THE CORPORATION OF THE MUNICIPALITY
NORTHERN BRUCE PENINSULA
BY-LAW 1999-57

BEING A BY-LAW FORMULATING A PLAN FOR PROTECTING PROPERTY AND THE
HEALTH, SAFETY AND WELFARE OF THE INHABITANTS OF AN EMERGENCY
AREA.

WHEREAS the Province of Ontario has passed an Act which provides
for the formulation and implementation of emergency plans (short
title - The Emergency Plans Act, 1983) by the Council of a
Municipality.

AND WHEREAS this Act makes provision for the Head of Council to
declare that an emergency exists in the municipality or in any
part thereof and also provides the Head of Council with authority
to take such action or deliver such orders as he 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 an emergency area;

AND WHEREAS the Act 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 absence or his inability
to act;

AND WHEREAS the Act authorizes employees of a municipality to
take action under the emergency plan where an emergency exists
but has not yet been declared to exist;

NOW THEREFORE the Council of the Municipality of Northern Bruce
Peninsula enacts as follows:

1. That the Emergency Plan attached hereto as Schedule "A" of
   this By-law is hereby adopted.

2. That the Head of Council or designated alternate as provided
   in the plan is empowered to declare an emergency and
   implement the plan.

3. That certain appointed officials or their designated
   alternates as provided in the Schedule "A" plan are
   empowered to cause an emergency alert to be issued to the
   members of the Municipal Control Group and to take action
   under the Emergency Plan where an emergency exists but has
   not yet declared to exist.

4. That annually, the Municipal Control Group will cause the
   emergency plan to be reviewed and to make such changes to
   its appendices as are considered appropriate while referring
   all other changes to Council for further review and
   approval.


READ A THIRD AND FINAL TIME, PASSED, SIGNED AND SEALED THIS 13TH
DAY OF SEPTEMBER, 1999.

MAYOR

CLERK-ADMINISTRATOR
NORTHERN BRUCE PENINSULA

EMERGENCY PLAN

1999

Schedule A to By-Law No. 1999-57

Telephone: (519)793 3522
Fax: (519)793 3823
Senior Police Official
Fire Chief
Public Works and Road Superintendent
Chief Building Official
Ambulance Coordinator
(a) Public Health
(b) Mass Casualties
Bruce County Family and Social Services
Local Volunteer Co-ordinator
Public Information Coordinator
Citizen Inquiry Supervisor

Appendix “1”: Emergency Alert Procedure
Appendix “2”: Emergency Operation Centre Layout and Equipment
Appendix “3”: Recovery Guide
Distribution List
Revisions
Vital Services Directory
By-law 1999-25
EXPLOSIVES

Police 1-888-310-1122
Fire 911
Ambulance 596-2393 or 911

TRANSPORTATION OF DANGEROUS GOODS

Police 1-888-310-1122
Fire 911
Ambulance 596-2393 or 911
CANUTEC (Call collect) 613-996-6666 (24 hours)
Ministry of the Environment 519-371-2901 or 1-800-265-3783
Spills Action Centre (SAC) 1-800-268-6060 (24 hours)

CONTAMINATION OF THE ATMOSPHERE, ENVIRONMENT, WATER SUPPLY

Bruce-Grey-Owen Sound Health Unit 519-376-9420 or 1-800-263-3456
MOE Spills Action Centre 1-800-268-6060
Ministry of Labour 1-800-265-2468

DECLARING AN EMERGENCY

Emergency Measures Ontario (business hours) 416-314-3723
After Hours OPP Duty Officer (General Headquarters) 705-329-6950

DISCHARGE OF POLLUTANT FROM SHIPS

Canadian Coast Guard 1-800-265-0237 (24 hours)
NORTHERN BRUCE PENINSULA
EMERGENCY PLAN

This plan has been prepared to provide key officials, agencies and departments within the Municipality of Northern Bruce Peninsula with a general guideline to the initial response to an emergency and an overview of their responsibilities during an emergency.

For this plan to be effective, it is important that all concerned be made aware of its provisions and that every official, agency and department be prepared to carry out their assigned functions and responsibilities in an emergency.

The Emergency Plans Act, R.S.O. 1990, Chap E-9 is the legal authority for this plan. It states that the “Head of Council may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to the law to implement the emergency plan of the municipality and to protect the property and the health, safety and welfare of the inhabitants of the emergency area”.

Emergencies are defined as situations or the threat of impending situations abnormally affecting property and the health, safety and welfare of the community, which by their nature or magnitude require a controlled and coordinated response by a number of agencies under the direction of the Municipal Control Group. These are distinct from the normal, day to day operations carried out by the first response agencies.

While many emergencies could occur within the Municipality, those most likely to occur are: floods, tornadoes, blizzards, transportation accidents involving hazardous materials, air crashes, toxic or flammable gas leaks, electrical power blackouts, building or structural collapse, uncontrollable fires, explosions, or any combination thereof.

REQUESTS FOR ASSISTANCE

Assistance may be requested from the County at any time by contacting the County Warden. The request shall not be deemed to be a request that the County assume authority and control of the emergency.

Assistance may also be requested from the Province of Ontario at anytime without any loss of control or authority. Such requests can be made contacting Emergency Measures Ontario at (416) 314-3723 during working hours. At night or on weekends, Emergency Measures Ontario can be reached through the local OPP office or the Duty Officer at OPP General Head Quarters in Orillia at (705) 329-6950.
c) the County Warden, as appropriate

d) the public

e) neighbouring municipal officials, as required

A municipal emergency may be declared terminated at any time by:

a) the Mayor or Acting Mayor, or

b) the Municipal Council, or

c) the Premier of Ontario

Upon termination of a municipal emergency the Mayor will notify:

a) the Solicitor General of Ontario via E.M.O.

b) the Municipal Council

c) the County Warden, as appropriate

d) the public

e) neighbouring municipal officials, as required.

**EMERGENCY OPERATION CENTRE**

The MCG will report to the Emergency Operations Centre located at the Municipal Office. In the event this operation centre cannot be used, then the secondary locations will be the Fire Station in Tobermory or Lion’s Head.

The layout and equipment of the EOC are detailed in Appendix 2.

**MUNICIPAL CONTROL GROUP**

The emergency response will be directed and controlled by officials who are responsible for providing the essential services necessary to minimize the effects of an emergency in the municipality. This group is known as the Municipal Control Group (MCG) which consists of the following officials:
kept up to date by the Operations Officer.

**RESPONSIBILITIES:**

**Municipal Control Group**

The actions or decisions which the members of the MCG are likely to be responsible for are:

a) Calling out and mobilizing their emergency service, agencies or equipments.

b) 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.

c) Determining if the location and composition of the MCG are appropriate.

d) Advising the Mayor as to whether the declaration of an emergency is advised.

e) Advising the Mayor on the need to designate all or part of the Municipality as an emergency area.

f) Ensuring that an Emergency Site Manager (ESM) is appointed.

g) Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger.

h) Discontinuing utilities or services provided by public or private concerns, ie, hydro, water or gas.

i) Arranging for services and equipment from local agencies not under municipal control, ie, private contractors, volunteer agencies, service clubs.

j) Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under municipal control, as considered necessary.

k) Determining if additional volunteers are required and if appeals for volunteers are warranted.

l) Determining if additional transport is required for evacuation or transport of persons and/or supplies.
Clerk/Administrator

The Clerk/Administrator will perform the duties and responsibilities of an “operations officer”, and as such will:

a) Organize and supervise the Operations Centre and make arrangements for obtaining and displaying up-to-date information at all times.

b) Arrange and coordinate telecommunications systems.

c) Advise the Mayor on administrative matters.

d) Be responsible for media arrangements and assist in the preparation and issue of press and public announcements.

e) Maintain a record of all major decisions, actions and instructions issued.

f) Maintain a record of all expenditures for later cost recovery if warranted.

g) Prepare a final report on the Emergency.

h) Arrange for Critical Incident Stress Debriefing for everyone involved in the Emergency as necessary.

Senior Police Official

The Senior Police Official will be responsible for:

a) Provide the Mayor with information and advice on law enforcement matters.

b) If appropriate, appoint an “Emergency Site Manager” to control operations at the scene of an emergency.

c) Seal off the area of concern.

d) Control and, if necessary, disperse crowds within the emergency area.

e) Control the movements of emergency vehicles to and from the site of the emergency.
and public works.

b) If appropriate, appoint an “Emergency Site Manager” to control operations at the scene of an emergency.

c) Maintain liaison with flood control, conservation and environmental agencies and be prepared to conduct relief or preventative operations.

d) Provide such materials, supplies and equipment as appropriate and if not otherwise available, make arrangements for sources of supply from neighbouring municipalities, private contractors, etc.

e) Assist traffic control, evacuations, etc, by clearing emergency routes, marking obstacles, providing road signs, etc.

f) Control sandbagging and pumping operations during flood emergencies.

g) Arrange for the clearance of debris that is obstructing operations.

Chief Building Official:

The Chief Building Official will perform the following duties:

a) Advise the Mayor regarding the structural safety of all buildings affected by the emergency.

b) Arrange or conduct such tests as are necessary to determine the degree of hazard existing in buildings from explosive, inflammable or toxic agents, in conjunction with other agencies involved.

c) Request the assistance of the County Engineer when so authorized by the Mayor.

Ambulance Coordinator

The Ambulance Coordinator will perform the following duties:

a) **Public Health**

   Notify the **Bruce Grey Medical Officer of Health** who will take charge and:

   1. Provide advice on public health matters to the Mayor.
1. Emergency clothing to provide adequate protection from the elements.

2. Emergency lodging to provide adequate temporary accommodation for the homeless.

3. Registration and enquiry services to reunite families and to collect information and answer queries concerning the safety and whereabouts of missing persons.

4. Emergency feeding to sustain those without food or adequate food preparation facilities.

5. Individual and family services to assist and counsel individuals and families in need and to provide special care to unattached children and adults.

6. If an evacuation centre is required as a result of an emergency, Appendix “4” lists potentially suitable locations in the Municipality as well as the floor plan and key holders for these locations.

Support and Advisory Staff

The following staff may be required to provide support, logistics and advice to the MCG.

- Treasurer
- Assistant Administrative Officer
- Human Resources and Volunteer Coordinator
- Public Information Coordinator

Support Staff Responsibilities

Treasurer

The Treasurer is responsible for:

A) The provision of information and advice on financial matters as they relate to the emergency.
B) Liaison, if necessary, with the Treasurer of neighbouring communities.
C) Ensuring that records of expenses are maintained for future claim purposes.
D) Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.
E) The provision and securing of equipment and supplies not owned by the
The Public Information Coordinator is responsible for the dissemination of news and information to the media and general public.

**Plan Maintenance and Revision**

**Annual Review**
This plan will be reviewed annually and, where necessary, revised by a meeting of the MCG. Each time the plan is revised, it must be forwarded to council for approval. Revisions to the appendixes and minor administrative changes can be made without resubmitting the plan to council.

It is the responsibility of each person, agency, service or department named within this emergency plan to notify the Emergency Planning Coordinator forthwith, of any revisions to the appendixes or administrative changes.

**Testing of Plan**
An annual exercise will be conducted in order to test the overall effectiveness of this emergency plan and provide training to the MCG. Revisions to this plan should incorporate recommendations stemming from such exercises.

**Internal Procedures**
Each service involved with this plan will prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibility during an emergency.

Each service will ensure that it designates a member of its staff to maintain and revise its own emergency procedures or guidelines.
5. If neither can be reached, go on to the next appointment on the list.

6. Once the end of the list has been reached, try again to reach those who were not available on the first attempt.

7. Note the exact time each person was reached.
DISTRIBUTION LIST

Copies of Emergency Plan Go To:

Copy No.

1. Clerk-Administrator
2. Municipal Office
3. Fire Chief
4. Chief Building Official
5. Public Works and Property Manager
6. Ambulance Coordinator
7. Mayor
8. Deputy-Mayor
9. Bruce County Social Services
10. Grey-Bruce-Owen Sound Medical Officer of Health
12. Tobermory Medical Clinic
13. Canadian Parks Service
14. Bruce County Clerk
15. Ontario Northland Transportation Commission
16. The Canadian Red Cross Owen Sound Branch
17. Ministry of Natural Resources
18. London Central Ambulance Communications Centre
19. Emergency Kit
20. Lion’s Head Hospital
21. Fire Halls – Tobermory and Lion’s Head
VITAL SERVICES DIRECTORY

AIRPORTS

Tobermory Municipal Airport
3000 foot paved, lighted runway
100 low lead Avgas, pumps at north end

AUXILIARY LIGHTING

United Rentals, Owen Sound
Northern Bruce Peninsula Fire Department
Tobermory Roads Shed

BOATS

Pete Dean, Tobermory
G&S Watersports, Tobermory
Canadian Parks Service, Duty Warden
OPP
Ray Davis, Tobermory
Rick or Jack Salen, Tobermory
Big Tub Harbour Dive

BUSES

Tom Norris Bus Lines, Wiarton

CATERER'S

Big Tub Lodge - Seasonal
Coach House Inn - Seasonal
Grandview Motel - Seasonal
Tobermory Lodge - Seasonal
Lighthouse Restaurant - Seasonal
Collins Harbour Restaurant - Seasonal
Cameron Lake Restaurant
Mom’s Restaurant
Lion’s Head Inn
Colonel Clarke Tavern
CHEMICALS

CANUTEC 1-613-996-6666

CLERGY

United Church, Tobermory 596-2394
Anglican Church
Roman Catholic
Bethel Missionary, Lions Head 793-3221
Pentecostal, Lions Head 793-3433
Wesleyan Church, Lions Head 793-3059

COAST GUARD

RCC Trenton 1-800-267-7270
Thunder Bay Coast Guard Radio 1-807-345-5190
Coast Guard Base, Tobermory 596-2710

COFFEE TRUCKS

Smitty's Owen Sound 922-2233

CORONER

Dr. George Harpur 596-2305

COURIER SERVICE

Peninsula Parcel 534-2506
Purolator 1-800-265-3103
UPS 1-800-668-7100

CUSTOMS CANADA

Barrie 1-800-461-9999

DEAD STOCK REMOVAL

Yules Dead Stock Removal, Cargill 366-2713
### DIVERS AND DIVING EQUIPMENT

- Divers Den, Tobermory 596-2363
- G&S Watersports, Tobermory 596-2200
- Big Tub Harbour Resort, Tobermory 596-2219
- Wiarton Auto Marine, Wiarton 534-0160

### FUNERAL HOMES

- George Funeral Home, Wiarton 534-0240
- Downs & Son, Hepworth

### HEATERS, PORTABLE

- United Rentals, Owen Sound 376-9880
- Superior Propane, Owen Sound 376-6735
- Northern Bruce Peninsula, Public Works 793-3522

### HEAVY EQUIPMENT

- Paul Bridge Contracting 793-4467
- Davis and McLay 793-3444
- Harold Forbes 793-3224
- Bernie Hellyer 793-3377
- Alton Hunter 793-3213
- Allan Stewart 793-3096
- Bob Tyndall 793-3453

- **Winston Hollis Contracting**
  - Winston Hollis 596-2558
  - Dan Hollis 596-2693

- **Randy Munn Contracting** 596-2236

- **Tony Hofstrand Contracting** 596-2496
<table>
<thead>
<tr>
<th>Brent Robins</th>
<th>596-2734 or 596-2555</th>
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<tr>
<td>Canadian Parks Service</td>
<td>596-2233</td>
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<tr>
<td>Bruce Concrete and Aggregate (BCA)</td>
<td>596-2287 or 596-2032</td>
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<tr>
<td>Mike Robins</td>
<td>795-7757</td>
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<tr>
<td>Doug Watson</td>
<td>596-2449</td>
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**HELIICOPTERS**

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<tr>
<th>O.P.P.</th>
<th>1-888-310-1122</th>
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<td>R.C.C. Trenton</td>
<td>1-800-267-7270</td>
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**HOSPITALS**

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<tr>
<th>Grey Bruce Health Services</th>
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<tr>
<td>Lions Head - 4 beds</td>
<td>793-3424</td>
</tr>
<tr>
<td>Tobermory Clinic - 2 emergency beds</td>
<td>596-2305</td>
</tr>
<tr>
<td>Wiarton - 17 beds</td>
<td>534-1260</td>
</tr>
<tr>
<td>Grey-Bruce Regional - 200 beds</td>
<td>376-2121</td>
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<tr>
<td>Saugeen Memorial - 61 beds</td>
<td>797-3230</td>
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**HOTELS AND MOTELS**

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<tr>
<th>Hotel</th>
<th>Units</th>
<th>Phone</th>
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<tr>
<td>Tobermory Lodge and Motel</td>
<td>50</td>
<td>596-2224</td>
</tr>
<tr>
<td>Harbour Side Motel</td>
<td>60</td>
<td>596-2422</td>
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<tr>
<td>Grandview Motel</td>
<td>30</td>
<td>596-2220</td>
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<tr>
<td>Cedar Vista Motel</td>
<td>7</td>
<td>596-2395</td>
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<tr>
<td>Big Tub Harbour Resort</td>
<td>27</td>
<td>596-2219</td>
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<tr>
<td>Blue Bay Motel</td>
<td>23</td>
<td>596-2392</td>
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<tr>
<td>Princess Inn</td>
<td>20</td>
<td>596-</td>
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<tr>
<td>Bruce Anchor Motel</td>
<td>16</td>
<td>596-2555</td>
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<tr>
<td>Coach House Inn</td>
<td>50</td>
<td>596-2361</td>
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<tr>
<td>Peacock Villa</td>
<td>10</td>
<td>596-2242</td>
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**INTERPRETERS**

<table>
<thead>
<tr>
<th>French</th>
<th>Canadian Parks Services</th>
<th>596-2233</th>
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German
Helga Salen 596-2747
Klaus Roder 596-2414
Louise Weber 596-2038

Greek
Jim Kritikos 596-2281
Peter Kypreos 596-2448

Hungarian
Marg Szakszon 596-2597

Italian
Paul Courchene 596-2371

LIVESTOCK REMOVAL
Harvey Forbes, Lions Head 793-3335
Bevan Tackaberry, Lions Head 793-3413
Mackie Transport, Lions Head 793-3865

MINISTRY OF ENVIRONMENT AND ENERGY
Spills Action Centre 1-800-268-6060

MINISTRY OF TRANSPORTATION, ONTARIO
Owen Sound 376-7350

MINISTRY OF NATURAL RESOURCES
Owen Sound, Duty Officer 376-3860
Haliburton Duty Officer 1-888-239-4565

METEROLOGICAL SERVICES
Wiarton Airport 534-0290

MOBILE HOMES, OFFICES
Recreation World, Wiarton 534-0770
Charlie Kramer, Owen Sound 376-1500

NEWSPAPERS
Bruce Peninsula Press 596-2658
Wiarton Echo 534-1560
ONTARIO HYDRO

RADIO STATIONS

CFOS (560 AM) 376-2030
CKNX (102 FM) 1-800-265-3030

RADIO CLUBS

Georgian Bay Amateur Radio Club

RED CROSS

Canadian Red Cross, Owen Sound 376-7579

REFRIGERATED HIGHWAY VANS

Canada Packers Inc., Walkerton 881-0550
Bruce Fur Industry Supply Corp, Walkerton 881-2330
Sealtest, Owen Sound 376-5233

SALVATION ARMY

Wiarton 534-0353

SCHOOLS

St. Edmund Public, Principal - Jim Oliver School - 596-2390
Residence - 733-3496
Caretaker - Ev Gibbons 596-2576

SINGLE ENGINE AIRCRAFT

Lynn Watson 596-2255
Ken Gardner 793-3272

SNOWMOBILE CLUBS

Tobermory Snowmobile Club - Harvey Rintoul 596-2612
Ken Carmount 596-2824
Peninsula Trail Riders - Gayle Brinkman 793-3470
ST. JOHN AMBULANCE

Brian McMann
Kathy Murphy Ermel
Carl Weber

Bus  364-7210
Res  364-5740
Bus  364-7004
Res  364-5989
Bus  364-7004
Res  881-2282

TELEPHONE SERVICES

Taylor Telephone
Amtelecom

Daytime  773-8441
24 Hours  773-3111

TENT, TABLES AND CHAIRS

Blue Water Canvas, Port Elgin
Royal Rentals, Guelph
Happenings Party Rental, Collingwood
Four Season

389-4511
823-1881
705-444-1443
1-800-363-0782

TOILETS, (PORTABLE)

Bluewater Sanitation
Harold Forbes, Lions Head

368-5529
793-3224

TOW TRUCKS

Hi-Way Market
Brough Service Centre
Whites Garage
Mikes Garage
Bricker Automotive

596-2360
793-3210
793-3327
596-8100
795-7311

TV STATIONS

CKCO, Kitchener
CKNX, Wingham

1-800-265-8950
357-3110

WELDING SERVICES
<table>
<thead>
<tr>
<th>Company</th>
<th>Phone</th>
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<tbody>
<tr>
<td>RAM Marine</td>
<td>596-2654</td>
</tr>
<tr>
<td>Peter Dean</td>
<td>596-2460</td>
</tr>
<tr>
<td>Township of St. Edmund Public Works Dept.</td>
<td>596-2225</td>
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<tr>
<td>Bruce Concrete and Aggregate</td>
<td>596-2287</td>
</tr>
</tbody>
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