

CITY OF ELLIOT LAKE



CITY COUNCIL - REGULAR MEETING
AGENDA

Monday, July 8, 2019

7:00 pm

COUNCIL CHAMBERS

Pages

1. CALL TO ORDER
2. ROLL CALL
3. DECLARATIONS OF CONFLICT OF INTEREST
4. ADOPTION OF PREVIOUS MINUTES
 - 4.1 June 24, 2019- Regular. 3
 - 4.2 June 28, 2019 - Special. 14
5. PUBLIC PRESENTATIONS
6. INTRODUCTION AND CONSIDERATION OF CORPORATE REPORTS
 - 6.1 July 4, 2019. Report from the Director of Public Works 19
re: Tandem Plow/Sanding Truck Purchase
 - 6.2 July 5, 2019. Memo from the Director of Public Works 22
re: Gas Tax
 - 6.3 July 4, 2019. Report from the Director of Public Works 24
re: Utility Tractor Purchase
 - 6.4 July 8, 2019. Report from the Director of Recreation and Culture 27
re: Summer Report
 - 6.5 July 4, 2019. Report from the Chief Administrative Officer 54
re: Award Contract for Professional Recruitment Firm

7. PRESENTATION OF COMMITTEE REPORTS

- 7.1 July 3, 2019. Recommendation from the Emergency Management Program Committee** 57
 re: Emergency Response Plan

8. UNFINISHED BUSINESS

- 8.1 May 27, 2019 Memo from the Chief Administrative Officer**
 re: Potential Acquisition of Land

As this matter deals with potential acquisition of property by the municipality, it may be discussed in closed session as per section 239(2)(c) of the Municipal Act

- 8.2 June 20, 2019. Update from the Chief Administrative Officer**
 re: request to lease 14-16 Elizabeth Walk - former theater

9. PETITIONS

10. CORRESPONDENCE

11. NOTICES OF MOTION

12. PUBLIC QUESTION PERIOD

13. INTRODUCTION AND CONSIDERATION OF BY-LAWS

- 13.1 By-Law 19-29** 90
 Being a by-law to adopt an Emergency Management Program for the City of Elliot Lake and to repeal By-law No. 05-15

- 13.2 By-Law 19-30** 124
 Being a bylaw to authorize the entering into of an agreement with North Shore Ford for the supply of one light duty service truck for the Bylaw Department

- 13.3 By-Law 19-31** 128
 Being a by-law to authorize the entering into an agreement for the supply on one light duty service truck for the Fire Department

14. COUNCIL REPORTS AND ANNOUNCEMENTS

15. ADDENDUM

16. CLOSED SESSION (if applicable)

17. ADJOURNMENT



Minutes of a regular meeting of the Council of The Corporation of The City of Elliot Lake

Monday, June 24, 2019

7:00 PM

Committee Room

Present

- D. Marchisella, Mayor
- L. Cyr, Councillor
- E. Pearce, Councillor
- N. Mann, Councillor
- S. Finamore, Councillor
- C. Patrie, Councillor
- T. Turner, Councillor
- D. Gagnon, Chief Administrative Officer
- D. Halloch, Director of Public Works
- T. Dunlop, Director of Recreation and Culture
- A. Vlahovich, Economic Development Coordinator
- N. Bray, City Clerk

1. CALL TO ORDER

2. ROLL CALL

3. DECLARATIONS OF CONFLICT OF INTEREST

Councillor Patrie Declared a conflict of interest on Item 5.1 – Public Presentation under the Conflict of Interest Act on the basis of waiting for the outcome of an Integrity Commissioner Investigation on this property.

4. ADOPTION OF PREVIOUS MINUTES

4.1 June 10, 2019- Regular.

Res. 218/19

Moved By: E. Pearce

Seconded By: N. Mann

That the following minutes be adopted:

June 10, 2019- Regular.

Carried

Councillor Patrie left his seat.

5. PUBLIC PRESENTATIONS

5.1 June 20, 2019. AstroRabbit Entertainment

re: Atomic Music Fest 2019 - Request to Be Recognized as a Municipally Significant Event

Presenter: Corey McKenzie

Moved By: T. Turner

Seconded By: L. Cyr

That the Council of the City of Elliot Lake confirm that the Atomic Music Festival 2019 may be held at the Mt. Dufour Ski Hill August 9th - August 11th and is considered a Municipally Significant event and supports the application for a liquor licence.

A motion to defer was introduced

Res. 219/19

Moved by: E. Pearce

Seconded by: N. Mann

That this matter be deferred to a special meeting of council on Friday June 28, 2019 at 12:00 PM to receive clarification in writing on Camping, RV Parking, Insurance, Transportation/Shuttle Schedule, etc.

At the request of Mayor Marchisella the following roll call vote was recorded:

In Favour

N. Mann

L. Cyr

T. Turner

S. Finamore

E. Pearce

D. Marchisella

Carried

Councillor Patrie returned to his seat

6. INTRODUCTION AND CONSIDERATION OF CORPORATE REPORTS

6.1 April 23, 2019. Report from the City Planner

re: Zoning By-law Amendment - 206 Ottawa Avenue - to convert an existing detached garage for the purpose of establishing an automotive shop

Res. 220/19

Moved By: E. Pearce

Seconded By: L. Cyr

That the report from J. L. Richards, dated April 23, 2019 be received;

And That the application for Zoning By-law amendment as submitted to permit an automotive shop within the existing detached garage at the property described as Lot 89 of Registered Plan M-337, known municipally as 206 Ottawa Avenue, be refused.

Carried

6.2 June 17, 2019. Report from the Manager of Information Technology

re: Wireless City Hot Spot Project

Moved By: N. Mann

Seconded By: C. Patrie

That the report of the Manager of Information Technology re. wireless hotspots dated June 17, 2019 be received.

An amendment was introduced

Res. 221/19

Moved by: N. Mann

Seconded by: E. Pearce

And that staff proceed to implement the Wireless Hot Spots sites identified in this report.

Carried

Main Motion as amended:

Res. 222/19

Moved by: N. Mann

Seconded by: E. Pearce

That the report of the Manager of Information Technology re. wireless hotspots dated June 17, 2019 be received;

And that staff proceed to implement the Wireless Hot Spots sites identified in this report.

Carried

6.3 June 19, 2019. Report from the Chief Administrative Officer

re: Strategic Asset Management Policy

Res. 223/19

Moved By: L. Cyr

Seconded By: E. Pearce

That Council adopt the Strategic Asset Management Policy and incorporate it into ongoing asset management and long term financial planning reviews.

Carried

6.4 June 6, 2019. Report of the Director of Protective Services

re: purchase of one 1/2 ton 4 Wheel Drive Light Duty Service Truck for the Animal Control and By-law Department

Res. 224/1

Moved By: L. Cyr

Seconded By: S. Finamore

That the report of the Director of Protective Services dated June 6, 2019 be received;

And that contract FD2019-02 for the supply of one 1/2 ton 4 Wheel Drive Light Duty Service Truck for the Animal Control and By-law Department in the amount of \$35,108.66 plus applicable taxes be awarded to North Shore Ford Inc.

Carried

6.5 June 6, 2019. Report from the Director of Protective Services

re: purchase of one 1/2 ton 4 Wheel Drive Light Duty Service Truck for the Elliot Lake Fire Department

Res. 225/19

Moved By: N. Mann

Seconded By: T. Turner

That the report of the Director of Protective Services dated June 6, 2019 be received;

And that contract FD2019-01 for the supply of one 1/2 ton 4-Wheel Drive Light Duty Service Truck for the Fire Department in the amount of \$39,299.00 plus applicable taxes be awarded to North Shore Ford Inc.

Carried

6.6 June 19, 2019. Memo from the City Clerk

re: Appointments to Boards and Committees

As this matter deals with personal information about identifiable individuals it may be discussed in closed session as per Section 239(2)b)

Res. 226/19

Moved By: L. Cyr

Seconded By: S. Finamore

That this matter be discussed in closed session

Carried

6.7 June 20, 2019. Report from the Chief Administrative Officer

re: Request to Lease Spine Beach Canteen

Moved By: E. Pearce

Seconded By: T. Turner

That Council waive any relevant provisions of land disposition bylaws / policies and grant the use of the Spine Beach Canteen building to the Elliot Lake Lion's Club for the summer 2019 season to be operated as a canteen for their fundraising efforts as a trial period;

And that mobile vendors be barred from operating at the Spine Beach;

And that the use of the Spine canteen be reviewed in the fall of 2019 for potential tendering in 2020.

An amendment was introduced

Res. 227/19

Moved by: C. Patrie

Seconded by: N. Mann

That a lease be entered into with the Lion's Club for the use of the Spine Beach Canteen in the amount of \$1.00, with appropriate Insurance in place and with no costs to City.

At the request of Mayor Marchisella the following Roll Call vote was recorded:

In Favour

C. Patrie

N. Mann

T. Turner

S. Finamore

D. Marchisella

Opposed

L. Cyr

Main motion as amended

Res. 228/19

Moved By: E. Pearce

Seconded By: T. Turner

That Council enter into a lease with the Lion’s Club in the amount of \$1.00, with appropriate Insurance in place and with no costs to City, for the use of the Spine Beach Canteen building for the summer 2019 season to be operated as a canteen for their fundraising efforts as a trial period;

And that mobile vendors be barred from operating at the Spine Beach;

And that the use of the Spine canteen be reviewed in the fall of 2019 for potential tendering in 2020.

Carried

6.8 June 20, 2019. Memo from the Chief Administrative Officer

re: request to lease 14-16 Elizabeth Walk - former theater

Moved by: C. Patrie

Seconded by: S. Finamore

That the rental of 14-16 Elizabeth Walk to ELATE and Stage Door Players for set storage and rehearsals at \$1.00 per month with all utilities to be paid by ELATE and Stage Door players, be approved in principle

A motion to defer was introduced

Res. 229/19

Moved by: N. Mann

Seconded by: E. Pearce

That this matter be deferred to the July 8, 2019 meeting of Council for further information.

Carried

6.9 June 20, 2019. Verbal update from the Chief Administrative Officer

re: opportunities to lobby the provincial and federal governments for funding priority projects.

As this matter deals with personal information about identifiable individuals and with advice that is subject to solicitor-client privilege, it may be discussed in closed session as per Section 239(2)(b) & (f) of the Municipal Act.

Res. 230/19

Moved By: T. Turner

Seconded By: E. Pearce

That this matter be discussed in closed session

Carried

7. PRESENTATION OF COMMITTEE REPORTS

8. UNFINISHED BUSINESS

8.1 Report from the Economic Development Coordinator

re: Mississagi Park Commission Incorporation and Corporate Bylaws

Res. 231/19

Moved By: S. Finamore

Seconded By: E. Pearce

That this matter be deferred to the July 22, 2019 Council Meeting for further information.

Carried

8.2 Terms and Conditions of Lease Agreements at the Pearson Plaza

As this matter deal with the personal information about identifiable individuals it may be discussed in closed session as per Section 239(2)(b) of the Municipal Act.

Res. 232/19

Moved By: L. Cyr

Seconded By: E. Pearce

That this matter be discussed in closed session

Carried

9. PETITIONS

10. CORRESPONDENCE

10.1 June 14, 2019. Letter from ELNOS Nominating Committee

re: Request for Council to Submit a candidate to serve as representative on the Board of Directors for the Fiscal Term 2019-2020

Res. 233/19

Moved By: C. Patrie

Seconded By: L. Cyr

That Councillor Mann be appointed to sit as the City of Elliot Lake representative on the ELNOS board for the fiscal term 2019-2020

Carried

10.2 June 20, 2019. Memo from the City Clerk

re: relinquish seat on the Elliot Lake Residential Development Commission

Res. 234/19

Moved By: E. Pearce

Seconded By: L. Cyr

That the Councillor Mann's relinquishment of his seat on the Elliot Lake Residential Development Commission be accepted with regret.

Carried

11. NOTICES OF MOTION

12. PUBLIC QUESTION PERIOD

Mike Thomas

Q: Item 6.8 Do we not have insurance as a result of the partial roof collapse at the Civic Centre to address tenants out of pocket losses which would cover utilities and other expenses they may incur while moving?

A: The City has loss of rental revenue insurance so the insurer will be paying the rent that tenants have not been able to pay us since being displaced. It is uncertain if that extends to our tenant's relocation expenses.

Q: Would their insurance cover that?

A: Quite possibly yes.

13. INTRODUCTION AND CONSIDERATION OF BY-LAWS

14. COUNCIL REPORTS AND ANNOUNCEMENTS

15. ADDENDUM

Res. 235/19

Moved By: N. Mann

Seconded By: L. Cyr

That we deal with the addendum to the agenda

Carried

15.1 June 21, 2019. Report of the Director of Public Works

re: Front End Loader with Blade Purchase

Res. 236/19

Moved By: L. Cyr

Seconded By: E. Pearce

That Staff Report dated June 21, 2019 of the Director of Public Works be received;

And that council approves the sole source purchase of one (1) used 2017 Caterpillar 930K Front End Loader with blade in the amount of \$220,000.⁰⁰ plus applicable taxes to Toromont CAT.

Carried

15.2 June 24, 2019. Report of the Chief Administrative Officer

re: sole source a contract for the repairs of the Centennial Arena

Res. 237/19

Moved By: N. Mann

Seconded By: T. Turner

That Council approve the use of the negotiation method in the city's procurement policy to sole source a contract for the repair of the Centennial Arena to Advanced Research Ltd. DBA: Timber Restoration Services at an upset cost of \$475,000 plus applicable taxes.

Carried

16. CLOSED SESSION (if applicable)

Res. 238/19

Moved By: N. Mann

Seconded By: L. Cyr

That we go into closed session at the hour of 8:56 PM

Carried

Res. 239/19

Moved By: N. Mann

Seconded By: L. Cyr

That we come out of Closed Session at the hour of 9:45PM

Carried

Res. 240/19

Moved by: N. Mann

Seconded by: E. Pearce

That the following committee/board appointments be made to serve for the remaining term of Council or until a successor is appointed:

Accessibility Advisory Committee

Dianna Ferderber

Joanna Moggy

Susan Landmark

Elliot Lake Residential Development Commission

Dan McCambridge

Elliot Lake Public Library Board

Edo Ten Broek

And that all members be provided with a copy of appropriate policies and bylaws.

Carried

17. ADJOURNMENT

Res. 241/19

Moved By: N. Mann

Seconded By: L. Cyr

That we adjourn at the hour of 9:45 PM

Carried

Mayor

City Clerk



Minutes of a special meeting of the Council of The Corporation of The City of Elliot Lake

Friday, June 28, 2019, 12:00 PM
COUNCIL CHAMBERS

Present D. Marchisella, Mayor
 L. Cyr, Councillor
 E. Pearce, Councillor
 N. Mann, Councillor
 S. Finamore, Councillor
 C. Patrie, Councillor – *via telephone*
 T. Turner, Councillor
 D. Gagnon, Chief Administrative Officer
 T. Dunlop, Director of Recreation and Culture
 A. Vlahovich, Economic Development Coordinator
 N. Bray, City Clerk

- 1. **CALL TO ORDER**
 - 2. **ROLL CALL**
 - 3. **DECLARATIONS OF CONFLICT OF INTEREST**
 - 4. **PUBLIC PRESENTATIONS**
 - 5. **CORRESPONDENCE LIST**
 - 6. **REPORTS**
- 6.1 **June 27, 2019. Memo from the Chief Administrative Officer**

re: Atomic Music Fest - updates

Moved By: E. Pearce

Seconded By: L. Cyr

That the Atomic Music Festival may be held by AstroRabbit Entertainment at the Mount DuFour Ski Hill from August 9th through August 11th, 2019 and that the Council of the City of Elliot Lake recognizes this event to be Municipally Significant and supports the application for a liquor licence

An amendment was introduced

Moved by: C. Patrie

Seconded by: S. Finamore

That rental agreement with a hold harmless clause between the City of Elliot Lake, Mt. Dufour Ski Hill and AstroRabbit be entered into.

At the request of Councillor Patrie the following roll call vote was recorded:

In Favour

Patrie

Opposed

T. Turner

S. Finamore

E. Pearce

N. Mann

L. Cyr

D. Marchisella

Defeated

Main Motion

Res. 242/19

Moved By: E. Pearce

Seconded By: L. Cyr

That the Atomic Music Festival may be held by AstroRabbit Entertainment at the Mount DuFour Ski Hill from August 9th through August 11th, 2019 and that the Council of the City of Elliot Lake recognizes this event to be Municipally Significant and supports the application for a liquor licence

At the request of Mayor Marchisella the following roll call vote was recorded:

In Favour

T. Turner

S. Finamore

E. Pearce

N. Mann

L. Cyr

D. Marchisella

Opposed

C. Patrie

Carried

6.2 June 27, 2019. Report from the Chief Administrative Officer

re: acquire the services of Daisy Group Inc. for strategic government relations to support funding priority projects

Res. 243/19

Moved By: L. Cyr

Seconded By: S. Finamore

That the CAO report re. Contracting Daisy Group Inc. for strategic assistance be received and that

Council authorize use of the Negotiation Method in the procurement policy to award a contract for strategic government relations and communications assistance for priority capital projects to the Daisy Group Inc. at an upset cost of \$36,000 for a 6-month term (as needed) and that

The required funds be taken from the hub planning and design capital project in the 2019 municipal budget.

At the request of the Mayor the following roll call vote was recorded

In Favour

C. Patrie

N. Mann

L. Cyr

T. Turner

S. Finamore

E Pearce

D. Marchisella

Carried

6.3 June 28, 2019. Verbal Update from the Chief Administrative Officer

re: Spine Beach Canteen

6.4 June 28, 2019. Verbal Update from the Chief Administrative Officer

re: potential disposition of parcel of land on Hwy 108.

As this matter deals with the potential disposition of property owned by the municipality it may be discussed in closed session as per section 239(2)(c) of the Municipal Act.

Res. 244/19

Moved By: N. Mann

Seconded By: T. Turner

That this matter be discussed in Closed Session

Carried

Councillor Cyr left the meeting at 12:55 PM due to other commitments

7. NOTICES OF MOTION

8. PUBLIC QUESTION PERIOD

Q: With respect to the hiring of the Daisy Group – Is this something we are looking at having with both levels of government on a full time basis?

A: That would be ultimately up to council, however, I see this just to improve our odds at getting hub funding by this Fall. 6 months should do it.

Q: Atomic Musicfest - Concerned and would like to know the amount of staff time that has been involved or devoted to this application and is there risk for the City as landlords of the Ski Hill is that an actuality?

A: With respect to staff time, it's been modest/nominal. The fire chief was involved in reviewing a plan, staff review of insurance, al the work has done by AstroRabbit. Considering the potential of the event – a little bit of staff time to move this along seems worth it.

As for risk – there is risk involved with everything, we need to always manage the risk/reward. Ensure that insurance is in place and move forward

Q: if we are going to support concepts such as AstroRabbit why doesn't council consider the creation of a Fair Grounds.

A: That is definitely something for us to look into.

Councillor Finamore left the meeting at 1:04 PM due to other commitments

Helen Lefebvre

Q: Atomic Musicfest- what is the City going to do to support Mr. McKenzie and promote this event?

A: We do have areas within the city that we can put up posters. Will look into other things we may be able to do.

Mike Thomas

Q: What will council do to clarify the Mt. Dufour Organization moving forward? It appears that we are exposed to a monumental amount of risk by having a private enterprise run an event on City property – it is identical to a not-for profit using city property. Would like to see a resolution to address all the issues brought up this evening.

A: Staff will be looking into that relationship moving forward.

9. BY-LAWS

10. CLOSED SESSION BUSINESS

Res. 245/19

Moved by: N. Mann

Seconded by: E. Pearce

That we go into Closed Session at the hour of 1:09

Res. 246/19

Moved by: N. Mann

Seconded by: E. Pearce

That we come out of closed at 1:29 PM

11. ADJOURNMENT

Res. 247/19

Moved By: N. Mann

Seconded By: E Pearce

That this meeting adjourn at the hour of 1:30 PM.

Carried

Mayor

City Clerk



The Corporation of the City of Elliot Lake

Staff Report

Report of the **Director of Public Works**
for the Consideration of Council

RE: TANDEM PLOW/SANDING TRUCK PURCHASE

OBJECTIVE

To provide Mayor and Council with information regarding the purchase of (1) tandem plow/sanding truck.

RECOMMENDATION

THAT Staff Report for the purchase of (1) Tandem Plow/Sanding Truck , dated July 3, 2019 of the Director of Public Works be received;

AND THAT contract OPS2019-01 for supply of one (1) Freightliner Tandem Plow/Sanding Truck in the amount of \$244,868.⁰⁰ plus applicable taxes be awarded to TMS Truck Center.

Respectfully Submitted

Daryl Halloch
Director of Public Works

Approved

Daniel Gagnon
Chief Administrative Officer

July 3, 2019

BACKGROUND

The City of Elliot Lake Public Works Department owns and operates five (4) tandem axle plow/sanding trucks. These units are used extensively during winter operations for the plowing and sanding of our municipal roads. During the remainder of the year, the units are used to haul aggregate, hot mix asphalt, and mixed materials associated with our ongoing municipal infrastructure upkeep and repair duties.

Each tandem is equipped with a side lift type box and front mounted, electronically controlled sand spinner. These units are equipped with a drive in style plow hitch to allow for quick dressing of the plow and wing to facilitate response time during winter snow events.

The current municipal fleet consists of the following:

1. 2017 Western Star with 968 service hours (No. 98);
2. 2016 Freightliner SD with 4694 service hours (No. 73);
3. 2012 Freightliner SD with 8,013 service hours (No. 65);
4. 2007 Sterling with 14,236 service hours (No. 20);

The service life, condition, and replacement schedule of all fleet vehicles is monitored closely through the Public Works Department. The 2007 Sterling is scheduled for replacement based on its service hours and overall condition.

Upon procurement of a new Tandem Plow/Sanding Truck the 2007 Sterling will be removed from the fleet and disposed of in a manner consistent with Section X of the procurement policy.

Tender 2019-01 was released to request bids for the supply of one (1) tandem axle plow and sander equipped truck. The tender called for specifications that met or exceeded the existing fleet specifications and encouraged standardization with existing equipment where possible.

The tender was advertised on the City of Elliot Lake website and through the Merx website. Two firms responded to the tender.

ANALYSIS

The prices received through the tender submissions were as follows:

- TMS Trucking Center - \$244,868.⁰⁰ for a Freightliner equipped with Viking plow equipment;
- Rush Trucking Center - \$251,002.⁶⁸ for a Viking Plow equipped International;
\$249,573.⁷² for a Tencoe Plow equipped International;

A review of the tender packages was undertaken with Dave Stewart, City of Elliot Lake Fleet Mechanical Foreman. Dimensional and performance specifications of the submissions were reviewed against the tender document and the performance of the existing equipment.

No bid irregularities were noted during the tender review process.

FINANCIAL IMPACT

There was a total of \$269,000.⁰⁰ budgeted for the replacement of the tandem plow truck in the 2019 Fleet Capital Works Budget. Total amount for the purchase of the new unit is \$244,868.⁰⁰ plus applicable taxes which amounts to \$24,132.⁰⁰ below budget.

LINKS TO STRATEGIC PLAN

This report is consistent with the actions required under “Continued Investment into Infrastructure” in that it assists in the education of the public on infrastructure operations, repair and replacement.

SUMMARY

The tandem axle plow/sand trucks are critical to the ongoing maintenance and upkeep of our municipal infrastructure. As these units are built to specification, placing the order now will ensure that the unit is delivered in advance of the upcoming winter season.

It is recommended that the bid submitted by TMS Truck Center Ltd. in the amount \$244,868.⁰⁰ plus applicable taxes for the supply of one (1) Freightliner Snowplow and Sander Truck be accepted.



Memo

To: Mayor & Council
From: Daryl Halloch (Ontario Public Transit Association)
CC:
Date: July 03, 2019
Re: **Dedicated Gas Tax Funding**

I would like to flag a recent decision by the Government of Ontario regarding the dedicated Gas Tax for Public Transportation (Gas Tax) Program. In its [2019 Budget](#), the provincial government announced a cancellation of a planned increase to municipalities of much-needed operational and capital funding for transit.

Transfers to municipalities were set to increase by the equivalent of two cents per litre in 2018, to four cents per litre by 2021-22. Consumers would not have felt this increase at the pump, as municipal governments and their transit systems would have been allocated a larger portion of existing excise tax revenues.

In addition to cancelling the planned two cent increase to municipalities, the province also announced a review of the Gas Tax Program. As you know, this program plays a crucial role in enabling municipalities across Ontario to deliver on the transit services that Ontarians need and deserve.

Since its inception in 2004, the Gas Tax Program has become an irreplaceable, flexible source of both capital and operation funding that Ontario transit systems of all sizes count on to serve their communities. This program has delivered on its objectives and demonstrably led to ridership increases for transit, year over year. Transit systems will not be able to meet the needs of Ontarian commuters if they do not have operational funding to provide convenient, affordable and reliable services.

In our community specifically, the funding has been used for capital purchases for both Specialty and Conventional busses, Bus Shelters, Storage facilities and to help offset the operation costs of both services offered.

The Gas Tax program is critically important regarding both the Specialty and Conventional services offered. We believe that a discussion in Council is warranted on the potential impacts that the cancelled increase has on our transit systems, as well as any future impacts from potential changes to the existing two cent per litre transfer. The program review will last for a few months this spring/summer, and a decision by the government on its future is anticipated in late summer/early fall.

The Ontario Public Transit Association would like councils support in regards to The City of Elliot Lake's Conventional and Specialty transit system and the Ontario transit industry's advocacy on this issue by passing the following resolution.

MOTION TO URGE THE PROVINCE OF ONTARIO TO PRESERVE THE DEDICATED GAS TAX FOR PUBLIC TRANSPORTATION PROGRAM

Whereas the Government of Ontario unilaterally cancelled a planned two cent incremental increase to gas tax transfers to municipalities;

AND WHEREAS transit systems will not be able to meet the needs of Ontarian commuters if they do not have operational funding to provide convenient, affordable and reliable services;

AND WHEREAS the dedicated Gas Tax for Public Transportation Program has, since its inception in 2004, become an irreplaceable source of capital and operational funding that Ontario transit systems of all sizes count on to serve their communities;

AND WHEREAS transit systems have, since the program became permanent in 2014, experienced year-over-year ridership increases as a result of service level improvements;

AND WHEREAS the City of Elliot Lake Conventional and Specialty Transit systems provide a vital transportation service for the residents of our municipality that rely on it.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the City of Elliot Lake request that the Government of Ontario continue to support transit systems across the province, recognizing the economic, environmental, and social benefits of public transit investments.

AND THAT Council request that the Government of Ontario make evidence-based decisions when considering the effectiveness of current gas tax transfers to municipalities in growing transit ridership across Ontario.

AND THAT Council request that the Government of Ontario preserve and continue existing gas tax transfers to municipalities as a dedicated source of funding for public transit.



The Corporation of the City of Elliot Lake

Staff Report

Report of the **Director of Public Works**
for the Consideration of Council

RE: UTILITY TRACTOR PURCHASE

OBJECTIVE

To provide Mayor and Council with information regarding the purchase of (1) Utility Tractor.

RECOMMENDATION

THAT Staff Report for the purchase of (1) Utility Tractor, dated July 3, 2019 of the Director of Public Works be received;

AND THAT contract OPS2019-02 for supply of one (1) 62 HP Kubota Utility Tractor in the amount of \$59,203.⁶² plus applicable taxes be awarded to Tracks + Wheels Equipment Brokers Inc.

Respectfully Submitted

Daryl Halloch
Director of Public Works

Approved

Daniel Gagnon
Chief Administrative Officer

July 3, 2019

BACKGROUND

The City of Elliot Lake Parks Department maintains all the Municipal Parks, Beaches and Ball fields throughout the City. The crew, utilizes the utility tractor to perform the grass cutting, digging and dragging of both the ball fields and beaches.

The existing unit has been removed from service due to failure. There were numerous transmission related issues that are associated with the age of the machine, where the cost to repair the unit far exceeded its actual value.

Tender OPS2019-02 was released to request bids for the supply of one (1) Utility Tractor. The tender called for specifications that met or exceeded the existing fleet specifications and encouraged standardization with existing equipment where possible (attachments).

The tender was advertised on the City of Elliot Lake website and through the Merx website. Only one firm responded to the tender.

ANALYSIS

The prices received through the tender submissions were as follows:

- Tracks + Wheels Equipment - \$59,203.⁶² plus HST for a 62 HP Kubota Utility Tractor;

A review of the tender packages was undertaken with Don Crain, City of Elliot Lake Facilities and Parks Manager. Dimensional and performance specifications of the submissions were reviewed against the tender document and the performance of the existing equipment.

No bid irregularities were noted during the tender review process.

FINANCIAL IMPACT

There was a total of \$75,000.⁰⁰ budgeted for the replacement of the Utility Tractor in the 2019 Parks Capital Works Budget. Total amount for the purchase of the new unit is \$59,203.⁶² plus applicable taxes which amounts to \$15,796.³⁸ below budget.

LINKS TO STRATEGIC PLAN

This report is consistent with the actions required under “Continued Investment into Infrastructure” in that it assists in the education of the public on infrastructure operations, repair and replacement.

SUMMARY

The Utility Tractor is a critical piece of equipment to the ongoing maintenance and upkeep of our municipal Parks, Beaches and Ball fields. The City is currently renting a Utility Tractor in place of the current unit that has been removed from service due to failure. Placing the order now will ensure that the new unit is delivered in good time as well as reducing the amount of costs associated with rental fees.

It is recommended that the bid submitted by Tracks + Wheels Equipment Brokers Inc. in the amount \$59,203.⁶² plus applicable taxes for the supply of one (1) 62 HP Kubota Utility Tractor be approved.



**Recreation & Culture Department
Summer Report
By
TERESA DUNLOP
Director of Recreation & Culture**

8 July 2019





Exciting Summer Programming from the Department of Recreation and Culture for residents of Elliot Lake has begun.

Starting with the pool, Dustin Whyte, our Aquatics Supervisor & Chrissy Bouchard, our Clerk have 7 part-time adult guards and instructors offering programs and public swims with the exception of July 29th through August 18th, when the pool is closed for maintenance. Our two beaches opened Saturday June 29th and will continue to be open daily from noon-7pm until Labour Day with a summer student lifeguard force of 17.

Community Activities & Programs

Join Elliot the Bear For Some Fun Around Town!

ELLIOT LAKE MUNICIPAL POOL
 Closed Sundays from May 19th – October 13th
 Closed Saturdays from June 29th – August 31st
 Closed for maintenance July 29th to August 18th

AT THE POOL
 Distance Lap Swims
 Mon, Wed, Fri 6:00-8:00am & Tues, Thurs 6:30-8:00am
 Mon-Fri 11:30am-1:00pm
 Mon & Wed 7:00-8:00pm

SILVER DOLPHINS
 Grab your friends and hit the water for this low impact aqua aerobics class.
 Mon-Fri 8:00-9:00am
 Senior drop in fee \$3.95

AQUA ARTHRITIS
 Perform specific exercises that increase flexibility in joints and reduce arthritis pain.
 Mon, Wed, Fri 10:45-11:30am
 Senior drop in fee \$3.96 & Adult drop in \$5.93

AQUAFIT
 Work out to music, develop both cardiovascular endurance and muscular strength. A shallow water class where swimming skills are not required.
 Mon & Wed 7:00 – 7:45 p.m.

DEEP WATER AQUAFIT
 Enjoy exercising in deep water with this challenging, non-impact class. Participants wear exercise flotation belts designed to keep you afloat while minimizing strain on joints.
 Tues & Thurs 10:45-11:30am and 7:00-7:45pm
 Senior drop in fee \$3.96 & Adult drop in \$5.93

PUBLIC SWIMS
 Children 10 years and under must be accompanied by a person 16 years or older. Maximum 3 children per caregiver, within arm's reach. Caregiver must be in the water.
 Fee per visit: child \$3, adults \$5.65, families \$11.30
Prices may be subject to change upon Council's approval of the 2019 Fees and Charges

RUBEN YLI JUUTI CENTRE'S FITNESS ROOM

SUMMER HOURS
 June 29th to September 2nd
 Mon to Thurs 6:00am-3:00pm & 6:00-8:00 pm
 Friday 6:00am-1:00pm
 Fee per visit: senior \$4.52, student \$5.65, adults \$7.91

CLOSED ON WEEKENDS



SPRUCE & SPINE BEACH LIFEGUARDS ON DUTY
 JUNE 29TH - SEPTEMBER 2ND
 DAILY, NOON TO 7:00PM

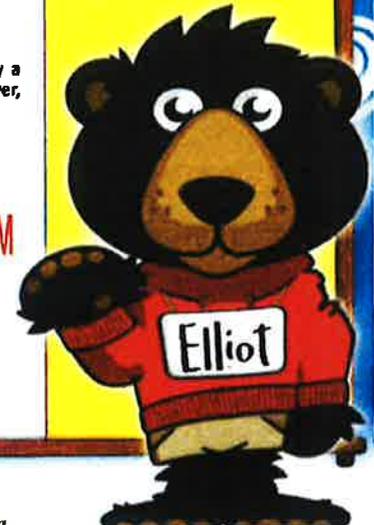
SWIM LESSONS AT SPRUCE BEACH

SESSION 1
 Monday, July 22 through Friday, August 2

SESSION 2
 Monday, August 12 through Friday, August 23

Early evening lessons between 4:00-6:00 pm

Swim Kids level 1-5 \$65
 Swim Kids level 6-10 \$70



For more information contact the Elliot Lake Recreation and Culture Department at: 705-848-2287 ext. 2500 dwhyte@city.elliottlake.on.ca



Help Keep Elliot Lake Clean is an initiative in cooperation with Tim Hortons and McDonalds at both Spruce and Spine Beaches. If a member of the public collects a bucket of trash, lifeguards reward them with a Tim's or McDonald's coupon for a drink, fries or ice cream. Every little bit helps.



HELP KEEP ELLIOT LAKE CLEAN OF BEACH AND TRAIL LITTER

RECEIVE
A FREE

Tim Hortons

OR



COUPON

IF YOU COLLECT A BUCKET OF TRASH
OFF THE BEACH OR TRAIL

BUCKETS AVAILABLE AT
THE GUARD SHACK
EVERY LITTLE BIT HELPS



Thanks to a Green Job Initiative Grant, we have two summer students, Kayleigh and Christian, working on renovating/revising a trail at the Fire Tower with the aim to create an accessible interpretive 10 to 15 minute guided walk. If we are successful in obtaining funding for year two, we would like to see it developed into a self-guided accessible trail. Our thanks to the Coureurs de Bois Outdoor Club and Penokean Hills Field Naturalist who are supporting our students. Our third team member is Joshua who worked with us as a Rockhaven student under a grant program last year and is now a valuable part-time member of our team.

Young Canada Works granted 2 of the 3 positions we applied for this summer. Jeven is our Fire Tower Researcher, he is just finishing up the history of the Mississagi Fire and will lend a hand to create new exhibits at the Ranger's Heritage Centre. Quinn is our Educational Programmer who is tasked with compiling suitcase exhibits that can go out into the community showcasing our Museum artifacts.

Thanks to Darla's liaising with the Algoma Kinniwabi Travel Association and Mamweswen – The North Shore Tribal Council, they have given us the grant resources to employ three Tourist Ambassadors. These student Ambassadors will operate the Ranger's Heritage Centre 7 days a week from noon to 8pm. They will also be researching the First Nations history of the Fire Tower area.

City of Elliot Lake: Fire Ranger Heritage Centre - Green Job Initiative

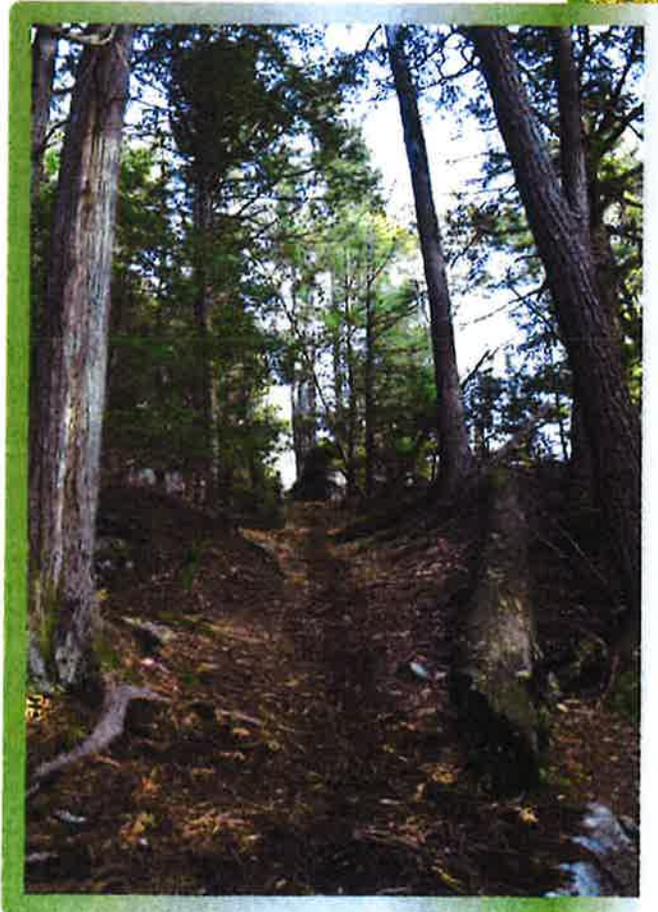
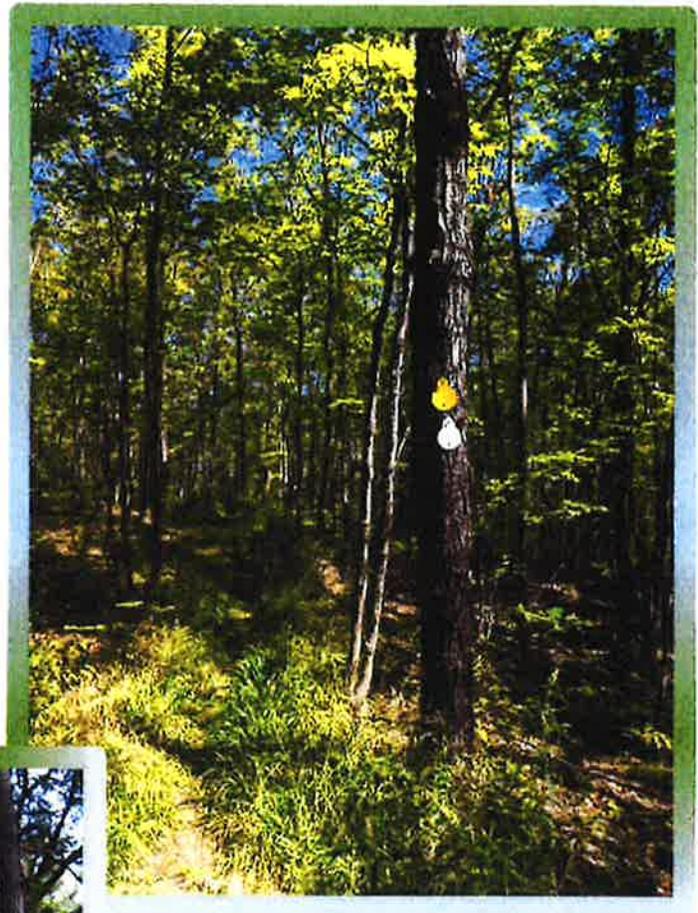
The Canadian Parks and Recreation Association (CPRA) has secured Government of Canada funding via Employment and Social Development Canada to support a “green jobs” program for youth. Officially entitled the Summer Work Experience Green Jobs Initiative, the program is providing direct financial support (via wage subsidies) to Elliot Lake for two summer student positions entitled “Fire Ranger Heritage Center Interpreters”.



The Department of Recreation and Culture have hired Kayleigh and Christian as this summer’s Fire Ranger Heritage Centre Interpreters for a period of 16 weeks from May 6 to August 23, 2019. Joanne will supervise this team.



The students are tasked with creating an interpretive walking trail and programs at the Fire Tower. With the direction of 3 members of the Coureurs de Bois Outdoor Club as well as members of the Penokean Hills Field Naturalists, Kayleigh and Christian will be responsible for researching, mapping out, and developing an accessible walking trail with interpretive signage. Students will have the opportunity to learn from local naturalists while spending time in our beautiful ecosystem at the edge of the boreal forest.



Kayleigh and Christian will also create interpretive programs for kids and adults such as guided walks on their trail, and presentations about local flora and fauna. They will be able to share their new knowledge with visitors from around the world, as well as Elliot Lake's youngest generation. The program will work to engage youth and visitors in conversation about conservation, leave no trace hiking skills, and green lifestyles.

The Mississagi Fire was a forest fire which burned in the Chapleau and Mississagi areas in 1948.

Starting May 25th 1948 and lasting the span of nearly 10 weeks the blaze took one life and consumed over 645,000 acres of forest, making it the largest fire in Ontario history.



THE MISSISSAGI FIRE

WELCOME TO OUR NECK OF THE WOODS!

**COME IN . . .
FOR A BIT OF HISTORY,
CONVERSATION OR PURCHASE A
COLD DRINK / ICE CREAM.**



**SUMMER HOURS
JUNE 29TH TO SEPTEMBER 2ND
DAILY NOON TO 8:00 P.M.
FALL HOURS
SEPTEMBER 7TH TO OCTOBER 13TH
SATURDAY TO SUNDAY
NOON TO 8:00 P.M.**





**Our Tourist Information Trailer
is manned by summer student
Tourists Ambassadors
7 days a week from 11am – 7pm at
Westview Trailer Park.**





The Trial Head has experienced numerous visits since its seasonal opening on the May long week end.

TRAFFIC COUNTER TRACKING

May Long Week End (Friday through Monday)		141 cars, with 111 proceeding up Highway 108
Weekdays	May 21 – 24	184 cars, with 136 proceeding up Highway 108
Weekend	May 25 & 26	109 cars, with 79 proceeding up Highway 108
Weekdays	May 27 - 31	196 cars, with 133 proceeding up Highway 108
Weekend	June 1 & 2	112 cars, with 71 proceeding up Highway 108

The Digital Creator program is a free media space for youth 11-19 to create and experience various forms of digital media. The Digital Creator operates out of 24 Ontario Ave. Tuesday through Saturday from 4pm to 8pm.



**DGTIL
CREATOR**

FILMMAKING • PHOTOGRAPHY • ANIMATION



City of
Elliot Lake



Ontario
Trillium
Foundation

Fondation
Trillium
de l'Ontario

An agency of the Government of Ontario
Un organisme du gouvernement de l'Ontario

**DIGITAL CREATOR IS A FREE MEDIA SPACE
FOR YOUTH TO CREATE AND INTERACT.**

AGES: 11 – 19

**SUMMER HOURS:
TUES – SAT, 4PM – 8PM**

**24 ONTARIO AVENUE,
ELLIOT LAKE, ON.**

 ELLIOTLAKE@DIGITALCREATOR.CA

 [DIGITAL CREATOR ELLIOT LAKE](#)

 [DC_ELLIOTLAKE](#)





Night at the Museum will be held at Collins Hall on Wednesday 10th July 2019 from 7pm to 7:30am. Admission is \$17 for children ages 8 to 13. Movies, games, treats and likely no sleep. Please register by 8th July by calling 705-848-2287 ext. 2300.

Our Summer Camp Program is taking a new direction this year. We have 5 summer students and having received a Canada Summer Job Grant will again this year employ 2 Rockhaven students.

SUMMER CAMP NECESSITIES



- Water Bottle
- Sunscreen
- Bug Spray
- Towel
- Lunch / Snacks
- Hat
- Running Shoes



**Punch Card Expiry Date:
August 24th, 2019**



Rio Den (5-7 Years Old)

Collins Hall (8-12 Years Old)

705-261-1083

\$17

1 DAY PASS



Community Activities & Programs

Join Elliot the Bear For Some Fun Around Town!

SUMMER DAY CAMP FOR KIDS



REGISTER YOUR CHILDREN FOR SUPER FUN ACTIVITIES THIS SUMMER!

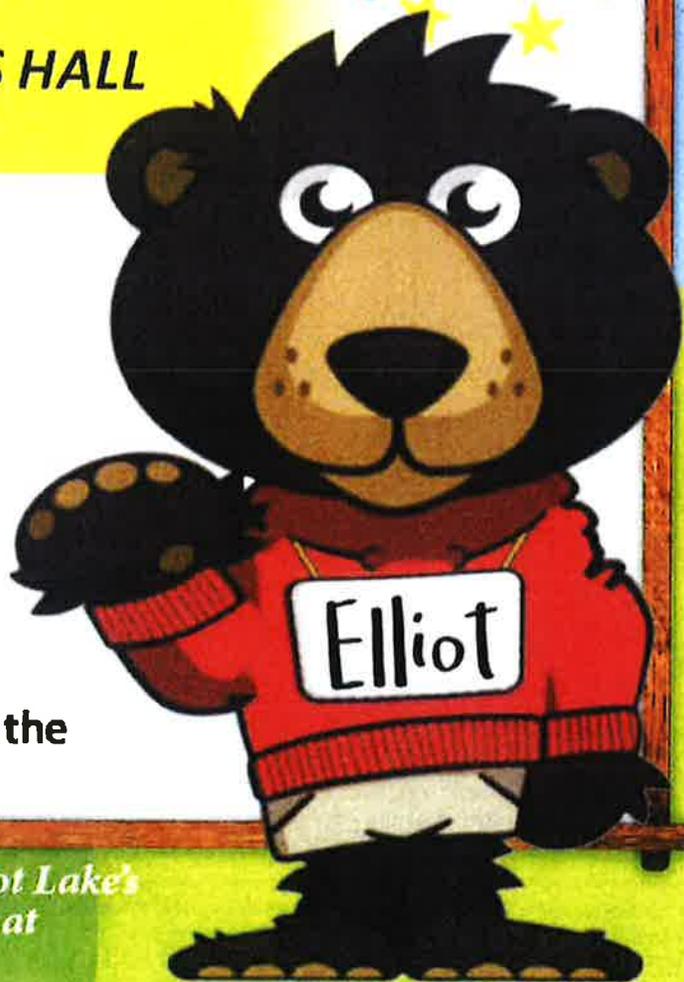
2 NEW AGE GROUPS & LOCATIONS!
5-7 YEAR OLDS • RIO DEN
8-12 YEAR OLDS • COLLINS HALL
JULY 2ND – AUGUST 23RD

Monday - Friday
9:00 am to 4:30 pm
Early drop off at 8:00am
Pick-up no later than 5:30pm

10 day punch card \$110.00
5 day punch card \$62.00
1 day card \$17.00
Outing Fee \$60

Registration begins June 3rd at the
Welcome Desk at Collins Hall, or at the
Ruben Yli Juuti Centre

For more information, contact the Elliot Lake's
Department of Recreation and Culture at
705-848-2287 ext. 2406



Summer Day Camp

NEW FOCUS

Our program will provide a fun, safe and educational environment for the children of our community. This year's focus is providing our campers with the opportunity to participate in a more STEM (Science, Technology, Engineering and Mathematics) based program while maintaining an exciting camp environment

Two New Age Groups & Locations

*5-7 year olds * Rio Den*

*8-12 year olds * Collins Hall*

By expanding our program to two locations we have allowed for more age appropriate activities and learning opportunities. We have expanded our sporting and craft activities to include STEM focus and involvement in the natural setting of the outdoors.

INITIATIVES

Currently we are working on many different initiatives for our campers ranging from healthy snack/cooking classes, The Planter Project in conjunction with the Horticulture society, cultural teachings thru our First Nations Elders and many more.

New Outings

Kicking Mule Ranch

Urban Air Adventure Park

SPONSORSHIP

Our campers cross all socio-economic groups and we are looking to break down as many barriers as possible therefore we have reached out to our community partners for assistance in augmenting the costs associated with our travel outings



JULY 2019

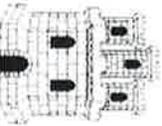
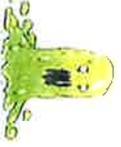
AGES 5-7 @ RIO DEN

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SPORTS WEEK	HOLIDAY	Welcome Back! Sun Safety with Jenna Dickson (A.P.H.) 	 3	Healthy Snack Class! 	 5
CIRCUS WEEK	Beach Day! Drop off/ Pick up @ Spruce Beach 	Night at the Museum  10	 11	Day at the Drag Races Pick up/ Drop Off @ Collins Hall 19	12
SUPERHERO WEEK	Beach Day! Drop off/ Pick up @ Spruce Beach Eco Scavenger Hunt @ 10am (lunch provided) 	Bike Rodeo (Phill Young) Bring your own scooter/skateboard/ bike and helmet 17	 18	Healthy Snack Class!  26	15
CULTURE WEEK	Beach Day! Drop off/ Pick up @ Spruce Beach 	Kicking Mule Ranch Pick Up (8am)/ Drop Off (5:30pm) @ Collins Hall 24	 25	22	15
NATURE WEEK	Beach Day! Drop off/ Pick up @ Spruce Beach 	31	Find Elliot Lake Summer Day Camp on Facebook at https://www.facebook.com/groups/616417185399116/ or by searching "Elliot Lake Summer Day Camp"	29	22



AUGUST 2019

AGES 5-7 @ RIO DEN

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
NATURE WEEK				1 	2 
DISNEY WEEK	5 HOLIDAY	6 Beach Day! Drop off/ Pick up @ Spruce Beach 	7 	8 Espanola Pool Pick Up (9:30am)/ Drop Off (5pm) @ Collins Hall	9 
ANIMAL WEEK	12 	13 Beach Day! Drop off/ Pick up @ Spruce Beach 	14 	15 	16 
SCIENCE WEEK	19 	20 Beach Day! Drop off/ Pick up @ Spruce Beach 	21 Urban Air Drop Off (10am)/ Pick Up @ Collins Hall	22 	23 
	26 CLOSED	27 CLOSED	28 CLOSED	29 CLOSED	30 CLOSED



JULY 2019

AGES 8-12 @ COLLINS HALL

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SPORTS WEEK HOLIDAY 2	Welcome Back! Sun Safety with Jenna Dickson (A.P.H.) 2	 3	Healthy Snack Class! 4	 5
CIRCUS WEEK 8	Beach Day! Drop off/ Pick up @ Spruce Beach 9	Night at the Museum 10	 11	 12
SUPERHERO WEEK 15	Beach Day! Drop off/ Pick up @ Spruce Beach Eco Scavenger Hunt @ 10am (lunch provided) 16	Bike Rodeo (Phil Young) Bring your own scooter/skateboard/ bike and helmet 17	 18	Day at the Drag Races Pick up/ Drop Off @ Collins Hall 19
CULTURE WEEK 22	Beach Day! Drop off/ Pick up @ Spruce Beach 23	Kicking Mule Ranch Pick Up (8am)/ Drop Off (5:30pm) @ Collins Hall 24	 25	Healthy Snack Class! 26
NATURE WEEK 29	Beach Day! Drop off/ Pick up @ Spruce Beach 30	31	Find Elliot Lake Summer Day Camp on Facebook at https://www.facebook.com/groups/616417185399116/ or by searching "Elliot Lake Summer Day Camp"	



AUGUST 2019

AGES 8-12 @ COLLINS HALL

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
NATURE WEEK				1 Sherris Creek / 1 Lookout Tower Pick Up/ Drop Off @ Collins Hall	2
DISNEY WEEK	5 HOLIDAY	6 Beach Day! Drop off/ Pick up @ Spruce Beach 	7 	8 Espanola Pool Pick Up (9:30am) / Drop Off (3pm) @ Collins Hall	9
ANIMAL WEEK	12 	13 Beach Day! Drop off/ Pick up @ Spruce Beach 	14 	15 	16
SCIENCE WEEK	19 	20 Beach Day! Drop off/ Pick up @ Spruce Beach 	21 Urban Air Drop Off (10am) / Pick Up @ Collins Hall	22 	23
	26 CLOSED	27 CLOSED	28 CLOSED	29 CLOSED	30 CLOSED



Rio Den (5-7 Years Old)

Collins Hall (8-12 Years Old)

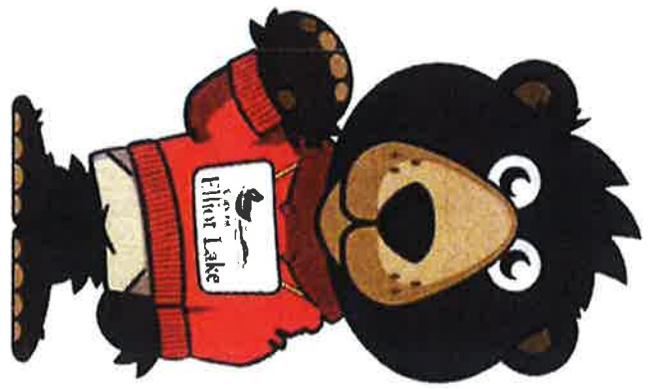
705-261-1083

\$17

1 DAY PASSES



SUMMER CAMP NECESSITIES



Water Bottle

Sunscreen

Bug Spray

Towel

Lunch / Snacks

Hat

Running Shoes

**Punch Card Expiry Date:
August 24th, 2019**





ELLIOT LAKE SUMMER DAY CAMP



THANKS TO
OUR
SPONSORS!





Bike Rodeo partnerships enhancing community safety.

The Elliot Lake Bike Rodeo:

an event to showcase the behaviours and common topics to consider for a safe place for people to live, learn, work and play.

Topics to be discussed are: Concussions, as they represent a serious impact when it comes to brain development. Road Safety- both on and off, where transportation related incidents are a leading cause of preventable-injury costs in Canada. Present will be Public Health, OPP and the City of Elliot Lake, target group is ages 5-12 years old and open to the public.

Date: Wednesday July 17, 2019
At the W.H. Collins Centre
from 9:30am-11:30am.

Free Event!



Free Event!



Algoma
PUBLIC HEALTH
Santé publique Algoma



A summer in Elliot Lake would not be complete without our 20th Annual Drag Race.



JULY 19, 20, 21 2019
20th ANNUAL

**BRUNO'S
AUTO REPAIRS**

NORTH SHORE *Challenge* DRAG RACE

**NAPA
AUTO PARTS**

2 JET CARS! FIRE TRUCK WHEELSTANDER!

SCHEDULED FOR:
CLIMBING WALL
BOUNCY LAND
FAMILY FUN!
CLASSIC CAR SHOW!
CONCERT!
MOLSON BEER TENT

Tickets: ELLIOT LAKE WELCOME CENTRE (COLLINS HALL) | 705 348 2287 x2406 | NORTH SHORE CHALLENGE DRAG RACE

ELLIOT LAKE DRAGWAY.COM





Saturday 3rd August
and
Sunday 4th August 2019

Lumberjack Days
11am - 4pm
Celebrating logging
– both present and past
Mississauga Provincial Park
Enjoy family fun and games,
lumberjack skills and
lumberjack challenge.
For more information, visit:
www.tourismelliotlake.com

LUMBER JACK DAYS

AUGUST 3 & 4, 2019

Featuring Blind River's

**THE WOOD
BUTCHER
CHAINSAW CARVING**



FAMILY FUN & GAMES

Saturday & Sunday
All events • 11 AM to 4 PM
Wood Carving • Lumberjack Skills
Family Games • Face Painting
Voyageur Canoe • Hiking • BBQ

LUMBERJACK SKILLS

2-Person Sawing • Log Rolling
Axe Throwing & more

Saturday • Open Events

Test your lumberjack skills!
Learn from the pros and give your
lumberjack skills a try.

Sunday

Lumberjack Challenge

Set up a one-on-one or group
challenge against family, friends
or coworkers for prizes and pride.

Watch for bus schedule and event
changes in local papers.





Saturday 17th August 2019
Charity ATV run

Saturday 24th August 2019
Arts Club Craft Fair

Saturday 28th September 2019

Arts on the Trail

9am – 5pm

Over 30 artists at 3 venues around Elliot Lake. Live music, quality arts and crafts on display and for sale. For more information, visit:

www.artsonthetrail.com

arts on the trail

30+ Artists 3 Venues Live Musicians Demonstrations Community Arts Project

Saturday, September 28, 2019

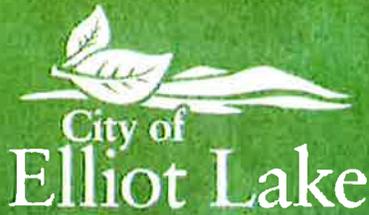
9 AM to 5 PM



Elliot Lake
Arts *on the* Trail

www.artsonthetrail.com

AND SO MUCH MORE.....



E C O **SCAVENGER HUNT**

FREE EVENT

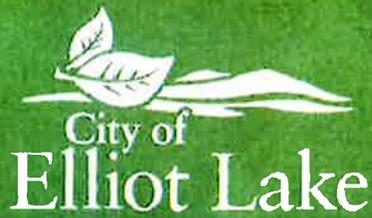
**THIS EVENT WILL HAVE A POSITIVE IMPACT ON NATURE
IN OUR COMMUNITY, WHILE BEING A FUN, COMPETITIVE
ACTIVITY!**

SMALL PRIZES FOR THE TOP 3 SCAVENGERS

LIGHT LUNCH PROVIDED

**TUESDAY, JULY 23 / 10:00 A.M. - NOON
AT SPRUCE BEACH**

HOSTED BY THE PENOKEAN HILLS FIELD NATURALISTS



E SCRAVENGER C O HUNT

FREE EVENT

THIS EVENT WILL HAVE A POSITIVE IMPACT ON NATURE
IN OUR COMMUNITY, WHILE BEING A FUN, COMPETITIVE
ACTIVITY!

SMALL PRIZES FOR THE TOP 3 SCAVENGERS

LIGHT LUNCH PROVIDED

**WEDNESDAY, AUGUST 21 / 10:00 A.M. - NOON
AT SPRUCE BEACH**

HOSTED BY THE PENOKEAN HILLS FIELD NATURALISTS

 **ELNOS** 2019
Your Partner in Business

SUMMER LARKS

CONCERT SERIES



Presented By:



SLOW LEAVES

July 28, 2019

Slow Leaves is Winnipeg songwriter Grant Davidson. With laid-back crooner's lilt and nylon string guitar, Davidson finds universal themes through the deeply personal. Slow Leaves explores themes of lost time, elusive wisdom, and romantic realism, evoking tones of Roy Orbison and Leonard Cohen, persisting in finding poetry in ordinary things and a humanity that shines in even the darkest corners.

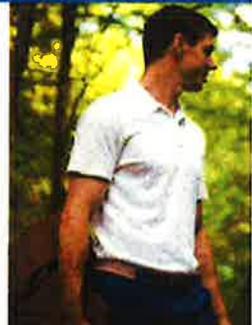
TWO AGAINST NATURE & TANNER REINHARDT

August 18, 2019

2 Against Nature:
With many years of performing all over Ontario and Quebec these two Blind River musicians love to play, and they bring with them a large repertoire of fabulous music, featuring Country and Jazz.

Tanner Reinhardt:
Starting a band with his friends when he was 10 years old was the start of a journey that would lead him to recording 5 albums with 3 bands, and beginning work on his most recent solo project. Now returning to his roots in his hometown of Elliot Lake, with his new acoustic sound, he will perform both original compositions and some covers.

2

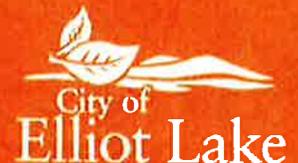


WESTVIEW PARK

SHOWS START AT 6:30 PM

FREE ADMISSION

ALTERNATE LOCATION IN EVENT OF INCLEMENT WEATHER: W. H. COLLINS CENTRE





STAFF REPORT

REPORT OF THE CHIEF ADMINISTRATIVE OFFICER FOR THE CONSIDERATION OF COUNCIL

OBJECTIVE

To provide Council with a recommendation to award the contract to secure the services of a professional recruitment firm for the position of Treasurer / Director of Finance.

RECOMMENDATION

That the CAO's report re. awarding a contract for professional recruitment services be received and that a contract be awarded to the firm of Feldman Daxon Partners Inc. at an upset cost of \$29,380.

Respectfully Submitted

A handwritten signature in blue ink, appearing to read "D. Gagnon", is written over a horizontal line.

Daniel Gagnon
Chief Administrative Officer

BACKGROUND

Recruitment of qualified staff for key positions is a constant challenge for the City. The 2019 municipal budget includes \$35,000 for the hiring of a professional recruitment firm to assist with filling the vacant position of Treasurer / Director of Finance.

ANALYSIS

A RFP was issued and closed in late June. 12 bids were received and were reviewed by the CAO and the Manager of Human Resources. There were no irregularities. Only bids who received a min score of 75% were deemed to have passed the first hurdle and would have their cost proposals opened and the final bids scored with a formula. 6 bids met the first threshold and their financial proposals opened. The total score of 6 bids are below:

Firm	Score	Cost
Feldman Daxon	95	\$29,380
LHH Knightsbridge	94	\$35,030
MNP	69	\$40,950
Optimum Talent	77	\$38,168
Waterhouse	91	\$25,035
WMC	93	\$28,315

The successful firm best demonstrated their understanding of the city's needs and proven experience recruiting in the municipal sector and some Northern Ontario experience. Once the contract is awarded the firm will begin work as soon as possible. It is anticipated to take approx. 9 to 12 weeks to fill the position.

FINANCIAL IMPACT

\$35,000 was budgeted in the 2019 budget (using funds from the provincial Modernization Grant)

LINK TO STRATEGIC PLAN

Strong Municipal Corporate Administration and Governance

- Develop a corporate culture where staff are motivated, productive, and the city is seen as an “employer of choice”
- Customer Service Excellence



SUMMARY

It is recommended to award a contract for professional recruitment services following a successful competitive RFP process.



THE CORPORATION OF THE CITY OF ELLIOT LAKE
MUNICIPAL OFFICE
45 HILLSIDE DRIVE NORTH
ELLIOT LAKE, ON P5A 1X5



July 3, 2019

Mayor and Members of Council
City of Elliot Lake
45 Hillside Drive North
Elliot Lake, ON P5A 1X5

ATTENTION: N. BRAY, CITY CLERK

Your Worship and Members of Council:

RE: Emergency Management Program Committee Resolution

We wish to advise that at a meeting of the Emergency Management Program Committee held Wednesday, April 3, 2019, the Committee passed the following resolution:

Res#: 02/19

THAT Council approve the Emergency Response Plan, as amended;

AND THAT the appropriate By-law be prepared.

A copy of the Emergency Response Plan is attached and the foregoing is respectfully submitted for your information.

Respectfull Submitted

A handwritten signature in blue ink that reads "Sarah Robb".

Sarah Robb
CEMC

CITY OF ELLIOT LAKE

EMERGENCY RESPONSE PLAN



Elliot Lake

Revised 2019/06/20

The City of Elliot Lake Emergency Response Plan is a controlled document. All copies of this document and revisions thereof are controlled by Council and administered by the CAO.

This plan, and any of its annexes, shall not be copied or reproduced in whole or in part, by any means, in any format, including electronic, without the express written permission of the municipal CAO.

This plan may be updated electronically without being reprinted. Therefore, if viewing this plan in paper format please check with the CEMC to ensure it is the latest version.

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Introduction

This plan is written in a manner that will facilitate the Community Control Group's (CCG) response to an emergency or potential emergency. Sections are ordered in which they typically occur during an emergency, beginning with the Site and ending with Recovery. Sections after Recovery are Annexes including contact lists, legislation and by-laws, history of the community, plan maintenance and distribution etc. This plan contains several annexes that may be used during an emergency response or aid in the maintenance and updating of this plan. This plan may be viewed at the municipal office at 45 Hillside Drive North, Elliot Lake, ON. However, since Annexes contain personal information such as addresses and phone numbers, Annexes will not be available for viewing and will only be distributed to approved agencies.

Aim

The aim of this plan is to make provisions for the extraordinary arrangements and measures that may have to be taken to protect public safety, health, welfare, and property, as well as environmental and economic health of the residents, businesses and visitors of the City of Elliot Lake when faced with an emergency beyond normal procedures.

This Emergency Response Plan enables a centralized controlled and coordinated response to emergencies in the City of Elliot Lake and meets the legislated requirements of the Emergency Management and Civil Protection Act (EMCPA).

Generally, the plan outlines how to effectively and efficiently utilize local resources during an emergency so that:

- There is an effective response to and overall control of an emergency situation;
- Immediate action is taken to save lives and protect property;
- Immediate action is taken to minimize or eliminate all sources of danger;
- There is an efficient evacuation of all persons considered to be in danger;
- Facilities are established for the reception and care of evacuees and casualties;
- If required, there is the provision of essential social services of evacuees;
- Information is distributed in a timely, factual and official manner to media and the public;
- Effective local government and the essential services it provides is maintained throughout the community while the emergency takes place.

Site

An [emergency](#) may or may not be bounded by a defined site. A chemical spill or fire, for example, will have a defined site. A flood or power outage may not have a defined site. At the site, the agency which is the [authority having jurisdiction](#) for the site will generally be the [Incident Commander](#) (IC). First responding agencies will determine who the IC will be. For an emergency that has an undefined site, such as a flood, the [Community Control Group](#) (CCG) will determine the IC. Some emergencies, such as a long-term power outage, there may be no need for a site IC.

During the course of an emergency, it is not unusual for the IC to change from one agency to another. The outgoing IC will notify the CCG (if activated) of changes in IC. The CCG can also direct a change in IC if the CCG believes another agency to be better able to manage the site.

The IC will be responsible for managing the response at the site including establishing an inner and outer perimeter, notifying the CCG if required, communicating with the CCG (if activated), and requesting additional resources as required. If activated, the CCG will support the site with resources, advice and assistance; as well as managing any response required beyond the outer perimeter.

The IC should notify the CCG of the possibility of an emergency if any of the following criteria are met:

- resources assigned to the site are inadequate;
- resources available locally are inadequate;
- repercussions outside the site will have to be managed by municipal officials in a controlled manner;
- response at the site will be long term and will cause disruptions or delays in municipal services or affect other critical infrastructure;
- other support or resources will be required by the site.

If there is no defined site, the CCG should be notified of the severity of the situation as soon as possible by any of the first responding agencies.

Notification of the Community Control Group

The [Community Control Group](#) (CCG) will be the members of the community who have an official capacity in responding to the emergency. The CCG consists of:

- Mayor as Executive Officer;
- CAO as EOC Commander;
- Fire Chief;
- Public Works;
- Social Services;
- CEMC.

Advisory groups/individuals to the CCG could include:

- OPP;
- EMS;
- Hospital;
- Health Unit.

Once the Incident Commander (IC) at the site determines the need to notify the CCG, the IC shall call the fire department, who will then activate the notification system by having the EOC Commander's Assistant call each member of the CCG listed above.

CCG members will be notified in the order listed above and if any of these members cannot be contacted, their alternate should be contacted.

A list of CCG contact numbers and CCG alternates can be found in the CCG Notification Contact List, Found in [Annex A](#).

A standardized script for the EOC Commander’s Assistant to follow when calling the CCG can be found in [Annex B](#).

Where a threat of an impending emergency exists, the CCG will be notified and placed on [standby](#).

When calling each member of the CCG the following information should be provided:

- Description of the emergency;
- Which emergency operations centre to assemble at;
- When to assemble;
- Any supplies that need to be brought by member (i.e. emergency response plan, cell phone and charger, etc.).

If neither the CCG member nor their alternate can be contacted, then the caller will move onto the next CCG member on the list.

Once the caller has completed the list, the caller shall try to contact those CCG members who were not available the first time.

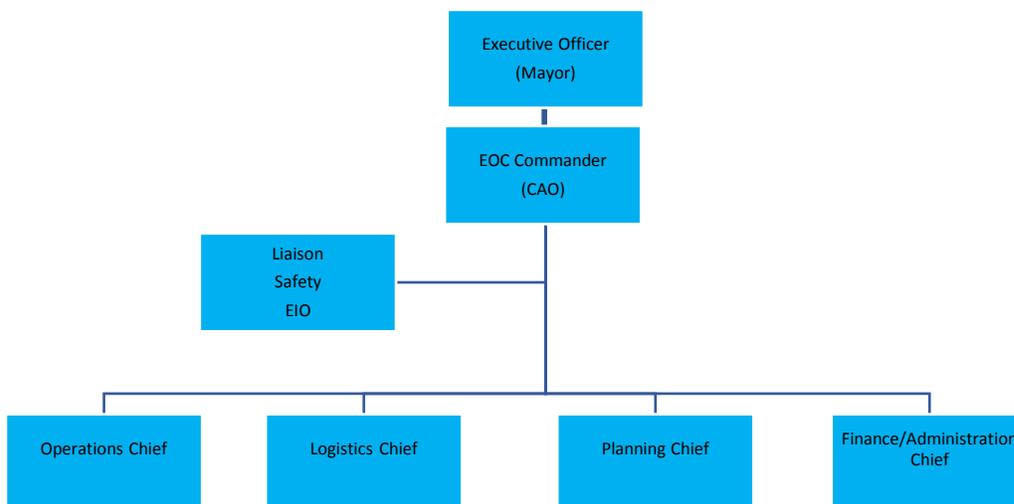
The caller and CCG member shall note the exact time contact was made.

All members of the CCG must be notified but not all members must be present for the CCG to function.

When telephones and cellphones are not working, the EOC Commander’s Assistant is tasked with contacting the CCG member directly at their business or place of residence.

Reporting Structure of CCG

The CCG will operate in the EOC under the following structure during an emergency:



The Operations Chief in the EOC would be the Authority Having Jurisdiction at the scene of the emergency. For example, if a large fire is the reason for the CCG to meet, the on-scene Incident Commander will likely be someone from the Fire Department. Therefore the Operations Chief in the

EOC will also be someone from the Fire Department. All agencies responding to the EOC would then report to the Operations Chief. The other positions would be filled as needed determined by the EOC Commander.

Activation of the Emergency Operations Center

The [CEMC](#) should begin to set-up the [Emergency Operations Centre](#) (EOC) until the EOC Commander's Assistant is done contacting the CCG who will then complete the set-up of the EOC. Set-up of the EOC will involve the following general steps:

- Unlock either the EOC or alternate EOC;
- Ensure there are enough table and chairs for CCG members;
- Ensure materials for CCG members are available such as personal logs, emergency response plans, pens, paper, etc.;
- Set-up a sign in/sign out log;
- Ensure maps of the municipality are displayed;
- Computers are operating;
- Informational display boards are available;

The primary and secondary EOCs are located at the addresses located in [Annex C](#).

Upon arrival at the EOC, each CCG member will:

- a. Sign In;
- b. Check telephone/communications devices;
- c. Open personal log using Activity Log IMS 214 – attached as [Annex D](#);
- d. Contact their own agency and obtain a status report;
- e. Participate in the [Operations Cycle](#);
- f. Participate in determining priorities and tasks;
- g. Pass CCG decisions on to member's agencies/areas of responsibility;
- h. Continue participation in the EOC Operations Cycle.

Upon leaving the Emergency Operations Centre, each Control Group member will:

- a. Conduct a hand over with the person relieving them;
- b. Sign their personal log and give it to the EOC Commander for retention;
- c. Sign out in EOC log.

The EOC is to remain a restricted room with access granted to only the community control group and support staff.

Operations Cycle

At the beginning of an emergency the [Operations Cycle](#) (OC) should be only one hour long. Therefore, the OC would be set-up in this manner:

- 1st 5 minutes – communicating with staff and colleagues to get latest information on the emergency;

- Next 15 minutes – Community Control Group (CCG) Meeting – discussing with the CCG members the latest information, setting priorities, and assigning tasks;
- Next 5 minutes – communicating with staff decisions made and task assigned;
- Next 35 minutes – staff complete tasks.

Chair of CCG Meeting

The [EOC Commander](#) will Chair the CCG meeting and will:

- Set time allotments for CCG members and ensure each CCG member keeps to their allotted time;
- Ensure all tasks are assigned and prioritized;
- Status of last meeting tasks are provided by each agency responsible;
- Ensure notes of meetings are recorded and relevant information is displayed in the EOC;
- Ensure cell phones are not answered during the meeting.

CCG Meeting

During the CCG meeting the following must be accomplished:

- Each CCG member must provide latest information or update from their agency;
- Determine as a group the tasks that must be accomplished and assign a priority to each task;
- Determine who the tasks will be assigned to.

When providing an update, CCG members must:

- Keep information concise and accurate;
- Request assistance from other agencies, if required;
- Request any resources needed to complete task;
- Provide an update on previous tasks assigned.

When holding meetings, the option of teleconferencing should be made available for those who can't make it to the EOC. The Office of the Fire Marshal and Emergency Management can assist in setting up teleconference options for the municipality.

Tasks

During the CCG meeting, some of the tasks that should be discussed and determined if action is required are (but not limited to):

- Get an update from the site;
- Does an emergency need to be [declared](#);
- Does an [evacuation](#) need to be conducted;
- What messaging to the public and media needs to be released;
- Does the [Emergency Information Plan](#) need to be enacted;
- Does the [Emergency Telecommunications Plan](#) need to be enacted;
- Is outside [assistance](#) required;

- Are outside resources required;
- Determine the timings of the OC – longer or shorter;
- Determine if current make-up of the CCG is appropriate.

The EOC is to remain a restricted room with access to only CCG members and support staff.

Declaration of an Emergency

Definition of an Emergency

As per the Emergency Management and Civil Protection Act (EMCPA), an emergency is defined as ***a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.***

Who can declare an Emergency

As per the EMCPA section 4. (1) ***The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990, c. E.9, s. 4 (1).***

If the head of council is not available, then the alternate head of council may declare an emergency. If the alternate is not available, then the by-law stating the succession of councillors who will act on behalf of the head of council will be followed.

Also, as per the EMCPA section 4 (3) ***The head of council shall ensure that the [Solicitor General](#) is notified forthwith of a declaration made under subsection (1) or (2). R.S.O. 1990, c. E.9, s. 4 (3).*** [Contacting the Office of the Fire Marshal and Emergency Management is considered contacting the Solicitor General]

Action Prior To Declaration

When an emergency exists, but has not yet been declared, community employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the City of Elliot Lake. The subordinate plans, attached as annexes to this document, may also be implemented, in whole, or in part in the absence of a formal declaration.

Why Declare

Listed are some reasons why an emergency may be declared in Elliot Lake:

- Has critical infrastructure failure occurred or likely to occur
 - Water Treatment Plant;
 - Waste Water Treatment Plant;
 - Electrical Grid;
 - Telephone Grid;
- Has an evacuation occurred or likely to occur;
- Is the municipal response capability strained;
- Is outside assistance or resources required;
- Is the event likely to have a long-term financial impact on the municipality, businesses or its citizens;
- Is the event attracting significant media attention?

For a full guideline on why to declare an emergency please consult the *Checklist in Consideration of a Declaration of Emergency* in [Annex E](#).

An emergency should only be declared after consideration with all Community Control Group (CCG) members. It should not be made in isolation with only one or two CCG members.

The Emergency Declaration form may be found in [Annex F](#).

In addition to notifying the Office of the Fire Marshal and Emergency Management, upon such declaration, the Mayor will notify:

- Council
- Municipal staff
- Public
- [Local MP and MPP](#) (Annex G)
- [Neighbouring municipal officials](#) (Annex G) as required

For provincially declared emergencies the EMCPA section 7.0.1 (1) Subject to subsection (3), *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, s. 1 (4).

Employees Protected

As per the Emergency Management and Civil Protection Act section 11 (1) *No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a public servant or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty.* 2006, c. 13, s. 1 (6); 2006, c. 35, Sched. C, s. 32 (6).

Municipality Not Relieved of Liability

As per the Emergency Management and Civil Protection Act section 11, paragraph (3) - *Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality.* 2006, c. 13, s. 1 (6).

Roles and Responsibilities

Community Control Group

The roles and responsibilities of the Community Control Group (CCG) are as follows:

- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the CCG and its support staff are appropriate;
- Advising the Head of Council as to whether the declaration of an emergency is recommended;
- Designating the entire community or any part of the community as an “emergency area”;
- Ensuring that an Incident Commander is appointed, and an Incident Command Post is established to ensure the flow of information between the CCG and Site Command;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered being in danger;
- Ensuring the discontinuation of utilities or services provided by public or private concerns, i.e. hydro, water, and gas;
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, volunteer agencies, and service clubs;
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if transportation is required for evacuation or transport of volunteers and/or supplies;
- Ensuring that information regarding the emergency is promptly forwarded to the Emergency Information Officer, for dissemination to the media and public;
- Determining the need to establish advisory group(s) and/or sub-committees;
- Authorizing expenditure of money required dealing with the emergency;
- Notifying the services, agencies or groups under their direction, of the **termination** of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting logs to the EOC Commander when departing the emergency operations centre;
- Participating in the debriefing following the emergency.

Log Protocols

- All members of the CCG must maintain a log.
- All members are to record all activities that they perform in the EOC in the log (ie. Phone calls, emails, decisions made, arrival and departure times etc.)
- [IMS Form 214 – Activity Log](#) (Annex D) will be used as a log.
- Each person is to have their own log.
- At the end of the day/shift each person will sign their log and give it to the EOC Commander for safe keeping.
- Do not use white-out or scratch anything out in a log.
- If a mistake is made, simply put one line through it, initial it, and then include proper information.
- If a full page is not used, put a line through the unused portion.
- Include name, position, date, time, emergency, and page # of ? on each page.
- Date shall be written as YY/MM/DD.

- Time shall be written in the 24 hour clock format.
- All comments kept factual with no sentiments.
- Always use a pen, never pencil.

Executive Officer (Mayor)

- Activating the Community Control Group notification system;
- Declaring an emergency to exist;
- Providing overall leadership in responding to an emergency;
- Take such action and make such orders, as considered necessary and not contrary to law, in order to protect the health, safety, welfare, environment and property of residents of the City of Elliot Lake;
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- Notifying Office of the Fire Marshal and Emergency Management of the declaration of the emergency and termination of the emergency;
- Notify the [local MPP and MP](#), and [neighboring municipalities](#) of the declaration and termination, and kept informed of the emergency situation;
- Approving information to be released to the public and media;
- Act as [spokesperson](#) for the municipality;
- Ensuring the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation;
- Maintain a log of all actions taken and following proper [log protocols](#).

EOC Commander (CAO)

- Activating the Community Control Group notification system
- Chairing the [Community Control Group meeting](#);
- Notifying staff of the emergency and any actions that need to be taken;
- Coordinating all operations within the Emergency Operations Centre;
- Set the [Operations Cycle](#) time– ensuring an operating cycle for CCG members to gather at regular intervals;
- Approving information to be released to the public and media;
- Getting a briefing of what has happened – checking operational status of each department;
- Keeping the mayor informed of what has happened, next steps, and any issues or challenges that need further input;
- Advise the Mayor of any necessary actions that should be taken that are not covered in the emergency plan;
- Approving in conjunction with the Head of Council, major announcements and media releases, in consultation with the CCG and EIO;
- Securing all personal logs at the end of each shift/day and at the end of the emergency;
- Calling in additional support staff as needed (i.e. Master Logger)
- Maintaining a personal log of all action taken and following proper [log protocols](#).

Operations Chief

- Responsible for the implementation of any Incident Action Plans (verbal or written) that may be used;
- Manages and assigns all resources, within the EOC, responding to the emergency;
- Liaises directly with the site through the Site Operations Chief or Site Incident Commander as necessary to determine assistance, support, and resources required;
- Informs the CCG of courses of action needed to be taken by the CCG to ensure a safe and effective response to the emergency;
- Maintain a personal log of all actions taken and following proper [log protocols](#).

Logistics Chief

- Responsible for the locating, acquisition, and dissemination of all resources required in the EOC;
- Informs the Operations Chief, and CCG, of the status of required resources;
- Determines how resources will be returned and in what state (i.e condition);
- Liaises with outside resources providers;
- Maintain a personal log of all actions taken and following proper [log protocols](#).

Planning Chief

- Responsible for developing Incident Action Plans, as required, for use by the Operations Chief and the CCG, within the EOC.
- Informs the Operations Chief and the CCG of plans and ensures objectives and tactics are reasonable and timely;
- Adjusts plans as per completion of previous objectives, new challenges, and changing priorities;
- Maintain a personal log of all actions taken and following proper [log protocols](#).

Finance/Administration Chief

- Tracks all expenditures related to emergency response activities within the EOC;
- Ensures invoices are collected, paid, and collated;
- Maintaining a personal log of all actions taken and following proper [log protocols](#).

CEMC

- Begin set-up of the EOC until EOC Commander's Assistant is available
- Activate the Community Control Group notification system
- Ensure liaison with the Office of the Fire Marshal and Emergency Management;
- Ensure security is in place for the EOC and registration of CCG members;
- Ensure that all members of the CCG have necessary plans, resources, supplies, maps, and equipment;
- Provide advice and clarifications about the implementation details of the Emergency Response Plan;
- Provide advice and assistance in relation to the municipality's response to the emergency;
- Ensure flow of communication between emergency partners;
- Maintaining a personal log of all actions taken and following proper [log protocols](#).

Fire Chief

- Activating the community control group notification system;
- Notifying staff of the emergency and of any actions that need to be taken;
- Act as Operations Chief when necessary;
- Providing the CCG with information and advice on firefighting and rescue matters;
- Providing an Incident Commander (IC), if required;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional fire fighters and equipment, if needed;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and or to arrange for the provision of alternate services or functions;
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Provide the CCG with information and advice on firefighting and rescue matters;
- Maintain a personal log of all actions taken and following proper [log protocols](#).

Ontario Provincial Police

- Activating the Community Control Group notification system;
- Notifying staff of the emergency and any actions that need to be taken;
- Act as Operations Chief when necessary;
- Media liaison in collaboration with the municipality;
- Providing an Incident Commander (IC), if it is an OPP lead response;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Crowd Management;
- Traffic control at site and surrounding areas;
- Assisting in the evacuation of persons from affected area, notice to evacuate affected areas;
- Ensuring the protection of life and property and the provision of law and order;
- Investigation of Crime;
- Providing police service in EOC, evacuee centres, morgues, and other facilities, as required;
- Assist the Coroner;
- Search and Rescue;
- Vital Services Directory which is maintained annually
- Canine Cadaver Recovery Dogs
- Underwater search and Rescue
- Dangerous goods specialists;
- Maintain a personal log of all actions taken and following proper [log protocols](#).

Emergency Medical Services

- Activation of the Community Control Group notification system
- Implementing the hospital and emergency medical services Emergency Response Plans;
- Act as Operations Chief when necessary;
- Acting as a coordinating link for all emergency health services at the CCG:
- Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- Ensuring emergency medical services at the emergency site;
- Providing an Incident Commander (IC) if it is an EMS lead response
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- Obtaining EMS from other municipalities for support, if required;
- Ensuring triage at the site;
- Advising the CCG if other means of transportation is required for large scale response;
- Ensuring liaison with the receiving hospitals;
- Ensuring liaison with the Public Health Inspector, as required;
- Maintaining a personal log of all actions taken and following proper [log protocols](#).

Public Works

- Activation of the Community Control Group notification system;
- Notifying staff of the emergency and any actions that need to be taken;
- Act as Operations Chief when necessary;
- Providing the Community Control Group with information and advice on Public Works matters;
- Providing an Incident Commander if it is a Public Works lead response;
- Liaison with the senior public works officers from the neighboring community(ies), if necessary, to ensure a coordinated response;
- The provision of engineering assistance;
- The construction, maintenance and repair of public roads;
- Assistance with road closures and/or roadblocks;
- Calling in additional staff as required to carry out his/her responsibilities;
- Discontinuing any public works service to any consumer, as required, and restoring these services when appropriate;
- Liaise with Electrical and Gas utilities;
- Providing public works vehicles and resources to any other emergency service, as required;
- Maintain liaison with flood environmental agencies and being prepared to take preventative action;
- Maintaining a personal log and following proper [log protocols](#).

Social Services

- Activation of the Community Control Group notification system;
- Notifying staff of the emergency and any actions that need to be taken;
- Act as Operations Chief when necessary;
- Providing the Community Control Group with information and advice on Social Services matters;
- Providing an Incident Commander if it is a Social Services lead response;
- Assisting the Red Cross with evacuation shelters, including identifying at risk people/families, leisure activities, etc.;
- Determining which NGOs should be contacted to provide services;
- Liaison with the Algoma District Services Board;
- Calling in additional staff as required to carry out his/her responsibilities;
- Discontinuing any social service to any consumer, as required, and restoring these services when appropriate;
- Liaise with Ontario Works, Red Cross, Algoma VICARs, and other agencies as required;
- Maintaining a personal log and following proper [log protocols](#).

Medical Officer of Health

- Coordinates public health services with various Emergency Control Group members and related agencies in the Emergency Operations Centre;
- Provides advice to the public, local health care professionals, and municipal community control group on matters which may adversely affect public health within Algoma District (e.g. toxic spills, water quality, air quality, sanitation);
- Liaises with Ontario Ministry of Health and Long-Term Care, Public Health Division and area Medical Officers of Health as needed to augment and coordinate a public health response as required;
- Coordinates the surveillance and response to communicable disease-related emergencies or anticipated epidemics according to Ministry of Health and Long-Term Care directives;
- Coordinate vaccine storage, handling and distribution across Algoma District;
- As appropriate, coordinate and support mass vaccination clinics during outbreaks of disease within affected municipalities in Algoma District;
- Initiates and implements mass vaccination clinics during outbreaks of disease within affected municipalities in Algoma District;
- Liaises with Director of Public Utilities or alternate within affected municipalities/townships to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities;
- Provides inspection of evacuation centres, makes recommendations and initiates remedial action in areas of accommodation standards, and liaises with local social service agencies regarding:
 - a. sewage and waste disposal, monitoring of water supply, air quality;
 - b. infection prevention and control
 - c. overcrowding, sanitation;
 - d. food handling, storage, preparation, distribution and service;
- Advises on or orders any necessary evacuation, isolation or quarantine measures as per the Health Protection and Promotion Act;
- Provides instruction and health information through public service announcements and information networks;
- Issues orders if necessary, to mitigate or eliminate health hazards as per the Health Protection and Promotion Act;
- In the event of mass casualties, ensure early and sanitary disposition of human remains in order to minimize the spread of disease;
- Liaises with Office of the Regional Supervising Coroner to coordinate the activities of the mortuary within the community and provide assistance when necessary;
- Maintaining a personal log and following proper [log protocols](#).

Support Staff

Support staff is required in the EOC to provide support, logistics and advice to the Control Group.

Support staff can be municipal employees or staff and experts from outside agencies.

In recognition of limited human resources within the municipality, council can assist with some support staff functions. In doing so, the councillor(s) must recognize and respect the fact they are acting as support staff or as a volunteer, and not as a councillor. Therefore the councillor(s) has no authority or influence as a councillor.

Although Support Staff work in the EOC they are not considered as part of the Community Control Group yet should follow the same protocols as the CCG does when in the EOC (i.e. signing in and out, maintaining logs, etc.).

Not all support staff need to be contacted and/or utilized during an emergency. For support staff please refer to [Annex A](#) and councillor contact information please refer to [Annex H](#). Support staff can vary greatly from one emergency to another, but in general, the following positions are usually required in an EOC:

EOC Commander's Assistant

Filled by City Clerk

- Call members of the Community Control Group as per the [notification system protocols](#)
- Unlock the EOC and set it up ensuring space for each CCG member along with logs, pens and paper, maps, display boards, etc.;
- Initiating the operation and staffing of telephones at the community offices, as the situation dictates;
- Ensuring there is a log for all emergency operations centre staff to sign in and out of the EOC;
- Providing Identification cards to CCG members and support staff, if required;
- Assisting the Mayor as required;
- Assisting the EOC Commander as required;
- Maintaining a personal log of all actions taken and following proper [log protocols](#).

Master Logger

Filled by City Clerk or City Staff

- Taking minutes of CCG meetings
- Ensuring pertinent information is displayed for all to see;
- Ensuring that maps and status boards are kept up to date;
- Ensuring all information is collated chronologically and kept secured for future use (i.e. debriefings and after action reports)
- Maintaining a personal log of all actions taken and following proper [log protocols](#).

Emergency Information Officer

Filled by Admin Assistant to the Director of Finance

- Liaising with the Community Control Group to obtain up to date information for media releases, drafting media releases for approval, coordinating interviews and organizing press conferences;
- Activating the [Emergency Information Plan](#) and opening the [Emergency Information Centre](#) when necessary;
- Developing media releases and ensuring that the media releases are approved by the Mayor before dissemination and distributing hard copies;
- Monitor social media and correcting false information;
- Establishing a regular communication link with the CCG and any other media coordinators, i.e. provincial, federal, public or private industry, involved in the emergency and ensuring that all information released to the media and public is consistent and accurate;
- Scheduling Mayor and/or official visits (MPP/MP), to the emergency site, evacuation centers, etc;
- Coordinating with the site media spokesperson for site visits by the media, arranging for transportation of media to the site;
- Ensuring that the following are advised of telephone numbers of the EIC;
 - Media
 - Control Group
 - Town Hall
 - Site media Spokesperson
 - Neighboring Municipalities
 - Any other appropriate persons, agencies or businesses;
- Coordinating with the CCG in providing self-help information to the public;
- Providing direction and regular updates to the General Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;
- Monitoring news coverage and correcting any erroneous information;
- Setting up registration of media;
- Maintaining copies of all media releases and newspaper articles pertaining to the emergency;
- Maintaining a personal log and following proper [log protocols](#).

Evacuation Coordinator

[Red Cross](#) to fill this role

- Ensuring or arranging for the care, feeding and temporary shelter of evacuees;
- Management of reception and evacuation Centre;
- Liaison with the Medical Officer of Health in areas regarding public health in evacuation centers;
- Liaison with the public and separate school boards regarding the use of school facilities for reception and evacuation Centre;
- Liaison with Canadian Red Cross if required;
- Liaison with local volunteer groups regarding care of citizens at local reception or evacuation Centre;
- Maintaining a personal log of all actions taken and following proper [log protocols](#).

Finance Officer

Filled by Director of Finance

- Providing information and advice on financial matters as they relate to the emergency;
- Liaison, if necessary, with the treasurer(s) of neighbouring communities;
- Ensure records of expenses are maintained for future claim purposes;
- Ensure prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency;
- Maintaining a personal log of all actions taken and following proper [log protocols](#).

Donations Management Officer

Filled by City Staff or NGO Alliance of Ontario

- Co-ordinating and processing requests for donations;
- Under the direction of the Community Control Group, co-ordinating offers of, and appeals for donations;
- Selecting the most appropriate 3rd party agency for the management of financial donations;
- Ensuring records of financial donations are maintained;
- Arranging for the proper storage of donations of material goods;
- Ensuring specific details of material goods requests are provided to the media via the EIO;
- Arranging for proper distribution system of material and financial donations;
- Maintaining a personal log of all actions taken and following proper [log protocols](#).

Requests for Assistance

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. Such requests can be done by contacting the [Office of the Fire Marshal and Emergency Management](#) 24/7/365 – Annex G.

Assistance from neighbouring municipalities or industry may be made by direct contact.

When making any request for assistance the following information should be relayed to the agency providing assistance:

- Exactly what type of assistance is needed, i.e.;
 - Generators – what type, size, gas or diesel etc
 - Personnel – what certification or licensing is required
 - Sand bags – how many
- How soon is the assistance required;
- How long the assistance is required for;
- What quantities of resources will be needed;
- Who will transport resources to emergency;
- Where resources will be delivered;
- Who is responsible for feeding/sheltering personnel resources;
- Who is responsible for care and maintenance of resources.

Military assistance - All requests for military assistance must be made via the Office of the Fire Marshal and Emergency Management. Do not contact the military directly for assistance.

Termination of Declaration

As per the Emergency Management and Civil Protection Act section 4 (2) The **head of council** or the **council** of a municipality may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (2).

The Emergency Termination form may be found in [Annex I](#).

In addition to notifying the [Office of the Fire Marshal and Emergency Management](#) (Annex G), upon such termination, the Mayor will notify:

- Council
- Municipal staff
- Public
- [Local MP and MPP](#) (Annex G)
- [Neighbouring municipal officials](#) (Annex G) as required

When to Terminate Declaration

When deciding to terminate a declaration, the following should be considered:

- Have all evacuees returned home;
- Have all outside resources returned;
- Does the municipality need any further outside assistance;
- Has a semblance of normalcy returned to the municipality;
- Have all outstanding invoices been paid;
- Has all damage been repaired;
- Is all critical infrastructure in place and working properly;
- Has all money donated/promised by other levels of government been received;
- Do other municipalities or levels of government still have declarations in place;
- Are any special instructions directed to the public still in place;
- Are there any benefits to keeping the emergency declaration in place?

Recovery

Recovery is the process of restoring a stricken community to a pre-disaster level of functioning. This may include the provision of financial assistance, repairing buildings and/or restoration of the environment.

Recovery can occur simultaneously with response and will likely last long after the emergency is over.

What needs to be recovered will depend on who, what, and how people and things were affected by the emergency.

Critical Infrastructure

Identify the essentials services that will be needed to ensure the health, safety and well-being of the public. If any of these services were compromised during the emergency steps will need to be taken to restore these services as soon as possible.

Basic services required would be – water, electricity, shelter (permanent or temporary), food supply, and basic health services (EMS).

In an evacuation, any essential services lost will need to be re-established before people can return to the municipality and their homes.

Other services to be considered when restoring are fuel (for vehicles and homes), building and home supplies (especially if homes have been damaged), telephone, and internet.

Social Services

[Algoma District Services Administration Board](#) should be contacted to assist with the provision of social services after an emergency.

Services that may need to be started or expanded include:

- Ontario Works (for those that lost employment, homes etc.);
- Employment Insurance (for those that lost employment);
- Mental health services for victims;
- Personal support services.

Landfill and Recycling

If the emergency has caused a great amount of damage to homes and personal belongings the landfill site may be filled quickly, with years taken off its life expectancy. Proper steps need to be taken to ensure:

- minimal waste is sent to the landfill;
- debris and waste is not left in homes or yards for long periods promoting rodents and other infestations;
- as much material as possible is recycled or repurposed.

Tipping fees at landfills could be waived for a limited time after the emergency along with extended landfill hours.

Collection of hazard materials will need to be managed including building materials that may contain asbestos.

Debris from trees and other plant material can be diverted to another location where it can be shredded and used as mulch or cut into firewood for use by the public.

Steel and other metal material should be separated and recycled.

Concrete, cement and blocks can be separated and crushed to be used later as road base or fill.

If power has been out for multiple days, fridges and freezers will need to be discarded or properly ensuring Freon is captured. Food waste will need to be discarded properly according to public health guidelines.

If sandbags have been used ensure the sand and bags are disposed of properly. Sand that may have been contaminated with fecal matter should be used only where direct human contact will not occur. Unused sandbags can be emptied and used in playgrounds, landscaping etc. The bags can be kept for future use or given away.

Municipal Disaster Recovery Assistance Program

The Municipal Disaster Recovery Assistance program helps municipalities that have incurred extraordinary costs because of a natural disaster.

Eligible expenses may include capital costs to repair public infrastructure or property to pre-disaster condition, and operating costs over and above regular budgets that are necessary to protect public health, safety or access to essential services.

Costs are not eligible if they are covered by insurance or if they would have been incurred anyway had the natural disaster not occurred.

Program activation and delivery

The Minister of Municipal Affairs and Housing makes the decision to activate the program based on evidence demonstrating that the event meets the eligibility criteria for Municipal Disaster Recovery Assistance. The minister considers both the cause and extent of damage, along with the initial claim and supporting documentation provided by the municipality.

If the program is activated, the province and municipality enter into a grant agreement. All payments under the grant agreement are based on eligible costs actually incurred by the municipality as a result of the natural disaster.

Eligibility Requirements

In order to be eligible for the program, a municipality must have:

- Experienced a sudden, unexpected and extraordinary natural disaster.
- Incurred costs over and above regular budgets that can be demonstrably linked to the disaster. These costs must equal at least three per cent of the municipality's Own Purpose Taxation levy.
- Passed a resolution of council and submitted an initial Municipal Disaster Recovery Assistance claim (with supporting documentation) within 120 calendar days of the date of the onset of the disaster.

How to Apply

Municipalities can request Municipal Disaster Recovery Assistance guidelines, claim forms, and additional documentation from their Municipal Services Office.

More information can be found at www.ontario.ca/disasterassistance (must have internet connection for link to work).

Disaster Recovery Assistance for Ontarians

Disaster Recovery Assistance for Ontarians is designed to provide financial assistance in the aftermath of a natural disaster that causes costly, widespread damage to eligible private property.

The Minister of Municipal Affairs and Housing may activate the program for areas affected by natural disasters. Applicants within an area for which the program has been activated can apply to be reimbursed for basic, necessary costs related to the disaster.

Homeowners, tenants, small owner-operated businesses, farmers, and not-for-profit organizations are eligible to apply for financial assistance through Disaster Recovery Assistance for Ontarians. The program does not provide assistance for costs covered by insurance.

How to Apply

Applicants are strongly encouraged to read the “Disaster Recovery Assistance for Ontarians” program guidelines. The guidelines contain important eligibility information and include easy-to-follow checklists that may help you with completing your application.

More information can be found at www.ontario.ca/disasterassistance (must have internet connection for link to work).

Donations Management

People from across the municipality, province or country may want to donate goods, services or money. It is important early in the recovery phase to establish with the public what exactly is needed. It is **strongly recommended** that if a message for donations is sent to the public, that **only financial donations are requested**. Financial donations are much easier to manage logistically, and donations can be made from around the world. The money can then be used to purchase exactly what is needed or given to victims in the form of gift cards. It is also recommended that a third party non-government organization be utilized to manage financial donations such as Red Cross or the Salvation Army. Any remaining funds when the emergency is over can be donated to local volunteer charity.

If material goods must be requested, please ensure the following:

- be very specific about goods requested
 - for example, if asking for clothes include information such as size, gender, age and season;
- Food donations must be professionally packaged with security seals intact and prior to expiration dates;
- **Absolutely no personally prepared food donations accepted;**

- Food donations from restaurants, caterers, church groups, etc. must have been prepared in facilities pre-approved by the public health unit;
- Proper refrigeration will be required for food donations
- Warehousing and security of all donations must be considered;

Distribution of goods will need to be planned in advance. Some items can be boxed as packages for each person and/or family. Other goods can be arranged so that people can choose what they need. The distribution centre will need to be readily accessible and large enough to contain all donated goods. Also, a distribution system for those who are not mobile will need to be considered. Local volunteer groups such as Meals on Wheels may be able to provide this service.

Debriefing and After-Action Report

A [debriefing](#) should take place with all stakeholders as soon as possible after the emergency. The idea of the debriefing is to identify what went well during the emergency and what the challenges were. The debriefing is not to place blame or to voice opinions regarding actions taken or not taken.

The debriefing will be chaired by the EOC Commander and follow a structured format where each phase of the response and recovery is discussed and participants are allowed to provide input on what they did or did not do.

Input from participants must be based on facts and void of speculation, presumptions and hearsay.

Minutes and notes from the debriefing will be gathered by the EOC Commander's Assistant. The information will then be written into an [After Action Report](#) (AAR) that will detail changes that need to be made to the emergency response plan or the municipality's emergency management program. The AAR will feature who is responsible for implementing changes and timelines for those changes. Once complete, the AAR will be presented to the emergency management committee and/or council who will then decide on any changes requiring budget approvals, by-law amendments, etc.

Critical Incident Stress Management

[Critical Incident Stress Management](#) should be considered for the public and for staff whenever there is a traumatic event. It will help with the personal recovery process and help prevent post-traumatic stress.

CISM resources can be found under [Emergency Resources – Annex M.](#)

THE CORPORATION OF THE CITY OF ELLIOT LAKE

***B*Y-LAW NO. 19-29**

Being a by-law to adopt an
Emergency Management Program
for the City of Elliot Lake and to
repeal By-law No. 05-15.

WHEREAS Section 2.1(1) of the Emergency Management and Civil Protection Act, R.S.O., 1990, c. E.9, as amended, requires every municipality to enact a by-law to adopt an emergency management program;

AND WHEREAS the Emergency Management and 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 and Civil Protection Act stipulates the content of each municipality's emergency management program;

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

AND WHEREAS the Act makes provision for the Head of Council to declare an emergency exits 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, 2001, S.O., 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 The Council of The Corporation of the City of Elliot Lake
ENACTS AS FOLLOWS:

1. **THAT** an Emergency Management Program be developed for the City of Elliot Lake consistent with and in accordance with international best practices as considered

by Regulatory Standards established under the Act, including the four core components of emergency management, namely: mitigation / prevention, preparedness, response and recovery;

2. **THAT** an Emergency Management Program for the City of Elliot Lake 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;
3. **THAT** the Emergency Response Plan attached hereto as Schedule “A” of this by-law is hereby adopted;
4. **THAT** the City of Elliot Lake’s Emergency Management Program shall be reviewed annually by the Community Emergency Management Program Committee;
5. **THAT** By-law No. 15-05 is hereby repealed.

PASSED this 8th day of July, 2019.

MAYOR

CITY CLERK

CITY OF ELLIOT LAKE

EMERGENCY RESPONSE PLAN



Elliot Lake

Revised 2019/06/20

The City of Elliot Lake Emergency Response Plan is a controlled document. All copies of this document and revisions thereof are controlled by Council and administered by the CAO.

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Introduction

This plan is written in a manner that will facilitate the Community Control Group's (CCG) response to an emergency or potential emergency. Sections are ordered in which they typically occur during an emergency, beginning with the Site and ending with Recovery. Sections after Recovery are Annexes including contact lists, legislation and by-laws, history of the community, plan maintenance and distribution etc. This plan contains several annexes that may be used during an emergency response or aid in the maintenance and updating of this plan. This plan may be viewed at the municipal office at 45 Hillside Drive North, Elliot Lake, ON. However, since Annexes contain personal information such as addresses and phone numbers, Annexes will not be available for viewing and will only be distributed to approved agencies.

Aim

The aim of this plan is to make provisions for the extraordinary arrangements and measures that may have to be taken to protect public safety, health, welfare, and property, as well as environmental and economic health of the residents, businesses and visitors of the City of Elliot Lake when faced with an emergency beyond normal procedures.

This Emergency Response Plan enables a centralized controlled and coordinated response to emergencies in the City of Elliot Lake and meets the legislated requirements of the Emergency Management and Civil Protection Act (EMCPA).

Generally, the plan outlines how to effectively and efficiently utilize local resources during an emergency so that:

- There is an effective response to and overall control of an emergency situation;
- Immediate action is taken to save lives and protect property;
- Immediate action is taken to minimize or eliminate all sources of danger;
- There is an efficient evacuation of all persons considered to be in danger;
- Facilities are established for the reception and care of evacuees and casualties;
- If required, there is the provision of essential social services of evacuees;
- Information is distributed in a timely, factual and official manner to media and the public;
- Effective local government and the essential services it provides is maintained throughout the community while the emergency takes place.

Site

An [emergency](#) may or may not be bounded by a defined site. A chemical spill or fire, for example, will have a defined site. A flood or power outage may not have a defined site. At the site, the agency which is the [authority having jurisdiction](#) for the site will generally be the [Incident Commander](#) (IC). First responding agencies will determine who the IC will be. For an emergency that has an undefined site, such as a flood, the [Community Control Group](#) (CCG) will determine the IC. Some emergencies, such as a long-term power outage, there may be no need for a site IC.

During the course of an emergency, it is not unusual for the IC to change from one agency to another. The outgoing IC will notify the CCG (if activated) of changes in IC. The CCG can also direct a change in IC if the CCG believes another agency to be better able to manage the site.

The IC will be responsible for managing the response at the site including establishing an inner and outer perimeter, notifying the CCG if required, communicating with the CCG (if activated), and requesting additional resources as required. If activated, the CCG will support the site with resources, advice and assistance; as well as managing any response required beyond the outer perimeter.

The IC should notify the CCG of the possibility of an emergency if any of the following criteria are met:

- resources assigned to the site are inadequate;
- resources available locally are inadequate;
- repercussions outside the site will have to be managed by municipal officials in a controlled manner;
- response at the site will be long term and will cause disruptions or delays in municipal services or affect other critical infrastructure;
- other support or resources will be required by the site.

If there is no defined site, the CCG should be notified of the severity of the situation as soon as possible by any of the first responding agencies.

Notification of the Community Control Group

The [Community Control Group](#) (CCG) will be the members of the community who have an official capacity in responding to the emergency. The CCG consists of:

- Mayor as Executive Officer;
- CAO as EOC Commander;
- Fire Chief;
- Public Works;
- Social Services;
- CEMC.

Advisory groups/individuals to the CCG could include:

- OPP;
- EMS;
- Hospital;
- Health Unit.

Once the Incident Commander (IC) at the site determines the need to notify the CCG, the IC shall call the fire department, who will then activate the notification system by having the EOC Commander's Assistant call each member of the CCG listed above.

CCG members will be notified in the order listed above and if any of these members cannot be contacted, their alternate should be contacted.

A list of CCG contact numbers and CCG alternates can be found in the CCG Notification Contact List, Found in [Annex A](#).

A standardized script for the EOC Commander’s Assistant to follow when calling the CCG can be found in [Annex B](#).

Where a threat of an impending emergency exists, the CCG will be notified and placed on [standby](#).

When calling each member of the CCG the following information should be provided:

- Description of the emergency;
- Which emergency operations centre to assemble at;
- When to assemble;
- Any supplies that need to be brought by member (i.e. emergency response plan, cell phone and charger, etc.).

If neither the CCG member nor their alternate can be contacted, then the caller will move onto the next CCG member on the list.

Once the caller has completed the list, the caller shall try to contact those CCG members who were not available the first time.

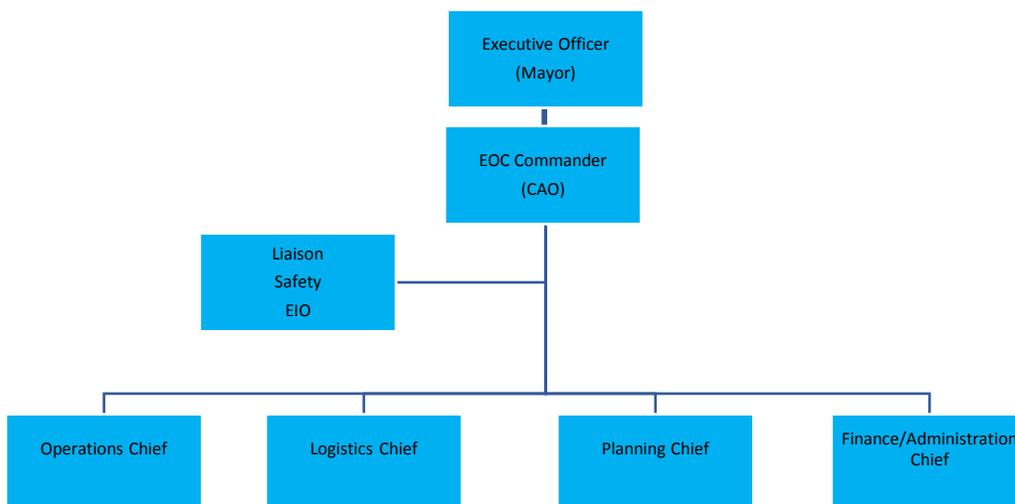
The caller and CCG member shall note the exact time contact was made.

All members of the CCG must be notified but not all members must be present for the CCG to function.

When telephones and cellphones are not working, the EOC Commander’s Assistant is tasked with contacting the CCG member directly at their business or place of residence.

Reporting Structure of CCG

The CCG will operate in the EOC under the following structure during an emergency:



The Operations Chief in the EOC would be the Authority Having Jurisdiction at the scene of the emergency. For example, if a large fire is the reason for the CCG to meet, the on-scene Incident Commander will likely be someone from the Fire Department. Therefore the Operations Chief in the

EOC will also be someone from the Fire Department. All agencies responding to the EOC would then report to the Operations Chief. The other positions would be filled as needed determined by the EOC Commander.

Activation of the Emergency Operations Center

The [CEMC](#) should begin to set-up the [Emergency Operations Centre](#) (EOC) until the EOC Commander's Assistant is done contacting the CCG who will then complete the set-up of the EOC. Set-up of the EOC will involve the following general steps:

- Unlock either the EOC or alternate EOC;
- Ensure there are enough table and chairs for CCG members;
- Ensure materials for CCG members are available such as personal logs, emergency response plans, pens, paper, etc.;
- Set-up a sign in/sign out log;
- Ensure maps of the municipality are displayed;
- Computers are operating;
- Informational display boards are available;

The primary and secondary EOCs are located at the addresses located in [Annex C](#).

Upon arrival at the EOC, each CCG member will:

- a. Sign In;
- b. Check telephone/communications devices;
- c. Open personal log using Activity Log IMS 214 – attached as [Annex D](#);
- d. Contact their own agency and obtain a status report;
- e. Participate in the [Operations Cycle](#);
- f. Participate in determining priorities and tasks;
- g. Pass CCG decisions on to member's agencies/areas of responsibility;
- h. Continue participation in the EOC Operations Cycle.

Upon leaving the Emergency Operations Centre, each Control Group member will:

- a. Conduct a hand over with the person relieving them;
- b. Sign their personal log and give it to the EOC Commander for retention;
- c. Sign out in EOC log.

The EOC is to remain a restricted room with access granted to only the community control group and support staff.

Operations Cycle

At the beginning of an emergency the [Operations Cycle](#) (OC) should be only one hour long. Therefore, the OC would be set-up in this manner:

- 1st 5 minutes – communicating with staff and colleagues to get latest information on the emergency;

- Next 15 minutes – Community Control Group (CCG) Meeting – discussing with the CCG members the latest information, setting priorities, and assigning tasks;
- Next 5 minutes – communicating with staff decisions made and task assigned;
- Next 35 minutes – staff complete tasks.

Chair of CCG Meeting

The [EOC Commander](#) will Chair the CCG meeting and will:

- Set time allotments for CCG members and ensure each CCG member keeps to their allotted time;
- Ensure all tasks are assigned and prioritized;
- Status of last meeting tasks are provided by each agency responsible;
- Ensure notes of meetings are recorded and relevant information is displayed in the EOC;
- Ensure cell phones are not answered during the meeting.

CCG Meeting

During the CCG meeting the following must be accomplished:

- Each CCG member must provide latest information or update from their agency;
- Determine as a group the tasks that must be accomplished and assign a priority to each task;
- Determine who the tasks will be assigned to.

When providing an update, CCG members must:

- Keep information concise and accurate;
- Request assistance from other agencies, if required;
- Request any resources needed to complete task;
- Provide an update on previous tasks assigned.

When holding meetings, the option of teleconferencing should be made available for those who can't make it to the EOC. The Office of the Fire Marshal and Emergency Management can assist in setting up teleconference options for the municipality.

Tasks

During the CCG meeting, some of the tasks that should be discussed and determined if action is required are (but not limited to):

- Get an update from the site;
- Does an emergency need to be [declared](#);
- Does an [evacuation](#) need to be conducted;
- What messaging to the public and media needs to be released;
- Does the [Emergency Information Plan](#) need to be enacted;
- Does the [Emergency Telecommunications Plan](#) need to be enacted;
- Is outside [assistance](#) required;

- Are outside resources required;
- Determine the timings of the OC – longer or shorter;
- Determine if current make-up of the CCG is appropriate.

The EOC is to remain a restricted room with access to only CCG members and support staff.

Declaration of an Emergency

Definition of an Emergency

As per the Emergency Management and Civil Protection Act (EMCPA), an emergency is defined as ***a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.***

Who can declare an Emergency

As per the EMCPA section 4. (1) ***The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990, c. E.9, s. 4 (1).***

If the head of council is not available, then the alternate head of council may declare an emergency. If the alternate is not available, then the by-law stating the succession of councillors who will act on behalf of the head of council will be followed.

Also, as per the EMCPA section 4 (3) ***The head of council shall ensure that the [Solicitor General](#) is notified forthwith of a declaration made under subsection (1) or (2). R.S.O. 1990, c. E.9, s. 4 (3).*** [Contacting the Office of the Fire Marshal and Emergency Management is considered contacting the Solicitor General]

Action Prior To Declaration

When an emergency exists, but has not yet been declared, community employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the City of Elliot Lake. The subordinate plans, attached as annexes to this document, may also be implemented, in whole, or in part in the absence of a formal declaration.

Why Declare

Listed are some reasons why an emergency may be declared in Elliot Lake:

- Has critical infrastructure failure occurred or likely to occur
 - Water Treatment Plant;
 - Waste Water Treatment Plant;
 - Electrical Grid;
 - Telephone Grid;
- Has an evacuation occurred or likely to occur;
- Is the municipal response capability strained;
- Is outside assistance or resources required;
- Is the event likely to have a long-term financial impact on the municipality, businesses or its citizens;
- Is the event attracting significant media attention?

For a full guideline on why to declare an emergency please consult the *Checklist in Consideration of a Declaration of Emergency* in [Annex E](#).

An emergency should only be declared after consideration with all Community Control Group (CCG) members. It should not be made in isolation with only one or two CCG members.

The Emergency Declaration form may be found in [Annex F](#).

In addition to notifying the Office of the Fire Marshal and Emergency Management, upon such declaration, the Mayor will notify:

- Council
- Municipal staff
- Public
- [Local MP and MPP](#) (Annex G)
- [Neighbouring municipal officials](#) (Annex G) as required

For provincially declared emergencies the EMCPA section 7.0.1 (1) Subject to subsection (3), *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, s. 1 (4).

Employees Protected

As per the Emergency Management and Civil Protection Act section 11 (1) *No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a public servant or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty.* 2006, c. 13, s. 1 (6); 2006, c. 35, Sched. C, s. 32 (6).

Municipality Not Relieved of Liability

As per the Emergency Management and Civil Protection Act section 11, paragraph (3) - *Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality.* 2006, c. 13, s. 1 (6).

Roles and Responsibilities

Community Control Group

The roles and responsibilities of the Community Control Group (CCG) are as follows:

- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the CCG and its support staff are appropriate;
- Advising the Head of Council as to whether the declaration of an emergency is recommended;
- Designating the entire community or any part of the community as an “emergency area”;
- Ensuring that an Incident Commander is appointed, and an Incident Command Post is established to ensure the flow of information between the CCG and Site Command;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered being in danger;
- Ensuring the discontinuation of utilities or services provided by public or private concerns, i.e. hydro, water, and gas;
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, volunteer agencies, and service clubs;
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if transportation is required for evacuation or transport of volunteers and/or supplies;
- Ensuring that information regarding the emergency is promptly forwarded to the Emergency Information Officer, for dissemination to the media and public;
- Determining the need to establish advisory group(s) and/or sub-committees;
- Authorizing expenditure of money required dealing with the emergency;
- Notifying the services, agencies or groups under their direction, of the **termination** of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting logs to the EOC Commander when departing the emergency operations centre;
- Participating in the debriefing following the emergency.

Log Protocols

- All members of the CCG must maintain a log.
- All members are to record all activities that they perform in the EOC in the log (ie. Phone calls, emails, decisions made, arrival and departure times etc.)
- [IMS Form 214 – Activity Log](#) (Annex D) will be used as a log.
- Each person is to have their own log.
- At the end of the day/shift each person will sign their log and give it to the EOC Commander for safe keeping.
- Do not use white-out or scratch anything out in a log.
- If a mistake is made, simply put one line through it, initial it, and then include proper information.
- If a full page is not used, put a line through the unused portion.
- Include name, position, date, time, emergency, and page # of ? on each page.
- Date shall be written as YY/MM/DD.

- Time shall be written in the 24 hour clock format.
- All comments kept factual with no sentiments.
- Always use a pen, never pencil.

Executive Officer (Mayor)

- Activating the Community Control Group notification system;
- Declaring an emergency to exist;
- Providing overall leadership in responding to an emergency;
- Take such action and make such orders, as considered necessary and not contrary to law, in order to protect the health, safety, welfare, environment and property of residents of the City of Elliot Lake;
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- Notifying Office of the Fire Marshal and Emergency Management of the declaration of the emergency and termination of the emergency;
- Notify the [local MPP and MP](#), and [neighboring municipalities](#) of the declaration and termination, and kept informed of the emergency situation;
- Approving information to be released to the public and media;
- Act as [spokesperson](#) for the municipality;
- Ensuring the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation;
- Maintain a log of all actions taken and following proper [log protocols](#).

EOC Commander (CAO)

- Activating the Community Control Group notification system
- Chairing the [Community Control Group meeting](#);
- Notifying staff of the emergency and any actions that need to be taken;
- Coordinating all operations within the Emergency Operations Centre;
- Set the [Operations Cycle](#) time– ensuring an operating cycle for CCG members to gather at regular intervals;
- Approving information to be released to the public and media;
- Getting a briefing of what has happened – checking operational status of each department;
- Keeping the mayor informed of what has happened, next steps, and any issues or challenges that need further input;
- Advise the Mayor of any necessary actions that should be taken that are not covered in the emergency plan;
- Approving in conjunction with the Head of Council, major announcements and media releases, in consultation with the CCG and EIO;
- Securing all personal logs at the end of each shift/day and at the end of the emergency;
- Calling in additional support staff as needed (i.e. Master Logger)
- Maintaining a personal log of all action taken and following proper [log protocols](#).

Operations Chief

- Responsible for the implementation of any Incident Action Plans (verbal or written) that may be used;
- Manages and assigns all resources, within the EOC, responding to the emergency;
- Liaises directly with the site through the Site Operations Chief or Site Incident Commander as necessary to determine assistance, support, and resources required;
- Informs the CCG of courses of action needed to be taken by the CCG to ensure a safe and effective response to the emergency;
- Maintain a personal log of all actions taken and following proper [log protocols](#).

Logistics Chief

- Responsible for the locating, acquisition, and dissemination of all resources required in the EOC;
- Informs the Operations Chief, and CCG, of the status of required resources;
- Determines how resources will be returned and in what state (i.e condition);
- Liaises with outside resources providers;
- Maintain a personal log of all actions taken and following proper [log protocols](#).

Planning Chief

- Responsible for developing Incident Action Plans, as required, for use by the Operations Chief and the CCG, within the EOC.
- Informs the Operations Chief and the CCG of plans and ensures objectives and tactics are reasonable and timely;
- Adjusts plans as per completion of previous objectives, new challenges, and changing priorities;
- Maintain a personal log of all actions taken and following proper [log protocols](#).

Finance/Administration Chief

- Tracks all expenditures related to emergency response activities within the EOC;
- Ensures invoices are collected, paid, and collated;
- Maintaining a personal log of all actions taken and following proper [log protocols](#).

CEMC

- Begin set-up of the EOC until EOC Commander's Assistant is available
- Activate the Community Control Group notification system
- Ensure liaison with the Office of the Fire Marshal and Emergency Management;
- Ensure security is in place for the EOC and registration of CCG members;
- Ensure that all members of the CCG have necessary plans, resources, supplies, maps, and equipment;
- Provide advice and clarifications about the implementation details of the Emergency Response Plan;
- Provide advice and assistance in relation to the municipality's response to the emergency;
- Ensure flow of communication between emergency partners;
- Maintaining a personal log of all actions taken and following proper [log protocols](#).

Fire Chief

- Activating the community control group notification system;
- Notifying staff of the emergency and of any actions that need to be taken;
- Act as Operations Chief when necessary;
- Providing the CCG with information and advice on firefighting and rescue matters;
- Providing an Incident Commander (IC), if required;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional fire fighters and equipment, if needed;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and or to arrange for the provision of alternate services or functions;
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Provide the CCG with information and advice on firefighting and rescue matters;
- Maintain a personal log of all actions taken and following proper [log protocols](#).

Ontario Provincial Police

- Activating the Community Control Group notification system;
- Notifying staff of the emergency and any actions that need to be taken;
- Act as Operations Chief when necessary;
- Media liaison in collaboration with the municipality;
- Providing an Incident Commander (IC), if it is an OPP lead response;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Crowd Management;
- Traffic control at site and surrounding areas;
- Assisting in the evacuation of persons from affected area, notice to evacuate affected areas;
- Ensuring the protection of life and property and the provision of law and order;
- Investigation of Crime;
- Providing police service in EOC, evacuee centres, morgues, and other facilities, as required;
- Assist the Coroner;
- Search and Rescue;
- Vital Services Directory which is maintained annually
- Canine Cadaver Recovery Dogs
- Underwater search and Rescue
- Dangerous goods specialists;
- Maintain a personal log of all actions taken and following proper [log protocols](#).

Emergency Medical Services

- Activation of the Community Control Group notification system
- Implementing the hospital and emergency medical services Emergency Response Plans;
- Act as Operations Chief when necessary;
- Acting as a coordinating link for all emergency health services at the CCG:
- Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- Ensuring emergency medical services at the emergency site;
- Providing an Incident Commander (IC) if it is an EMS lead response
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- Obtaining EMS from other municipalities for support, if required;
- Ensuring triage at the site;
- Advising the CCG if other means of transportation is required for large scale response;
- Ensuring liaison with the receiving hospitals;
- Ensuring liaison with the Public Health Inspector, as required;
- Maintaining a personal log of all actions taken and following proper [log protocols](#).

Public Works

- Activation of the Community Control Group notification system;
- Notifying staff of the emergency and any actions that need to be taken;
- Act as Operations Chief when necessary;
- Providing the Community Control Group with information and advice on Public Works matters;
- Providing an Incident Commander if it is a Public Works lead response;
- Liaison with the senior public works officers from the neighboring community(ies), if necessary, to ensure a coordinated response;
- The provision of engineering assistance;
- The construction, maintenance and repair of public roads;
- Assistance with road closures and/or roadblocks;
- Calling in additional staff as required to carry out his/her responsibilities;
- Discontinuing any public works service to any consumer, as required, and restoring these services when appropriate;
- Liaise with Electrical and Gas utilities;
- Providing public works vehicles and resources to any other emergency service, as required;
- Maintain liaison with flood environmental agencies and being prepared to take preventative action;
- Maintaining a personal log and following proper [log protocols](#).

Social Services

- Activation of the Community Control Group notification system;
- Notifying staff of the emergency and any actions that need to be taken;
- Act as Operations Chief when necessary;
- Providing the Community Control Group with information and advice on Social Services matters;
- Providing an Incident Commander if it is a Social Services lead response;
- Assisting the Red Cross with evacuation shelters, including identifying at risk people/families, leisure activities, etc.;
- Determining which NGOs should be contacted to provide services;
- Liaison with the Algoma District Services Board;
- Calling in additional staff as required to carry out his/her responsibilities;
- Discontinuing any social service to any consumer, as required, and restoring these services when appropriate;
- Liaise with Ontario Works, Red Cross, Algoma VICARs, and other agencies as required;
- Maintaining a personal log and following proper [log protocols](#).

Medical Officer of Health

- Coordinates public health services with various Emergency Control Group members and related agencies in the Emergency Operations Centre;
- Provides advice to the public, local health care professionals, and municipal community control group on matters which may adversely affect public health within Algoma District (e.g. toxic spills, water quality, air quality, sanitation);
- Liaises with Ontario Ministry of Health and Long-Term Care, Public Health Division and area Medical Officers of Health as needed to augment and coordinate a public health response as required;
- Coordinates the surveillance and response to communicable disease-related emergencies or anticipated epidemics according to Ministry of Health and Long-Term Care directives;
- Coordinate vaccine storage, handling and distribution across Algoma District;
- As appropriate, coordinate and support mass vaccination clinics during outbreaks of disease within affected municipalities in Algoma District;
- Initiates and implements mass vaccination clinics during outbreaks of disease within affected municipalities in Algoma District;
- Liaises with Director of Public Utilities or alternate within affected municipalities/townships to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities;
- Provides inspection of evacuation centres, makes recommendations and initiates remedial action in areas of accommodation standards, and liaises with local social service agencies regarding:
 - a. sewage and waste disposal, monitoring of water supply, air quality;
 - b. infection prevention and control
 - c. overcrowding, sanitation;
 - d. food handling, storage, preparation, distribution and service;
- Advises on or orders any necessary evacuation, isolation or quarantine measures as per the Health Protection and Promotion Act;
- Provides instruction and health information through public service announcements and information networks;
- Issues orders if necessary, to mitigate or eliminate health hazards as per the Health Protection and Promotion Act;
- In the event of mass casualties, ensure early and sanitary disposition of human remains in order to minimize the spread of disease;
- Liaises with Office of the Regional Supervising Coroner to coordinate the activities of the mortuary within the community and provide assistance when necessary;
- Maintaining a personal log and following proper [log protocols](#).

Support Staff

Support staff is required in the EOC to provide support, logistics and advice to the Control Group.

Support staff can be municipal employees or staff and experts from outside agencies.

In recognition of limited human resources within the municipality, council can assist with some support staff functions. In doing so, the councillor(s) must recognize and respect the fact they are acting as support staff or as a volunteer, and not as a councillor. Therefore the councillor(s) has no authority or influence as a councillor.

Although Support Staff work in the EOC they are not considered as part of the Community Control Group yet should follow the same protocols as the CCG does when in the EOC (i.e. signing in and out, maintaining logs, etc.).

Not all support staff need to be contacted and/or utilized during an emergency. For support staff please refer to [Annex A](#) and councillor contact information please refer to [Annex H](#). Support staff can vary greatly from one emergency to another, but in general, the following positions are usually required in an EOC:

EOC Commander's Assistant

Filled by City Clerk

- Call members of the Community Control Group as per the [notification system protocols](#)
- Unlock the EOC and set it up ensuring space for each CCG member along with logs, pens and paper, maps, display boards, etc.;
- Initiating the operation and staffing of telephones at the community offices, as the situation dictates;
- Ensuring there is a log for all emergency operations centre staff to sign in and out of the EOC;
- Providing Identification cards to CCG members and support staff, if required;
- Assisting the Mayor as required;
- Assisting the EOC Commander as required;
- Maintaining a personal log of all actions taken and following proper [log protocols](#).

Master Logger

Filled by City Clerk or City Staff

- Taking minutes of CCG meetings
- Ensuring pertinent information is displayed for all to see;
- Ensuring that maps and status boards are kept up to date;
- Ensuring all information is collated chronologically and kept secured for future use (i.e. debriefings and after action reports)
- Maintaining a personal log of all actions taken and following proper [log protocols](#).

Emergency Information Officer

Filled by Admin Assistant to the Director of Finance

- Liaising with the Community Control Group to obtain up to date information for media releases, drafting media releases for approval, coordinating interviews and organizing press conferences;
- Activating the [Emergency Information Plan](#) and opening the [Emergency Information Centre](#) when necessary;
- Developing media releases and ensuring that the media releases are approved by the Mayor before dissemination and distributing hard copies;
- Monitor social media and correcting false information;
- Establishing a regular communication link with the CCG and any other media coordinators, i.e. provincial, federal, public or private industry, involved in the emergency and ensuring that all information released to the media and public is consistent and accurate;
- Scheduling Mayor and/or official visits (MPP/MP), to the emergency site, evacuation centers, etc;
- Coordinating with the site media spokesperson for site visits by the media, arranging for transportation of media to the site;
- Ensuring that the following are advised of telephone numbers of the EIC;
 - Media
 - Control Group
 - Town Hall
 - Site media Spokesperson
 - Neighboring Municipalities
 - Any other appropriate persons, agencies or businesses;
- Coordinating with the CCG in providing self-help information to the public;
- Providing direction and regular updates to the General Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;
- Monitoring news coverage and correcting any erroneous information;
- Setting up registration of media;
- Maintaining copies of all media releases and newspaper articles pertaining to the emergency;
- Maintaining a personal log and following proper [log protocols](#).

Evacuation Coordinator

[Red Cross](#) to fill this role

- Ensuring or arranging for the care, feeding and temporary shelter of evacuees;
- Management of reception and evacuation Centre;
- Liaison with the Medical Officer of Health in areas regarding public health in evacuation centers;
- Liaison with the public and separate school boards regarding the use of school facilities for reception and evacuation Centre;
- Liaison with Canadian Red Cross if required;
- Liaison with local volunteer groups regarding care of citizens at local reception or evacuation Centre;
- Maintaining a personal log of all actions taken and following proper [log protocols](#).

Finance Officer

Filled by Director of Finance

- Providing information and advice on financial matters as they relate to the emergency;
- Liaison, if necessary, with the treasurer(s) of neighbouring communities;
- Ensure records of expenses are maintained for future claim purposes;
- Ensure prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency;
- Maintaining a personal log of all actions taken and following proper [log protocols](#).

Donations Management Officer

Filled by City Staff or NGO Alliance of Ontario

- Co-ordinating and processing requests for donations;
- Under the direction of the Community Control Group, co-ordinating offers of, and appeals for donations;
- Selecting the most appropriate 3rd party agency for the management of financial donations;
- Ensuring records of financial donations are maintained;
- Arranging for the proper storage of donations of material goods;
- Ensuring specific details of material goods requests are provided to the media via the EIO;
- Arranging for proper distribution system of material and financial donations;
- Maintaining a personal log of all actions taken and following proper [log protocols](#).

Requests for Assistance

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. Such requests can be done by contacting the [Office of the Fire Marshal and Emergency Management](#) 24/7/365 – Annex G.

Assistance from neighbouring municipalities or industry may be made by direct contact.

When making any request for assistance the following information should be relayed to the agency providing assistance:

- Exactly what type of assistance is needed, i.e.;
 - Generators – what type, size, gas or diesel etc
 - Personnel – what certification or licensing is required
 - Sand bags – how many
- How soon is the assistance required;
- How long the assistance is required for;
- What quantities of resources will be needed;
- Who will transport resources to emergency;
- Where resources will be delivered;
- Who is responsible for feeding/sheltering personnel resources;
- Who is responsible for care and maintenance of resources.

Military assistance - All requests for military assistance must be made via the Office of the Fire Marshal and Emergency Management. Do not contact the military directly for assistance.

Termination of Declaration

As per the Emergency Management and Civil Protection Act section 4 (2) The **head of council** or the **council** of a municipality may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (2).

The Emergency Termination form may be found in [Annex I](#).

In addition to notifying the [Office of the Fire Marshal and Emergency Management](#) (Annex G), upon such termination, the Mayor will notify:

- Council
- Municipal staff
- Public
- [Local MP and MPP](#) (Annex G)
- [Neighbouring municipal officials](#) (Annex G) as required

When to Terminate Declaration

When deciding to terminate a declaration, the following should be considered:

- Have all evacuees returned home;
- Have all outside resources returned;
- Does the municipality need any further outside assistance;
- Has a semblance of normalcy returned to the municipality;
- Have all outstanding invoices been paid;
- Has all damage been repaired;
- Is all critical infrastructure in place and working properly;
- Has all money donated/promised by other levels of government been received;
- Do other municipalities or levels of government still have declarations in place;
- Are any special instructions directed to the public still in place;
- Are there any benefits to keeping the emergency declaration in place?

Recovery

Recovery is the process of restoring a stricken community to a pre-disaster level of functioning. This may include the provision of financial assistance, repairing buildings and/or restoration of the environment.

Recovery can occur simultaneously with response and will likely last long after the emergency is over.

What needs to be recovered will depend on who, what, and how people and things were affected by the emergency.

Critical Infrastructure

Identify the essentials services that will be needed to ensure the health, safety and well-being of the public. If any of these services were compromised during the emergency steps will need to be taken to restore these services as soon as possible.

Basic services required would be – water, electricity, shelter (permanent or temporary), food supply, and basic health services (EMS).

In an evacuation, any essential services lost will need to be re-established before people can return to the municipality and their homes.

Other services to be considered when restoring are fuel (for vehicles and homes), building and home supplies (especially if homes have been damaged), telephone, and internet.

Social Services

[Algoma District Services Administration Board](#) should be contacted to assist with the provision of social services after an emergency.

Services that may need to be started or expanded include:

- Ontario Works (for those that lost employment, homes etc.);
- Employment Insurance (for those that lost employment);
- Mental health services for victims;
- Personal support services.

Landfill and Recycling

If the emergency has caused a great amount of damage to homes and personal belongings the landfill site may be filled quickly, with years taken off its life expectancy. Proper steps need to be taken to ensure:

- minimal waste is sent to the landfill;
- debris and waste is not left in homes or yards for long periods promoting rodents and other infestations;
- as much material as possible is recycled or repurposed.

Tipping fees at landfills could be waived for a limited time after the emergency along with extended landfill hours.

Collection of hazard materials will need to be managed including building materials that may contain asbestos.

Debris from trees and other plant material can be diverted to another location where it can be shredded and used as mulch or cut into firewood for use by the public.

Steel and other metal material should be separated and recycled.

Concrete, cement and blocks can be separated and crushed to be used later as road base or fill.

If power has been out for multiple days, fridges and freezers will need to be discarded or properly ensuring Freon is captured. Food waste will need to be discarded properly according to public health guidelines.

If sandbags have been used ensure the sand and bags are disposed of properly. Sand that may have been contaminated with fecal matter should be used only where direct human contact will not occur. Unused sandbags can be emptied and used in playgrounds, landscaping etc. The bags can be kept for future use or given away.

Municipal Disaster Recovery Assistance Program

The Municipal Disaster Recovery Assistance program helps municipalities that have incurred extraordinary costs because of a natural disaster.

Eligible expenses may include capital costs to repair public infrastructure or property to pre-disaster condition, and operating costs over and above regular budgets that are necessary to protect public health, safety or access to essential services.

Costs are not eligible if they are covered by insurance or if they would have been incurred anyway had the natural disaster not occurred.

Program activation and delivery

The Minister of Municipal Affairs and Housing makes the decision to activate the program based on evidence demonstrating that the event meets the eligibility criteria for Municipal Disaster Recovery Assistance. The minister considers both the cause and extent of damage, along with the initial claim and supporting documentation provided by the municipality.

If the program is activated, the province and municipality enter into a grant agreement. All payments under the grant agreement are based on eligible costs actually incurred by the municipality as a result of the natural disaster.

Eligibility Requirements

In order to be eligible for the program, a municipality must have:

- Experienced a sudden, unexpected and extraordinary natural disaster.
- Incurred costs over and above regular budgets that can be demonstrably linked to the disaster. These costs must equal at least three per cent of the municipality's Own Purpose Taxation levy.
- Passed a resolution of council and submitted an initial Municipal Disaster Recovery Assistance claim (with supporting documentation) within 120 calendar days of the date of the onset of the disaster.

How to Apply

Municipalities can request Municipal Disaster Recovery Assistance guidelines, claim forms, and additional documentation from their Municipal Services Office.

More information can be found at www.ontario.ca/disasterassistance (must have internet connection for link to work).

Disaster Recovery Assistance for Ontarians

Disaster Recovery Assistance for Ontarians is designed to provide financial assistance in the aftermath of a natural disaster that causes costly, widespread damage to eligible private property.

The Minister of Municipal Affairs and Housing may activate the program for areas affected by natural disasters. Applicants within an area for which the program has been activated can apply to be reimbursed for basic, necessary costs related to the disaster.

Homeowners, tenants, small owner-operated businesses, farmers, and not-for-profit organizations are eligible to apply for financial assistance through Disaster Recovery Assistance for Ontarians. The program does not provide assistance for costs covered by insurance.

How to Apply

Applicants are strongly encouraged to read the “Disaster Recovery Assistance for Ontarians” program guidelines. The guidelines contain important eligibility information and include easy-to-follow checklists that may help you with completing your application.

More information can be found at www.ontario.ca/disasterassistance (must have internet connection for link to work).

Donations Management

People from across the municipality, province or country may want to donate goods, services or money. It is important early in the recovery phase to establish with the public what exactly is needed. It is **strongly recommended** that if a message for donations is sent to the public, that **only financial donations are requested**. Financial donations are much easier to manage logistically, and donations can be made from around the world. The money can then be used to purchase exactly what is needed or given to victims in the form of gift cards. It is also recommended that a third party non-government organization be utilized to manage financial donations such as Red Cross or the Salvation Army. Any remaining funds when the emergency is over can be donated to local volunteer charity.

If material goods must be requested, please ensure the following:

- be very specific about goods requested
 - for example, if asking for clothes include information such as size, gender, age and season;
- Food donations must be professionally packaged with security seals intact and prior to expiration dates;
- **Absolutely no personally prepared food donations accepted;**

- Food donations from restaurants, caterers, church groups, etc. must have been prepared in facilities pre-approved by the public health unit;
- Proper refrigeration will be required for food donations
- Warehousing and security of all donations must be considered;

Distribution of goods will need to be planned in advance. Some items can be boxed as packages for each person and/or family. Other goods can be arranged so that people can choose what they need. The distribution centre will need to be readily accessible and large enough to contain all donated goods. Also, a distribution system for those who are not mobile will need to be considered. Local volunteer groups such as Meals on Wheels may be able to provide this service.

Debriefing and After-Action Report

A [debriefing](#) should take place with all stakeholders as soon as possible after the emergency. The idea of the debriefing is to identify what went well during the emergency and what the challenges were. The debriefing is not to place blame or to voice opinions regarding actions taken or not taken.

The debriefing will be chaired by the EOC Commander and follow a structured format where each phase of the response and recovery is discussed and participants are allowed to provide input on what they did or did not do.

Input from participants must be based on facts and void of speculation, presumptions and hearsay.

Minutes and notes from the debriefing will be gathered by the EOC Commander's Assistant. The information will then be written into an [After Action Report](#) (AAR) that will detail changes that need to be made to the emergency response plan or the municipality's emergency management program. The AAR will feature who is responsible for implementing changes and timelines for those changes. Once complete, the AAR will be presented to the emergency management committee and/or council who will then decide on any changes requiring budget approvals, by-law amendments, etc.

Critical Incident Stress Management

[Critical Incident Stress Management](#) should be considered for the public and for staff whenever there is a traumatic event. It will help with the personal recovery process and help prevent post-traumatic stress.

CISM resources can be found under [Emergency Resources – Annex M.](#)

THE CORPORATION OF THE CITY OF ELLIOT LAKE

***B*Y-LAW NO. 19-30**

Being a by-law to authorize the entering into of an agreement for the supply of one light duty service truck – Bylaw Department

The Council of The Corporation of the City of Elliot Lake **ENACTS AS FOLLOWS:**

- 1. **THAT** the Corporation enter into an agreement with North Shore Ford Inc. with respect to the supply of one light duty service truck, a copy of which agreement is attached hereto as Schedule “A” and forms part of this by-law.
- 2. **THAT** the Mayor together with the City Clerk of the Corporation are hereby authorized and directed to execute the agreement on behalf of the Corporation under the corporate seal.

PASSED this 8th day of July, 2019

MAYOR

CITY CLERK

SECTION III

Schedule A to By-law No. 19-30

AGREEMENT

THIS AGREEMENT made in triplicate the 7th day of July in the year Two Thousand Nineteen by and between

North Shore Ford Inc.

Hereinbefore and hereinafter called the "**Contractor**"

and

The Corporation of the City of Elliot Lake

Hereinbefore and hereinafter called the "**Purchaser**"

WITNESSETH: That the Contractor and Purchaser for the considerations hereinafter indicated undertake and agree as follows:

ARTICLE I

The Instructions to Bidders, the Tender Form, and Specifications/Terms of Reference are to be read herewith and form part of the present Agreement as fully and completely to all intents and purposes as though all the stipulations thereof had been embodied herein.

ARTICLE II

The Contractor undertakes and agrees:

- a) To provide all necessary labour, equipment and materials and perform all the works as described in the Contract Specifications entitled:

**Supply of One ½ Ton 4-Wheel Drive Light Duty Service Truck
Contract No. FD2019-02**

which were prepared by The Corporation of the City of Elliot Lake, Fire Department, 55 Hillside Drive North, Elliot Lake, Ontario.

- b) To do and fulfill everything indicated by this agreement and the Instructions to Bidders and Specification/Terms of Reference.
- c) To commence the work within seven days of being given written notice to proceed with the work and complete, substantially, all the work to which this agreement refers by a date mutually agreed upon by both parties.

ARTICLE III

The purchaser undertakes and agrees:

To pay the Contractor in lawful money of Canada for the performance of the work (subject to additions and deductions as provided in the General Conditions of the Contract) at the lump sum price of Thirty Five Thousand One Hundred and Eight Dollars and Sixty Six Cents (\$35,108.66) exclusive of taxes .

ARTICLE IV

The Contractor and the Purchaser for themselves, their successors, and assigns, hereby undertake and agree to the full performance of the covenant contained herein and in the General Conditions of the Contract, and that this Agreement with the General Conditions of the Contract, and the Specifications constitute the Contract and the Plans.

ARTICLE V

The Contractor agrees to carry out this Agreement in a manner calculated to avoid additional expenses and additional legal costs being incurred by the Purchaser and undertakes to indemnify the Purchaser for all such additional legal expenses and any legal costs arising from the carrying out of this Agreement including, without limited the generality of the foregoing, the Contractor agrees to indemnify the Owner for all legal expenses and legal costs that the Purchaser may be compelled to pay in respect of any Lien claim or claims which may be claimed or registered.

ARTICLE VI

The terms "Owner" "Purchaser", and "City" and "Corporation" as mentioned in the Agreement, the Information for Bidders, the Tender, the General Conditions and the Special Conditions of the Contract, and Specifications, shall mean "The Corporation of the City of Elliot Lake."

ARTICLE VII

If and whenever either party hereto desires to give notice to the other party or in connection with this Agreement, such notice will be effectively given if sent by registered mail to:

The Contractor at

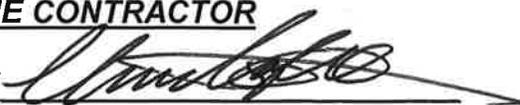
39 Perini Road
Elliot Lake, Ontario
P5A 2T1

The Purchaser at

Municipal Office
45 Hillside Drive North
Elliot Lake, Ontario
P5A 1X5

IN WITNESS WHEREOF the parties hereto have executed this Agreement the day and year first above written.

SIGNED, SEALED AND DELIVERED
in the presence of

THE CONTRACTOR
BY 

AND _____ (SEAL)

**THE CORPORATION OF THE CITY OF
ELLIOT LAKE**

WITNESS

BY _____
MAYOR

AND _____ (SEAL)
CLERK

THE CORPORATION OF THE CITY OF ELLIOT LAKE

***B*Y-LAW NO. 19-31**

Being a by-law to authorize the entering into of an agreement for the supply of one light duty service truck –Fire Department

The Council of The Corporation of the City of Elliot Lake **ENACTS AS FOLLOWS:**

1. **THAT** the Corporation enter into an agreement with North Shore Ford Inc. with respect to the supply of one light duty service truck, a copy of which agreement is attached hereto as Schedule “A” and forms part of this by-law.

2. **THAT** the Mayor together with the City Clerk of the Corporation are hereby authorized and directed to execute the agreement on behalf of the Corporation under the corporate seal.

PASSED this 8th day of July, 2019

MAYOR

CITY CLERK

SECTION III

Schedule A to By-law No. 19-31

AGREEMENT

THIS AGREEMENT made in triplicate the 7th day of July in the year Two Thousand Nineteen by and between

North Shore Ford Inc.

Hereinbefore and hereinafter called the "**Contractor**"

and

The Corporation of the City of Elliot Lake

Hereinbefore and hereinafter called the "**Purchaser**"

WITNESSETH: That the Contractor and Purchaser for the considerations hereinafter indicated undertake and agree as follows:

ARTICLE I

The Instructions to Bidders, the Tender Form, and Specifications/Terms of Reference are to be read herewith and form part of the present Agreement as fully and completely to all intents and purposes as though all the stipulations thereof had been embodied herein.

ARTICLE II

The Contractor undertakes and agrees:

- a) To provide all necessary labour, equipment and materials and perform all the works as described in the Contract Specifications entitled:

**Supply of One ½ Ton 4-Wheel Drive Light Duty Service Truck
Contract No. FD2019-01**

which were prepared by The Corporation of the City of Elliot Lake, Fire Department, 55 Hillside Drive North, Elliot Lake, Ontario.

- b) To do and fulfill everything indicated by this agreement and the Instructions to Bidders and Specification/Terms of Reference.
- c) To commence the work within seven days of being given written notice to proceed with the work and complete, substantially, all the work to which this agreement refers by a date mutually agreed upon by both parties.

ARTICLE III

The purchaser undertakes and agrees:

To pay the Contractor in lawful money of Canada for the performance of the work (subject to additions and deductions as provided in the General Conditions of the Contract) at the lump sum price of Thirty Nine Thousand Two Hundred and Ninety Nine dollars (\$39,299.00) exclusive of taxes .

ARTICLE IV

The Contractor and the Purchaser for themselves, their successors, and assigns, hereby undertake and agree to the full performance of the covenant contained herein and in the General Conditions of the Contract, and that this Agreement with the General Conditions of the Contract, and the Specifications constitute the Contract and the Plans.

ARTICLE V

The Contractor agrees to carry out this Agreement in a manner calculated to avoid additional expenses and additional legal costs being incurred by the Purchaser and undertakes to indemnify the Purchaser for all such additional legal expenses and any legal costs arising from the carrying out of this Agreement including, without limited the generality of the foregoing, the Contractor agrees to indemnify the Owner for all legal expenses and legal costs that the Purchaser may be compelled to pay in respect of any Lien claim or claims which may be claimed or registered.

ARTICLE VI

The terms "Owner" "Purchaser", and "City" and "Corporation" as mentioned in the Agreement, the Information for Bidders, the Tender, the General Conditions and the Special Conditions of the Contract, and Specifications, shall mean "The Corporation of the City of Elliot Lake."

ARTICLE VII

If and whenever either party hereto desires to give notice to the other party or in connection with this Agreement, such notice will be effectively given if sent by registered mail to:

The Contractor at

39 Perini Road
Elliot Lake, Ontario
P5A 2T1

The Purchaser at

Municipal Office
45 Hillside Drive North
Elliot Lake, Ontario
P5A 1X5

IN WITNESS WHEREOF the parties hereto have executed this Agreement the day and year first above written.

SIGNED, SEALED AND DELIVERED
in the presence of

THE CONTRACTOR

BY 

AND _____ (SEAL)

THE CORPORATION OF THE CITY OF
ELLIOT LAKE

WITNESS

BY _____
MAYOR

AND _____ (SEAL)
CLERK