing District, Anthony Rota, and Member of Parliament for Nickel Belt, Marc Serré, to advocate for reconsideration of the Reaching Home funding decreases.
- Recommend that DNSSAB collaborate with other leadership organizations, including AMO, NOSDA, OMSSA and CAEH within existing advocacy campaigns.

**AUTHOR:** Stacey Cyopeck, Director of Housing Services



February 7, 2024

Anthony Rota  
Member of Parliament for Nipissing Timiskaming  
375 Main Street West  
North Bay, Ontario  
P1B 2T9  
[anthony.rota@parl.gc.ca](mailto:anthony.rota@parl.gc.ca)

**Re: Reductions in Reaching Home Funding**

Dear MP Rota:

The District of Nipissing Social Services Administration Board (DNSSAB) has been the Community Entity for the North Bay/Nipissing Community Advisory Board since signing the original Reaching Home Funding agreement with Canada in 2019. Since that time, this community has been in receipt of a total of \$3,106,136 over five years (2019-2024). This includes incremental funding of \$1,919,872 on top of base funding that was added during the pandemic (2021-2024). The additional funding has been essential to the provision of core community services including shelter supports and diversion, overflow beds and, over the last two years, Warming Centre operations during the winter months. The funding has also been instrumental in the development and implementation of several local pilot projects, including the Housing Unit Stability and Recovery pilot, Suswin Outreach supports, and the Salvation Army's Emergency Rehousing Program.

In late November of 2023, Infrastructure Canada (INFC) advised DNSSAB that the funding allocations for 2024-2028 would be decreasing by nearly \$1,000,000.00 to pre-pandemic levels with the loss of any incremental funding for 2026-2028. This decrease will add significant funding pressure within the system and could result in the loss of services and capacity.

It has become clear that the pandemic shone a bright light on the issue of homelessness – one that does not seem to have abated. The continued shortage of affordable housing, economic uncertainty and lack of access to mental health and addiction supports means that we are unlikely





to see a decline in need any time soon. Any loss of funding that, in turn, decreases services or capacity can only be expected to exacerbate the situation.

The DNSSAB respectfully requests that the District's MPs advocate for reconsideration of the cuts to Reaching Home Funding, and that the funding in future fiscal years, at minimum, be maintained at current levels.

Sincerely,



Mark King,

Chairperson

District of Nipissing Social Services Administration Board

Cc: Marc Serré, Member of Parliament for Nickel Belt

Melanie Shaye, A/CAO District of Nipissing Social Services Administration Board

Encl: Board Report HS2024-03 Reaching Home Funding Allocations



February 7, 2024

Marc Serré

Member of Parliament for Nickel Belt

206 King Street, Suite 3

Sturgeon Falls, Ontario

P2B 1R7

[marc.serre@parl.gc.ca](mailto:marc.serre@parl.gc.ca)

### **Re: Reductions in Reaching Home Funding**

Dear MP Serré:

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Sincerely,



Mark King,

Chairperson

District of Nipissing Social Services Administration Board

Cc: Anthony Rota, Member of Parliament for Nipissing--Timiskaming

Melanie Shaye, A/CAO District of Nipissing Social Services Administration Board

Encl: Board Report HS2024-03 Reaching Home Funding Allocations



The Honourable Doug Ford  
Premier of Ontario  
[premier@ontario.ca](mailto:premier@ontario.ca)  
(sent via e-mail)

February 15<sup>th</sup>, 2024

Re: Expanding the Life of Fire Apparatus

Please be advised that the Council of the Town of Plympton-Wyoming, at its meeting on February 14<sup>th</sup>, 2024, passed the following motion supporting the resolution from Prince Edward County regarding Expanding the Life of Fire Apparatus.

**Motion #11**

Moved by Councillor Bob Woolvett

Seconded by Councillor Kristen Rodrigues

That Council support correspondence item 'r' from Prince Edward County regarding Expanding the Life of Fire Apparatus.

***Carried.***

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at [eflynn@plympton-wyoming.ca](mailto:eflynn@plympton-wyoming.ca).

Sincerely,

Ella Flynn  
Executive Assistant – Deputy Clerk  
Town of Plympton-Wyoming

Cc: Minister of Labour, Immigration, Training and Skills Development – David Piccini  
Minister of Municipal Affairs and Housing – Paul Calandra  
Federation of Canadian Municipalities  
Association of Municipalities of Ontario  
The Eastern Ontario Wardens' Caucus  
All Ontario Municipalities

January 22, 2024

Please be advised that during the regular Council meeting of January 16, 2024 the following motion regarding support for the Province to expand the life span of fire apparatus, specifically pertaining to the replacement of fire trucks due to insurance requirements was carried:

**RESOLUTION NO. 2024-46**

**DATE: January 16, 2024**

**MOVED BY: Councillor Nieman**

**SECONDED BY: Councillor Branderhorst**

**WHEREAS** By-Law 3256-2013, being a By-Law to Establish, Maintain, and Operate a Fire Department established service level standards for the Corporation of the County of Prince Edward Fire Department;

**AND WHEREAS** apparatus and equipment are directly tied to the delivery of fire protection services authorized by Council in By-Law 3256-2013, and a safe, reliable and diverse fleet is required to serve operational needs;

**AND WHEREAS** fire Apparatus is governed by industry best practices, the application of law and recognized industry partners, including the Ontario Fire Service Section 21 Guidance Notes, National Fire Protection Association Standards, The Occupational Health and Safety Act, and Fire Underwriters Survey (FUS);

**AND WHEREAS** Fire Underwriters Survey (FUS) is a provider of data, underwriting, risk management and legal/regulatory services focusing on community fire-protection and fire prevention systems in Canada, establishing apparatus replacement schedules based on safety and risk mitigation practices;

**AND WHEREAS** on November 16, 2023, Council, received report FD-06-2023 regarding asset Management - Fire Apparatus Fleet Report and noted the budgetary pressures of meeting FUS replacement schedules;

**AND WHEREAS** no provincial funding is available for new fire trucks, yet, small and rural municipalities must meet the same standards set by FUS as larger municipalities for fire equipment, including additional pressure to move fire trucks out when they reach a specific age, even though they can still meet the safety regulations;

**THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of Prince Edward County direct the Mayor to draft a letter to MPP Minister Todd Smith requesting a meeting to discuss the life span of fire apparatus, specifically pertaining to the replacement of fire trucks due to insurance requirements; and

**THAT** the Mayor draft a letter to FUS requesting the creation of a new community fire-protection and fire prevention insurance system that does not put all municipalities under the same umbrella, with distinct categories for rural and urban municipalities;

**THAT** this resolution be sent to Premier Doug Ford, the Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development, Paul Calandra, Minister of Municipal Affairs and Housing requesting a response on this matter within 30 days of receipt; and

**THAT** this resolution be shared with all 444 municipalities in Ontario, The Federation of Canadian Municipalities (FCM), The Association of Municipalities Ontario (AMO), and The Eastern Ontario Wardens' Caucus (EOWC).

**CARRIED**

Yours truly,



Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor Nieman, Councillor Branderhorst, Marcia Wallace, CAO and Fire Chief Chad Brown





4800 SOUTH SERVICE RD  
BEAMSVILLE, ON L0R 1B1

905-563-8205

February 7, 2024

SENT VIA EMAIL: [eflynn@plympton-wyoming.ca](mailto:eflynn@plympton-wyoming.ca)

Ella Flynn  
Deputy Clerk  
Town of Plympton-Wyoming  
546 Niagara Street, P.O. Box 250  
Wyoming, ON N0N 1T0

**RE: Town of Lincoln Council Resolution – Support of Bill C-310 and Amendments to Subsections 118.06 (2) & 118.07 (2) of the Income Tax Act (Tax Credit for Volunteer Firefighters)**

Please be advised that the Council of the Corporation of the Town of Lincoln at its Council Meeting held on February 5, 2024, received and supported correspondence from the Town of Plympton-Wyoming dated December 1, 2023, regarding Support of Bill C-310 and Amendments to Subsections 118.06 (2) & 118.07 (2) of the Income Tax Act (Tax Credit for Volunteer Firefighters) with the following motion:

Resolution No: RC-2024-06

Moved by Councillor JD Pachereva; Seconded by Councillor Mike Mikolic

THAT Council support and endorse the resolution within the correspondence received re: Tax Credit for Volunteer Firefighters.

**CARRIED**

If you require any additional information, please do not hesitate to contact the undersigned.

Regards,

Julie Kirkelos  
Town Clerk

[jkirkelos@lincoln.ca](mailto:jkirkelos@lincoln.ca)

JK/dp

Cc: Association of Fire Chiefs of Ontario  
The Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities





Lianne Rood  
House of Commons  
Ottawa, ON K1A 0A6

December 1<sup>st</sup> 2023

Sent via e-mail: [Lianne.Rood@parl.gc.ca](mailto:Lianne.Rood@parl.gc.ca)

**Re: Support of Bill C-310 and Amendments to Subsections 118.06 (2) & 118.07 (2) of the Income Tax Act (Tax Credit for Volunteer Firefighters)**

Dear Ms. Rood,

Please be advised that at the Regular Council Meeting on November 29<sup>th</sup> 2023, the Town of Plympton-Wyoming Council passed the following motion, supporting the attached resolution from the Municipality of Wawa regarding Support of Bill C-310 and Amendments to Subsections 118.06 (2) & 118.07 (2) of the *Income Tax Act* (Tax Credit for Volunteer Firefighters).

**Motion 13**

*Moved by Councillor Mike Vasey*

*Seconded by Councillor Bob Woolvett*

*That Council support item 'R' of correspondence from the Municipality of Wawa regarding Tax Credit for Volunteer Fire Fighters.*

**Carried.**

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at [eflynn@plympton-wyoming.ca](mailto:eflynn@plympton-wyoming.ca).

Sincerely,

Ella Flynn  
Deputy Clerk  
Town of Plympton-Wyoming

cc: Sent via e-mail  
Association of Fire Chiefs of Ontario – [info@oafc.on.ca](mailto:info@oafc.on.ca)  
The Association of Ontario Municipalities (AMO) – [resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)  
All Ontario Municipalities

**COUNCIL MEETING****March 6, 2024****CORRESPONDENCE RECEIVED FOR INFORMATION:**

- 1) Governance Structure Review of Boards of Management for Territorial District Homes
- 2) January 25<sup>th</sup> Municipal Dog Pound Meeting Minutes and 2024 Proposed Budget
- 3) Response from Emergency Management Ontario, Community Emergency Preparedness Grant (CEPG) submission
- 4) DNSSAB, Press Release – New CAO
- 5) Final Recovery Strategy for Whitefish Opeongo Lake, Response letter

January 12, 2024

Hon. Stan Cho, Minister of Long-Term Care  
Ministry of Long-Term Care  
6<sup>th</sup> Floor, 400 University Avenue  
Toronto, Ontario  
M5G 1S5

Dear Minister Cho:

**Re: Governance Structure Review of Boards of Management for Territorial District Homes**

Congratulations on your recent appointment to Minister of Long-Term Care. We wish you all the best with your new portfolio.

We are member municipalities of the District of Nipissing East Home for the Aged (Cassellholme) and represent seven of the nine member municipalities. Our home is one of only six homes in Northern Ontario that fall under Section 128 of Ontario's *Fixing Long-Term Care Act, 2021* as territorial district homes governed by Boards of Management. We are in a unique situation as only 6 homes out of 627 long-term care homes in the province are territorial district homes. We are mostly small, rural municipalities who joined forces with the City of North Bay, the ninth member municipality, in the 1960s to provide care for the eldest population in our communities.

In 2007, the Ministry mandated that Cassellholme be redeveloped to class A beds by 2025. The Board of Management at Cassellholme determined that a brand-new building was the most cost-effective option available to meet class A standards. It took from 2007 to 2022 for the Board of Management to begin construction of the new home. There are likely various reasons as to why it took so long to get shovels in the ground, but what became evident from the onset of redevelopment discussions was that the governance structure of the home is flawed. This is no fault of the Board; it is provincial legislation that dictates the governance structure of our home.

Prior to beginning the redevelopment of Cassellholme, member municipalities went through a long and difficult process of negotiating and finally accepting to proceed with the build which created significant hardships between member municipalities and the Board of Management. To this day, there is a damaged relationship with the Board. This is certainly not how we neighbouring municipalities wanted the process to play out and we are now faced with the outcomes: a strained relationship with the Board and a construction project that ballooned from the initial estimate of approximately \$50 million to more than \$120 million over time with us having little say over redevelopment decisions. Although our municipalities do not disagree that the home needed to be redeveloped, we disagree with the process by which the Board of Management went ahead with the redevelopment. There were not equal decision-making opportunities for all member municipalities. Because of the governance structure, municipal appointees from the City of North Bay and the provincial appointees (5 out of 7 Board members) were able to dictate the direction and make all development decisions leaving the remaining eight municipalities with very little say. One member municipality and the province made a \$120 million decision that the rest of our communities must live with and finance for the next 25 years.

As Cassellholme develops, we small rural communities feel that our concerns for improved representation of our communities and public accountability to our citizens have been largely

ignored. And with the passing of the COVID-19 pandemic, and the recognized impacts on long-term care homes and their residents, we feel that these deserve better attention. We are requesting that you review the governance structure for territorial district homes to allow for permanent municipal representation for all member municipalities.

As per current legislation, the Boards of Management are each made up of a combination of municipal and provincial appointees. Appendix "A" outlines the current structure of the Board of Management for each home. It is not equitable that one or more of the municipalities within a district has several permanent Board seats, and each remaining municipality rotates representation on the Board. On the Board in our home, the City of North Bay has three permanent seats while all other municipalities rotate having a seat every 12 years. Only 33.3% of the municipal owners (3 of 9) of our home have a vote on the governance and direction of seniors' services in our district at any given time. All municipalities pay into the home's costs, each paying equal share per dollar of assessment; therefore, all municipalities should have permanent opportunity to participate in the direction of the home.

There are a few options for amending the Board composition of homes. We are not necessarily asking that the Ministry reduce the number of permanent seats a municipality has. We are asking for all to have a permanent seat. This may mean increasing the number of board members per Board of Management or a combination of additional seats and a reduction or elimination of the number of provincial appointees. Is there a need for provincial appointees? They are not Ministry staff or health care professionals that are on the Board to provide health care expertise or governance skills. The appointees are members of the community not necessarily any different than elective officials who are members of their community.

Although not all municipalities belonging to the 6 district territorial homes may agree with our take on the governance structure for the homes, we have requested their support for the Ministry to review the legislation and provide opportunity for municipalities to be consulted. Our Councils have passed resolutions to this effect. Enclosed are copies of our resolutions. Should the Ministry not proceed with a review of all Boards of management, for our home, the District of Nipissing East Home for the Aged, we are asking you to amend Schedule 3 of O. Reg. 246/22 *under Fixing Long-Term Care Act, 2021* by: (1) removing the Town of Mattawa, Municipality of Mattawan, Township of Calvin, and Township of Papineau-Cameron from the membership of The District of Nipissing East Home for the Aged to support the Algonquin Nursing Home located in the Town of Mattawa; and (2) replacing Schedule 3 as follows:

"The board of management for the District of Nipissing East shall consist of seven members and the areas they represent, and the manner of their appointment shall be as follows:

1. Area 1, represented by three members to be appointed by the municipal council of the City of North Bay.
2. Area 2, represented by one member with one to be appointed by the municipal council of,
  - i. the Township of South Algonquin,
3. Area 3, represented by three members with one to be appointed by each of the municipal councils of,
  - i. the Township of Bonfield,

- ii. the Township of Chisholm,
- iii. the Township of East Ferris.”

We thank you in advance for committing to review the governance structure of territorial district homes and should you feel it beneficial, we welcome a meeting, at your earliest convenience, to consult on any proposed changes to the legislation.

Sincerely,

  
Narry Paquette (Jan 5, 2024 10:09 EST)

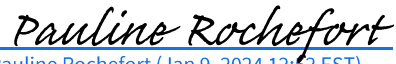
Narry Paquette  
Mayor  
Township of Bonfield

  
Richard Gould (Jan 8, 2024 13:46 EST)

Richard Gould  
Mayor  
Municipality of Calvin



Gail Degagne  
Mayor  
Township of Chisholm

  
Pauline Rochefort (Jan 9, 2024 12:52 EST)

Pauline Rochefort  
Mayor  
Municipality of East Ferris

  
R.A. Belanger (Jan 12, 2024 10:49 EST)

Raymond Belanger  
Mayor  
Town of Mattawa

*Peter Murphy*  
Peter Murphy (Jan 18, 2024 7:31 EST)

Peter Murphy  
Mayor  
Municipality of Mattawan

*Robert Corriveau*  
Robert Corriveau (Jan 24, 2024 10:39 EST)

Robert Corriveau  
Mayor  
Township of Papineau-Cameron

- c.c. John Jordan, Parliamentary Assistant, Ministry of Long-Term Care  
Hon. Vic Fedeli, MPP Nipissing  
District of Nipissing East Home for the Aged (Cassellholme) Member Municipalities  
District of Kenora Home for the Aged (Pinecrest) Member Municipalities  
District of Manitoulin Home for the Aged (Manitoulin Centennial Manor) Member Municipalities  
District of Nipissing West Home for the Aged (Au Château) Member Municipalities  
District of Parry Sound East Home for the Aged (Belvedere Heights) Member Municipalities  
District of Parry Sound West Home for the Aged (Eastholme) Member Municipalities

Appendix "A"

District Home	# of Member Municipalities	# of Municipalities Without a Seat on Board	% of Municipalities Without a Seat on Board	# of Municipal Appointees on Board	# of Provincial Appointees on Board	Total # of Board Members
District of Kenora	9	4	44.4%	6	3	9
District of Manitoulin	9	4	44.4%	5	2	7
District of Nipissing East	9	6	66.7%	5	2	7
District of Nipissing West	2	0	00.0%	5	2	7
District of Parry Sound East	14	9	64.3%	5	2	7
District of Parry Sound West	8	4	50.0%	5	2	7





## 6. Business arising from minutes

- (a) Proposed AGREEMENT(s) for Township of Madoc and Township of South Algonquin “At time of Agenda Preparation AGREEMENT(s) have not been received from Mr. Plater”

Board Members deferred discussion on proposed AGREEMENT(s) for Township of Madoc and Township of South Algonquin to future meeting of the Board when Agreement(s) have been received from Mr. Plater

- (b) Report for 2022 and 2023 on Use of Municipal Dog Pound Facility by Member Municipalities

Reports for 2022 and 2023 on the Use of the Municipal Dog Pound Facility by Member Municipalities were reviewed and discussed

## 7. New Business

- (a) Township of Algonquin Highlands – Consideration to Utilize Pound email received from Kristen Glass – Municipal Law Enforcement Officer was reviewed and discussed.

**Moved by:** J. Kuiack

**Seconded by:** M. Nicholson

Be it resolved that the Municipal Dog Pound Board agrees to provide Pound Services to the Township of Algonquin Highlands at the same rate for 2024 that the current member Municipalities will pay. Being it understood that the payment is for the full year of 2024, and that the Township of Algonquin Highlands agrees to enter into an Agreement with the Municipal Dog Pound Board for the provision of Pound Services. Be it further resolved that the Municipal Dog Pound Board agrees to allow the Township of Algonquin Highlands a seat on the Municipal Dog Pound Board.

**Non-Opposed – Resolution Carried**

- (b) Use of Volunteers - Volunteer Accident Coverage email correspondence from Jodi Grant – Commercial Account Manager with McDougall Insurance & Financial was reviewed and discussed

Board Members discussed the Use of Volunteers at the Municipal Dog Pound, and unanimously agreed that at this time they were not in favor of using Volunteers. Secretary was directed to keep the information on hand for future reference.

- (c) Volunteer Policy - DRAFT Policy was reviewed and discussed

Board Members unanimously agreed that Policy was not required at this time. Secretary was directed to keep information on hand for future reference.

- (d) Cat Cages – Inquiries had been received about the possibility of Purchasing

**Moved by:** R. Davis

**Seconded by:** M. Nicholson

Be it resolved that the Municipal Dog Pound Board agrees to Sell the Cat Cages currently situated at the Municipal Dog Pound and direct the Secretary-Treasurer to advertise them For Sale.

**Non-Opposed – Resolution Carried**

## 8. Pound Keepers Report

- (a) **Reports for October; November and December 2023 were reviewed and discussed.**

**Moved by:** W. Wiggins

**Seconded by:** M. Nicholson

Be it resolved that the Municipal Dog Pound Board accept the Pound Keepers Reports for October, November, and December 2023 as prepared and circulated.

**Non-Opposed – Resolution Carried**

After a lengthy discussion with respect to the length of time Dogs are being kept at the facility before being Fostered / Adopted or purchased, the Secretary was directed to prepare a Policy for the Municipal Dog Pound Board's consideration with respect to the steps to follow, agencies to contact and places to post information.

- (b) **Report from Pound Keeper(s) dated January 20, 2024 was reviewed and the following items were discussed:**

### **Facebook Page for the Municipal Dog Pound**

**Moved by:** J. Kuiack

**Seconded by:** W. Wiggins

Be it resolved that the Municipal Dog Pound Board approve the creation of a Facebook Page for the Municipal Dog Pound.

**Non-Opposed – Resolution Carried**

The Pound Keepers were directed to move forward with the Municipal Dog Pound Face Book Page.

### **Signage – Dogs Available for Adoption**

The Municipal Dog Pound Board members unanimously agreed that additional signage was not required at this time.

### **Brochure for the Municipal Dog Pound**

The Secretary was directed to contact Hannah Lithographers and obtain a Quote to make the Brochure, with updated information with respect to Municipalities that use the facility and hours of operation. The Quote would be available for Budget discussion.

## 9. Financial Reports

- (a) **Accounts for October; November and December 2023 were reviewed and discussed**

**Moved by:** R. Davis

**Seconded by:** M. Nicholson

Be it resolved that the Municipal Dog Pound Board accept the accounts for October, November, and December 2023 as circulated.

**Non-Opposed – Resolution Carried**

- (b) **Budget Update for the period ending December 31, 2023 was reviewed and discussed**

**Moved by:** M. Nicholson

**Seconded by:** R. Davis

Be it resolved that the Municipal Dog Pound Board approve the 2023 Budget Update for the period ending December 31, 2023 as prepared and presented.

**Non-Opposed – Resolution Carried**

(c) **Surplus from 2023 Budget (Transfer to Reserve or Bring Forward into 2024 Budget)** <sup>99</sup>

**Moved by:** W. Wiggins

**Seconded by:** J. Kuiack

Be it resolved that the Municipal Dog Pound Board agrees to transfer any Surplus from the 2023 Budget to the Capital Reserve.

**Non-Opposed – Resolution Carried**

10. **In Camera Session**

**Moved by:** M. Nicholson

**Seconded by:** R. Davis

Be it resolved that the Municipal Dog Pound Board Close the next portion of the meeting to the Public in order to consider a matter pursuant to the Municipal Act S.O. 2001. c 25 Section 239 (2) (d) Labour Relations and Employee Negotiations – For the purpose of discussing **Wage Rate** and **Mileage Rate** for the Municipal Pound Board Employees and to approve the Closed Meeting Minutes from January 26, 2023, October 26, 2023, and November 27, 2023.

**Non-Opposed – Resolution Carried**

**Moved by:** J. Kuiack

**Seconded by:** M. Nicholson

Be it resolved that the Municipal Dog Pound Board rise from the Closed portion of the meeting dealing with matters pursuant to the Municipal Act S.O. 2001. c 25 Section 239 (2) (d) Labour Relations and Employee Negotiations and resume regular business.

**Non-Opposed – Resolution Carried**

11. **Direction to Staff after rising from Closed Portion of the Meeting**

**Moved by:** W. Wiggins

**Seconded by:** R. Davis

Be it resolved that the Municipal Dog Pound Board direct the Secretary to carry out all matters as discussed in the Closed Meeting.

**Non-Opposed – Resolution Carried**

12. **Proposed Draft Budget for 2024**

The Proposed Draft Budget for 2024 was briefly reviewed and discussed. The Municipal Dog Pound Board members deferred further Budget discussion to February 22, 2024.

13. **Date of Next Meeting – February 22, 2024 at 2:00 p.m.**

14. **Adjournment**

**Moved by:** W. Wiggins

**Seconded by:** J. D. Fentie

Be it resolved that the Municipal Dog Pound Board adjourns at 4:28 p.m. to meet again, on February 22, 2024 at 2:00 p.m. by ZOOM.

**Non-Opposed – Resolution Carried**

**Brenda Vader  
Secretary-Treasurer**

**MUNICIPAL DOG POUND BOARD  
2024 PROPOSED BUDGET AND REQUISITION**

EXPLANATION	2023 APPROVED BUDGET	AT DECEMBER 31 2023	BALANCE LEFT	2024 PROPOSED BUDGET	
Surplus / Deficit	\$ -	\$ -	\$ -	\$ -	
<b>REVENUES</b>					
Requisition	\$ 31,140.00	\$ 31,140.00	\$ -	\$ 44,980.00	
New Member Requisition (South Algonquin)	\$ -	\$ 2,263.54	-\$ 2,263.54	\$ -	
New Member Requisition (Madoc)	\$ -	\$ 4,839.14	-\$ 4,839.14	\$ -	
Pound Receipts	\$ 225.00	\$ 1,005.00	-\$ 780.00	\$ 700.00	
Donations	\$ -	\$ 120.00	-\$ 120.00	\$ -	
Dog Tag Fees Collected	\$ -	\$ 80.00	-\$ 80.00	\$ -	
Proceeds from Sale of Cat Cages	\$ -	\$ -	\$ -	\$ 3,000.00	
Contribution from Reserve - New Heaters	\$ 3,300.00	\$ 2,969.74	\$ 330.26	\$ 1,605.00	Lawnmower & Outside Lights
<b>TOTAL REVENUE</b>	<b>\$ 34,665.00</b>	<b>\$ 42,417.42</b>	<b>-\$ 7,752.42</b>	<b>\$ 50,285.00</b>	
<b>EXPENDITURES</b>					
Wages / Mileage / Payroll Remittances	\$ 20,000.00	\$ 27,834.38	-\$ 7,834.38	\$ 32,700.00	
Staff Training (How to Handle Dangerous / Aggressive Dogs)	\$ -	\$ -	\$ -	\$ 450.00	
Staff Training (First Aid/CPR)	\$ -	\$ -	\$ -	\$ 380.00	
Operating Supplies (Dog Food; Paper Towel; Garbage Bags ...)	\$ 125.00	\$ 1,271.23	-\$ 1,146.23	\$ 1,500.00	
Disposal Service	\$ -	\$ -	\$ -	\$ -	
Dog Tag Fees Paid	\$ -	\$ 80.00	-\$ 80.00	\$ -	
Repairs & Maintenance (Plumbing Repairs; Paint;etc.)	\$ 350.00	\$ 1,413.52	-\$ 1,063.52	\$ 1,500.00	
Utilities (Hydro and Phone)	\$ 2,500.00	\$ 2,343.36	\$ 156.64	\$ 2,500.00	
Insurance (General Policy)	\$ 2,000.00	\$ 1,832.54	\$ 167.46	\$ 2,100.00	
Administrative Expenses (Bank Charges/Audit/Misc.)	\$ 2,000.00	\$ 717.17	\$ 1,282.83	\$ 2,250.00	
Administrative Expenses (Legal Fees for Service Agreements)	\$ -	\$ -	\$ -	\$ 1,300.00	
Grants / Donations (Home Again Bancroft)	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	
Grants / Donations (H.A.R.T - SNIP)	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	
Capital Expenses - New Electric Heaters	\$ 3,300.00	\$ 2,969.74	\$ 330.26	\$ -	
Capital Expenses - New Lawn Mower	\$ -	\$ -	\$ -	\$ 600.00	
Capital Expenses - Supply and Install 2 Outside Lights	\$ -	\$ -	\$ -	\$ 1,005.00	
Contingency	\$ 890.00	\$ 416.20	\$ 473.80	\$ 3,000.00	
<b>TOTAL EXPENDITURES</b>	<b>\$ 34,665.00</b>	<b>\$ 42,378.14</b>	<b>-\$ 7,713.14</b>	<b>\$ 50,285.00</b>	
<b>Municipality</b>					
	<b>Population</b>		<b>2024 Proposed Requisition</b>	<b>2023 Actual Requisition</b>	<b>Difference</b>
Municipality of Hastings Highlands	* 2023 Population 4078 4385	\$ 2.5127087	\$ 11,018.23	\$ 9,496.63	\$ 1,521.60
Town of Bancroft	* 2023 Population 3880 4065	\$ 2.5127087	\$ 10,214.16	\$ 9,035.54	\$ 1,178.62
Municipality of Highlands East	* 2023 Population 3343 3830	\$ 2.5127087	\$ 9,623.67	\$ 7,785.00	\$ 1,838.67
Township of Faraday	* 2023 Population 1401 1612	\$ 2.5127087	\$ 4,050.49	\$ 3,262.57	\$ 787.92
Township of Wollaston	* 2023 Population 670 721	\$ 2.5127087	\$ 1,811.66	\$ 1,560.26	\$ 251.40
Township of Madoc	* 2023 Population 2078 2233	\$ 2.5127087	\$ 5,610.88	\$ 4,839.14	\$ 771.74
Townshp of South Algonquin	* 2023 Population 972 <u>1055</u>	\$ 2.5127087	\$ 2,650.91	\$ 2,263.54	\$ 387.37
<b>Please Note That Population Figures Have Changed From 2023</b>	<b>17901</b>		<b>\$44,980.00</b>	<b>\$38,242.68</b>	<b>\$ 6,737.32</b>

Treasury Board Secretariat  
Emergency Management Ontario

25 Morton Shulman Avenue  
Toronto ON M3M 0B1

Secrétariat du Conseil du Trésor  
de la gestion des situations d'urgence Ontario

25, rue Morton Shulman Toronto  
ON M3M 0B1



Dear Community Emergency Preparedness Grant (CEPG) Applicant:

Thank you for applying for the CEPG program.

After an evaluation by multiple reviewers, we regret to inform you that your organization was not selected to receive funding through the CEPG program.

Not all applicants received funding from the CEPG program, which was a competitive, merit-based process. Please note, grant applications are no longer being accepted and Emergency Management Ontario is not considering any changes to applications or conducting any further reviews of applications. There is no appeals or reconsideration process as part of the CEPG program.

Thank you for your ongoing leadership to ensure Ontarians are safe, practiced and prepared before, during and after emergencies.

Emergency Management Ontario | Treasury Board Secretariat  
To learn more about how emergencies are managed in Ontario, visit Emergency Management Ontario's [webpage](#).





## **FOR IMMEDIATE RELEASE**

14-Feb-2024

DNSSAB hires a new CAO

**NORTH BAY** - The District of Nipissing Social Services Administration Board officially welcomes Melanie Shaye as its next Chief Administrative Officer (CAO).

The Board approved the decision to hire Ms. Shaye during a special meeting held on 14-Feb-2024 following a thorough recruitment process that began upon the resignation of the former CAO Catherine Matheson on 31-Oct-2023.

Ms. Shaye holds an Honours Bachelor of Arts degree from Wilfrid Laurier University, a mini-MBA Business Certificate from the University of British Columbia, and a postgraduate HR Management Diploma from Sheridan College.

She has been a long-time member of DNSSAB's senior management team, having served as Director of Corporate Services since 2017 and as the acting CAO in 2019 and since Nov-2023. Ms. Shaye also held a management position with the County of Wellington where she worked for close to 14 years.

Ms. Shaye brings a strong understanding of the challenges unique to the District of Nipissing, particularly as DNSSAB confronts important issues around housing and homelessness,, income security and social assistance reform, early childhood educator recruitment and retention, and emergency medical support.

"I am excited to work with the DNSSAB's amazing staff and the senior leadership team to support the Board and their vision for sustainable communities in the district." CAO Melanie Shaye said.

"On behalf of the Board, I'm pleased to introduce and welcome Melanie to her new role. With her proven leadership, experience, and knowledge, especially of our District, this Board is confident that she will meet the needs of the citizens while bringing an invaluable focus to the organization as it continues to move forward," Chair Mark King said.

**From:** [Chabot, Katherine](#)  
**To:** [Tracy Cannon](#)  
**Subject:** RE: MPP Inquiry 2024-102: (ERO # 019-7851) - Final Recovery Strategy for the Lake Whitefish (Opeongo Lake large- and small-bodied populations) in Algonquin Park, Ontario  
**Date:** Tuesday, February 27, 2024 10:56:00 AM

---

Dear Bryan Martin,

Thank you for your letter expressing your concerns about the potential implications of the Recovery Strategy for Lake Whitefish (Opeongo Lake large- and small-bodied populations).

Our government is committed to conserving the province's rich biodiversity by protecting and recovering species at risk and their habitats and we continue to take action to support this objective.

As stated in the Environmental Registry of Ontario (ERO) posting published on January 16, 2024 (ERO # [019-7851](#)), recovery strategies prepared under the *Endangered Species Act, 2007* are scientific advice to government. They do not represent any decisions being made by the ministry, and no policy changes are being proposed at this time. Thus, no restrictions will be put into place as a result of the publication of the strategy.

The next stage in the species at risk recovery planning process, as required by the *Endangered Species Act, 2007* (ESA), will be the development of the Ontario recovery policy (government response statement) for this species. A government response statement (GRS) is required to respond to the advice in the recovery strategy and outlines the actions the government intends to take or support to help recover the species. The ministry develops the GRS based on advice in the recovery strategy as well as input from Indigenous communities, the public, stakeholders, and other jurisdictions, and considers social and economic factors in addition to the scientific advice. Your feedback has been shared with the Ministry of the Environment, Conservation and Parks, and will be considered as the province proceeds with developing the GRS for Lake Whitefish (Opeongo Lake large- and small-bodied populations).

Once a GRS for Lake Whitefish has been developed, an invitation to review and provide input on the draft policy will be posted on the ERO. At that time, we will welcome the public to comment on the potential impacts of implementing protection or recovery approaches outlined in the draft policy. If, following completion of the government response statement, the ministry were to propose any regulatory changes, additional opportunities to provide input would be provided before a final decision would be made.

I would like to thank you again for sharing your feedback. I hope this provides some clarity on the purpose and scope of the Lake Whitefish Recovery Strategy, and the process for developing the government's policy for this species.

Please let me know if you have any further questions.



**Katherine Chabot | Executive Assistant**  
**Constituency Office Andrea Khanjin, MPP of Barrie-Innisfil**  
237 Mapleview Drive East, Unit 1, Barrie, ON L4N 0W5  
705.722.0575 | [andrea.khanjin@pc.ola.org](mailto:andrea.khanjin@pc.ola.org)  
<http://www.andreampp.com>

---

**From:** Khanjin, Andrea <[andrea.khanjin@pc.ola.org](mailto:andrea.khanjin@pc.ola.org)>  
**Sent:** Wednesday, February 14, 2024 2:50 PM  
**To:** [minister.mecp@ontario.ca](mailto:minister.mecp@ontario.ca)  
**Cc:** Chabot, Katherine <[katherine.chabot@pc.ola.org](mailto:katherine.chabot@pc.ola.org)>  
**Subject:** FW: ERO # 019-7851 - Final Recovery Strategy for the Lake Whitefish (Opeongo Lake large- and small-bodied populations) in Algonquin Park, Ontario  
**Importance:** High

---

**From:** Tracy Cannon <[operations@southalgonquin.ca](mailto:operations@southalgonquin.ca)>  
**Sent:** Wednesday, February 14, 2024 2:42 PM  
**To:** Khanjin, Andrea <[andrea.khanjin@pc.ola.org](mailto:andrea.khanjin@pc.ola.org)>  
**Cc:** Bryan Martin <[clerk@southalgonquin.ca](mailto:clerk@southalgonquin.ca)>  
**Subject:** RE: ERO # 019-7851 - Final Recovery Strategy for the Lake Whitefish (Opeongo Lake large- and small-bodied populations) in Algonquin Park, Ontario  
**Importance:** High

**! CAUTION:** External message.

Dear Hon. Andrea Khanjin,  
On behalf of the Township of South Algonquin, please see the attached letter pertaining to ERO #



019-7851 - Final Recovery Strategy for the Lake Whitefish (Opeongo Lake large- and small-bodied populations) in Algonquin Park, Ontario.

Sincerely,

Tracy Cannon, Dipl.M.A.  
Township of South Algonquin  
Planning & Building Administrator  
7 Third Avenue, P.O. Box 217  
Whitney, ON  
K0J 2M0  
613-637-2650 Ext. 203  
[operations@southalgonquin.ca](mailto:operations@southalgonquin.ca)

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**Moved by:**

**Seconded by:**

**Res # 24-**

THAT: Council for the Corporation of the Township of South Algonquin supports the resolutions from the Town of Lincoln & Town of Plympton-Wyoming regarding Bill C-310 and amendments to the Income Tax Act for tax credit for volunteer firefighters.

**-Carried-**

**-Defeated-**



**THE CORPORATION OF THE TOWNSHIP  
OF SOUTH ALGONQUIN**

**BY-LAW NUMBER 2024-784**

**Being a By-Law to adopt an Emergency Management Program for the Township of South Algonquin pursuant to Section 2.1 (1) of The Emergency Management & Civil Protection Act, R.S.O., 1990, Ch. E9, as amended.**

**WHEREAS** the Emergency Management & Civil Protection Act, Section 2.1 (1) requires every municipality to develop and implement an emergency management program;

**AND WHEREAS** Section 2.1 (2) of the Emergency Management & Civil Protection Act stipulates the content of each municipality's emergency management program;

**AND WHEREAS** Section 14(1) of the Emergency Management & Civil Protection Act requires emergency management programs conform with regulatory standards, in accordance with international best practices;

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

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

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

**NOW THEREFORE Council for The Corporation of the Township of South Algonquin hereby ENACTS as follows:**

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

**That** the Emergency Management Program for The Corporation of the Township of South Algonquin 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;

**1. That** Schedules "A", "B", "C", "D" and "E", attached hereto, shall form part of this By-law:

**2. Schedule A**, being the Municipal Emergency Response Plan for The Corporation of the Township of South Algonquin, pursuant to Section 3 of the Emergency Management & Civil Protection Act, R.S.O., 1990, Ch. E9, as amended

**3. Schedule B**, being a Schedule for the designation of a Community Emergency Management Coordinator

**4. Schedule C**, being a Schedule to establish the composition, organization and operational guidelines of the Community Emergency Management Program Committee

**5. Schedule D**, being a Schedule to designate and identify a community Emergency Information Officer

**6. Schedule E**, being the Community Profile document

The Township of South Algonquin Emergency Management Program shall be reviewed annually by council;

**That** this By-law shall come into force and effect on the date of Third and Final Reading.

**That** any By-Law relative to this by-law that is inconsistent with or antedating this by-law is hereby repealed.

**READ A FIRST AND SECOND TIME on March 6<sup>th</sup>, 2024**

\_\_\_\_\_  
**Ethel LaValley – Mayor**

\_\_\_\_\_  
**Bryan Martin-CAO/Clerk Treasurer**

**READ A THIRD TIME, PASSED AND ENACTED on March 6<sup>th</sup>, 2024**

\_\_\_\_\_  
**Ethel LaValley – Mayor**

\_\_\_\_\_  
**Bryan Martin-CAO/Clerk Treasurer**

For the purpose of this council pkg. Only the front page of the plan is included. See Emergency Management Plan included in this package to view the entire plan.



***Municipal Emergency Response Plan***

***Revision 7***

***2024***



## Program Verification Form 4-1

### CEMC Designation



**Standard:** "Every municipality shall designate an employee of the municipality or a member of the council as its emergency management program co-ordinator." O. Reg. 380/04, s. 10 (1).

**Verification:**

This form is to contain your municipality's Community Emergency Management Coordinator designation and contact information as it will appear in PEOC database. This information will be used on a daily basis to provide relevant information/correspondence to you, and to enable us to contact you 24/7 should an emergency arise in your community. Please complete all sections, indicate your 24/7 emergency contact number, print, sign to verify the information, and email the completed form to the PEOC Duty Officer at [peocdo01@ontario.ca](mailto:peocdo01@ontario.ca) or fax it to (416) 314-6220.

To designate a new CEMC (Primary or Alternate) or to update existing information, please check appropriate box.

New Information

Update Existing Information

Primary CEMC

Alternate CEMC

MUNICIPALITY:

Township of South Algonquin

NAME OF INDIVIDUAL:

Aurel Thom

PRIMARY JOB FUNCTION TITLE:

CEMC

ADDRESS:

6566 Hwy 523

P.O. Box 238

Madaunaska, ON K0J2C0

OFFICE PHONE:

OFFICE FAX:

CELL PHONE:

613-334-5018

HOME PHONE:

24/7 CONTACT (choose applicable): Cell phone

613-334-5018

(if other, specify)

E-MAIL:

mfd@southalgonquin.ca

To delete CEMC information from the PEOC Database:

NAME OF CEMC TO BE REMOVED:

Brian Ackney

MUNICIPALITY:

TOWNSHIP SOUTH ALGONQUIN

I certify that the above designation/deletion information is, to the best of my knowledge, correct:

Aurel Thom  
Signature of CEMC

Oct 31, 2023  
Date

By Martin  
Signature and title of appointing authority

Oct 31, 2023  
Date

PEOC Office Use Only:

Data entered by: \_\_\_\_\_

Date: \_\_\_\_\_





## Program Verification Form 4-1 CEMC Designation



**Standard:** "Every municipality shall designate an employee of the municipality or a member of the council as its emergency management program co-ordinator." O. Reg. 380/04, s. 10 (1).

**Verification:**

This form is to contain your municipality's Community Emergency Management Coordinator designation and contact information as it will appear in PEOC database. This information will be used on a daily basis to provide relevant information/correspondence to you, and to enable us to contact you 24/7 should an emergency arise in your community. Please complete all sections, indicate your 24/7 emergency contact number, print, sign to verify the information, and email the completed form to the PEOC Duty Officer at [peocdo01@ontario.ca](mailto:peocdo01@ontario.ca) or fax it to (416) 314-6220.

**To designate a new CEMC (Primary or Alternate) or to update existing information, please check appropriate box.**

New Information

Update Existing Information

Primary CEMC

Alternate CEMC

MUNICIPALITY: Township of South Algonquin

NAME OF INDIVIDUAL: Tracy Cannon

PRIMARY JOB FUNCTION TITLE: Planning & Building Administrator

ADDRESS: 7 Third Avenue

Whitney, ON K0J 2M0

OFFICE PHONE: 613-637-2650 OFFICE FAX: 613-637-5363

CELL PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

24/7 CONTACT (choose applicable): Cell phone \_\_\_\_\_  
(if other, specify)

E-MAIL: operations@southalgonquin.ca

**To delete CEMC information from the PEOC Database:**

NAME OF CEMC TO BE REMOVED: \_\_\_\_\_

MUNICIPALITY: \_\_\_\_\_

**I certify that the above designation/deletion information is, to the best of my knowledge, correct:**

Tracy Cannon  
Signature of CEMC

Feb. 5/24  
Date

By Martin CAO  
Signature and title of appointing authority

Feb 5/24  
Date

**PEOC Office Use Only:**

Data entered by: \_\_\_\_\_

Date: \_\_\_\_\_

## **SCHEDULE “C”**

### **BEING A SCHEDULE TO ESTABLISH THE COMPOSITION, ORGANIZATION AND OPERATIONAL GUIDELINES OF THE COMMUNITY EMERGENCY MANAGEMENT PROGRAM COMMITTEE**

The powers and functions of the Committee are set out in Ontario Regulation 380/04, s. 11 (1).

#### **Emergency Management Program Committee**

11. (1) Every municipality shall have an emergency management program committee

(2) The committee shall be composed of,

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

(3) The persons appointed under clause (2) (e) may only be,

- (a) officials or employees of any level of government who are involved in emergency management;
- (b) representatives of organizations outside government who are involved in emergency management; or
- (c) persons representing industries that may be involved in emergency management

(4) The council shall appoint one of the members of the committee to be the chair of the committee

(5) The committee shall advise the council on the development and implementation of the municipality’s emergency management program.

(6) The committee shall conduct an annual review of the municipality’s emergency management program and shall make recommendations to the council for its revision if necessary.

#### **Responsibilities of the Committee**

To oversee the development, implementation and management of the municipal emergency management program including:

- Municipal Emergency Response Plan
- Public Education Program
- Training
- Exercises
- Annual program review

**Proposed Meeting Schedule**

The committee shall meet as needed with meetings to be scheduled by the Clerk, in consultation with the Chair.

**Reports to Council**

An information report will be provided to Council when a function of the Emergency Management Program Committee is undertaken.

**Verification**

A list of Committee members will be forwarded to Emergency Management Ontario, Office of the Fire Marshal and Emergency Management, as part of the annual program verification process.

## **SCHEDULE “D”**

### **BEING A SCHEDULE TO DESIGNATE AN EMPLOYEE OF THE MUNICIPALITY AS ITS EMERGENCY INFORMATION OFFICER.**

The roles and responsibilities of the Emergency Information Officer are set out in Section 14 of Ontario Regulation 380/04.

(1) Every municipality shall designate an employee of the municipality as its emergency information officer. O. Reg. 380/04, s. 14 (1).

(2) The emergency information officer shall act as the primary media and public contact for the municipality in an emergency. O. Reg. 380/04 (2).

#### **Duties of the Emergency Information Officer**

The Emergency Information Officer will consult with Incident Command, Mayor and the CAO/Clerk Treasurer on the need for:

- a) News briefings, conferences and interviews;
- b) Granting media interviews
- c) Monitoring media coverage during an emergency
- d) Responding to and correcting media misinformation and rumours
- e) Consulting with the Municipal Control Group regarding the status of the emergency
- f) Directing the activation of the Municipal Emergency Information Plan.

#### **Spokespersons**

A Spokesperson is someone who is designated as the lead individual to speak to the news media, give interviews and provide emergency information to the media and general public. The Municipal Emergency Response Plan for the Township of South Algonquin designates such employees.

#### **Verification**

The name(s) of persons designated as Emergency Information Officers will be forwarded to Emergency Management Ontario, Office of the Fire Marshal and Emergency Management, as part of the annual program verification process.

**THE CORPORATION OF THE TOWNSHIP  
OF SOUTH ALGONQUIN**

**BY-LAW NUMBER 2024-785**

**Being a By-Law to adopt an Emergency Response Plan under Sections 2.1 (2) (a) and 3 (1) of the Emergency Management & Civil Protection Act, R.S.O., 1990, Ch. E 9, as amended.**

**WHEREAS** the Emergency Management & Civil Protection Act, Section 2.1 (2) (a) and Section 3(1) requires every municipality to develop and implement an emergency plan;

**NOW THEREFORE Council for The Township of South Algonquin hereby ENACTS as follows:**

- 1)** The Document “The Municipal Emergency Response Plan for the Township of South Algonquin” attached hereto as “Schedule A” shall be and is adopted as the emergency plan of The Township of South Algonquin.
- 2)** In accordance with Section 3(6) of the Emergency Management & Civil Protection Act, R.S.O., 1990, Ch. E9, as amended, Schedule “A” shall be reviewed and, if necessary, revised, (at least once each calendar year);
- 3)** In the event of any conflict between the provisions of Schedule “A” hereto and the provisions of any statute, regulation or other law, the provisions of such statute, regulation, or other law shall govern;
- 4)** That this By-law shall come into force and effect on the date of Third and Final reading.

**READ A FIRST AND SECOND TIME on March 6, 2024**

\_\_\_\_\_  
**Ethel LaValley – Mayor**

\_\_\_\_\_  
**Bryan Martin-CAO/Clerk Treasurer**

**READ A THIRD TIME, PASSED AND ENACTED on March 6, 2024**

\_\_\_\_\_  
**Ethel LaValley – Mayor**

\_\_\_\_\_  
**Bryan Martin-CAO/Clerk Treasurer**



***Municipal Emergency Response Plan***

***Revision 7***

***2024***

## FOREWARD

In accordance with the *Emergency Management and Civil Protection Act R.S.O. 1990*, there is a requirement for all municipalities, ministers of the Crown and designated agencies, boards, commissions and other branches of government to develop and maintain an emergency management program consisting of emergency plans, training programs and exercises, public education and any other elements prescribed by Regulation.

The *Municipal Emergency Response Plan* for the Township of South Algonquin establishes a framework document for responding to any type of emergency and outlines the following:

- Policy for emergency management
- Emergency response strategies
- Concept of Operations
- Roles and responsibilities

The Municipal Emergency Response Plan is an “umbrella” document for the Township’s risk-specific plans and implementing procedures. Local emergency plans, and those of external agencies support this document. This plan establishes an effective system of emergency management to accomplish the following specific purposes:

- To reduce the vulnerability of South Algonquin residents and visitors to the loss of life, to the loss of infrastructure or to the adverse health effects resulting from a natural or human-caused event.
- To ensure the preservation of essential municipal services and the local economic base.
- To prepare for prompt and efficient response and recovery activities for the protection of lives, property and infrastructure affected by the emergency.
- To respond to all emergencies using all existing systems, plans and resources necessary to preserve the health, safety and welfare of persons affected by an emergency.

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## **1.0 Introduction**

The Township of South Algonquin is located along the Highway 60 corridor in Nipissing District in the northeastern section of Ontario. The municipality has a land mass of 873 square kilometres (80% is Crown land) and features a population of 1,055 permanent residents in 894 private dwellings. A resource-based economy employs 49% of the local work force. Located adjacent to Algonquin Provincial Park, the municipality was formed in 1998 by amalgamating the Village of Whitney (Airy Township) with the former unincorporated geographic Townships of Murchison, Lyell, Dickens and Sabine.

A “risk-based” emergency management program was created in 2003 to deal with actual or potential emergencies. The program is administered by the Community Emergency Management Coordinator(s) who ensure the development, implementation and maintenance of the program in association with the *Emergency Management Program Committee*. Core components of the program include prevention, mitigation and preparedness strategies and emergency response and recovery plans.

A coordinated emergency response system, under the direction of the *Municipal Control Group* (MCG) provides for the implementation of distinct arrangements and protocols which exceeds the normal operations of emergency service. The *Municipal Emergency Response Plan* provides key officials with specific emergency response information relating to:

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

For information on any aspect of emergency management please contact:

Community Emergency Management Coordinator

Township of South Algonquin

P.O. Box 217 Whitney, Ontario

KOJ 2MO

613 – 637 – 2650

## **2.0 AIM**

Municipalities are the responsible and accountable governments with respect to matters within their jurisdiction and each municipality is given powers and duties under many Acts for the purpose of providing good government with respect to these matters.

The primary reason for establishing an emergency management program is to improve public safety through a coordinated and pre-identified process for responding to critical situations. A realistic emergency management program will assist in protecting lives, critical infrastructure, property and the environment while promoting economic stability and ensuring the continuance of critical assets and government.

South Algonquin is not immune to disaster according to our historical past. An annual *Hazard Identification and Risk Assessment* (HIRA) is developed gauging the probability and consequence of each known hazard. This local "*Risk Profile*" provides accurate direction in relation to emergency planning and response.

Potential emergency situations may include forest fires, human health emergencies, critical infrastructure failures and flood concerns. In 2013, South Algonquin formally declared a state of emergency in response to historic flood levels and the potential failure of the Galeairy Lake Dam in Whitney.

The "risk-based" method being used ensures that the municipality can respond to any type and level of community emergency. An efficient "*Recovery Plan*" results in local economic recovery, stabilizes confidence in government and returns the community to a state of "*normalness*".

## **3.0 LEGAL AUTHORITY**

The *Emergency Management and Civil Protection Act* and *Ontario Regulation 380/04* provide the legal authority for emergency plans in Ontario.

### **3.1 EMERGENCY MANAGEMENT ACT**

Section 3 (1) of the Act states

*Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of a municipality shall by by-law adopt the emergency plan.*

R.S.O. 2002, c.14, S.5(1).

Section 3(6)

Every municipality shall review and, if necessary, revise its emergency plan every year.

Section 4(1) Emergency Declaration

*“The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such actions and make such orders as he/she considers necessary and are not contrary to law to implement the emergency plan of the municipality to protect the health, safety and welfare of the inhabitants of the emergency area”.*

Under Section 4(2) of the Act, the Head of Council shall notify forthwith the Solicitor General of a declaration made under subsection (1) or (2). The Head of Council or the Council of a municipality may at any time declare an emergency has terminated.

The *EMCPA* also requires every municipality to submit the most current version of their emergency response plan to the Chief, Emergency Management Ontario Sec 6.2(1).

Municipalities must also conform to the standards of the Occupational Health & Safety Act and must take all reasonable precautions to ensure the safety of workers. Section 7.1(8) of the *EMCPA* states that “the Occupational Health & Safety Act, or a Regulation made under it, shall prevail over other Acts”, including the Emergency Management Act.

### **3.2 ONTARIO REGULATION 380/04**

This Regulation sets out municipal standards for emergency management programs.

#### **Section 10 (1)**

Every municipality shall designate an employee of the municipality or a member of the council as its emergency management coordinator.

#### **Section 10 (2)**

The emergency management coordinator shall complete the training that is required by the Chief, Emergency Management Ontario.

#### **Section 10 (3)**

The emergency management program coordinator shall coordinate the development and implementation of the municipality's emergency management program within the municipality and shall coordinate the municipality's emergency management program in so far as possible with the emergency management programs of other municipalities and ministries of the Ontario government and of organizations outside of government that are involved in emergency management.

#### **Section 10 (4)**

The emergency management coordinator shall report to the municipality's emergency management program committee.

Section 11 (1) Every municipality shall have an emergency management program committee. The committee shall be composed of:

- Emergency management program coordinators
- Senior municipal official, appointed by Council
- Such members of Council, as appointed by Council
- Municipal employees who are responsible for emergency management functions
- Other persons, as appointed by Council



### 3.2 ONTARIO REGULATION 380/04

Section 11 (5) Council shall appoint one of the members of the committee to be the chair of the committee.

Section 11 (6) The committee shall conduct an annual review of the municipality's emergency management program and shall make recommendations to the council for its revision if necessary.

### 3.3 MUNICIPAL BY-LAWS

South Algonquin's Emergency Management Program was first introduced in May, 2003 as approved by Council under authority of By-Law # 03-180.

The most recent Emergency Management Program By-Law and the Emergency Management Response Plan being;

- By-law # 2024-784, being a By-law adopting the municipality's Emergency Management Program.
- By-law # 2024-785 authorizing a revised Municipal Emergency Response Plan described as Revision 7, 2024.

The CEMC shall review the Municipal Emergency Response Plan annually. If revisions to the plan are required, the CEMC shall revise the emergency plan and submit it for Council approval by By-law, per Section 3 (6) of the Emergency Management & Civil Protection Act.

This Municipal Emergency Response Plan will be filed with the Office of the Fire Marshal and Emergency Management (OFMEM) following Council approval and its adoption by municipal by-law.

Municipalities are required to meet stringent program requirements and submit program verification forms to OFMEM prior to December 31<sup>st</sup> of each calendar year. It is the responsibility of the Community Emergency Management Coordinator (CEMC) to ensure program compliance. Both the CEMC and the Head of Council are required to sign these forms as part of the program completion process.

## **4.0 Definition of an Emergency**

An “**emergency**” is defined as:

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

(EMCPA R.S.O. 2006, Sec 1.)

An “**emergency area**” is defined as the area in which an emergency exists.

A “**disaster**” is defined as an emergency which severely incapacitates a community.

## **4.1 Actions prior to an Emergency Declaration**

When an emergency exists, but has not yet been declared to exist, municipal employees may take such actions as may be required to protect the health, safety, welfare and property of the inhabitants of the emergency area. The associated plans and information attached as “Annexes” to the Municipal Emergency Response Plan may be implemented in whole, or in part, in the absence of a formal emergency declaration.

## **5.0 Emergency Notification Procedures**

Only a member of the *Municipal Control Group* (MCG) may initiate the emergency notification procedure. When a member of the MCG receives a warning of a real or potential emergency, or of a significant event requiring a response above normal emergency response procedures, the member will immediately contact the Municipal CAO/Clerk-Treasurer. If the CAO/Clerk-Treasurer cannot be contacted, or is unable to act, then the “Designated Alternate” should be contacted, refer to Annex # 1 Notification & Contacts. The Community Emergency Management Coordinators should also be contacted immediately. The MCG member initiating the call must provide all the pertinent details of the emergency as part of the notification procedure.

When it becomes apparent that the critical situation requires that municipal officials take immediate action, the CEMC’s should ensure that the Emergency Management Program is activated, and the Municipal Emergency Response Plan is engaged at a sufficient level to mitigate the emergency. There are four levels of activation:

### Level 1 Routine Monitoring

Normal surveillance activities...Prepare for known or forecasted events. Ensure operational readiness for unforeseen events.

### Level 2 Enhanced Monitoring

Increased monitoring and preparedness for emerging or unexpected events...MCG may/may not be convened, depending upon the nature of the emergency. Formal emergency declaration may / may not be in effect.

### Level 3 Partial Activation of Emergency Response Plan

Situation may require the deployment of municipal resources and activation of the Municipal Emergency Response Plan. EOC may be operational, and MCG may be convened as necessary. An emergency declaration may / may not be in effect.

## **5.0 Emergency Notification Procedures**

### Level 4 Full activation of Emergency Response Plan

Resources deployed to mitigate the emergency as required. The Emergency Operations Centre is operational at an appropriate level of operation and appropriate location. MCG may be convened and staffed at an adequate level. Head of Council may declare a formal state of emergency.

Once contacted, it is the duty of the Municipal Control Group members to report to the appropriate Emergency Operations Centre, as directed in the notification order. If the “Primary” MCG members are unable to attend, then the *Designated Alternate* must be called to respond. Depending upon the nature of the emergency, some or all of the members may be required to attend the EOC, but all members should be informed of the emergency situation. Refer to Annex # 1 Notification & Contacts.

If deemed appropriate, MCG members may initiate their own internal notification procedures of their staff and volunteer organizations. When the threat of an impending emergency exists, the Municipal Control Group may be placed on “**stand-by**”.

## **6.0 Requests for Assistance**

Assistance from the Province of Ontario may be requested at any time without any loss of control or authority. The Community Emergency Management Coordinator acts as the primary municipal contact for Emergency Management Ontario on matters relating to emergency management and response. The CEMC, or designate, should request assistance by contacting the PEOC Duty Officer at the Provincial Emergency Operations Centre in Toronto. Refer to Annex # 1 for contact information.

The Office of the Fire Marshal & Emergency Management may dispatch an EMO Field Officer to the requesting community or may deploy the Provincial Emergency Response Team (PERT) to the affected municipality.

If you are unable to contact the PEOC Duty Officer, then the O.P.P. Duty Officer should be contacted.

## **7.0 Declared Municipal Emergencies**

The mayor, as Head of Council, is responsible for declaring a state of emergency within the Township of South Algonquin and this decision is made in consultation with the members of the Municipal Control Group.

“In the mayor’s absence, inability or refusal to act, or if the office is vacant, then the mayor’s “designated alternate” shall assume the powers and duties of the Head of Council as prescribed in the Township’s current Procedural By-Law.

1(a) Acting Head of Council shall mean another designate who shall act as a presiding officer in the absence of the mayor.

1(cc) a quorum of not less than two members shall be present.

### **4.7.1 Presiding Officer**

The mayor shall preside at all Council and Committee of the Whole meetings. In the absence of the mayor, or if the office is vacant, the Council may appoint by by-law or resolution, a Chair from among members present who, during the absence or vacancy, shall have all the powers of the Head of Council.

Each member of Council is listed as a “designated alternate” to the Head of Council. In a serious emergency, where several Council members may be unavailable, or incapable of assuming the role as “Acting Head of Council”, this policy allows for maximum flexibility in choosing a designated alternate for the mayor’s position and will allow for the continuation of government.

## **7.0 Declared Municipal Emergencies**

Upon declaring an emergency, the mayor will fill out and sign the Emergency Declaration Form and submit it to the PEOC Duty Officer at the Provincial Emergency Operations Centre. The emergency area(s) should be clearly defined on the form. Refer to Annex # 1-Notification & Contacts for official templates to be used when declaring, renewing or terminating an emergency.

Upon declaring, renewing or terminating an emergency declaration, the following groups will be notified:

- Office of Fire Marshal & Emergency Management (OFMEM)
- Council members
- General Public
- Local member of Provincial Parliament
- Neighbouring communities
- Media
- Other groups, NGO's, Ministries, agencies and organizations, as required.

A declared municipal emergency may be terminated by:

- Premier of Ontario
- Head of Council
- Council (as a whole body)

## **8.0 Provincially Declared Emergencies**

Section 7.0.1 of the *Emergency Management and Civil Protection Act* states

(1) The Lieutenant Governor in Council or the Premier, if in the Premier's opinion the urgency of the situation requires that an order be made immediately, may by order declare that an emergency exists throughout Ontario or in any part of Ontario.

2006.c. 13, S1 (4).

The criterion for declaring a Provincial emergency is as follows:

3. (1) There is an emergency that requires immediate action to prevent, reduce or mitigate a danger of major proportions that could result in serious harm to persons or substantial damage to property.

3. (2) One of the following exists:

- i. The resources normally available to the government of Ontario or any agency, branch or commission or other branch of the government, including existing legislation, cannot be relied upon without the risk of serious delay.
- ii. Resources referred to in paragraph (i) may be insufficiently effective to address the emergency.
- iii. It is not possible, without the risk of delay, to ascertain whether the resources referred to in paragraph (i) can be relied upon.

Under Section 7.0.3 (2) of the EMCPA, the Premier has specific municipal powers:

(2) If an order is made under Section 7.0.1 and the emergency area or any part of it is within the jurisdiction of a municipality, the Premier, where he/she considers it necessary, may by order under this section,

(a) Direct and control the administration, facilities and equipment of the municipality in the emergency area, and, without restricting the generality of the foregoing, the exercise by the municipality of its powers and duties in the emergency area, whether under an emergency plan or otherwise, is subject to the direction and control of the Premier; and

## **8.0 Declared Provincial Emergencies**

### Section 7.0.3 Premier's specific municipal powers

2(b) Require any municipality to provide such assistance as he/she considers necessary to an emergency area or any part of the emergency area that is not within the jurisdiction of a municipality and direct and control the provision of such assistance.

2006, c.13, S. 1 (4).

## **9.0 Provincial Orders & Special Powers**

Emergency powers and Provincial Orders are used to promote the public good by protecting the health, safety, welfare of the people of Ontario in times of declared emergencies in a manner subject to the Canadian Charter of Rights & Freedoms.

Section 7.0.2 (4) provides the Lieutenant Governor in Council with emergency powers and the ability to make orders in respect of the following:

1. Implementing any emergency plans formulated under Sections 3, 6, 8 or 8.1.
2. Regulating or prohibiting travel or movement to, from, or within any specified area.
3. Evacuating individuals and animals, removing personal property from any specified area and planning for the adequate care and protection of individuals and property.
4. Establishing facilities for the care, welfare, safety and shelter of individuals including emergency shelters and hospitals.
5. Closing any place, whether public or private, including any business, office, school, hospital or other establishment or institution.
6. To prevent, respond to, or alleviate, the effects of the emergency by constructing works, restoring necessary facilities and appropriating, using, destroying, removing or disposing of property.
7. Collecting, transporting, storing, processing and disposing of any type of waste.



## **9.0 Provincial Orders & Special Powers**

8. Using any necessary goods, services and resources within any part of Ontario, distributing and making available necessary goods, services and resources and establishing centres for their distribution.

9. Procuring necessary goods and services.

10. Fixing prices for necessary goods, services and resources and prohibit charging unconscionable prices in respect of necessary goods, services and resources

11. Authorizing, but not requiring, any person, or class of persons, to render services of a type that the person, or person of that class, is reasonably qualified to provide.

12. Taking other such actions or implementing such other measures as the Lieutenant Governor in Council considers necessary to prevent, respond to, or to alleviate the effects of the emergency.

2006, c. 13, S. 1 (4).

***Emergency Orders*** are subject to the following limitations:

- Actions shall be exercised in a manner which, consistent with the objectives of the order, limits their intrusiveness.
- Orders only apply to the areas of the province where it is necessary.
- Orders will be effective for only as long as is necessary.

Section 7.0.2 (5).

## **10. Terminating Provincial Emergencies**

An emergency declaration made under Section 7.0.1 will be terminated at the end of the 14<sup>th</sup> day following its declaration unless the Lieutenant Governor in Council by order declares it to be terminated at an earlier date.

2006, c. 13 S. 1 (44).

The Lieutenant Governor in Council may by order extend an emergency before it is terminated for one further period of no more than 14 days.

Under Section 7.0.7 (3) the Assembly, on the recommendation of the Premier, may by resolution extend the period of an emergency for additional periods of no more than 28 days.

If there is a resolution before the Assembly to extend the period of the emergency, the declaration of the emergency shall continue until the resolution is voted on.

2006, c. 13 S. 1 (4).

## **11. Mutual Assistance**

Municipalities have the primary responsibility for response in emergency situations within their communities. They will commit all available resources to save lives and minimize injury to persons, damage to property and infrastructure.

As appropriate, and through pre-arranged mutual assistance agreements, adjacent jurisdictions and other agencies aid in emergency response and recovery capabilities if called upon.

For complete and detailed information on the “response capabilities” of agencies responding to emergencies within the Township of South Algonquin refer to Annex # 4- Response Capabilities, as appended to this emergency response plan.

## **11. Mutual Assistance:**

The municipality currently has in place several mutual assistance agreements with varying agencies. Refer to Annex # 7 Mutual Aid Information and/or Annex #8 Mutual Assistance Agreements/ MOU's/MOA's. Agreements include:

- ✓ Red Cross Personal Disaster Assistance (PDA) Agreement
- ✓ Red Cross Disaster Services/ "Just-In-Time" Shelter Agreement
- ✓ MNRF / AFFES Fire Protection Agreement (5 year)
- ✓ Renfrew County Mutual Fire Aid
- ✓ MNRF Algonquin Park Fire Protection Agreement
- ✓ Ornge Air Ambulance Helipad Maintenance Agreement
- ✓ Northern 911 Fire Dispatch & Paging Agreement
- ✓ Other agreements/ MOU's & MOA's, as deemed necessary.

South Algonquin Township is designated as a "single-tier" municipality, and as such has no upper-tier government that it is associated with. The District of Nipissing Social Services Administration Board (DNSSAB) aids the Township of South Algonquin under Provincial legislation. DNSSAB provides the following assistance:

- Administering the Ontario Works Program
- Providing municipal Social Services and Social Housing
- Children's Services
- Land Ambulance Services

One member of municipal council is appointed to sit on the DNSSAB Board, and this member acts as the primary contact between the District of Nipissing and the municipality.

A copy of the DNSSAB Emergency Response Plan is found in Annex # 4 – Response Capabilities.

## **12. Municipal Control Group (MCG)**

Section 12(1) of Ontario Regulation 380/04 requires every municipality to have an emergency control group.

Section 12(2) The emergency control group (MCG) shall be composed of:

- a) Such officials or employees of the municipality as may be appointed by council.
- b) Such members of council as may be appointed by council.

Section 12(3) Members of the group shall complete the annual training that is required by the Chief, Emergency Management Ontario.

Section 12(4) The emergency control group shall direct the municipal response in an emergency, including implementation of the municipality's emergency plan.

Section 12(5) The group shall develop procedures to govern its responsibilities in an emergency.

Section 12(6) The group shall conduct an annual practice exercise for a simulated emergency incident in order to evaluate the municipality's emergency response plan and its own procedures.

Section 12(7) The group shall, if deemed necessary, revise its procedures and shall make recommendations to the council for the revision of the municipality's emergency response plan.

Upon receipt of an "**emergency alert**" notification the *Municipal Control Group* will assemble at the appropriate Emergency Operations Centre (EOC). The location of the Primary EOC and Secondary EOC is listed in Annex # 1- Notification & Contacts. Under extraordinary situations, where it is not possible for the Municipal Control Group to convene in person (i.e., pandemic), then electronic meetings may be used as authorized under South Algonquin Bylaw # 20-622. Refer to Annex # 1-MCG Contacts for a current list of MCG and EM Program Committee members.

## **13. Composition of the MCG**

The *Municipal Control Group* may consist of the following primary members:

- ❖ Head of Council
- ❖ CAO/Clerk-Treasurer
- ❖ Deputy Clerk
- ❖ Community Emergency Management Coordinators
- ❖ Works Superintendent
- ❖ SAFD Fire Chief
- ❖ Municipal Council Representative(s)
- ❖ O.P.P. representatives
- ❖ Emergency Medical Services representatives

If primary MCG members are absent/unable to act, then the “***designated alternate***” will assume the position. Refer to Annex # 1 MCG Contact List for details.

The *MCG* may also rely on the following “***support & advisory***” resources including:

- ❖ EMO Field Officers/OFMEM representatives
- ❖ Deputy Treasurer
- ❖ Administrative Assistants/Accounts Receivable Clerks
- ❖ Chief Building Official
- ❖ Municipal Custodian/Building Maintenance Manager
- ❖ Medical Officer of Health, Renfrew County & District Health Unit
- ❖ Hospital representatives, St. Francis Memorial Hospital
- ❖ South Algonquin Family Health Team
- ❖ Boards of Education representatives
- ❖ Emergency 9-1-1 agencies and representatives
- ❖ Utility representatives
- ❖ Legal services representatives
- ❖ Human Resources staff
- ❖ Citizen Inquiry Supervisor
- ❖ Transportation Manager
- ❖ Others, as required.

## **14. Additional Staff & Resources**

Additional resources may be recruited to assist the MCG including:

- ✓ Provincial Ministries and Ministry Action Groups (MAGs) operating from a Ministry Emergency Operations Centre(s).
- ✓ Experts, officials and representatives from both the public and private sectors.
- ✓ Community Volunteer organizations, as required.

Under Regulation 380/04 all Provincial ministries shall:

- Designate an employee of the ministry as the ministry's emergency management program coordinator and another employee as an alternate.
- The emergency management program coordinator shall coordinate the ministry's emergency management program within the ministry and shall report to the ministry's emergency management program committee.
- Every ministry must have a Ministry Action Group (MAG) which directs the ministry's response in an emergency, including the implementation of the ministry's emergency plan.
- The MAG shall establish an emergency operations centre to be used by the action group in an emergency.

## **15. MCG Operating Cycle**

The *Municipal Control Group* will gather at regular intervals (operating cycles) to inform each other of actions taken and problems encountered during the emergency. The CAO/Clerk-Treasurer will act as the EOC Manager and will assume responsibility for scheduling, convening and coordinating the operations cycle with an emphasis on a timely system of reporting at each formal meeting. In the absence of the CAO/Clerk-Treasurer then the designated alternate, or another member of the MCG, may assume the position.

The MCG will meet frequently during the first stages of the emergency and less frequently during an on-going situation. Each operating cycle should contain the following six components:

1. Assessment of the situation. What is happening? What is needed?
2. Establish priorities. What can be done in a timely manner?
3. Set objectives.
4. Determine an action plan. Who does what? What tasks are required?  
Timeframe?
5. Set timelines for the implementation of assigned tasks.
6. Monitor and reporting. Schedule time & location of next meeting.

Documenting all activities is extremely important. Individual and group logs shall be kept, and Master Event Logs created.

Should the nature of the emergency (i.e., pandemic) prevent the Council of a municipality, or the Municipal Control Group, from meeting in person then “electronic meetings” may be used to facilitate the continuation of government. South Algonquin By-law # 20-622 establishes rules for the proceedings of Council, the calling of meetings and the conduct of Members. Schedule C of the By-law, pursuant to Section 238 (3.3) of the Municipal Act, 2001 allows Members of Council, Committees or Local Boards to participate in meetings/closed meetings electronically.

## **16. Responsibilities of the MCG**

Members of the MCG are likely to be responsible for the following actions or decisions:

- Dispatching and mobilizing emergency service agencies, equipment, resources
- 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 MCG is appropriate.
- Advising the Mayor as to whether the declaration of an emergency is recommended.
- Advising the Mayor on the need to designate all, or part of, the municipality as an “emergency area”.
- Ensuring an Incident Commander is appointed at each emergency site.
- Ensuring support to the emergency site(s) by offering equipment, staff and resources as requested by the Incident Commander
- Ordering, coordinating or over-seeing the evacuation and sheltering of inhabitants considered to be in danger and appointing shelter management staff as required.
- Discontinuing utilities or services provided by public or private concerns and arranging for their restoration at the appropriate time.
- Arranging for services and equipment from local agencies not under municipal control (private contractors, industry, service clubs, volunteers)
- Notifying and requesting assistance from, and/or liaison with, various levels of government and any public or private agency not under community control
- Ensuring that a registration system is established for all staff, volunteers, evacuees and media organizations involved in an emergency.
- Ensuring an accountability system is established to track the location and safety of all emergency first responders involved in the emergency response.
- Authorizing the expenditure of money required for dealing with the emergency.



## **17. Additional Duties of the MCG**

Additional responsibilities of the MCG may include:

- Determining if additional volunteers are required, and if an appeal for volunteers is warranted.
- Determining if additional or specialized transportation is required for the evacuation of persons, or the movement of supplies.
- Ensuring that all pertinent information regarding the emergency is promptly forwarded to the *Emergency Information Officer* and Citizen Inquiry Supervisor for dissemination to the media and public.
- Determining the need to establish advisory groups and/or sub-committees and working groups for any aspect of the emergency, including the recovery phase.
- Ensuring the well-being of persons displaced from their homes by arranging for disaster services including shelter, food, clothing, personal services and registration & inquiry services. Social Service representatives on the Control Group are responsible for establishing the Emergency Shelter Services Plan and initiating operations until the Canadian Red Cross Society responds and becomes operational under their Disaster Service Agreements
- 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 Council following termination of the emergency,
- Participating in the de-briefing process following termination of the emergency
- Other duties, as assigned.

## **18. Individual Responsibilities of the MCG**

### **18.1 MAYOR OR ACTING MAYOR**

The Mayor / Acting Mayor are responsible for:

- Providing overall leadership in responding to an emergency
- Declaring, renewing and terminating municipal emergencies
- Notifying Emergency Management Ontario of such declarations/ terminations
- Activating the municipal emergency notification system by contacting the CAO/Clerk-Treasurer and issuing an “emergency alert”
- Ensuring all Council members are advised of the declaration and are kept informed of the emergency.
- Acting as the Community Spokesperson for the municipality, hosting media press conferences and performing media-related duties as required
- Approving press releases at his/her discretion, in consultation with the *Emergency Information Officer*
- Dealing with any matters arising as part of the emergency and ensuring that the MCG functions effectively

### **18.2 CAO/CLERK-TREASURER:**

The CAO/Clerk-Treasurer is responsible for the following:

- Performing the duties and exercising the responsibilities of CAO/Clerk-Treasurer and assuming the duties as EOC Manager.
- As corporate coordinator, facilitate inter-departmental efficiency.
- Activating the municipal emergency notification system and directing essential MCG members to report to the appropriate EOC.
- Ensuring security arrangements at the EOC and other municipal facilities
- As “EOC Manager” coordinate all operations in the Emergency Operations Centre including the scheduling of regular meetings (business cycles) and ensuring all events are properly documented by EOC staff.
- Ensuring communications links are established between the EOC, emergency site(s) and all other facilities used in emergency response to the incident.
- As a senior member of the Emergency Information Team, assist the Mayor and Emergency Information Officer in the delivery of emergency information to public and media.

### 18.3 DEPUTY CLERK or Designate

The Deputy Clerk is responsible for the following:

- Providing administrative assistance to Department Heads ensuring all municipal and legislative policies are met.
- Taking minutes and compiling payroll and accounts receivable and producing reports for Council and Committees
- Performing the statutory duties and exercising the responsibilities of the Deputy Clerk as assigned by the CAO/Clerk-Treasurer, as outlined in the Deputy Clerk's job description and the Municipal Act
- Assisting the CAO/Clerk-Treasurer at the Emergency Operations Centre during an emergency and assuming the duties of EOC Manager in the CAO/Clerk-Treasurer's absence, or inability to act
- Assisting the CEMC(s) in the implementation of any aspect of the emergency management program and emergency response plan
- Ensuring the EOC is functional and that all maps, supplies and equipment is available while coordinating the provision of clerical and administrative staff to assist in the EOC as necessary.
- Assisting the CAO/Clerk-Treasurer and the CEMC's in documenting all important decisions made and actions taken by the MCG during the emergency.
- Assuming the duties of the *Citizen Inquiry Supervisor* and initiating the opening, operation and staffing of all switchboards at municipal facilities as the situation dictates.
- Ensuring a "Scribe" is present at all MCG meetings and cycles to properly document the emergency response.
- Maintaining a personal log of actions taken.

#### **18.4 DEPUTY TREASURER**

The Deputy Treasurer is responsible for the following:

- Reporting to the CAO/Clerk-Treasurer, the Deputy Treasurer will act as financial coordinator and will perform all the statutory duties of Treasurer and tax collector.
- Coordinating the preparation, maintenance and monitoring of all financial, accounts payable and accounting records and provide support, guidance and advice to Department Heads, Council and committees on financial matters.
- Assist the Treasurer in all facets of the financial management of the emergency.
- Assist with the financial administration of the Municipal Disaster Recovery Assistance Program (formerly ODRAP) or other available programs.
- Assisting the MCG in the Emergency Operations Centre, as requested by the EOC Manager
- Maintaining a personal log of actions taken
- Other duties, as necessary

#### **18.5 PLANNING & BUILDING ADMINISTRATOR/CEMC ALTERNATE:**

The Planning & Building Administrator is responsible for the following:

- Reporting to the CAO/Clerk-Treasurer, the Planning & Building Administrator will provide operational support and assistance to the Public Works, Building and Planning Departments by performing routine secretarial, clerical and receptionist duties, responding to public inquiries in the absence of the Works Superintendent and Chief Building Official / By-Law Enforcement Officer.
- Assuming the duties and responsibilities of the Community Emergency Management Coordinator (CEMC) in the absence, or inability to act, of the Primary CEMC as appointed by Council. In an emergency, priority should be given to his/her role as CEMC over other job responsibilities.
- Assisting the Community Emergency Management Coordinator in any aspect of emergency management as requested
- Maintaining a personal log of actions taken

## 18.6 COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)

Under the *Emergency Management and Civil Protection Act and Regulation 380/04* every municipality must appoint a Primary CEMC and may appoint two CEMC *Designated Alternates*. The CEMC serves as the primary contact for Emergency Management Ontario. CEMC's will build professional relationships with various organizations, whether public or private, or non-governmental organizations. Once identified CEMC's will be placed on EMO's "CEMC Distribution List".

Reporting to the CAO/Clerk-Treasurer, the "primary" Community Emergency Management Coordinator is responsible for developing, implementing, maintaining and verifying the emergency management program with Emergency Management Ontario (OFMEM). The CEMC reports to the Emergency Management Program Committee. The CEMC Designated Alternates assist the primary CEMC in program administration and development and will assume the duties of the primary CEMC in his/her absence, or inability to act.

CEMC roles and responsibilities may include the following:

- Successfully completing all required training required by OFMEM.
- Maintaining familiarity with current emergency management strategies and legislation
- Ensuring senior management and elected officials are aware of the latter.
- Identifying municipal program resource requirements, including funding and assisting in the preparation of an annual emergency management budget
- Forming an Emergency Management Program Committee
- In conjunction with the Committee, conduct an annual Hazard Identification and Risk Assessment
- Ensuring the designation of an appropriate Emergency Operations Centre
- Identifying all the critical infrastructure within the municipality
- Documenting existing municipal response capabilities
- Conducting annual training for MCG and EOC members
- Conducting an annual exercise to evaluate the Municipal Emergency Response Plan
- Identifying and training individuals to act as Emergency Information Staff.

## 18.6 COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)

In conjunction with the Emergency Management Program Committee:

- Conducting an annual review of the emergency management program
- Providing expertise and support to the MCG in an emergency
- Maintaining the Municipal Emergency Response Plan and ensuring it is current.
- Liaising with Field Officers and representatives of the Office of the Fire Marshal and Emergency Management (OFMEM)
- Monitoring the municipality's level of compliance and processing the required verification documents for submission to OFMEM

Additional CEMC duties may also include the following:

- Activating the municipal emergency notification system by contacting the CAO/Clerk-Treasurer and issuing an "emergency alert"
- Ensuring that security is in place at the EOC and that all MCG members are registered upon arrival for each operating cycle.
- Ensuring that the operating cycle of the MCG is met, and that related documentation is maintained for future reference.
- Addressing any action items that may arise from the activation of the emergency response plan.
- Assisting the Emergency Information staff in the preparation and dissemination of emergency information to the public and media
- Other duties, as deemed necessary.

The Community Emergency Management Coordinators appointed by the Township of South Algonquin are not "full-time" CEMCs. Their emergency management duties comprise a portion of their municipal responsibilities, therefore, when a critical situation arises, and the emergency management program is engaged then priority must be given to their emergency management duties over other duties assigned in their respective municipal job descriptions. This allows for an efficient emergency response and facilitates compliance with the duties placed on CEMC's by the *Emergency Management and Civil Protection Act and Regulation 380/04*.

## 18.7 WORKS SUPERINTENDENT – PUBLIC WORKS

The Public Works Department for the Township of South Algonquin provides summer and winter maintenance activities to 135 kilometres of municipal highways on a year-round basis.

The Works Department is supervised by the Works Superintendent who reports to the CAO/Clerk-Treasurer. The Works Superintendent is supported by the Planning & Building Administrator, Operations Foreman and Public Works Employees and is responsible for the following:

- Snowplowing, sanding, salting, culvert steaming and other road maintenance activities.
- Summer grading, dust control, road building activities and maintenance of bridges, culverts and other critical infrastructure
- Fleet maintenance
- Maintaining municipal facilities, buildings and parks
- Other duties, as assigned.

As a member of the MCG, the Works Superintendent is responsible for the following:

- Responding to municipal emergencies, or critical situations, affecting the municipality's buildings, roads, property and infrastructure
- Activating the municipal emergency notification system by contacting the CAO/Clerk-Treasurer and issuing an "emergency alert"
- Providing an Incident Commander, depending on the nature of the emergency
- Providing the MCG with information, advice, technical and engineering expertise relating to public works and roads
- Establishing an on-going communications link between the EOC and the senior Works official at the emergency site(s)
- Ensuring the construction, maintenance and repair of all municipal highways
- Ensuring the operation of all sanitary, sewage and water systems and municipal landfill sites as required
- Providing potable water, supplies and sanitation facilities at all municipal buildings, Reception Centres and Evacuation Centres to the requirements of the Medical Officer of Health

### **18.7 WORKS SUPERINTENDENT**

Additional duties of the Works Superintendent may include:

- Arranging for the discontinuation of public works services and/or utilities and restoring such services when appropriate
- Providing Works Department staff, vehicles and resources as required by any other emergency service, where possible
- Procuring, providing, operating and maintaining emergency generators as required

### **18.8 CEMC/DEPUTY FIRE CHIEF**

Deputy Fire Chief report directly to the Fire Chief and are responsible for the coordination and direction of all activities and training of the firefighting units assigned to them in the Fire Chief's absence.

The CEMC/Deputy Fire Chief is also designated as the Primary Emergency Management Coordinator for the Township of South Algonquin. Pursuant to Section 18.6 of this Emergency Response Plan and pursuant to the legal requirements of the Emergency Management and Civil Protection Act, and Regulation 380/04, should a conflict of duty arise between the position of the Deputy Fire Chief and the Community Emergency Management Coordinator (CEMC) position, then the CEMC position shall prevail, and take precedence over, the Deputy Fire Chief position.



## **18.9 SOUTH ALGONQUIN FIRE DEPARTMENT – OVERVIEW**

The South Algonquin Fire Department (SAFD) is authorized under the authority of By-law # 2014-452, “Establishing a Fire Department”. The Department consists of two Fire Stations (Whitney & Madawaska) with approximately 30 volunteer members. Legal Authority for the provision of fire protection services falls under the Fire Prevention & Protection Act and related statutes.

South Algonquin Council has revised the Fire Chief Job Description and has created a new Part-time Fire Chief position in 2020. The Fire Chief is responsible for the operation of the department under the general direction of Council. The Fire Chief reports to the CAO/Clerk Treasurer and supervises two Deputy Chiefs. The Deputy Chiefs are responsible for all operational and tactical operations at their respective Fire Stations located in Whitney and Madawaska, as authorized under By-law # 2020-617.

### **18.9.1 FIRE CHIEF**

The Fire Chief is responsible for:

- Preparing, presenting and administering capital & operating budgets.
- Planning, coordinating and directing firefighting/prevention, rescue and life and property saving functions.
- Supervising the activities and training programs.
- Ensuring compliance with legislation, codes and by-laws and required documentation of such.
- Developing and coordinating public education/public relations programs and activities.
- Reporting to, and taking command of, major incidents and initiating investigations, as required.
- Liaising with the Office of the Fire Marshal.
- Ensuring the maintenance of all major equipment.
- Ensuring all volunteer firefighters are trained and familiar with the safe operation of all vehicles and equipment.
- Maintaining all training records.
- Attending conferences, meetings, workshops and seminars.

- Meeting regularly with the Deputy Chiefs and other Officers to ensure the goals and procedures of the department are being followed.
- Recommending new volunteer members to Council to maintain volunteer levels, as established by Council.
- Developing a program to work with residents and business owners to ensure conformity with the Fire Code.
- Commenting on site plans, re-zonings, subdivision agreements and new buildings.
- Attending area Fire Chief's meetings and attending council and committee meetings as required.

As a member of the *Municipal Control Group* the Fire Chief is also responsible for the following:

- Activating the municipal emergency notification system by contacting the CAO/Clerk Treasurer and issuing an "emergency alert".
- Providing an Incident Commander, depending upon the nature of the emergency.
- Establishing an on-going communications link with the EOC and the emergency site(s) and at all departmental facilities and command posts.
- Requesting, activating and terminating Mutual Aid.
- Determining if additional or specialized equipment is needed and recommending sources of supply.
- Aiding other municipal departments or other agencies, where possible.
- Maintaining a log of actions taken.

### **18.9.2 SAFD DEPUTY FIRE CHIEF**

Deputy Fire Chiefs report directly to the Fire Chief and are responsible for the coordination and direction of all activities and training of the firefighting units assigned to them. In the Fire Chief's absence, or inability to act, then the Deputy Fire Chief shall assume the powers and duties of the Fire Chief.

General responsibilities of the Deputy Fire Chief may include:

- Responding to all alarms and assuming command of the incident until relieved by the Fire Chief
- Ensuring safety by supervising the fire ground and establishing proper firefighting methods and procedures
- Assisting in determining fire cause and fire investigations
- Overseeing the training of members and ensuring discipline

### **18.9.3 SAFD CAPTAINS**

A Captain is in command of the company or group to which he/she is assigned and is responsible to the Deputy Chief for the proper operation of that group. Captains will assign personnel to perform firefighting functions in accordance with proper training and best practices. Captains will supervise the work of department members to ensure that it is done safely and according to proper procedures. Captains are responsible for the inspection of equipment, grounds and station to ensure proper order and shall report deficiencies to the Deputy Fire Chief.

In circumstances where the CEMC/Deputy Fire Chief is required to perform solely the position of the CEMC, a Captain may be requested by the Fire Chief take on the position of the Deputy Fire Chief as required.

### **18.9.4 FIREFIGHTERS**

Members respond to all alarms assigned to their respective fire stations in a timely manner. Firefighters perform manual duties at emergency incidents, operate vehicles and equipment and perform rescue, as assigned. All members must complete all required training. Firefighters are under the direct control of the Captain, Deputy Fire Chief or the Fire Chief.

### **18.10 MUNICIPAL COUNCIL**

Municipal Councillors are the elected officials of the municipality and play an important role in the emergency management process. Municipal Council may assume the following responsibilities:

- Advising the Head of Council on emergency declarations /terminations and may assist in defining specific “emergency areas”.
- As members of the Municipal Control Group assuming roles and responsibilities as designated in the emergency response plan
- As members of “working groups” or “sub-committees” assisting in emergency response
- Requesting and participating in “special” Council meetings and/or “electronic meetings” (as authorized under By-law # 2020-622, Procedural By-law) which may be required in response to a community emergency.
- Liaising with residents and community members, groups and organizations and keeping them updated on the status of the emergency.
- Providing other assistance as may be necessary.

### **18.11 CHIEF BUILDING OFFICIAL / BY-LAW OFFICER**

Under Section 3(2) of the Building Code Act, every municipality shall appoint a Chief Building Official and such inspectors as necessary for the enforcement of the Building Code Act. Under By-Law # 15- 491 the C.B.O. will review permit applications, issue permits and conduct inspections. The primary purpose of inspections is the promotion of public safety through the application of appropriate, uniform standards while safeguarding buildings where we live, work and play. The By-Law Enforcement Officer has the responsibility of carrying into effect the provisions of any Act, legislation or municipal by-law of the Corporation of the Township of South Algonquin.

From an emergency management perspective, natural and man-made disasters precipitate a broad variety of damage to buildings and structures which may include partial or complete collapse, and the amount of damage sustained from any particular incident will be a function of the kind of event experienced, as well as the magnitude, duration and intensity of the event.

### **18.11 CHIEF BUILDING OFFICIAL / BY-LAW OFFICER**

The Chief Building Official may assume the following responsibilities:

- Inspecting and reporting on the condition of buildings and designated structures, as referenced in the Ontario Building Code, that due to an emergency are safe, need repair or that require demolition.
- Participating in a needs / damage assessment immediately following an emergency incident
- Assessing any immediate or potential hazards to public safety and taking appropriate action to repair, or have demolished, damaged buildings.
- Coordinating or assisting in the barricading of affected sites to ensure safety.
- Documenting fully any sites that are demolished.

As an advisor of the *Municipal Control Group* the CBO / By-Law Officer is responsible for:

- Providing expertise and enforcement of Building Code matters that may arise as part of the emergency.
- Providing enforcement of any Act, legislation, By-Law or other provision arising as part of an emergency response
- Aiding other municipal departments where possible
- Other duties, as assigned.

### **18.12 OFFICE OF FIRE MARSHAL & EMERGENCY MANAGEMENT (OFMEM)**

In 2015, major changes took place within the Ministry of Public Safety and Corrections. The Office of the Fire Marshal and Emergency Management Ontario were consolidated into a single organization known as the Office of the Fire Marshal and Emergency Management (OFMEM). In 2018, EMO has re-instated the Sector system and each municipality is assigned an EMO Field Officer who assists communities in the development of their emergency management program. South Algonquin is in the “Capital Sector” and has been assigned a Field Officer from this sector.

### **18.12.1 OFMEM FIELD OFFICERS**

OFMEM Field Officers provide front line emergency management advice and assistance to CEMCs and are available to consult with CEMCs regarding the implementation, maintenance and confirmation of all aspects of a municipality's emergency management program. In the event of a major incident, a Field Officer may be requested to respond to the affected municipality to coordinate the dispatch of provincial resources and to provide advice and assistance to municipal officials.

### **18.12.2 PROVINCIAL EMERGENCY RESPONSE TEAM (PERT)**

OFMEM Field Officers may also be deployed to any part of the province as a member of the Provincial Emergency Response Team (PERT). The team may also include a Senior Officer, additional Field Officers, Emergency Information Officers, other provincial ministries and specialists, depending on the type of incident and its severity.

### **18.12.3 PROVINCIAL EMERGENCY OPERATIONS CENTRE – DUTY OFFICER**

A Duty Officer is on duty 24 hours a day, 365 days a year at the Provincial Emergency Operations Centre in Toronto. In an urgent situation, the Duty Officer can provide the CEMC and municipal officials with advice and assistance. It is vitally important that the Duty Officer receives all requests for provincial assistance. Refer to Annex # 1 Notification & Contacts for details.

All emergency declarations made by the Head of Council should be forwarded immediately to the Duty Officer at the PEOC. The MCG should also ensure that the Duty Officer is updated frequently as to the status of the emergency. It is the responsibility of the PEOC Duty Officer to deploy Field Officers to communities requesting such assistance.

### 18.13 ONTARIO PROVINCIAL POLICE REPRESENTATIVES

The Ontario Provincial Police Service provides policing services to the Township of South Algonquin. The O.P.P. operates from the Killaloe Detachment and the Whitney satellite office, under the direction of the Detachment Commander. The O.P.P. Communications Centre in Smith Falls provides communications. A member of the O.P.P. is selected to sit on the *Municipal Control Group* and the *Emergency Management Program Committee*. In an emergency several Officers may be present, including Senior Police officials. The O.P.P. is responsible for:

- Activating the municipal emergency notification system by contacting the CAO/Clerk-Treasurer and issuing an “emergency alert”
- Activating the O.P.P. response and notification systems and advising the Staff Sergeant and the O.P.P. Duty Officer of the emergency
- Establishing an on-going communications link between the EOC and the senior police official at the emergency site(s) and maintaining communication with all police command posts and other facilities
- Providing an Incident Commander depending on the nature of the emergency
- Establishing a “command post” at emergency site(s) as required
- Ensuring the provisions of law and order and the protection of life and property
- Ensuring traffic and corridor control on all King’s highways, connecting links and municipal highways under the provisions of the Highway Traffic Act
- Providing additional resources as requested by the MCG.
- Ensuring law enforcement and emergency response on all navigable waters
- Ensuring assistance for the victims of crime
- Ensuring police services at the EOC, Emergency Shelters and other facilities
- Performing investigations, investigating the cause of the emergency and assessing liability and/or responsibility where applicable
- Assuming a lead role in the implementation of the Municipal Evacuation Plan
- Establishing inner and outer perimeters in the vicinity of the emergency to facilitate the movement of emergency vehicles and restricting access to all but essential emergency personnel.
- Providing Scribes, Emergency Information Officers or other specialized staff
- Maintaining a log of actions taken

### 18.14 EMERGENCY MEDICAL SERVICES (EMS)

**The District of Nipissing Social Services Administration Board** is the designated delivery agent responsible for providing land ambulance services to Nipissing District. It also administers the supply and use of AEDs as part of the “PAD Lifeline Project”. The District of Nipissing EMS provides pre-hospital care to the sick and injured in the communities served. These professional health care services are contracted out to qualified providers that are licensed by the Ministry of Health.

The District of Nipissing borders Manitoulin/Sudbury, Temiskaming District, Parry Sound and Renfrew County and has successfully negotiated cross-border agreements, assuring seamless primary care to all citizens in Nipissing District. Land ambulance costs are shared 50:50 between municipalities and the province, in accordance with a funding template.

**District of Nipissing Paramedic Service** has paramedic stations located in eleven separate municipalities serving 85,000 people and responding to over 17,000 calls annually. The catchment area covers 17,000 square kilometres. The service sets out standards set out under the Ambulance Act and related legislation. North Bay General Hospital operates North Bay & District Ambulance under contract with DNSSAB.

Ambulance dispatching and communications are the responsibility of the **Central Area Communications Centre (CACC)** in Renfrew, Ontario. **Ontario’s Air Ambulance Program** (Ornge) is accessed through the CACC in Renfrew. South Algonquin maintains an air ambulance helipad in Whitney under the authority of an agreement with Ornge. The helipad features a “windsock” and “solar night lights” enabling 24- hour operation. The helipad is located beside the Whitney Medical Centre.

The closest receiving hospital for medical emergencies to South Algonquin is **St. Francis Memorial Hospital** in Barry’s Bay. **Pembroke General Hospital** is the closest Stroke & Trauma Centre to South Algonquin. The CACC Dispatch Centre coordinates patient delivery within the entire region. If the Whitney ambulance is busy, then ambulances from Renfrew County or Hastings County may be dispatched to our community (if they are the closest available unit) under a “seamless response system”. Refer to Annex # 4- Response Capabilities for detailed information on each service.



### 18.14 EMERGENCY MEDICAL SERVICES (EMS)

EMS representatives on the Municipal Control Group are responsible for:

- Ensuring an adequate EMS response to emergencies within the municipal catchment area and activating the emergency plans and protocols of the Nipissing EMS Service, as required
- Ensuring emergency medical services at the emergency site(s) and obtaining assistance from other EMS / emergency health providers, as needed
- Providing an Incident Commander, depending on the nature of the emergency
- Establishing an on-going communications link between the EOC and the emergency site(s) and all other EMS facilities, mobile units and command posts
- Ensuring the triage of victims at emergency site(s) and engaging the Mass Casualty Plan, when required
- Ensuring the transportation of all patients from the emergency site(s) to receiving hospitals as directed by the CACC.
- Obtaining Air Ambulance support via the CACC when appropriate
- maintaining a log of actions taken

### 18.15 EMERGENCY SOCIAL SERVICES – OVERVIEW

The primary goal of all social service agencies is to:

*“ensure the well-being of persons who have been displaced from their homes by an emergency, by arranging for disaster services which may include Registration & Inquiry Services, Food, Clothing and Emergency Lodging Services, as well as providing other necessary Personal Services”.*

In an emergency the following agencies may provide aid to the municipality:

- ✓ District of Nipissing Social Services Administration Board
- ✓ Canadian Red Cross Society
- ✓ NGO Alliance of Ontario
- ✓ Government ministries
- ✓ Other charities, public or private agencies and organizations, as needed.

### **18.15.1 EMERGENCY SOCIAL SERVICES- MUNICIPAL DUTIES**

The municipality is responsible for the following:

- ✓ Designating facilities within the community that are suitable for use as *Emergency Reception Centres and Emergency Evacuation Centres* and where no suitable facilities exist within the municipality, plan with neighbouring communities for the use of suitable facilities in their communities.
- ✓ Maintaining agreements for the use of such facilities
- ✓ Developing and maintaining agreements with other agencies for the provision of Emergency Social Services and Disaster Services

### **18.15.2 DISTRICT OF NIPISSING E.S.S.**

DNSSAB is mandated to manage the delivery of social services and assistance, childcare and social housing within Nipissing District under the authority of the DNSSAB Act of Ontario, 1998. DNSSAB administers the following programs:

- Ontario Works Program
- Housing Services
- Children's Services
- Land Ambulance Service

DNSSAB may be requested by its member municipalities to assist during emergency incidents. The Director of Emergency Medical Services is the *Emergency Management Lead* for the Board and is the primary contact for member municipalities. An Emergency Social Services Response Plan may be activated to assist in emergency response.

### **18.16 CANADIAN RED CROSS SOCIETY – DISASTER SERVICES**

South Algonquin has two signed agreements with the Red Cross for the provision of Emergency Disaster Services. The Manager for Disaster Services for Eastern Ontario (located in Ottawa) administers all disaster service agreements. Upon notification from the Disaster Services Manager, Red Cross volunteers respond to municipal emergencies per the procedures and protocols established by the Canadian Red Cross Society.

### 18.16 CANADIAN RED CROSS SOCIETY

The Personal Disaster Assistance Program (PDA) provides individuals with emergency assistance for a period of 72 hours following an emergency. This program is designed to assist up to 20 individuals. Contact numbers are found in Annex # 1.

A “*Just-In-Time*” Agreement also exists between South Algonquin and Red Cross Disaster Services which includes Emergency Lodging, Food, Clothing and Personal Services. A Registration & Inquiry Service is also included. This agreement is designed for larger, more complex emergency situations (in excess of 20 persons) requiring immediate social services. Refer to Annex # 8 – Agreements for detailed information on Red Cross services and refer to Annex # 21 for details of the Emergency Shelter Services Plan.

### 18.17 NON-GOVERNMENTAL AGENCIES (NGO’S/CHARITIES/NON-PROFITS)

Annex # 4 – Response Capabilities contains information on all local non-governmental agencies that are prepared to offer help in an emergency. They may include the following:

- ✓ “faith-based” church groups and/or non-profit community organizations
- ✓ Registered charities
- ✓ Other reputable public or private entities, as required.
- ✓ NGO Alliance of Ontario

**The NGO Alliance of Ontario** was formed in 2017 and the goal is to:

“assist in addressing the humanitarian needs of Ontarians during and recovering from disasters” and to maintain a reliable, credible and respected Alliance for members, municipalities, the province and other stakeholders to access and share information. The Alliance can re-direct calls for assistance to NGO Council members, and other stakeholders, to aid in times of disaster and emergency.

### 18.18 PROVINCIAL & FEDERAL ASSISTANCE

Provincial and Federal assistance may be obtained by contacting the Provincial Emergency Operations Centre. Contact information is found in Annex # 1.

### 18.19 EMERGENCY INFORMATION OFFICER: OVERVIEW

Under *Regulation 380/04* every municipality shall designate an employee of the municipality as its *Emergency Information Officer* and shall act as the primary media and public contact for a municipality in an emergency. The provision of timely and accurate information to the public and media is a vital part of effectively managing major incidents and emergencies. The Community Emergency Management Coordinator for South Algonquin is appointed as the *EIO* while the Head of Council is appointed as *Spokesperson*. In their absence, or inability to act, then the designated alternate for these positions will assume the roles.

***Emergency Information*** refers to information about the emergency which is broadly communicated to the public, news media, partners and other stakeholders. It is disseminated primarily in anticipation of, during and immediately after an emergency.

Responsibilities of the E.I.O. may include:

- Consulting with Incident Command, Mayor and CAO/Clerk-Treasurer as to the need for news briefings and press conferences, granting media interviews and the status of media monitoring.
- Recommending responses to media misinformation and rumours
- Supervising the content of official statements, announcements and other forms of emergency information and ensuring the mayor approves all releases.
- Consulting with the MCG on the status of the emergency and the need for resources that could be filled by public calls for assistance through media.
- Informing the MCG of any significant information received through the public inquiry lines.
- Directing the activation of the Emergency Information Plan
- Delegating responsibilities and providing direction to the *Emergency Information Team* with respect to the production, distribution and retention of informational materials and media monitoring
- Responding to inquiries from news media and the public
- Ensuring an on-going communications link is maintained between the EOC and emergency site(s) and maintaining contact with the *Site Information Officer* and ensuring all media centres are staffed and operational.

Refer to Annex # 9 Emergency Information Plan for more details.

## **18.20 MUNICIPAL SPOKESPERSON**

The mayor is designated as the municipal “*Spokesperson*” for the Township of South Algonquin. The Emergency Information Officer and/or the CAO/Clerk-Treasurer may perform such duties at the mayor’s discretion.

Responsibilities of the Spokesperson may include:

- Giving news interviews on behalf of Council and the MCG
- Establishing a communications link and regular contact procedure with EIO
- Other duties, as assigned.

## **19. Support & Advisory Staff of MCG**

The following officials may provide support, advice and logistical support to the MCG. They can be called upon as the emergency may dictate. These resources may, or may not, be under municipal control. Where resources are not owned or controlled by the municipality, the organization will follow its own policies, procedures and emergency plans. Depending on the nature of the emergency, these additional resources may be utilized when needed. Refer to Annex # 1 Notification for contact information.

### **19.1 MEDICAL OFFICER OF HEALTH (RCDHU)**

The Renfrew County & District Health Unit, under the direction of the Medical Officer of Health, provides local health services to South Algonquin Township. Under provincial legislation the Medical Officer of Health has special powers, duties and responsibilities relating to public health. As needed, the Health Unit and Medical Officer of Health can be engaged to assist the MCG and is responsible for:

- Coordinating the response to disease-related emergencies, or anticipated emergencies, such as outbreaks, epidemics and pandemics according to the policies and procedures of the Ministry of Health and RCDHU.
- Providing advice on any matter which may adversely affect public health and providing authoritative instructions on health and safety matters to the public via the Emergency Information Officer.
- Activating the municipal emergency notification system by contacting the CAO/Clerk-Treasurer and issuing an “emergency alert”.

### **19.1 MEDICAL OFFICER OF HEALTH (RCDHU)**

Additional duties of public health may include:

- Acting as a coordinating link for all emergency health services at the MCG and ensuring liaison with the Ministry of Health and other health agencies
- Ensuring the emergency plans, procedures and protocols as established by the Renfrew County & District Health Unit while ensuring the coordination of care of bed-ridden citizens and invalids, at home and in evacuation centres, during an emergency.
- Ensuring the coordination of all efforts to prevent and control the spread of disease.
- Ensuring a liaison with all social service agencies, in areas of mutual concern, regarding the health conditions and services at all Emergency Reception and Emergency Evacuation Centres
- Other duties, as required.

### **19.2 ST. FRANCIS MEMORIAL HOSPITAL**

There are no hospitals, nursing homes or senior citizen care facilities within our municipality. The closest receiving hospital is St. Francis Memorial Hospital in Barry's Bay. In an emergency, the hospital will initiate its own policies, procedures and emergency plans as required. The hospital will work cooperatively with local emergency medical services and the MCG during critical events. The hospital has its own helipad and is serviced by Ornge Air Ambulance. Refer to Annex # 4 – Response Capabilities for detailed information on hospital services.

### 19.3 SOUTH ALGONQUIN FAMILY HEALTH TEAM

The Administrator of the South Algonquin Family Health Team is designated as the primary representative to sit on the *Municipal Control Group*. The Family Health Team has been a part of the Northeast Local Health Integration Network (LHIN). Patients can establish a continuous relationship with health care providers for comprehensive family health care close to home. Members include physicians, nurse-practitioners, nurses and a range of inter-disciplinary health care providers who are committed to working together to provide health care to a defined population. The South Algonquin Family Health Team is located at the Whitney Medical Centre and is responsible for:

- Liaising and assisting the *Municipal Control Group* during an emergency by providing expertise and resources, as appropriate.
- Liaising with other health care organizations to improve public access to comprehensive family health care including health promotion and illness prevention.
- Assisting in the response to disease-related emergencies including outbreaks, epidemics and pandemics
- Working cooperatively with local Emergency Medical Services, hospitals and the Ministry of Health in the delivery of health care within the community

### 19.4 LOCAL BOARDS OF EDUCATION

There are two separate Boards of Education operating from a single school within the Township of South Algonquin. St. Martin of Tours Catholic School is owned and operated by the Algonquin and Lakeshore Catholic District School Board and houses the students of St. Martin of Tours Catholic School. Whitney Public School also operates from the same location under the authority of the Renfrew County & District School Board.

Local Boards of Education will manage school related emergencies by activating the Emergency Response Plan and the emergency policies/procedures as developed by each school Board. Each Board has appointed a representative to sit on the *Municipal Control Group* and will act as the primary contact for each student body. The CEMC is responsible for assisting local schools with their emergency planning, as requested.

### 19.4.1 LOCAL BOARDS OF EDUCATION – RESPONSIBILITIES

The Board of Education is responsible for:

- Activating emergency first response agencies as required
- Activating the school's emergency response plan and emergency policies and procedures as needed.
- Notify the Municipal CAO/Clerk-Treasurer and CEMC's of a school emergency and to request municipal assistance.
- Following instructions/orders issued by the *Municipal Control Group* as they pertain to emergencies affecting the community which require immediate action to ensure public safety.
- Ensuring a current copy of the school Board's emergency plan has been deposited with the Community Emergency Management Coordinator for the Township of South Algonquin and that an updated list of emergency contacts has also been provided to the municipality.
- Providing school facilities, as appropriate, for use as a municipal evacuation or reception centre, per the Agreement established with the Algonquin & Lakeshore Catholic District School Board.

Refer to Annex # 17- Local Schools to locate school information and emergency plans and contact information.

### 19.5 EMERGENCY 9-1-1 SYSTEM: OVERVIEW

The “*Enhanced Emergency 9-1-1*” system became operational within the Township of South Algonquin as of September 30, 2015. Police, Fire and Emergency Medical Services can be contacted by utilizing the universal 3-digit number **9-1-1**.

The municipality is responsible for implementing and maintaining the *Civic Address System* and 9-1-1 signage. Bell Canada 9-1-1 Services are responsible for the Bell telephone network over which the 9-1-1 calls are routed. Emergency 9-1-1 calls are routed to the selected *Community Emergency Reporting Bureau* or *CERB* (may also be referred to as a “Primary Public Safety Answering Point” or PPSAP). The municipality has signed an agreement with the O.P.P. (North Bay Communications Centre) to act as CERB. From the CERB calls are transferred to “*Remote Agencies*” (Dispatch & Communications Centres) for each emergency service (Police, Fire, EMS). Emergency first responders then proceed to the location provided by the 9-1-1 Call-takers.



### **19.5.1 BELL CANADA 9-1-1 SERVICES**

Bell 9-1-1 Service works cooperatively with the municipality to develop and maintain the community's *Public Emergency Reporting System (PERS)*. Bell Canada is responsible for the installation, maintenance and repair of their 9-1-1 equipment and systems. In the event of a system failure Bell Canada will restore 9-1-1 services on a "priority basis" and will provide direction and assistance to the affected municipality. *"Next Generation 9-1-1 Services" will be provided by Bell Canada under By-law # 2022-733.*

In Ontario, each area code is serviced by 2 DMS- 100 E9-14 tandem switches known as "selective routers" which direct 9-1-1 calls to appropriate agencies. This system is separate from the normal residential and business lines commonly used. Bell Canada charges a nominal fee on your monthly phone bill to ensure system maintenance.

### **19.5.2 COMMUNITY EMERGENCY REPORTING BUREAU: NORTH BAY CERB**

South Algonquin has signed a five-year agreement with the O.P.P. for the provision of CERB services from their North Bay Communications Centre, as authorized under By-law # 2020-616. The O.P.P. is responsible for the staffing, operation and maintenance of their facilities and equipment, per the conditions listed in the contract. Should the North Bay facility be unable to process 9-1-1 calls for any reason then the Alternate CERB location, as listed in the agreement, will be utilized. The CERB answers all calls to 9-1-1 and determines which emergency service is needed and then transfers the caller to the appropriate remote agency. Refer to Annex # 34 E 9-1-1 System for more information. (CERB may also be referred to as a "Primary Public Safety Answering Point" or PPSAP).

### **19.5.3 REMOTE AGENCY CALL CENTRE: O.P.P. POLICE**

9-1-1 calls for police assistance are transferred from the CERB to the O.P.P. Communications Centre in Orillia. This facility is operated by the O.P.P. and is responsible for all police communications for our area. Calls made to 1-888-310-1122 will be directed to this location also.

#### **19.5.4 REMOTE AGENCY CALL CENTRE: SOUTH ALGONQUIN FIRE SERVICE**

9-1-1 calls for the South Algonquin Fire Department are transferred from the CERB to Northern 911 Dispatch Centre in Sudbury, Ontario. The dispatcher will record all pertinent information from the caller and will dispatch either the Madawaska Fire Station, or the Whitney Fire Station, based on the nature and location of the emergency. A new three-year agreement between the municipality and Northern 911 began in July, 2023.

#### **19.5.5 REMOTE AGENCY CALL CENTRE: AMBULANCE (CACC)**

9-1-1 calls for medical emergencies/land ambulance are transferred from the CERB to the *Central Area Communications Centre* in Renfrew. Operated by the Ministry of Health the CACC provides all communications for area land ambulances and may request air ambulance service from Ornge. The CACC operates under the policies and procedures as established by the Ministry of Health who is responsible for the staffing, maintenance and operation of their facility.

#### **19.6 UTILITIES REPRESENTATIVES**

Depending on the nature and severity of the emergency various utilities may be affected. Refer to Annex # 4 Response Capabilities for contact information. Local utilities include Hydro One, Bell Canada and local communications/internet providers.

## 19.7 LEGAL SERVICES REPRESENTATIVES

Legal services may be asked to provide expertise and advice on legal matters concerning any aspect of an emergency or represent the municipality in legal actions. Legal action may be taken by the municipality to recover costs resulting from an emergency:

*(12) Where money is expended, or costs incurred by a municipality or the Crown in the implementation of an emergency plan, or in connection with any emergency, the municipality or the Crown, has a right of action against any person who caused the emergency for the recovery of such money”.*

## 19.8 HUMAN RESOURCES MANAGER

The Chair of the Human Resources Committee, or a member of the MCG, will assume the duties of the Human Resources Manager during an emergency. The Human Resources Manager is responsible for:

- Coordinating and processing requests for human resources
- Coordinating offers of, and appeals for, volunteers in an emergency.
- Selecting appropriate sites for the registration and training of human resources and arranging for their transportation
- Ensuring that a Volunteer Registration Form is completed by every volunteer assisting in the emergency for W.S.I.B. purposes and that a copy of the form is retained for administrative purposes.
- Ensuring an identification system is established and that all volunteers have been issued I.D. Cards
- Ensuring that an “accountability system” is established to track all employees, first responders, volunteers and other persons involved in the emergency.
- Ensuring that all personnel have been issued the appropriate personal protective equipment for the task at hand, and that individuals have adequate training to perform their tasks safely.
- Liaising with the Canadian Red Cross Society regarding their Volunteer Recruitment Program and assigning the Red Cross tasks as outlined in the “Just-In-Time Agreement”. Red Cross shall be responsible for its own staff and volunteers, who will work in accordance with Red Cross procedures. The Red Cross is deemed to be their employer for W.S.I.B. purposes

### **19.9 CITIZEN INQUIRY SUPERVISOR**

The Deputy Clerk, or a member of the MCG, will assume the duties of the Citizen Inquiry Supervisor and is responsible for:

- Establishing Citizen Inquiry Lines including appointing personnel and the designation of phone lines
- Responding to and re-directing inquiries and reports from the public based on the latest information available.
- Responding to and re-directing inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with, or affected by the emergency, to appropriate emergency services.
- Responding to, and re-directing inquiries related to persons who may be in evacuation or reception centres to the Registration and Inquiry phone numbers.

### **19.10 TRANSPORTATION SERVICES MANAGER**

The Works Superintendent, or a member of the MCG, will assume the duties of the Transportation Services Manager who is responsible for:

- Acquiring, distributing and scheduling various modes of transportation for the purposes of moving equipment, supplies or persons
- Ensuring a record is kept of all carriers, operators and drivers and their payloads.
- Securing specialized transportation for persons who may be bed-ridden, disabled, or who have special needs and require evacuation or transport.
- Providing advice on transportation issues and recommending supply sources
- Liaising with local school boards to ensure the Boards of Education have adequate transportation available, should school evacuations become necessary.
- Maintaining a log of actions taken.

### **19.11 TELE-COMMUNICATIONS COORDINATOR**

The CAO/Clerk-Treasurer, as *EOC Manager*, will ensure that adequate tele-communications are in place and is responsible for:

- Ensuring on-going communications between the Emergency Operations Centre and all emergency sites
- Ensuring that a “back-up” system of communications is in place should all primary means of communications fail.
- Ensuring that all municipal facilities, command posts, media centres and evacuation/reception centres can communicate effectively in an emergency.
- Ensuring that a wide variety of communications systems are available for municipal use including cellular devices, satellite phones, faxes, vhf radio systems, internet services.
- Liaising with the Amateur Radio Emergency Services Network (ARES) as required. EMO’s call sign is VA3 EMO. Renfrew County ARES is the closest responding ham radio service to South Algonquin Township.

### **19.12 LOCAL BUSINESS & INDUSTRY**

Local business and industry can supply the municipality with expertise, resources, equipment and other means of support in an emergency.

Please refer to the Emergency Management Resource Guide in Annex # 20 for important contacts. The CEMC is responsible for the development and revision of this guide annually.

## **20. Use of Volunteers in Emergencies**

Adequate “human resources” are critically important to the success of the response and recovery phases of an emergency. The municipality as an “employer” is responsible for ensuring the health and safety of all workers under its control. The Workplace Safety and Insurance Bureau Act of 1997 is the guiding legal authority for workplace safety in Ontario. Document # 12-0402, issued January 2,2015 states:

*“members of a volunteer fire brigade, volunteer ambulance brigade and auxiliary members of a police force generally operate under the authority of a municipality. Members of these forces are workers under the W.S.I.B. Act, 1997”.*

W.S.I.B. also recognizes worker coverage for the following “special cases”:

- An authority who summons a person to assist in controlling or extinguishing a fire is deemed the person’s employer.
- Crown is deemed the employer of a person who assists in search and rescue operations at the request of, and under the direction of, a member of the O.P.P.
- Crown is deemed the employer in connection to an emergency declared by the Lieutenant Governor in Council or the Premier
- Municipality is deemed the employer of persons who assist in connection with an emergency declared to exist by the Head of Council
- MNRF is deemed the employer of a person who assists in connection with a fire in a designated region.
- The person in the emergencies listed above is deemed a worker of the relevant employer.

**(W.S.I.B. February,2013)**

## **21. Volunteer Recruitment**

The Municipal Control Group, in consultation with Council, will decide if the use of volunteers in an emergency is appropriate and required. A formal emergency declaration by the Head of Council should be forwarded to EMO prior to using volunteers.

The following steps should also be undertaken when deploying volunteers. They include:

- ✓ Volunteer Registration: All volunteers will be registered for W.S.I.B. purposes at an appropriate location and personal information retained for administrative use.
- ✓ Security Checks: All volunteers should complete, and pass security screening as required under municipal guidelines.
- ✓ Training: Proof of skills & competencies should be documented at the time of registration. Training will be provided by the municipality, as indicated.
- ✓ Safety Equipment: Volunteers may supply their own safety equipment provided it meets all current and applicable safety standards for the assigned task. The municipality shall provide safety equipment as needed.
- ✓ Accountability System: An accountability system must be established to track the status of all emergency personnel, including volunteers.

## **22. Emergency Operations**

### **22.1 INCIDENT COMMANDER (I.C.)**

“*Command*” is the act of directing, controlling or ordering by virtue of explicit statutory, regulatory or delegated authority. The term “*Incident Commander*” means the function of Command as exercised in respect to developing and carrying out the *Incident Action Plan*” (IAP) for each specific emergency incident, the individual who exercises the function of “command” is the “*Incident Commander*” (I.C.). Only one person will exercise the function of Incident Command at any one time, for a given incident.

*The Incident Commander has overall authority and responsibility for conducting all incident operations.* The Incident Commander is responsible for the development of strategies and tactics to manage the emergency and is responsible for the ordering and release of all incident resources.

Therefore, while several jurisdictions may respond at the same time to the same incident, there will be only one Incident Commander. As other staff and/or levels are activated, they will work in support of the Incident Commander. Command and the *Command General Staff* together, are called the “*Incident Management Team*” (IMT). The location from which the incident command function is carried out is called the “*Incident Command Post*”. There are two basic models of incident command that may be used in response to an incident including “*Single Command*” and “*Unified Command*” structures.

### **22.2 SINGLE COMMAND**

*Single Command* exists when the decision-making process needed to direct the response is straightforward and independent. This typically is the case when the incident is the responsibility of a single jurisdiction or organization. The *Single Command* model may be arrived at:

1. By default, when only one jurisdiction/organization is involved.
2. By design, when the multiple jurisdictions/organizations that are involved decide and agree on a single command.
3. By legislation, if the responsibility is legally that of one jurisdiction/organization.



### 22.3 UNIFIED COMMAND

Unified Command structures are used on rare occasions when incident decision-making is complex and inter-dependent and a single command cannot be established. Organizations work together through their designated members on the “*Unified Command Team*” to establish a common set of objectives and strategies for a single Incident Action Plan.

The Unified Command Team will agree on one “Spokesperson” to represent it when necessary. Under the Unified Command Model there is only one *Operations Section Chief* appointed by agreement from the organization with the greatest jurisdictional and/or functional involvement. He/she will implement the Incident Action Plan, as coordinated by the Planning Section Chief and approved by the Unified Command Team.

The act of “assuming command” means taking overall responsibility for the managing of the incident and providing overall leadership for incident response. Having assumed Command, the Incident Commander should ensure that all response organizations that are likely to be involved are advised of the incident. Command must be established in an unmistakable fashion at the beginning of an incident and be maintained until the end of an incident.

### 22.4 ESTABLISHING INCIDENT COMMAND

*Incident Command* should be established at the level, and in the manner that will allow it to be effective and efficient. Where incidents are site-specific, or geographically designed, the first emergency responder present at the emergency site will assume the function of Incident Commander. In scenarios where the incident is not site-specific, the highest level of jurisdiction in which the incident is occurring, may need to assume Incident Command.

Rank, grade and seniority are not the only factors used to determine who exercises the function of Command. Qualifications and experience with the specific type of incident that is occurring, are key factors in determining who assumes the Command function.

## 22.5 RESPONSIBILITY FOR ESTABLISHING INCIDENT COMMAND

Depending upon the nature and location of the emergency, the responsibility for establishing incident command is not restricted to any single organization or jurisdiction. Any of the jurisdictions listed below, having the requisite capabilities may establish incident command. They include:

- Responding organizations
- Municipal governments
- First Nations governments
- Provincial government agencies
- Federal government agencies

A response agency that is the first unit to arrive at an incident shall establish Incident Command and maintain it until Command is assumed by a more appropriate authority. The *Municipal Control Group* will ensure that incident command is in place and that the most appropriate individual is designated as Incident Commander for each emergency site for municipal emergencies.

Provincial government ministries/agencies may be responsible for establishing incident command, depending on the nature of the emergency. Every Ministry is required to establish a Ministry Action Group (MAG) that may operate from a Ministry Emergency Operations Centre to manage the Ministry's response to an incident. During specific incidents the MAG may assume the command function, depending upon incident requirements or Provincial directives. At this point the Ministry EOC could either become the Incident Command Post, or a separate ICP would be established.

## 22.6 PROVINCIAL/FEDERAL INCIDENT COMMAND

The *Emergency Management & Civil Protection Act* allows the Commissioner of Emergency Management, Chief Medical Officer of Health, a Minister, the Premier, or the Lieutenant Governor in Council to exercise command functions in certain situations. There may be cases in declared emergencies where the Ontario government may determine that it is more effective for incident command to be established at the Provincial level (i.e. nuclear emergency). The Federal government is responsible for responding to and commanding incidents of international conflict and war.

## 22.7 INDIVIDUAL RESPONSIBILITIES OF THE INCIDENT COMMANDER

Individual responsibilities of the Incident Commander may include:

- Assessing the incident and determining the goals, strategies, objectives and priorities appropriate to the level of response
- Establishing appropriate command structures using the Incident Management System (IMS)
- Coordinating overall incident activities and coordinating the activities of other levels of response
- Establishing an operational planning cycle on site
- Developing and approving Incident Action Plans and managing all incident resources.
- Authorizing the release of emergency information to the public in coordination with other levels of response (Site EIO to EIO @ MCG to media/public)
- Ordering incident de-mobilization and termination of the emergency

## 22.8 INCIDENT ACTION PLANS (IAP's)

Incident Commanders assist in the development, approval and implementation of Incident Action Plans. Each plan will cover one “operational period”, but not longer than 24 hours. The IAP may be verbal, or in written form and contain the following:

- ✓ Statement of Objectives
- ✓ Clear strategic direction
- ✓ Tactics to be employed
- ✓ List of resources employed
- ✓ Organizational structure or chart
- ✓ Safety guidelines

Command Staff may include a Safety Officer, Emergency Information Officer and a Liaison Officer. The Command Staff reports to and assists the Incident Commander.

## 22.9 SAFETY OFFICER

The *Safety Officer* reports directly to the Incident Commander and monitors safety conditions on-site and develops appropriate safety measures. While each person who is assigned a leadership role is responsible for the safety of personnel working under their leadership, the Safety Officer is tasked with creating systems and procedures related to the “overall” health and safety of all incident responders. The Occupational Health and Safety Act takes precedence over the Emergency Management Act therefore, the Safety Officer is bound to inform the Incident Commander of all safety issues arising as part of the response to the emergency. It is the duty of the Incident Commander to employ tactics to reduce or eliminate occupational hazards and exposures.

## 22.10 TRANSFERRING INCIDENT COMMAND

Although there is only one Incident Commander per incident, the function may transfer from one person/team to another or from one level to another. The transfer of Incident Command should be documented. This transfer may be triggered by:

- An expansion or evolution of the incident beyond the authority of the in-place person/team/level
- A contraction of the incident to within capabilities of another person/team or level
- On direction

A full briefing is required for all in-coming Incident Command Staff. Notification to all personnel is also required to establish that a change in command is taking place.

### **22.11 TERMINATING INCIDENT COMMAND**

Command must remain in place until the incident is completely de-mobilized. Command should always be terminated by providing the necessary briefings and de-briefings. All reports should be completed, and the de-mobilization of all resources should be completed and verified.

The Incident Commander should report the termination of the emergency to:

- Head of Council
- Municipal Control Group
- All responding agencies and organizations

### **22.12 EOC's and INCIDENT COMMAND**

Incident Command reports to the authority that appointed it. In municipally declared emergencies the Municipal Control Group is that authority. Incident support is dependent on having a facility with capabilities that enable senior officials to monitor the emergency and to communicate with Command. This is coordinated through an Emergency Operations Centre. There will still only be one Incident Commander per incident, however, large scale emergencies with multiple emergency sites may dictate the need for multiple Incident Commanders. All Incident Commanders may receive assistance from one or more EOCs as needed.

*“Area Command”* is an expansion of the incident command function, primarily designed to manage multiple incidents and multiple Incident Management Teams. It can be established whenever incidents are so close that oversight direction is required to avoid conflicts. Area Command's functions are to develop broad objectives for the impacted area and coordinate the development of individual incident objectives and set priorities for the use of critical resources allocated to the incidents assigned to that area.

## **23. Tele-Communications Plan**

It is imperative that communications links are established and remain operational throughout the incident. The EOC must be able to communicate with all emergency sites, municipal operations and all response organizations involved. The CAO/Clerk-Treasurer, as EOC Manager, is responsible for establishing the Tele-Communications Plan and ensuring that a primary communications network is operational, and for providing a secondary method of communications should the primary system experience failure. If all communications fail, then messages will be delivered by the use of “runners” (individuals who will hand-deliver communications).

## **24. Emergency Information Plan**

Upon implementation of the Municipal Emergency Response Plan, it will become necessary to coordinate the release of accurate information to the public and media regarding the emergency. The MCG may have to issue specific instructions to the public to ensure public safety including the following:

- ✓ Issuing specific watches, warnings, bulletins, orders, or specific instructions to follow in threatening situations.
- ✓ Ordering persons to evacuate or shelter-in-place.
- ✓ Warning of imminent danger, yet to occur (i.e., tornado warnings)
- ✓ Issuing boil water advisories, air quality advisories and health safety messages
- ✓ Other instructions, as critical situations demand

It will also be necessary to respond to, or re-direct, individual requests for information concerning the emergency, hold press conferences and liaise with the media and public via the *Emergency Information Plan*. Refer to Annex # 9 for details.

## 24.1 EMERGENCY INFORMATION CENTRES & STAFF

The *Emergency Information Centre* is located in the Emergency Operations Centre but separate from the Municipal Control Group. It is staffed by the *Emergency Information Officer* (EIO) who is specially trained in media relations. Emergency information staff members report to the EIO and assist him/her in the delivery of emergency information.

Emergency Information Staff may include:

1. Incident Commander:  
The I.C., at the emergency site, is responsible for providing information in the early stages of an incident. All information from the site must be verified by I.C. before its release. Once the *Site Information Officer* (SIO) is on-scene, then the SIO assumes the duties of forwarding information from the scene.
2. Site Information Officer:  
The SIO gathers, verifies and forwards accurate emergency information from the scene. Each emergency site may have its own Site Information Officer who reports to the Emergency Information Officer at the EOC.
3. Citizen Inquiry Supervisor:  
The CIS responds to, and re-directs, inquiries from the public/media concerning individuals who have been affected by the emergency. The CIS supervises staff operating the switchboards and will develop public information and inquiry lines. The CIS forwards all such inquiries to the Emergency Information Officer for processing.

Major emergencies attract a large degree of media attention and a “media centre” may have to be established by the MCG. Radio, television and print mediums have different technical requirements and work to different broadcast deadlines, so it is important that media centres be established as soon as the need for media management becomes apparent. The Municipal website [www.southalgonquin.ca](http://www.southalgonquin.ca) and Facebook page will be used to convey information to the public via the internet. The Municipal Emergency Response Plan (and other emergency management information) is found under the “Emergency Services” section.

- ❖ Go to [www.southalgonquin.ca](http://www.southalgonquin.ca) . Click on Departments.
- ❖ Click on Fire & Emergency Services.
- ❖ Scroll down to Documents at the bottom of the page.
- ❖ Click on desired documents to view information.

## 24.2 MEDIA CENTRES

Media Centres should be capable of hosting formal press conferences and providing reporters with workstations and access to communications. Due to the influx of media at the emergency site, it may also become necessary to establish a Media Centre adjacent to the emergency site itself. This area, if established, will be authorized by the Incident Commander and will be staffed by the *Site Information Officer*. The SIO is responsible for the coordination and registration of all media at the emergency site, including arranging interviews with first responders and for arranging the media to have access to the emergency site, as approved by Incident Command.

As previously mentioned, the mayor will act as Municipal Spokesperson when dealing with the media. The mayor will approve press reports prior to their release. As a senior member of the *Emergency Information Team*, the CAO/Clerk-Treasurer may also assist the mayor with “corporate communications” and the delivery of emergency information, as appropriate.

## 24.3 SPOKESPERSONS FROM OUTSIDE AGENCIES

In complex emergencies several groups may release statements to the media and public. Releases often fall outside of municipal control and other agencies may hold their own press conferences. Where multiple jurisdictions are involved, it is recommended the municipality establish a *Joint Information Centre (JIC)*. This Centre provides a single location for the dissemination of emergency information to the public. Joint press conferences allow for multiple jurisdictions to provide information to the public in a consistent and controlled atmosphere.

The Emergency Information Officer would coordinate such activities and is responsible for monitoring all media reports and correcting any erroneous reports immediately.



## **25. Distribution List**

The *Municipal Emergency Response Plan* is a generic, framework document which outlines the specific duties and responsibilities of municipal officials in an emergency. It outlines the necessary coordinated efforts to be taken to mitigate any type of community emergency. Copies of the emergency plan may be distributed to the following:

- ✓ General public, media, industry and business
- ✓ Emergency response organizations and social service agencies
- ✓ Municipal government officials
- ✓ Provincial government officials
- ✓ Local stakeholders, program partners, community groups and volunteer agencies
- ✓ Non-governments agencies (NGO's), faith-based groups
- ✓ Neighbouring communities
- ✓ Others, as requested.

According to guidelines issued by Emergency Management Ontario, copies of the plan should be numbered (for administrative purposes only) prior to distribution. An electronic copy of the Municipal Emergency Response Plan can be viewed at any time on South Algonquin's municipal website at [www.southalgonquin.ca](http://www.southalgonquin.ca) . A copy of the plan is also available for viewing at the Municipal Office, 7 Third Avenue, Whitney, Ontario during normal business hours.

The Community Emergency Management Coordinator is responsible for ensuring that a distribution list is maintained and reviewed annually and that all relevant agencies receive a copy of the plan.

## **26. Program Review**

The Community Emergency Management Coordinator is responsible for ensuring that an annual review of the Municipal Emergency Response Plan is completed and that the Emergency Management Program Committee for the Township of South Algonquin conducts an annual program review and submits recommendations for program improvement, as required.

All Ontario municipal emergency management programs are subject to approval from the Office of the Fire Marshal & Emergency Management (OFMEM). Each municipality shall forward a completed program verification package to OFMEM prior to December 31<sup>st</sup> of each calendar year. Program verification forms must be signed off by the CEMC and the Head of Council.

## **27. Public Consultation**

Public participation in the emergency management process is vital to its success. Volunteer opportunities are presently available on the Emergency Management Program Committee. Please contact the municipal office for more information.

For more information on the Emergency Management Program for the Township of South Algonquin, please direct all inquiries to:

Community Emergency Management Coordinator

Township of South Algonquin

P.O. Box 217, 7 Third Avenue

Whitney, Ontario.

K0J 2M0

613 – 637- 2650

## **28. Annexes & Supporting Plans**

Risk-specific emergency plans, supporting documents and operating guidelines to the Municipal Emergency Response Plan are contained in *Annexes*. These Annexes are confidential and not for public view due to their sensitive nature and informational content. This supporting material may be used to assist in the mitigation of any emergency as needed. The Municipal Emergency Response Plan, and its supporting Annexes, are maintained by the CEMC and are in the EMO storage cabinet at the CEMC office at the Madawaska Works Depot # 24808 Highway 60. Annexes include the following:

- Annex 1 EM Contacts / MCG / EM Program Committee Contacts
- Annex 2 Hazard Identification & Risk Assessment
- Annex 3 Critical Infra-structure Identification
- Annex 4 Emergency Response Capabilities
- Annex 5 Tabletop Exercise and Gap Analysis / Annual Program Review
- Annex 6 Municipal By-Laws
- Annex 7 Mutual-aid Information
- Annex 8 Mutual Assistance Agreements/MOU's/MOA's
- Annex 9 Emergency Information Plan
- Annex 10 Public Education & Awareness Campaigns/ EP Week
- Annex 11 Community Safety & Well Being Plan
- Annex 12 Municipal Evacuation Guidelines
- Annex 13 Emergency Operations Centres (EOC's)
- Annex 14 Recovery Plans & Disaster Financial Assistance Programs
- Annex 15 Communication Systems / Information

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## **28. Annexes & Supporting Plans**

- Annex 16 Training Program
- Annex 17 Boards of Education / School Emergency Plans
- Annex 18 EMO Program Verification Requirements
- Annex 19 Emergency Planning for Seniors/Persons with Disabilities
- Annex 20 Municipal Emergency Management Resource Guide
- Annex 21 Emergency Shelter Services Program / Red Cross J.I.T. Agreement
- Annex 22 Pandemic & Influenza Planning
- Annex 23 Human Health Emergencies
- Annex 24 Provincial Emergency Response Plans
- Annex 25 Dam Failure & Flood Emergency Plans & Information
- Annex 26 Mass Casualty Response Guide
- Annex 27 Highway Emergencies, Plans & Information
- Annex 28 Power Outage Plans
- Annex 29 Wild-fire Response Information
- Annex 30 Hazardous Materials Response (HAZMAT)
- Annex 31 Severe Weather Emergencies & Climate Change
- Annex 32 Municipal Animal Care Emergency Plan
- Annex 33 Health & Safety / W.S.I.B. / Fire Safety Plans
- Annex 34 Enhanced Emergency 9-1-1 System Information

**CORPORATION OF THE TOWNSHIP  
OF SOUTH ALGONQUIN**

**BY-LAW NO. 2024-786**

**Being a By-Law to establish an Asset Retirement Obligation (ARO) Policy**

**WHEREAS municipalities are required to prepare an Asset Retirement Obligation Policy that establishes guidelines to ensure compliance with the Public Sector Accounting Board (PSAB) 3280, Asset Retirement Obligations standards.**

**NOW THEREFORE** the Municipal Council for the Corporation of the Township of South Algonquin enacts as follows:

- 1. **THAT** Council hereby approves the policy “Asset Retirement Obligation (ARO)” as Schedule “A” to this By-Law.
- 2. **THAT** all previous By-Laws related to the matters herein described are hereby repealed.
- 3. **THAT** this By-law will come into force and take effect on the date of the final passing thereof.

**READ A FIRST AND SECOND TIME this 6th day of March 2024.**

\_\_\_\_\_  
Ethel LaValley, Mayor

\_\_\_\_\_  
Bryan Martin, CAO/ Clerk-Treasurer

**READ A THIRD TIME AND PASSED AND ENACTED this 6th day of March 2024.**

\_\_\_\_\_  
Ethel LaValley, Mayor

\_\_\_\_\_  
Bryan Martin, CAO/ Clerk-Treasurer

<b>POLICY MANUAL</b>	<b>POLICY NO. FIN-004-01</b>
<b>For Township of South Algonquin</b>	<b>EFFECTIVE DATE: March 6, 2024</b> <b>Revised:</b>
<b>SUBJECT: Asset Retirement Obligation (ARO) Policy</b>	<b>DEPARTMENT: Finance</b>

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**Introduction**

1.1 Recent changes to reporting standards by the Public Sector Accounting Board (PSAB) require municipalities to identify, measure, and report certain costs associated with asset retirement.

Municipalities must prepare an Asset Retirement Obligation Policy that establishes guidelines to ensure compliance with the new standard PSAB 3280 – Asset Retirement Obligations.

**2. Policy Statement**

2.1 A policy governing the recording of qualifying Asset Retirement Obligations (AROs) under Public Sector Accounting Board (PSAB) Section 3280.

**3. Purpose**

3.1 To document processes by which asset retirement

obligations will be recognized, measured, updated, and integrated into existing processes, and related roles and responsibilities.

#### 4. Scope

- 4.1 This Policy applies to all departments, boards, and agencies included in the financial reporting of The Corporation of the Township of South Algonquin (South Algonquin), that possess assets with asset retirement obligations including:
- a) Assets with legal title held by South Algonquin;
  - b) Assets controlled by South Algonquin;
  - c) Assets reported in any entities that are consolidated with South Algonquin for financial statement purposes; and
  - d) Assets that have not been capitalized or recorded as tangible capital assets for financial statement purposes.
- 4.2 The scope of applicability is detailed in a decision tree which is attached to this Policy as Appendix A.

#### 5. Legislative Authority

- 5.1 *Municipal Act, 2001, S.O. 2001, c. 25 (Municipal Act)*

#### 6. Definitions

- 6.1 **Accretion expense** is the increase in the carrying amount of the liability for asset retirement obligations due to the passage of time.

**Asset retirement activities** include all activities related to an asset retirement obligation. These may include, but are not limited to:

- a) decommissioning or dismantling a tangible capital asset that was acquired, constructed or developed;
- b) remediation of contamination of a tangible capital asset created by its normal use;
- c) post-retirement activities such as monitoring; and
- d) constructing other tangible capital assets to perform post-retirement activities.

**Asset retirement cost** is the estimated amount required to retire a tangible capital asset.

**Asset retirement obligation** is a legal obligation associated with the retirement of a tangible capital asset.

**Productive use** means the tangible capital asset is held for use in the production or supply of goods and services, for rental to others, for administrative purposes, or for the development, construction, maintenance, or repair of other tangible capital assets.

**Promissory estoppel** is defined in *Black's Law Dictionary* as "the principle that a promise made without consideration may nonetheless be enforced to prevent injustice if the promisor should have reasonably expected the promisee to rely on the promise and the promisee did actually rely on the promise to his or her detriment."

**Retirement of a tangible capital asset** is the permanent removal of a tangible capital asset from service. This term encompasses sale, abandonment, or disposal in some other manner but not its temporary idling.

## 7. Administration and Accountability

7.1 Departments Heads are required to:

- a) Communicate to finance department any retirement obligations, and any changes in asset condition or retirement timelines;
- b) Assist in the preparation of cost estimates for retirement obligations and are responsible for providing cost-effective projections of asset retirement obligations, by consulting with engineers, technicians, and others familiar with the assets and conditional assessments, collecting the relevant information required to minimize service cost, and providing the information to the finance department for processing; and
- c) Inform the finance department of any legal or contractual obligations at the inception of any such obligation.

7.2 The Finance Department is responsible for the development of and adherence to policies for the accounting and reporting of asset retirement obligations in accordance with Public Sector Accounting Board PS 3280. This includes responsibility for:

- a) Monitoring the application of this Policy;
- b) Managing processes within the accounting systems;
- c) Investigating issues and working with asset stewards to resolve issues;
- d) Ensuring asset management software reflects accurate asset retirement obligation costs; and
- e) Reporting asset retirement obligations in the financial statements of South Algonquin and other statutory financial documents.



- 7.3 Building, Development, and Planning Department with adherence to the South Algonquin Official Plan.

## 8. Reporting Requirements

- 8.1 The Finance Department shall, for each fiscal year, prepare annual financial statements for South Algonquin in accordance with Generally Accepted Accounting Principles (GAAP) for municipalities as recommended, from time to time, by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. This includes the reporting of ARO in the annual financial statements in accordance with PSAB PS 3280.

There are no additional reporting requirements at the time of the development of this policy.

## 9. Guiding Principles

- 9.1 Existing provincial and federal laws and regulations require municipalities to take specific actions to retire certain tangible capital assets at the end of their useful lives. This includes activities such as the removal of asbestos and the retirement of landfills. Other obligations to retire tangible capital assets may arise from contracts, court judgments, or lease arrangements.
- 9.2 The legal obligations, including obligations created by promises made without formal consideration, associated with the retirement of tangible capital assets controlled by South Algonquin, will be recognized as a liability in the books of South Algonquin, in accordance with PSAB PS 3280 effective January 1, 2023.
- 9.3 Asset retirement obligations result from the acquisition, construction, development, or normal use of an asset. These obligations are predictable, likely to occur, and unavoidable. Asset retirement obligations are separate and distinct from contaminated site liabilities. The liability for contaminated sites is normally resulting from unexpected contamination exceeding the environmental standards. Asset retirement obligations are not necessarily associated with contamination.

## 10. Recognition

- 10.1 A liability should be recognized when, as at the financial reporting date:
- a) there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
  - b) the past transaction or event giving rise to the liability has occurred;
  - c) it is expected that future economic benefits will be given up; and
  - d) a reasonable estimate of the amount can be made.

Liabilities for an asset retirement obligation cannot be recognized unless all of the criteria above are satisfied.

- 10.2 The estimate of the liability would be based on requirements in existing agreements, contracts, legislation, or legally enforceable obligations, and technology expected to be used in asset retirement activities.
- 10.3 The estimate of liabilities should include costs directly attributable to asset retirement activities. Costs would include post-retirement operation, maintenance, and monitoring which are an integral part of the retirement of the tangible capital asset.
- 10.4 Directly attributable costs would include, but are not limited to, payroll and benefits, equipment and facilities, materials, legal and other professional fees, and overhead costs directly attributable to the asset retirement activity.
- 10.5 Upon initial recognition of a liability for an asset retirement obligation, South Algonquin will recognize an asset retirement cost by increasing the carrying amount of the related tangible capital asset (or a component thereof) by the same amount as the liability. Where the obligation relates to an asset that is no longer in service, and not providing economic benefit, or to an item not recorded by South Algonquin as an asset, the obligation is expensed upon recognition.
- 10.6 The capitalization thresholds applicable to the different asset categories will also be applied to the asset retirement obligations to be recognized within

each of those asset categories.

- 10.7 Methods are Prospective application, retroactive with restatement or modified retrospective application with restatement.

South Algonquin will be using the Modified retrospective application.

### **11. Subsequent Measurement**

- 11.1 The asset retirement costs will be capitalized and amortized allocating the future costs of the retirement in a rational and systematic allocation (straight-line method) over the useful life of the tangible capital asset or a component of the asset.
- 11.2 On an annual basis, the existing asset retirement obligations will be assessed for any changes in expected cost, term to retirement, or any other changes that may impact the estimated obligation. In addition, any new obligations identified will also be assessed.

### **12. Presentation and Disclosure**

- 12.1 The liability for asset retirement obligations will be disclosed.

### **13. Policy Review**

- 13.1 This policy will be reviewed every five years, or upon the direction of South Algonquin Council, or if staff identify an issue requiring a revision to occur.

**CORPORATION OF THE  
TOWNSHIP OF SOUTH ALGONQUIN  
BY-LAW NO. 2024-787  
BEING A BY-LAW TO CONFIRM  
THE PROCEEDINGS OF COUNCIL**

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**WHEREAS** Section 5(1) of the Municipal Act 2001, Chapter 25 and amendments thereto provides that the powers of a municipal corporation are to be exercised by its council;

**AND WHEREAS** Section 5(3) of the Municipal Act 2001 Chapter 25 and amendments thereto provides that the powers of every council shall be exercised by By-Law;

**AND WHEREAS** it is deemed necessary and expedient that the proceedings and actions of the Council of the Corporation of the Township of South Algonquin be confirmed and adopted by By-Law, for the regular meeting held on:

**March 6, 2024**

**THEREFORE**, the Council of the Corporation of the Township of South Algonquin enacts as follows:

1. THAT the action of the Council of the Corporation of the Township of South Algonquin in respect to each recommendation contained in the reports of the Committees and in respect to each motion, resolution and other action passed and taken by the Council at its said meeting, is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-Law.
2. The Mayor or in her absence, the Presiding Officer of the Council and the proper officials of the Municipality are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required.
3. The Mayor or in his/her absence the Presiding Officer and the Clerk or in his/her absence the other designated signing officer, are hereby directed to execute all documents required by Statute to be executed by them, as may be necessary in that behalf and to affix the Corporate Seal of the Municipality to all such documents.
4. THAT in the event any provision or provisions of this By-Law be deemed illegal or not enforceable, it or they shall be considered separate and severable from the By-Law, and its remaining provisions shall remain in force and be binding as though the said provision or provisions had never been included.

READ A FIRST AND SECOND TIME on March 6, 2024.

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Ethel LaValley – Mayor

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Bryan Martin-CAO/Clerk Treasurer

READ A THIRD TIME, PASSED AND ENACTED on March 6, 2024.

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Ethel LaValley – Mayor

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Bryan Martin-CAO/Clerk Treasurer