

**AGENDA**  
**A meeting of the Council of the Corporation**  
**of the Town of Northeastern Manitoulin and the Islands**  
**to be held on Thursday, November 23, 2023**  
**at 7:00 p.m.**

**1. Call to Order**

**2. Approval of Agenda**

**3. Manager Reports**

- i. Fire Department Report – Captain Catherine Chevalier
- ii. Public Works Report – Assistant Foreman, Ed Steeves
- iii. Community Services – Manager of Community Services, Reid Taylor
- iv. Building Controls

**4. New Business**

- i. Emergency Plan update 2023
- ii. Donation request – Centennial Manor, Tree of Lights
- iii. Donation request – Manitoulin Navy League
- iv. Request for Water line extension – Jack Ashley

**5. Minutes and Correspondence**

- i. Library Minutes – September and October
- ii. DSSAB – Third Quarter report

**6. Adjournment**

FIRE DEPARTMENT REPORT TO COUNCIL

November 21<sup>st</sup>, 2023

CALLS FOR SERVICE: (8)

Oct 23,	Fire alarm, False alarm due to testing
Sept 23,	Fire Alarm, False caused by concrete saw
Oct 30,	Carbon Monoxide Alarm
Oct. 31,	Chimney fire
Nov 12,	Hwy 6 North of Little Current Deer vs Car. Report of fire.
Nov 20,	Heater caught fire.
Nov 20,	Hwy 6 & Townline road, Brush Fire
Nov 20,	Chimney Fire.

(FIRE APPARATUS & EQUIPMENT IN GOOD WORKING ORDER)

Current Staffing: 14 Active Members.



## **Public Works Report**

**NOVEMBER 23, 2023**

### **Roads**

Staff have been busy patching roads.

Staff has been grading roads.

Staff has been ditching on Bidwell rd.

Changed culverts on Burnetts sideroad.

Brushing various spots around Little Current

Completed new parking lot at Spider Bay Marina

Daily road patrols being performed

### **Landfill**

All operations are going well.

Garbage Truck Tender completed and sent out

### **Equipment**

Ongoing maintenance is being performed.

# Report to Community Services/Public Works – November 23, 2023

## **Rec Centre**

- All ice user group programs have started.
- Casual ice rentals
- Meetings/Events/Programs/Classes
- Daily Maintenance

## **This Month**

- Drive Test – December 4<sup>th</sup> & 18<sup>th</sup>
- Pickle Ball continues in the Main Hall
- All Major Ice Users continue programs.
- Weekly Public Skating Continues
- Daily Winter Walking Continues

## **Marine, Parks & Outdoor Buildings**

- Buildings are being monitored regularly.
- Holiday Decorations & Exterior Illumination in progress

## **Events/Programing**

- Christmas Market – November 24<sup>th</sup> & 25<sup>th</sup> @ Museum
- Santa Claus Parade – December 2<sup>nd</sup>
- Festive Family Dance Party – December 6<sup>th</sup>
  - Partnered with Body Stories Dance
- Youth after school program continues
- Wednesday Craft Day – October 4<sup>th</sup> to December 6<sup>th</sup>
- Painters Space – Every Thursday Lions Den
- Line Dancing – Concludes November 30<sup>th</sup>
- Cooking and Craft Workshops – Through December



## **Building Control Report to November 17, 2023**

There have been 74 permits issued, three renewals and seven requests for inspections this year.  
The permits are categorized as follows.

	Permits	Total
Residential – New	11	\$57,296.00
Residential – Additions & Renovations	11	\$6,578.00
Multi Residential – New (Six-Plex)	1	\$15,336.00
Seasonal Dwellings – New	6	\$15,134.00
Seasonal Dwellings – Additions & Renovations	7	\$9,444.00
Detached Garages	8	\$5,177.00
Accessory Buildings – New	9	\$2,380.00
Decks – New & Alterations	12	\$3,277.00
Commercial/Industrial New	1	\$8,162.00
Commercial/Industrial – Additions & Renovations	3	\$14,100.00
Institutional – Renovations	1	\$3,300.00
Demolition/Moving	4	\$200.00
Permit Renewals	3	\$300.00
Inspection Request	7	\$700.00
<b>Total</b>	<b>84</b>	<b>\$141,384.00</b>

Two new seasonal permits, one seasonal renovation permit, one residential renovation permit, one detached garage permit, one commercial renovation permit, one institutional renovation permit and one deck permit have been issued since the last report. This report period has a construction value of **\$590,000.00** and a permit value of **\$10,034.00**. The total value of construction value to date is **\$11,365,000.00** with a total building permit revenue of **\$141,384.00**.

# **TOWN OF NORTHEASTERN MANITOULIN AND THE ISLANDS**

## **EMERGENCY RESPONSE PLAN**

**Revised : NOVEMBER 21, 2023.**

## Emergency Response Plan

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## Emergency Response Plan

**PART 1: INTRODUCTION**

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

The population of the Town of Northeastern Manitoulin and the Islands is 2,400 residents.

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

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

1. Arrangements, services and equipment; and
2. Roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Town of Northeastern Manitoulin and the Islands Emergency Response Plan may be viewed at the NEMI Town Office and NEMI Public Library. For more information, please contact:

**Emergency Management Coordinator  
Town Office  
Town of Northeastern Manitoulin and the Islands  
(705) 368-3500**

**\*\* Town of Northeastern Manitoulin and the Islands reserves the right to allow minor administrative updates in the Plan without going through Council for approval.**

Emergency Response Plan

## **PART 2: AIM**

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

It enables a centralized controlled and coordinated response to emergencies in the Town of Northeastern Manitoulin and the Islands, and meets the legislated requirements of the Emergency Management and Civil Protection Act (EMCPA).

For further details, please contact the Emergency Management Coordinator.

### **Provincial Emergency Operations Centre ( PEOC )**

**PEOC Duty Officer (24/7) :**

**Phone (416) 314-0472 or 1-866-314-0472**

**Email [peocdo01@ontario.ca](mailto:peocdo01@ontario.ca)**

**Fax (416) 314-0474**

**Satellite Phone : 011 881 6234 86684**

**(Only use if Primary Phone is out of service)**

**ARES Call Sign : VE3EMO**

**(Only staffed during large telecommunications outage)**

### **Field Officer in Killarney / Manitoulin Sector :**

**Kevin Kerkhof**

**Field Officer**

**Regional Field Services**

**Emergency Management Ontario**

**Suite 6, 3767 Hwy 69 South, Sudbury, ON P3G 0A7**

**Tel : (249) 878-5920**

**Email : [kevin.kerkhof@ontario.ca](mailto:kevin.kerkhof@ontario.ca)**

## Emergency Response Plan

**PART 3: AUTHORITY**

The *Emergency Management and Civil Protection Act (EMCPA)* is the legal authority for this emergency response plan in Ontario.

The *EMCPA* states that the:

“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.”

As enabled by the *Emergency Management and Civil Protection Act*, 2006, this emergency response plan and its' elements have been:

- 1 Issued under the authority of *Town of Northeastern Manitoulin and the Islands By-law #2004-34*; and
- 2 Filed with Emergency Management Ontario .

**a) Definition of an Emergency**

The *EMCPA* defines an emergency as:

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

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

**b) Action Prior to Declaration**

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Town of Northeastern Manitoulin and the Islands.

## Emergency Response Plan

**PART 4: EMERGENCY NOTIFICATION PROCEDURES**

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

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

When a member of the MECG receives a warning of a real or potential emergency, that member **will immediately contact the OPP, Fire and Ambulance Service**, through 911 emergency numbers and then **immediately contact the Town of NEMI Manager on call at cell #705-348-0360**, and direct them to initiate the notification of the MECG. The member initiating the call must provide pertinent details (e.g. - a time and place for the MECG to meet) as part of the notification procedure and contact the OPP Ambulance Service through the 911 emergency numbers.

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

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

***a) Requests for Assistance***

Assistance may be requested from the Town of Northeastern Manitoulin and the Islands at any time by contacting the Clerk 705-368-3500 Ext. 228, or 705-348-0124. The request shall not be deemed to be a request that the town assume authority and control of the emergency.

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

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

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

The Mayor or Acting Mayor of the Town of Northeastern Manitoulin and the Islands, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the MECG.

Emergency Response Plan

**Upon declaring an emergency, the Mayor will notify:**

1. Emergency Management Ontario ;

2. Town Council:

**Mayor – Alan MacNevin** 705-348-1951 [amacnevin@townofnemi.on.ca](mailto:amacnevin@townofnemi.on.ca)

**Ward 1 Councillor – Laurie Cook** 705-282-7076  
[hlaurie.cook@yandex.com](mailto:hlaurie.cook@yandex.com)

**Ward 2 Councillor – Michael Erskine** 705-368-1357  
Cell 705-282-7339 [mreerskine@gmail.com](mailto:mreerskine@gmail.com)

**Ward 2 Councillor – Allan Boyd** 705-368-2779  
Cell 705-869-8284 [aboyd@townofnemi.on.ca](mailto:aboyd@townofnemi.on.ca)

**Ward 2 Councillor – William Koehler** 705-368-3025  
[koehlerwo@yahoo.ca](mailto:koehlerwo@yahoo.ca)

**Ward 3 Councillor – George Williamson** 705-662-9171  
[gwilliamson@townofnemi.on.ca](mailto:gwilliamson@townofnemi.on.ca)

**Ward 4 Councillor – Dawn Orr** 705-368-2608 [orrrw@vianet.ca](mailto:orrrw@vianet.ca)

**Ward 4 Councillor – Patricia Aelick** 705-971-3532  
[paelick@townofnemi.on.ca](mailto:paelick@townofnemi.on.ca)

**Ward 4 Councillor – Bruce Wood** 705-368-3784  
[brucewood@xplornet.com](mailto:brucewood@xplornet.com)

3. Public;

4. Neighbouring community officials, as required;

5. Local Member of the Provincial Parliament (MPP)

– Michael Mantha 1-800-831-1899

[mmantha-co@ola.org](mailto:mmantha-co@ola.org) ;

6. Local Member of Parliament (MP)

– Carol Hughes 1-800-463-3335 or 1-705-848-8080

[hughecl@parl.gc.ca](mailto:hughecl@parl.gc.ca) ;

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7. Ministry of Municipal Affairs and Housing
  - 1-416-585-7041 or 1-416-585-7296
  - [minister.mah@ontario.ca](mailto:minister.mah@ontario.ca) .

A community emergency may be **terminated** at any time by:

1. Mayor or Acting Mayor; or
2. Town Council; or
3. Premier of Ontario .

Emergency Response Plan

**When terminating an emergency, the Mayor will notify:**

1. Emergency Management Ontario ;

2. Town Council:

**Mayor – Alan MacNevin** 705-348-1951 [amacnevin@townofnemi.on.ca](mailto:amacnevin@townofnemi.on.ca)

**Ward 1 Councillor – Laurie Cook** 705-282-7076  
[hlaurie.cook@vandex.com](mailto:hlaurie.cook@vandex.com)

**Ward 2 Councillor – Michael Erskine** 705-368-1357  
Cell 705-282-7339 [mreerskine@gmail.com](mailto:mreerskine@gmail.com)

**Ward 2 Councillor – Allan Boyd** 705-368-2779  
Cell 705-869-8284 [aboyd@townofnemi.on.ca](mailto:aboyd@townofnemi.on.ca)

**Ward 2 Councillor – William Koehler** 705-368-3025  
[koehlerwo@yahoo.ca](mailto:koehlerwo@yahoo.ca)

**Ward 3 Councillor – George Williamson** 705-662-9171  
[gwilliamson@townofnemi.on.ca](mailto:gwilliamson@townofnemi.on.ca)

**Ward 4 Councillor – Dawn Orr** 705-368-2608 [orrrw@vianet.ca](mailto:orrrw@vianet.ca)

**Ward 4 Councillor – Patricia Aelick** 705-971-3532  
[paelick@townofnemi.on.ca](mailto:paelick@townofnemi.on.ca)

**Ward 4 Councillor – Bruce Wood** 705-368-3784  
[brucewood@xplornet.com](mailto:brucewood@xplornet.com)

3. Public;

4. Neighbouring community officials, as required;

5. Local Member of the Provincial Parliament (MPP)  
– Michael Mantha 1-800-831-1899  
[mmantha-co@ola.org](mailto:mmantha-co@ola.org) ;

6. Local Member of Parliament (MP)  
– Carol Hughes 1-800-463-3335 or 1-705-848-8080  
[hughecl@parl.gc.ca](mailto:hughecl@parl.gc.ca) ;

7. Ministry of Municipal Affairs and Housing  
– 1-416-585-7041 or 1-416-585-7296 [minister.mah@ontario.ca](mailto:minister.mah@ontario.ca) .



## Emergency Response Plan

**PART 5: MUNICIPAL EMERGENCY CONTROL GROUP*****a) Emergency Operations Centre (EOC)***

The location of the Town of Northeastern Manitoulin and the Islands' primary Operations Centre is **located at the NEMI Town Office at 14 Water Street East (Post Office Building) in Little Current.** The alternate location is the Town of Northeastern Manitoulin and the Islands Recreation Centre located at 9001 Highway 6 South.

***Emergency Evacuation Centre (EEC)***

The Location of the Town of Northeastern Manitoulin and the Islands' Emergency Evacuation Centre is **located at the NEMI Recreation Center at 9001 Hwy 6 for General Evacuations and Manitoulin East Municipal Airport at 12917 Hwy 6 South.** The airport will act as the centre for air lifting medical emergencies and also to receive supplies by air.

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

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

1. Mayor of the Town of Northeastern Manitoulin and the Islands ;
2. Chief Administrative Officer, who becomes the Operations Officer in the EOC ;
3. Fire Chief ;
4. Community Emergency Management Coordinator.

Additional personnel called or added to support the MECG may include:

- Manager of Public Works ;
- Manager of Community Services ;
- Clerk ;
- Treasurer ;
- OPP and EMS Representatives ;
- Alternates to any member of the Municipal Emergency Control Group ;
- Emergency Management Ontario Representative ;
- Liaison staff from Provincial Ministries ;
- Any other officials, experts or representatives from the public or private sector as deemed necessary by the MECG.

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

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***c) Operating Cycle***

Members of the MECG will gather at regular intervals to inform each other of actions taken and problems encountered. The Chief Administrative Officer will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The CAO's Assistant will maintain status board and maps and which will be prominently displayed and kept up to date.

***d) Municipal Emergency Control Group (MECG) Responsibilities***

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

1. Calling out and mobilizing their emergency service, agency and equipment;
2. 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;
3. Determining if the location and composition of the MECG are appropriate;
4. Advising the Mayor as to whether the declaration of an emergency is recommended;
5. Advising the Mayor on the need to designate all or part of the town as an emergency area;
6. Ensuring that an Incident Commander (IC) is appointed;
7. Ensuring support to the IMS by offering equipment, staff and resources, as required;
8. Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
9. Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, closing down the downtown area;
10. Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, service clubs;
11. Notifying, requesting assistance from and/or liaison with various levels of

Emergency Response Plan

government and any public or private agencies not under community control, as considered necessary;

12. Determining if additional volunteers are required and if appeals for volunteers are warranted;
13. Determining if additional transport is required for evacuation or transport of persons and/or supplies;
14. Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator (Mayor), for dissemination to the media and public;
15. Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
16. Authorizing expenditure of money required dealing with the emergency;
17. Notifying the service, agency or group under their direction, of the termination of the emergency;
18. Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Operations Officer within one week of the termination of the emergency, as required;
19. Participating in the debriefing following the emergency.

Emergency Response Plan

## **PART 6: EMERGENCY RESPONSE SYSTEM**

### ***a) The individual responsibilities of the Municipal Emergency Control Group (MECG):***

#### **1. Mayor**

The Mayor is responsible for:

1. Providing overall leadership in responding to an emergency;
2. Declaring an emergency within the designated area;
3. Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
4. Notifying the Emergency Management Ontario, Ministry of Community Safety and Correctional Services of the declaration of the emergency, and termination of the emergency;
5. Ensuring the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.
6. Chairing meetings of the control group.
7. Securing and authorizing of expenditures of money required to deal with the emergency.
8. The dissemination of news and information to the media and the public.

## Emergency Response Plan

**2. Chief Administrative Officer**

The Chief Administrative Officer for the Town of Northeastern Manitoulin and the Islands is responsible for:

1. Activating the emergency notification system;
2. Ensuring liaison with the Police regarding security arrangements for the EOC;
3. Will act as the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
4. Advising the Mayor on policies and procedures, as appropriate;
5. Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the Municipal Emergency Control Group;
6. Ensuring that a communication link is established between the Municipal Emergency Control Group (MECG) and the Incident Commander (IC);
7. Calling out additional town staff to provide assistance, as required.

**3. Fire Chief**

The Fire Chief is responsible for:

1. Activating the emergency notification system;
2. Providing the MECG with information and advice on firefighting and rescue matters;
3. Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
4. Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
5. Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
6. 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;

Emergency Response Plan

#### **4. Emergency Management Coordinator**

The Emergency Management Coordinator is responsible for:

1. Activating the emergency notification system;
2. Activating and arranging the Emergency Operations Centre with the Community Services Manager;
3. Ensuring that security is in place for the EOC and registration of MECG members;
4. Ensuring that all members of the MECG have necessary plans, resources, supplies, maps, and equipment;
5. Providing advice and clarifications about the implementation details of the Emergency Response Plan;
6. Ensuring that the operating cycle is met by the MECG and related documentation is maintained and kept for future reference;
7. Addressing any action items that may result from the activation of the Emergency Response Plan and keep MECG informed of implementation needs;
8. Maintaining the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared.

## Emergency Response Plan

***b) Support and Advisory Staff*****1. Manager of Public Works**

The Manager of Public Works is responsible for:

1. Activating the emergency notification system;
2. Providing the MECG with information and advice on engineering and public works matters;
3. Establishing an ongoing communications link with the Site Manager at the scene of the emergency;
4. Ensuring provision of engineering assistance;
5. Ensuring construction, maintenance and repair of town roads;
6. Ensuring the maintenance of sanitary sewage and water systems;
7. Providing equipment for emergency pumping operations.
8. Ensuring liaison with the fire chief concerning emergency water supplies for firefighting purposes;
9. Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
10. Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
11. Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
12. Providing public works vehicles and equipment as required by any other emergency services;
13. Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.

**2. Community Services Manager**

The Community Services Manager is responsible for:

1. Activating the emergency notification system;
2. Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
3. Supervising the opening and operation of temporary and/or long-term evacuee centres, and ensuring they are adequately staffed;
4. Ensuring liaison with the police chief with respect to the pre-designation of evacuee centres which can be opened on short notice;
5. Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres;

## Emergency Response Plan

6. Ensuring that a representative of the Rainbow District Board of Education and/or Separate School Board is/are notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation;
7. Ensuring liaison with Manitoulin Centennial Manor as required;
8. Making arrangements for meals for the staff/volunteers at the EOC and the Site.
9. Setting up the E.O.C. as required.

**3. Clerk**

The Clerk is responsible for:

1. Assisting the MECG members, as required;
2. Ensuring all important decisions made and actions taken by the MECG are recorded;
3. Ensuring that maps and status boards are kept up to date;
4. Provide a process for registering MECG members and maintaining a MECG member list;
5. Any other duties as assigned .

**4. Treasurer**

The Treasurer is responsible for:

1. Assisting the MECG members, as required;
2. Ensuring all important decisions made and actions taken by the MECG are recorded and all financial purchases and necessary items required are recorded for expenditures ;
3. Arranging payment for immediate purchases ;
4. Any other duties as assigned .

**5. Police Representative**

The Police Representative is responsible for:

1. Activating the emergency notification system;
2. Notifying necessary emergency and community services, as required;
3. Establishing a site command post with communications to the EOC;
4. Establishing an ongoing communications link with the senior police official at the scene of the emergency;



## Emergency Response Plan

5. Establishing the inner perimeter within the emergency area;
6. Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
7. Providing traffic control staff to facilitate the movement of emergency vehicles;
8. Alerting persons endangered by the emergency and coordinating evacuation procedures;
9. Opening of evacuee centres in collaboration with the Community Services Manager;
10. Ensuring liaison with the Community Services Manager regarding the establishment and operation of evacuation and reception centres;
11. Ensuring the protection of life and property and the provision of law and order;
12. Providing police service in EOC, evacuee centres, morgues, and other facilities, as required;
13. Notifying the coroner of fatalities;
14. Ensuring liaison with other community, provincial and federal police agencies, as required;

**6. Manitoulin Health Centre Hospital Administrator**

The Manitoulin Health Centre Hospital Administrator is responsible for:

1. Implementing the hospital emergency plan;
2. Ensuring liaison with the Manitoulin Health Centre Hospital Administrator and local ambulance representatives with respect to hospital and medical matters, as required;
3. Evaluating requests for the provision of medical site teams/medical triage teams;
4. Ensuring liaison with the Ministry of Health and Long Term Care, as appropriate.

**7. Emergency Medical Services (EMS) Director**

The Emergency Medical Services Director is responsible for:

1. Ensuring emergency medical services at the emergency site;
2. Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
3. Obtaining EMS from other municipalities for support, if required;
4. Ensuring triage at the site;
5. Advising the MCEG if other means of transportation is required for large scale response;
6. Ensuring liaison with the receiving hospitals;
7. Ensuring liaison with the Medical Officer of Health, as required.

## Emergency Response Plan

**8. Operations Officer Administrative Assistant/Assistants**

The Operations Officer Administrative Assistant is responsible for:

1. Assisting the Operations Officer, as required;
2. Ensuring all important decisions made and actions taken by the MECG are recorded;
3. Ensuring that maps and status boards are kept up to date;
4. Provide a process for registering MECG members and maintaining a MECG member list;
5. Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
6. Initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of MECG members' telephone numbers in the EOC;
7. Arranging for printing of material, as required;
8. Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
9. Upon direction by the Mayor, ensuring that all council are advised of the declaration and termination of declaration of the emergency;
10. Upon direction by the Mayor, arranging special meetings of council, as required, and advising members of council of the time, date, and location of the meetings;
11. Procuring staff to assist, as required.

**9. Telecommunications (ARES) Coordinator**

The Telecommunications Coordinator is responsible for:

1. Activating the emergency notification system of the local amateur radio operators group;
2. Initiating the necessary action to ensure the telephone system at the community offices functions as effectively as possible, as the situation dictates;
3. Ensuring that the emergency communications centre is properly equipped and staffed, and working to correct any problems which may arise;
4. Maintaining an inventory of community and private sector communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems;
5. Making arrangements to acquire additional communications resources during an emergency;

## Emergency Response Plan

**10. Emergency Information Officer**

The Town's Mayor will act as the Town's spokesperson.

The CAO will act as the Town's Emergency Information Officer during an emergency.

The Emergency Information Officer is responsible for :

1. Implementing the municipality's emergency information arrangements ;
2. Depending upon the needs and capacity of the municipality, the EIO may have additional emergency information staff ; such as media liaison, news monitors, call takers, writers, etc.
3. Consulting with command, the municipal executive, and the Municipal Emergency Control Group ;
4. Coordinating with staff from other organizations ;
5. Preparing and disseminating emergency management information messages and supervising emergency information staff (if available) .

**11. Board of Education**

The Board of Education is responsible for:

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

**12. Other Agencies**

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

## Emergency Response Plan

**c) *Emergency Management Program Committee*****Emergency Management Program Committee**

The Emergency Management Program Committee is a committee whose mission is to guide the development, implementation and maintenance of the municipality's emergency management program including the municipal emergency response plan, public education program, training, and exercises. The committee is also accountable for the annual review of the municipality's emergency management program.

**Composition :**

Committee members are :

- Community Emergency Management Coordinator ( CEMC ) ; and
- CAO (Chair of the EMPC) .

## Emergency Response Plan

**PART 7: EMERGENCY TELECOMMUNICATIONS PLAN**

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

The Emergency Telecommunications Coordinator for the Town of Northeastern Manitoulin and the Islands is a pre-designated Amateur Radio Operator. The Emergency Telecommunications Coordinator is part of the initial Emergency Notification Procedure who in turn will call upon his contacts for further communications support, as required.

The Emergency Telecommunications Office is located in the office adjacent to the EOC. It is equipped with portable hand radios, battery back-up, two-way radio with the necessary channels to communicate with police, fire, EMS and the Ontario Fire Marshal.

Communications between the EOC and the other responding agencies will be with the support of a runner. All messages are to be written on the Amateur Radio Message Forms and logged.

Should the Town of Northeastern Manitoulin and the Islands lose all telephone communications, pre-arranged communications could be obtained from the local taxi company and the school bus radios, which will act as relay to the EOC and the emergency site.

[illegible]

## Emergency Response Plan

**PART 9: UPDATES AND AMENDMENTS**

Updated dd/mm/yy	Comments	Updated By:
19 September 2006	Add Airport and Update people	Janet Moore
20 June 2008	Updated contacts	Janet Moore
21 December 2009	Updated contacts	Pam Cress
25 May 2011	Updated contacts	Pam Cress
24 May 2012	Updated contacts	Connie Gammie
04 September 2012	Updated contacts and addresses	Connie Gammie
13 September 2012	Updated contacts/training session	Connie Gammie
04 November 2013	Updated contacts/training session	Connie Gammie
19 March 2014	Updated EOC Location	Connie Gammie
24 July 2014	Updated contacts	Connie Gammie
18 August 2014	Updated contacts and responsibilities	Pam Cress
6 October 2014	Updated contacts	Connie Gammie
10 November 2014	Updated contacts/council	Connie Gammie
16 November 2015	Updated contacts	Connie Gammie
11 December 2015	Updated contacts/annual exercise	Connie Gammie
30 November 2016	Updated contacts/annual exercise	Connie Gammie
2 October 2017	Updated contacts/annual exercise	Connie Gammie
30 November 2017	Updated contacts/and responsibilities	Connie Gammie
31 January 2018	Updated members of EMPC Committee	Connie Gammie
9 November 2018	Updated contacts/and responsibilities	Connie Gammie
20 December 2018	Updated contacts/and responsibilities	Connie Gammie
14 May 2019	Updated contacts/and responsibilities	Connie Gammie
18 October 2019	Updated contacts/and responsibilities	Connie Gammie
28 November 2019	Updated contacts/and responsibilities	Connie Gammie
16 March 2020	Updated contacts/and responsibilities	Connie Gammie
30 November 2020	Updated contacts/and responsibilities	Connie Gammie
23 July 2021	Updated contacts/and responsibilities	Connie Still
2 December 2021	Updated contacts & revised	Connie Still
15 December 2022	Updated contacts	Connie Still
21 November 2023	Updated contacts	Connie Still

## **CONFIDENTIAL**

### **ANNEX A: EMERGENCY NOTIFICATION CONTACT LIST**

The notification may be activated by the Chief Administrative Officer, the Fire Chief, the Police Chief, the Mayor, the Medical Officer of Health and the Emergency Management Coordinator.

Upon activation, the notification process will be carried out at once by staff, who will note the details of the message (e.g. description of the emergency, instructions to remain on standby or assemble at the EOC, etc.). This dispatcher will ensure this information is passed to and understood by each person called.

Persons on the notification list will be called in order, starting with the Mayor and CAO.

If the primary person cannot be reached at any of the listed numbers, telephone the alternate.

If neither can be reached, go on to the next appointment on the list.

Should an emergency occur or an impending emergency, contact should be made with the Emergency Management Ontario Duty Officer (24/7) at 1-866-314-0472 or fax at 1-866-314-6220.

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

**\*\* Note the exact time each person was reached.**



Emergency Response Plan

**Emergency Notification List:**

**Fax Notification to 416-314-0474**

**Mayor:**

Name – **Alan MacNevin**

[amacnevin@townofnemi.on.ca](mailto:amacnevin@townofnemi.on.ca)

Office phone number – 705-368-3500

Home phone number – 705-368-3469

Cell phone number – 705-348-1951

**Alternate:**

Name: **Allan Boyd**

[aboyd@townofnemi.on.ca](mailto:aboyd@townofnemi.on.ca)

Cell phone number – 705-869-8284

**Chief Administrative Officer:**

Name – **David Williamson**

[dwilliamson@townofnemi.on.ca](mailto:dwilliamson@townofnemi.on.ca)

Office phone number – 705-368-3500 Ext. 224

Home phone number – 705-348-0291

Cell phone number – 705-968-0141

**Alternate:**

Name – **Pam Myers, Clerk**

[pmyers@townofnemi.on.ca](mailto:pmyers@townofnemi.on.ca)

Office phone number – 705-368-3500 Ext. 228

Home phone number – 705-368-2136

Cell phone number – 705-348-0124

**Police Representative:**

Name – **Staff Sergeant Helena Wall**

[Helena.Wall@opp.ca](mailto:Helena.Wall@opp.ca)

Office phone number - 705-368-2200

**Fire Chief:**

Name – **Duane Deschamps**

[ddeschamps@townofnemi.on.ca](mailto:ddeschamps@townofnemi.on.ca)

Office phone number – 705-368-3500 Ext. 240 (Town Office - Fire)

Cell phone number – 705-348-0853

Work phone number – 705-368-2300 Ext. 2648 [ddeschamps@mhc.on.ca](mailto:ddeschamps@mhc.on.ca)

**Alternate:**

Name: **Deputy Chief Mark Aelick**

Office phone number – 705-368-3111

Home phone number – 705-368-0528

## Emergency Response Plan

**Emergency Notification List (continued):****Community Emergency Management Coordinator:**

Name – **Connie Still** [cstill@townofnemi.on.ca](mailto:cstill@townofnemi.on.ca)  
Office phone number – 705-368-3500 Ext. 221  
Cell phone number 705-348-1528

**Alternate:**

Name – **David Williamson** [dwilliamson@townofnemi.on.ca](mailto:dwilliamson@townofnemi.on.ca)  
Office phone number 705-368-3500 Ext. 224  
Cell phone number 705-968-0141

**Public Works Manager:**

Name – **Wayne Williamson** [wwilliamson@townofnemi.on.ca](mailto:wwilliamson@townofnemi.on.ca)  
Office phone number – 705-368-2093  
Cell phone - 705-348-2200  
“Manager On Call” Cell 705-348-0360

**Alternate:**

Name – **Edward Steeves, Little Current P/Works Assistant Foreman**  
Office phone number – 705-368-2093 [esteeves@townofnemi.on.ca](mailto:esteeves@townofnemi.on.ca)  
Cell phone 705-348-0131 or 705-282-4917

**Alternate:**

Name – **Mathew Noland, Sheguiandah P/Works Assistant Foreman**  
Office phone number – 705-368-2270  
Home phone number - 705-210-0502 [mnoland@townofnemi.on.ca](mailto:mnoland@townofnemi.on.ca)  
Cell phone 705-348-0251

**Alternate:**

Name – **Ian Phillips**  
Office phone number – 705-368-2093 [iphillips@townofnemi.on.ca](mailto:iphillips@townofnemi.on.ca)  
Home phone number - 705-368-2388  
Cell phone number - 705-968-0770

**Medical Officer of Health:**

Name – **Dr. Penny Sutcliffe**  
( Public Health Sudbury and Districts – Manitoulin Office )  
\*\* Formally Sudbury District Health Unit  
Office phone number - 705-522-9200 Ext. 398 [sutcliffep@phsd.ca](mailto:sutcliffep@phsd.ca)

**Alternate: Public Health Sudbury and Districts – Sudbury Office**

Office phone number - 705-522-9200 – advise “it is an EMERGENCY”  
After Hours ( 4:30PM ) 705-688-4366  
Burgess Hawkins (Program Manager) 705-677-5777 [hawkinsb@phsd.ca](mailto:hawkinsb@phsd.ca)

Emergency Response Plan

**Emergency Notification List (continued):**

**Community Services Manager:**

Name – **Reid Taylor** [rtaylor@townofnemi.on.ca](mailto:rtaylor@townofnemi.on.ca)  
Office phone number – 705-368-2825 (Rec Centre)  
or 705-368-3148 (Spider Bay Marina)  
Cell phone number - 705-968-0386  
“Manager On Call” Cell 705-348-0360

**Alternate:** Name – **Rodney Pierce**  
Office phone number – 705-368-2825 (Rec Centre)  
Home phone number - 705-822-0545

**Emergency Medical Services Director:**

**Name - MOE SPILLS 1-800-268-6060**

Name – Manitoulin Sudbury DSB (District Services Board)  
**Paul V. Myre (Chief of Paramedic Services)**  
Office phone number - 705-862-7850 Ext. 601  
Cell phone number - 705-690-7533  
[paul.myre@msdsb.net](mailto:paul.myre@msdsb.net)

**Alternate:**  
Name – Manitoulin Sudbury DSB (District Services Board)  
**Tim Beadman ( Deputy Chief of Paramedic Services )**  
Office phone number - 705-862-7850 Ext. 617  
Cell phone number - 705-690-4504  
[tim.beadman@msdsb.net](mailto:tim.beadman@msdsb.net)

**Alternate:**  
Manitoulin Sudbury DSB (District Services Board)  
**Jennifer Tasse (Deputy Chief of Paramedic Services )**  
Office phone number – 705-862-7850 Ext. 605  
Cell phone number – 705-936-6170 . [jennifer.tasse@msdsb.net](mailto:jennifer.tasse@msdsb.net)

**\*\* Little Current EMS Station**  
**30 Wilson Street East, Little Current 705-368-2364**

Emergency Response Plan

**Emergency Notification List (continued):**

**Hospital Administrator:**

Name – **Paula Fields** (President & CEO – Manitoulin Health Centre)  
Office phone number - 705-368-2300 Ext. 2200  
Cell phone number – 705-348-1108  
Fax Number – 705-368-2796     [pfields@mhc.on.ca](mailto:pfields@mhc.on.ca)

**Alternate:**

Name – Manitoulin Health Centre - Lead Floor Nurse  
Office phone number - 705-368-2300

**Alternate:**

Name – **Duane Deschamps**  
(Facilities /Maintenance and Operations Manager – Manitoulin Health Centre)  
Office phone number - 705-368-2300 Ext. 2624  
Cell phone number -705-348-0853     [ddeschamps@mhc.on.ca](mailto:ddeschamps@mhc.on.ca)

**OCWA – Emergency Number 705-968-0326 Operator On Call**  
**Keith Stringer 705-626-5557 Cell**  
**Jeff Tuerk 705-282-7304 Cell**

**Hydro One Networks:**

Name – **David Pollard** (FLM Dx Lines Algoma/Manitoulin Operations)  
Office cell number – 705-282-4559     [david.pollard@hydroone.com](mailto:david.pollard@hydroone.com)  
Cell phone number - 705-968-0242  
Fax number – 705-368-0145

**Alternate:**

**Hydro One Emergency Service 1-800-434-1235**

**OPP Telecommunications Coordinator:**

Name – **Staff Sergeant Helena Wall**     [Helena.Wall@opp.ca](mailto:Helena.Wall@opp.ca)  
Office phone number - 705-368-2200  
Cell phone number – 705-929-7211

**ARES Telecommunications Coordinator:**

Name – **Allan Boyd** Cell 705-869-8284 Home 705-368-2779.

## Emergency Response Plan

**NOTIFICATION MESSAGE FORMAT**

**SAMPLE SCRIPT** I am **(insert caller's name)**, and I am calling to inform you that the Emergency Operations Centre will be activated at **(insert date and time)** due to **(state the nature of the emergency)**. As a member of the Municipal Emergency Control Group (MECG), you **should report to (list location: primary/alternate EOC or other location at (insert date/time) and report to the CEMC or Operations Officer.**

Please bring the following resources with you **(list any required items, including a copy of the Emergency Response Plan, extra clothing, phone list)**

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Thank you

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

## Emergency Response Plan

**ANNEX B: LOGISTICS****a) *Emergency Operations Centre***

The **Emergency Operations Centre** will be located in **NEMI Town Office**, which is located at **14 Water Street, Little Current**.

The **alternate Emergency Operations Centre** will be located at the **NEMI Recreation Centre**, which is located at **9001 Hwy 6 South in Little Current**.

**b) *Equipment***

The equipment required for the Emergency Operations Centre is organized in a kit form. The kit is located in the **MAIN OFFICE (DOWNSTAIRS) AT THE NEMI TOWN OFFICE**. The Emergency Management Coordinator is responsible for inspecting the kit on a regular basis and for ensuring that kit contents are all in working order.

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

<u>Item</u>	<u>Location</u>
Fax Machine	Town Office
Telephones	Town Office
Ham Radio	ARES
Flip Charts	Town Office

## Emergency Response Plan

**ANNEX C: EMERGENCY INFORMATION PLAN**

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

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

1. Emergency Information Coordinator ;
2. Community Spokesperson; and
3. Citizen Inquiry Supervisor.

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as decided by the Municipal Emergency Control Group. This area, if established, will be staffed as determined the community spokesperson.

**1. Emergency Information Officer**

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

1. Establishing a communication link with the Community Spokesperson, and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
2. Ensuring that the EIC is set up and staffed and a site EIC, if required;
3. Ensuring liaison with the MCEG to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences;
4. Ensuring that the following are advised of the telephone number of the media centre:
  - Media ;
  - Municipal Emergency Control Group (MCEG) ;
  - Switchboard (Town and Emergency Services) ;
  - Community Spokesperson ;
  - Police Public Relations Officer ;
  - Neighbouring Communities ;
  - Any other appropriate persons, agencies or businesses .

Emergency Response Plan

**Emergency Information Officer ... Continued**

5. Ensuring that the media releases are approved by the Chief Administrative Officer (in consultation with the Mayor) prior to dissemination, and distributing hard copies of the media release to the EIC, the MCEG, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;
6. Monitoring news coverage, and correcting any erroneous information;
7. Maintaining copies of media releases and newspaper articles pertaining to the emergency.

**2. Community Spokesperson**

The community spokesperson will be the Mayor or delegate responsible for:

Giving interviews on behalf of the Town Council;



## Emergency Response Plan

**ANNEX D: RESOURCE DATA BASE**

<b><u>Private Contractors</u></b>	<b>Phone #</b>	<b>Equipment</b>
1. Mike Varey and Son	368-1799	Dozer, backhoe, excavator, trucks
2. Don Eadie	368-2171	Dozer, backhoe, excavator, trucks
3. Randy Noble	368-3565	Dozer, backhoe, excavator, trucks
4. Ferguson Aggregate	368-2338	Backhoe, trucks
5. Shaw Septic Service	377-5375	Pumper Trucks / portable washrooms
6. Wally's Septic Service	377-4032 / 282-7501	Pumper trucks/ portable washrooms
7. Jim's Portable Toilets and Septic Services 705-866-2534 or Toll Free	1-866-279-1110	Potable Water / portable washrooms Whitefish, ON
8. Allen's Auto NAPA	368-2800	Generators
9. Ham's Marine	859-2303	Generators

**Restaurants**

1. Anchor Inn	368-2023	Generator Backup
2. Elliott's Restaurant	368-3370	No Backup
3. 3 Cows and A Cone	368-3524	No Backup
4. Tim Horton's Restaurant	368-3850	No Backup
5. Manitoulin Hotel	368-9966	
6. Prepped Manitoulin	705-618-7713	

**Fuel for Emergency Vehicles**

Spider Bay Marina	368-3148	Gas and Diesel
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**Neighbouring Municipalities**

Township of Assiginack	705-859-3196
Township of Central Manitoulin	705-377-5726
Town of Gore Bay	705-282-2420
Aundeck Omni Kaning	705-368-2228
Sheguiandah First Nations	705-368-2781

## Emergency Response Plan

**Town of NEMI Staff Home Phone Numbers**

1.	David Williamson	705-348-0291	Cell	705-968-0141
2.	Pam Myers	705-368-2136	Cell	705-348-0124
3.	Wayne Williamson	705-348-2200		
4.	Edward Steeves	705-282-4917	Cell	705-348-0131
5.	Dave Draper	705-348-0514		
6.	Tim Moore	705-368-1718		
7.	Warren McGauley	705-282-5793		
8.	Lester Dawe	519-465-0303		
9.	Ian Phillips	705-368-2388	Cell	705-968-0770
10.	Terry Morphet	705-368-3456	Cell	705-968-0578
11.	Edward Trusz	705-368-3623	Cell	705-348-2259
12.	Mathew Noland	705-210-0502	Cell	705-348-0251
13.	Maxime Rioux	705-929-0908		
14.	Peter Varey	705-210-1550		
15.	Reid Taylor	705-968-0386		
16.	Rodney Pierce	705-822-0545		
17.	Tristen Hall	705-348-0088		
18.	Zack Kategiannis	705-348-0301		
19.	Rick Armstrong	705-348-1087		
20.	Sheryl Wilkin	705-348-2061	Work Cell	705-348-0115
21.	Connie Still	705-348-1528		
22.	Whitney Leclair	705-869-8770		
24.	Melanie Aelick	705-282-4951		
23.	Aileen House	226-700-8344		
24.	Connor Davis	343-340-8601		
25.	Lisa Hallaert	705-348-1796	Work Cell	705-862-2538 .

## Emergency Response Plan

**ANNEX D:****RESOURCE DATA BASE - CONTINUED****TOWN OFFICE:**

Dave Williamson, CAO	705-368-3500	Ext. 224
Home Phone:	705-348-0291	
Cell Phone:	705-968-0141	
Alternate: Pam Myers, Clerk	705-368-3500	Ext. 228
Home Phone:	705-368-2136	
Cell Phone:	705-348-0124	

**Town Office Staff:**

	<b>Work</b>	<b>Home</b>
Sheryl Wilkin, Treasurer	705-368-3500 Ext. 222	705-348-2061
Connie Still	705-368-3500 Ext. 221	705-348-1528
Aileen House	705-368-3500 Ext. 230	226-700-8344
Whitney Leclair	705-368-3500 Ext. 229	705-869-8770
Melanie Aelick	705-368-3500 Ext. 225	705-282-4951
Lisa Hallaert	705-862-2538	Personal Cell 705-348-1796
Rick Armstrong	705-368-3500 Ext. 227	705-348-1087

- Report to E.O.C.
- Notify all town office staff
- Staff to report to E.O.C. at the NEMI TOWN OFFICE or Recreation Centre, sign in and wait for further instructions.

## Emergency Response Plan

**ANNEX D: RESOURCE DATA BASE - CONTINUED****Public Works Department:****Work**

Wayne Williamson, Manager of Public Works	705-348-2200
Little Current Public Works Garage	705-368-2093
Sheguiandah Public Works Garage	705-368-2270

**Alternate:**

Edward Steeves, Little Current Public Works Assistant Foreman	Cell 705-348-0131
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Mathew Noland, Sheguiandah Public Works Assistant Foreman	Cell 705-348-0251
Public Works (Sheguiandah Garage)	705-368-2270
Home Cell	705-210-0502

**Public Works Staff:****Work****Home**

Dave Draper	705-368-2093	705-348-0514
Tim Moore	705-368-2270	705-368-1718
Warren McGauley	705-368-2093	705-282-2793
Terry Morphet	705-368-2270	705-968-0578
Edward Trusz	705-368-2093	705-348-2259
Maxime Rioux	705-368-2270	705-929-0908
Lester Dawe	705-368-2270	519-465-0303
Peter Varey	705-368-2093	705-210-1550
Ian Phillips	705-968-0770	705-368-2388

- Report to the E.O.C.
- Notify all public works staff to report to E.O.C. at the NEMI TOWN OFFICE or Recreation Centre, sign in and wait for further instructions.

## INSTRUCTIONS IN AN EMERGENCY SITUATION DURING REGULAR HOURS

Cell Phone 705-968-0386  
Recreation Centre 705-368-2825  
Town Office 705-368-3500  
Spider Bay Marina 705-368-3148  
Port of Little Current (Downtown Docks) 705-368-1725

- Report to E.O.C.;
- Notify each community services staff member;
- At that time they each will report to E.O.C. at the NEMI TOWN OFFICE or Recreation Centre, sign in and wait for further instructions.

**Community Services Staff:**      **Tristen Hall**      705-348-0088  
**Zack Kategiannis**      705-348-0301

## INSTRUCTIONS IN AN EMERGENCY SITUATION DURING AFTER-HOURS

**\*\* Alternate Pam Myers - Home- 705-368- 2136**  
**Cell – 705-348-0124**

- Report to E.O.C.;
- Notify each community services staff member;
- At that time they each will report to E.O.C. at the NEMI TOWN OFFICE or Recreation Centre, sign in and wait for further instructions

## Emergency Response Plan

**ANNEX E****“A”: CRITICAL INFRASTRUCTURE IDENTIFICATION****Critical Infrastructure of the Town of Northeastern Manitoulin and Islands**

<b>Sector</b>	<b>Type of Critical Infrastructure</b>	<b>Component</b>	<b>Location</b>	<b>Owner/ Operator</b>	<b>Priority</b>
Food and Water	Water Treatment	Water Treatment Plant	Little Current Sheguiandah	Town of NEMI	1
Grocery Stores- Both	Orr's Valumart	Food Distribution	40 Meredith St E Little Current	Orr's Valumart Andrew Orr	2
	Barney's Bargain Barn	Food Distribution	1 Vankoughnet St East	Rodney Deforge	
Sewage	Wastewater and Sewage Treatment	Sewage Treatment Plant	Water St. Little Current	Town of NEMI OCWA	1
Water	Water Distribution	Water Pumping Station	Little Current Sheguiandah	Town of NEMI OCWA	1
Water	Water Distribution	Water Pumping Station	Little Current Sheguiandah	Town of NEMI OCWA	1
Electricity	Electrical Transmission and Distribution	Transformer Station	Little Current	Hydro One	1
Electricity	Electrical Transmission and Distribution	Trans-mission Lines and Towers (500Kv)	Enter- North Exit- South, West	Hydro One	1
Fuel Farm	Fuel	Furnace Fuel	Vankoughnet Street East Little Current	Shell McDougall Energy New North Fuels	1
Propane Storage	Propane	Propane	Hwy 6 South	Superior Propane McDougall Energy	1

## Emergency Response Plan

**ANNEX E****“B”: CRITICAL INFRASTRUCTURE IDENTIFICATION****Critical Infrastructure of the Town of Northeastern Manitoulin and Islands**

<b>Sector</b>	<b>Type of Critical Infrastructure</b>	<b>Component</b>	<b>Location</b>	<b>Owner/Operator</b>	<b>Priority</b>
Transportation	Highways and Roads	Bridge	Hwy 6 and Hwy 540	Provincial Ministry of Transportation	2
Transportation	Highways and Roads	Bridge	Hwy 6	Town of NEMI	3
Transportation	Airport	Airplanes and Helicopters	Hwy 6 South	Town of NEMI/Assignack	1
Transportation	Snow Removal	Dump Trucks w/ Plow Blades; Sand and Salt Storage Facilities	NEMI	Town of NEMI	3
Continuity of Government Services	Municipal Government	Town Hall	Little Current	Town of NEMI	1
Recreation	Building	Recreation Centre	Hwy 6 South	Town of NEMI	2
Telecommunications	911 Communications	911 Facilities	NEMI	Bell Canada	1
Telecommunications	911 Communications	CBC Tower Radio Tower	NEMI	CBC	1
Telecommunications	911 Communications	Radio Station	NEMI	Craig Timmermans	1

## Emergency Response Plan

**ANNEX E****“C”: CRITICAL INFRASTRUCTURE IDENTIFICATION****Critical Infrastructure of the Town of Northeastern Manitoulin and Islands**

<b>Sector</b>	<b>Type of Critical Infrastructure</b>	<b>Component</b>	<b>Location</b>	<b>Owner/Operator</b>	<b>Priority</b>
Fire Service	Fire Fighting Services	2 Pumpers 0 Tanker	<u>Little Current</u>	<u>Town of NEMI</u>	<u>1</u>
		2 Pumpers 1 Tanker	Sheguiandah	Town of NEMI	1
Police	Police Services	Police Station	Little Current	O.P.P.	1
Ambulance	Emergency Medical Services	Ambulance Facilities	Little Current	DSB	1
Hospital	Hospital	# of beds- 19 and Emergency Unit	Little Current	Government	1

**Notes:**

Priorities shown are for illustration purposes only; priorities will vary from community to community.

A complete list would include full contact information, with names, titles, addresses, telephone numbers (business and emergency), fax numbers, and e-mail addresses.



## ANNEX F: EXERCISES

### Types of Exercises:

There are four main types of exercises, two of which have sub-types:

- **Static Exercises** are relatively easy to organize and is very inexpensive since it is almost always held in a single facility using a seminar-type setting. There are four types of static exercise:
  - Case Studies** involve the examination of a particular case study- either real of functional. The assembled exercise players study the case and one or more solutions or courses of action are outlined. In some exercises the case is presented in stages to present multiple or expanding problems and issues. Sources of case studies include local experience, past emergencies, or externally prepared studies written for training purposes.
  - **Paper Exercises**, like case studies, begin by presenting a problem or emergency.  
The key difference with a paper exercise is that information is provided to exercise payers in "real time" to simulate actual emergency events and messages.
  - Tabletop Exercises** expand on paper exercises by requiring the exercise players to describe their actions using maps, models, etc.
  - Synthetic Exercises** uses computers to generate incident events and evaluate player actions.
- **Telecommunications Exercises**, through the use of radios, fax machines, telephones, and/or computers, test the function and suitability of a community's emergency telecommunications system. There are main types of a telecommunications exercises:
  - Notification exercises** test the community emergency response plan's notification procedures. They are very useful in ensuring the validity of existing contact information contained in the plan.
  - EOC Exercises** test communications and information flow within the EOC and between emergency management/response partners.

## Emergency Response Plan

- **Specialty Exercises** are designed to test response to specific types of emergencies such as biological attack, hazardous materials spill, or bomb threats. Although this type of drill does not generally test the entire emergency plan, it can be very useful in testing particular annexes of the plan and in the training assessment of specific response capabilities (discussed in Section 4-6 of this handbook).
- **Field Exercises** are larger-scale emergency simulations involving an emergency site and, often, the activation of the community EOC. This type of exercise generally involves physical response by emergency service organizations, and may also include mock casualties, outside organizations, and multiple jurisdictions. Field exercises offer numerous opportunities to test the emergency response plan and the community's response capability.

Emergency Response Plan

**ANNEX G: EMERGENCY INFORMATION**

**SAMPLE NEWS RELEASE**

**SAMPLE NEWS RELEASE**

For Immediate Release

Date, Year

**MAYOR ORDERS EVACUATION FOR THE TOWN OF NEMI**

The North Channel has overflowed its banks and Mayor Alan MacNevin has ordered the immediate evacuation of everyone in the Town of Little Current who lives on Water Street in the Town of Northeastern Manitoulin & the Islands.

"A reception centre has been set up in the Town Recreation Centre," Mayor MacNevin said. "We have activated our assistance agreement with the Town of Assiginack and have taken all the necessary precautions to ensure the safety and security of our residents."

Mayor MacNevin said that people should bring supplies and medicine for three to four day absence and to not call 911 for information about this emergency, or use their telephones unless absolutely necessary because phone lines are needed by the emergency organizations.

He advised the public to listen to local radio and television stations for further information and instructions from authorities.

Emergency Response Plan

**ANNEX H: PUBLIC AWARENESS PROGRAM**

**STRATEGIC PLAN FOR THE TOWN OF NORTHEASTERN MANITOULIN  
AND ISLANDS PUBLIC AWARENESS**

**Aim:** To foster awareness about individual/family emergency preparedness and community emergency management.

**Objectives:**

- 1.1 The residents and business of the Town of NEMI will be notified about emergencies in the following ways:
  - (a) Local radio announcement ;
  - (b) Local cable channel announcements - Channel 6;
  - (c) Door to door by Town staff if necessary. Instructions will be given on protective actions to be taken in the announcements and by staff.
- 1.2 The residents and businesses will be informed about individual and family emergency preparedness by distributing pamphlets for e.g., winter power failures and winter driving.
- 1.3 The Mayor will send out a newsletter containing vital information that an emergency will be announced on local radio station and broadcasted on local cable channel 6, and staff will go door to door if necessary.
- 1.4 The Mayor's newsletter will also contain awareness about NEMI's Emergency Response Plan, where it can be viewed by the public and who to contact for more information about the Emergency Management Program.

Emergency Response Plan

**ANNEX I :**

**Declaration of Emergency**

(I) (We) \_\_\_\_\_ hereby declare an

( Mayor or Elected Head of Council )

Emergency in accordance with the Emergency Management and Civil  
Protection Act, R.S.O. 1990,

c.E.9, s.4. (1) Due to the emergency described herein

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**For the Emergency Area or part thereof described as :**

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**Signed** \_\_\_\_\_

**Title** \_\_\_\_\_

**This** \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_ **at** \_\_\_\_\_ **am/pm.**

**In the Municipality of** \_\_\_\_\_, **Province of** \_\_\_\_\_.

**Please fax to Provincial Emergency Operations Centre Duty Officer @ 416-314-0474, when completed!**

**ANNEX J :                    TERMINATION OF A DECLARED EMERGENCY**

**Termination of Emergency**

(I)(We) \_\_\_\_\_ hereby declare that

( Mayor or Elected Head of Council )

The Emergency related to \_\_\_\_\_

( State the general description of the declared emergency )

is terminated in accordance with the Emergency Management and  
Civil Protection Act, R.S.O. 1990.

**Signed** \_\_\_\_\_

**Title** \_\_\_\_\_

**This** \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_\_\_ **at** \_\_\_\_\_ **am/pm.**

**In the Municipality of** \_\_\_\_\_ **, Province of** \_\_\_\_\_ **.**

**Please fax to Provincial Emergency Operations Centre Duty Officer @ 416-314-0474, when completed!**

Dear Manor Friends

NOV 21 2023

*As we move to the new normal, we look forward to the completion of two projects that you so generously help support. The east outdoor courtyard revitalization and the renovation of the upper and lower dining rooms. We will have an open house once projects are completed.*

Our 2023 **Tree of Lights** fundraiser will raise money to purchase new beds for our residents. We are having problems with being able to purchase replacement parts for our current beds.



**You can help. Your donation will help us reach our \$50,000 goal to purchase the first 20 of 60 beds needed.**

The Manitoulin Centennial Manor is truly a community Home for those who need some assistance as they age, with residents from communities around the Island, such as Little Current, Green Bay, Rockville, Manitowaning, Tehkummah, Spring Bay, Mindemoya, Kagawong, Gore Bay, areas, as well as a number of residents from the Espanola area and Sudbury.



We know times have been tough for many this year. ***If you are able*** to help our residents by making a donation to the **Tree of Lights** fundraiser **you are invited to use the form below**. If not, we hope for better times ahead and we ask that you keep us in your thoughts as we work to make the Manor the best home possible for our residents.

Sincerely

Don Cook, Administrator



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## MANITOULIN CENTENNIAL MANOR    TREE OF LIGHTS    DONATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Amount: \_\_\_\_\_ **your amount** or    \_\_\_\$50    \_\_\_\$100    \_\_\_\$200    \_\_\_\$500    \_\_\_\$1000

**My donation is \$20 or more. Please send me a charitable receipt    Yes    No**

Please make cheque payable to: **Tree of Lights**

And mail to: Manitoulin Centennial Manor, Postal Bag 460, Little Current, ON    P0P1K0

Donations may also be made by etransfer  
[donationsmcm@extendicare.com](mailto:donationsmcm@extendicare.com)

**Your donation stays local - benefiting our family, friends and neighbours at the Manor.**

**\*\*\*if you'd like to make your donation in memory or in celebration of someone, please list the name(s) on the back of this form\*\*\***

NOV 17 2023



## MANITOULIN NAVY LEAGUE

Box 494, Little Current, Ontario P0P 1K0

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November 12, 2023

Re: Fundraising support for the Manitoulin Sea Cadets watercraft initiative

First of all, thank you very much for your past support of the Manitoulin Sea Cadets program. Your generosity has helped the Corps to thrive.

We have excellent leadership in our officers and community volunteers. During the two years of COVID, the young people met online and Lieutenant (N) Sylvain Boucher, our commanding officer made huge efforts to keep a core group interested.

This paid off and, as of now, the Corps is back up to its normal strength of 25 Cadets.

We have a new initiative this year: getting our Cadets on the water on a regular basis so they can be 'Sea' Cadets in practice as well as in name.

The Department of National Defence (DND) requires any Cadets participating in activities on the water to have two boats in the water, for safety reasons.

We have been able to purchase one 11.5-foot inflatable dingy, hard bottom, that came with two 9.9 hp outboard motors so we have a motor for a second craft.

Our target is \$7,000 for this campaign that will enable us to purchase the second boat and also an enclosed work trailer to store and transport the boats, motors, personal flotation devices, marine radios, etc. from port to port so that Manitoulin Sea Cadets participating in this aspect of the program (and there is tremendous enthusiasm among the young people) can experience different aspects of Manitoulin's territorial waters and lakes.

If you can support us once again, this will be much appreciated.

Please make cheques payable to the Manitoulin Navy League. They can be mailed to the address on the letterhead. They can also be dropped off at the offices of The Manitoulin Expositor in Little Current and Gore Bay.

Once again, thank you for considering assisting this exciting opportunity for our youth.

Sincerely,

Rick McCutcheon,  
fundraising chair,  
Manitoulin Navy League  
Phone 705-968-1879



Jack Ashley  
281 Montee Genereux St.,  
Chelmsford ON P0M1L0

September 27, 2023

Town of NEMI Council  
14 Water St. East  
Little Current ON P0P1K0

Dear Mayor and Council,

I am writing this letter for your consideration to authorize the permission to install a 1" water line to lot 32 West Cockburn Street North side Little Current.

I would be tying into the existing water main that services the Hayward Street Industrial Area, last water Hydrant, closest to Cockburn Street, The distance being approximately 300 feet.

All costs associated with this project will be at the owner's expense, including the restoration and cold patching of the trench area crossing Cockburn Street. Labour, material and equipment will be provided by the owner, supervised by the Manager of Public Works.

The sewage would be handled by a Class 4 septic tank and filter bed.

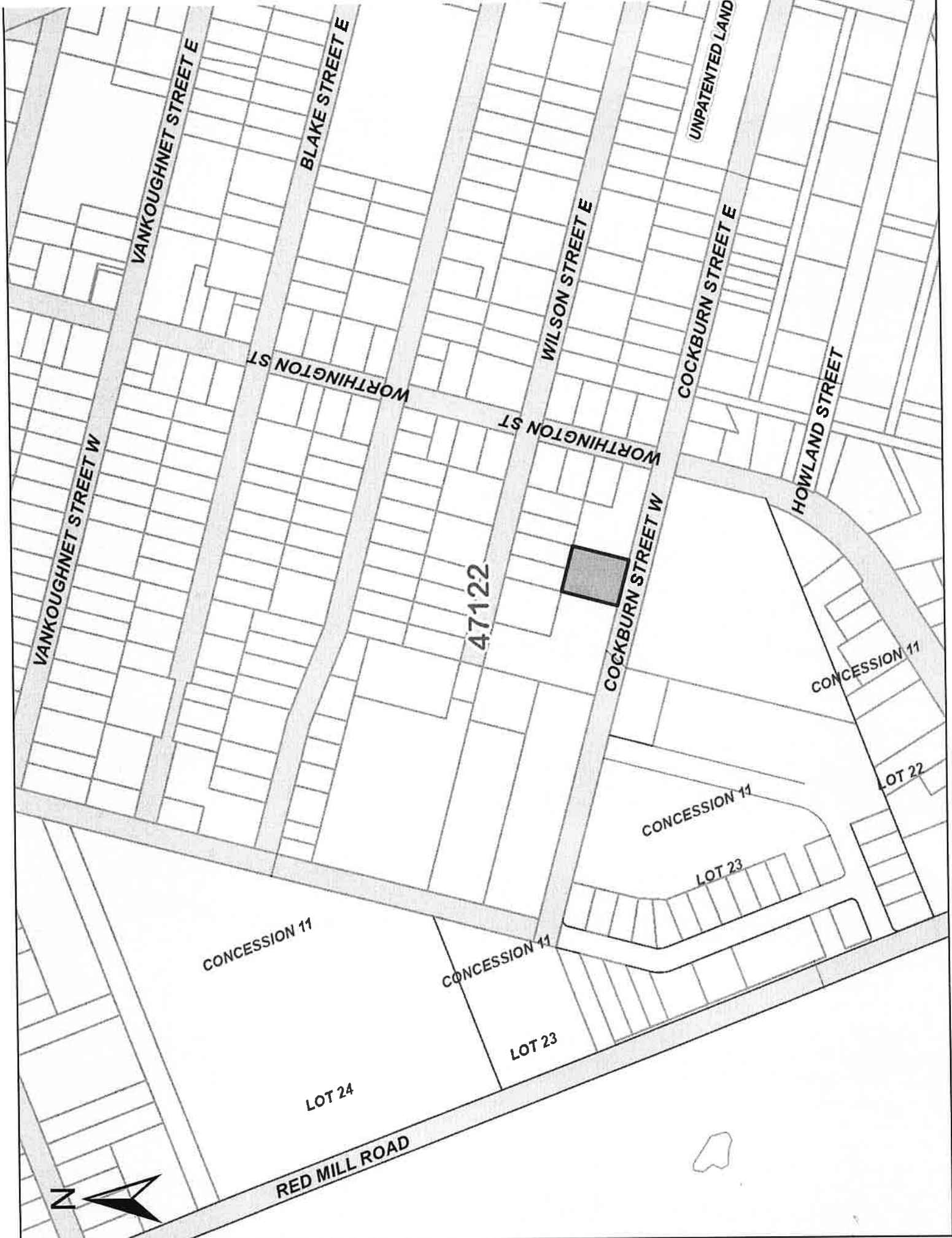
As per telephone discussion with the Sudbury and District Health Unit, they advise me that the lot size of 132 feet frontage by 165 feet deep would be more than adequate for this purpose.

Thank you in advance for your consideration on this matter.

Yours truly



Jack Ashley



# **NORTHEASTERN MANITOULIN AND THE ISLANDS**

## **PUBLIC LIBRARY BOARD**

### **MEETING MINUTES OF**

**September 19, 2023**

Present: In Person: Mark Ansara, Ned Martin, John Royal  
By Zoom: Maureen Armstrong, Rosemary Burnett, Brenda Dewar, Laurie Cook

Regrets: Ann Erickson

Absent: Sheryl Wilkin, Library Treasurer

Also present: Kathy Berry, CEO/Librarian

The meeting was called to order by Ned Martin, Board Chairperson, at 4pm.

Declarations of pecuniary interest: None

The Chair acknowledged the addition of a new Board Member, Ann Erickson, appointed by Council over the course of the summer.

Moved by: Brenda Dewar  
Resolved that the Agenda for June 30, 2023 be approved as amended with the addition of New Business iii) Land Acknowledgement and iv) Review of the Statement on Intellectual Freedom policy FN04.  
Seconded by: Maureen Armstrong  
(cd)

Moved by: John Royal  
Resolved that the Minutes of the meeting held June 20, 2023 be approved.  
Seconded by: Maureen Armstrong  
(cd)

#### **Business arising from the minutes:**

E-transfers to the library: Sheryl Wilkin, Treasurer, was not available for comment. No new information was available.

Moved by: Brenda Dewar  
Resolved that in light of increased recreation equipment grant funding, and other ongoing grant funded special projects, the temporary increase of the credit card limit to \$20,000 be extended to December 31, 2023  
Seconded by: Laurie Cook  
(cd)

Consideration of monthly advertisement in the Expositor is on hold for now. The library advertising budget does not currently support a monthly advertisement. Library programs are well attended and often waitlisted due to building and meeting room capacity. Ongoing on-line media to include a continuing board member recruitment campaign.

**Correspondence:** None

#### **Treasurer's Report:**

Ned Martin, Board Chair, reviewed the financial statement for the month ending August 31, 2023.

Moved by: Laurie Cook  
Resolved that the financial report for the month ending August 31, 2023, be adopted.  
Seconded by: Brenda Dewar  
(cd)

**Librarian's Report:**

Presented by Library CEO, Kathy Berry.

Moved By: Brenda Dewar

Seconded by: John Royal

Resolved that the Librarian's Report be adopted.

(cd)

**Reports of Committees:**

Fundraising, Programming and Events Committee did not meet during the summer.

The Policies and Planning Committee did not meet.

The Finance Committee met September 12, 2023, and reviewed a draft budget prepared by Kathy Berry for board approval.

**New Business:**

Moved by: John Royal

Seconded by: Maureen Armstrong

Whereas the proposed 2024 budget includes an operating component of \$115,406 (8.2% over 2023) and a contribution from the Town in the amount of \$90,286 (7.3% over 2023),

Now therefore be it resolved that proposed budget be approved.

(cd)

Board members were reminded of the Community Services Recovery Fund announcement on September 22, and encouraged to attend if possible.

Moved by: Mark Ansara

Seconded by: John Royal

Resolved that the following land acknowledgement be read at the opening meeting of the library board each year and at the funding announcement September 22, 2023:

*We acknowledge with gratitude that the Northeastern Manitoulin and the Islands Public Library is located within the lands governed by the Robinson-Huron Treaty and the Manitoulin Island Treaty. The lands on which our Library operates are in the traditional territory of the Anishinabek Nation, specifically the Odawa, Ojibway and Pottawatomi peoples, known as the Three Fires Confederacy.*

(cd)

Ann Erickson was unable to attend the meeting but requested the board have a discussion regarding her request for the removal of a specific publication from the public information sharing table. A brief discussion followed.

Moved by: Rosemary Burnett

Seconded by: Mark Ansara

Resolved that the publication referred to by Ann Erikson be removed from display until after further discussion at the next Board meeting.

After additional discussion, the motion was rescinded by the mover with the consent of the seconder. Further discussion was postponed until the next meeting to allow all board members to review the Statement on Intellectual Freedom, Board Policy FN04.

**Next meeting date:** October 17, 2023

**Adjournment:**

Moved by: Brenda Dewar

Resolved that this meeting be adjourned at 5:14 p.m.

(cd)

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Ned Martin

Chairperson

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Kathy Berry

Secretary

# **NORTHEASTERN MANITOULIN AND THE ISLANDS**

## **PUBLIC LIBRARY BOARD**

### **MEETING MINUTES OF**

**October 17, 2023**

**Present:** In Person: Mark Ansara, Ned Martin, Rosemary Burnett  
By Zoom: Maureen Armstrong, Brenda Dewar, Laurie Cook, Ann Erickson

**Regrets:** John Royal

**Absent:** Sheryl Wilkin, Library Treasurer

**Also present:** Kathy Berry, CEO/Librarian

The meeting was called to order by Ned Martin, Board Chairperson, at 3:55pm.

**Declarations of pecuniary interest:** None

**Moved by:** Brenda Dewar **Seconded by:** Mark Ansara  
**Resolved that the Agenda for October 17, 2023 be approved.** (cd)

**Moved by:** Rosemary Burnett **Seconded by:** Laurie Cook  
**Resolved that the Minutes of the meeting held September 19, 2023 be approved.** (cd)

#### **Business arising from the minutes:**

E-transfers to the library: Sheryl Wilkin, Treasurer, was not available for comment. No new information.

After a review of Library Policy FN04-Statement on Intellectual Freedom, there was consensus that the policy was satisfactory in its current state.

**Moved by:** Rosemary Burnett **Seconded by:** Anne Erickson  
**Resolved that a specific publication be removed from the public information sharing table because it incites violence.**  
Motion rescinded after discussion and consensus to carry over to the next meeting.

**Correspondence:** None

#### **Treasurer's Report:**

Ned Martin, Board Chair, reviewed the financial statement for the month ending September 30, 2023.

**Moved by:** Brenda Dewar **Seconded by:** Laurie Cook  
**Resolved that the financial report for the month ending September 30, 2023, be adopted.** (cd)

**Librarian's Report:**

Presented by Library CEO, Kathy Berry.

Moved By: Maureen Armstrong

Resolved that the Librarian's Report be adopted.

Seconded by: Brenda Dewar

(cd)

**Reports of Committees:**

No Committees met.

**New Business:**

Discussion regarding amending 2024 Library Budget to accommodate additional Community Services Recovery Funding. It was concluded that no changes were required at this time.

**Next meeting date:** November 21, 2023

**Adjournment:**

Moved by: Brenda Dewar

Resolved that this meeting be adjourned at 5:08 p.m.

(cd)

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Ned Martin

Chairperson

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Kathy Berry

Secretary



## **2023 Third Quarter Activity Report November 16, 2023**

The following is the most recent consolidated Quarterly Report that the Manitoulin-Sudbury District Services Board (DSB) will be sending to member municipalities and posting on the public website. Expect Quarterly Reports in February, May, September, and November of each year.

The program statistics are provided separately and updated monthly. They are available on the website by clicking the following link: [Monthly Program Statistics](#)

### **CAO Overview**

The DSB 2023 Third Quarter (Unaudited) Financial Report was presented to the Board and projects a year-end municipal **surplus of \$490,276**. Ontario Works is forecasted to be over budget by \$3,084; Children's Services expenses are forecasted to be on budget. Community Housing is forecasted to be under budget by \$333,969. Paramedic Services is forecasted to be over budget by \$458,268. Interest revenue on non-reserve accounts is forecasted to be \$622,506 more than budgeted.

The DSB quarterly financial reports are available on the DSB website by clicking the following link: [Quarterly Financial Reports](#)

The following provides some insight into the Manitoulin-Sudbury District Services Board Programs during the months of July, August, and September of 2023.

### **Paramedic Services**

#### **Human Resources**

Staffing continues to be a challenge however we have been successful in recruiting 3 Part-Time Paramedics.

#### **Fleet**

We have received notice from our Ambulance vendor that our 2022 order will only be delivered in August of 2024 meaning that our aging fleet will be under significant pressure as mileage rises on older vehicles accompanied by maintenance costs. Staff are

considering long-term strategies on how best to manage this supply chain issue to ensure effective service continuity while being fiscally responsible.

### **Community Paramedicine (CP)**

Our Community Paramedic Program now with stabilized staffing are ramping up for this upcoming fall Influenza and COVID-19 immunization campaigns. Our team has also participated in several training initiatives to further enhance knowledge and skills in dealing with our most vulnerable populations. CP has also played an integral role in the deployment of our active recruitment campaign by attending several job fairs and school presentations.

### **Non-Urgent Patient Transportation Services**

Staff are currently in the process of issuing a second posting for Patient Transfer Attendant/Personal Support Worker to fill one available Full-Time position and up to four Regular Part-Time positions. Recruiting for these positions has proven more challenging than anticipated given the current economic climate and perceived available workforce. We have regrouped and will re-issue the posting with revised language and cast a bigger net in the hopes to attract more suitable applicants.

## **Integrated Human Services**

### **Children's Services**

In the 3rd quarter, the average enrollment in licensed child care was 592 children, 488 full fee and 104 subsidized. Compared to last quarter there has been a 7% increase and compared to last year at this time, enrollment has increased by 5%.

The waitlist for licensed childcare at the end of the 3rd quarter is 534 children. The highest waitlist are ages 0-5 years.

The number of total visits to EarlyON Child & Family Centres by parents/caregivers and children was 2606, and the total activity kits provided was 26. Compared to last quarter the number of visits decreased by 14%, activity kits provided decreased by 19%, attendance is traditionally lower during the summer months. Compared to last year at this time, number of visits increased by 30%, and activity kits provided decreased by 55%.

### **Launch of Capital Priorities Projects 2023/24**

On August 14th, 2023, staff received a [memo](#) from the Ministry of Education regarding the launch of the 2023-24 Capital Priorities Program. This program allows school boards to request Child Care Capital funding for projects associated with a larger Capital Priorities project within the school. Funding announcements will be made in Winter 2024.



## **Approved Child Care Capital Priorities Projects – Little Current**

In 2017-18 the Rainbow District School Board received approval for a child care capital project to support 10 infant spaces at Little Current Public School. Due to high student enrolment and the subsequent pandemic, the project did not proceed as originally scheduled. On August 23, 2023 staff received [confirmation](#) that this project is now moving forward. These new spaces will help support waitlist pressures and align with our space creation targets and Directed Growth Plans.

## **Revised Licensing Approach for Home Child Care**

On September 7<sup>th</sup>, 2023 a [memo](#) from the Ministry of Education provided details about a revised licensing approach for home child care in the coming months. Under the new approach, the Ministry will be setting out on all licenses a unique capacity by service system manager for each service area where the agency oversees child care. This change supports improved data collection and leads to a more accurate understanding of where home child care premises are in the province.

## **Revised Directed Growth Plan**

Further to the [Access and Inclusion Space Target Issue Report](#) approved by the board in February of this year, the Manitoulin-Sudbury DSB continues to increase access to more affordable, inclusive, and high-quality early learning child care for families in the district.

With the combination of naturally occurring growth in schools and the opening of licensed home child care, we have surpassed our 2023 space creation target of 36 spaces.

From January – June 2023, 52 new spaces have opened. An additional 29 spaces opened in September with an estimate of 6 additional spaces before year end. This will bring the total number of spaces created in 2023 to 87. We have not requested additional spaces, however reallocated spaces from future years.

School based spaces have opened in Espanola and Mindemoya. Our Children Our Future has opened 24 preschool spaces at their Sacred Heart site in Espanola. Manitoulin Family Resources has opened 10 toddler spaces at Central Manitoulin Public School in Mindemoya. There will be 10 Infant Spaces opening at Little Current Public School with an estimated opening date of January 2024. This project is under the approved childcare capital priorities project mentioned in this report.

The Chapleau Child Care Centre has opened an additional 5 toddler spaces at their community location in Chapleau. West Nipissing Childcare Corporation has opened an additional 12 home child care spaces in St Charles and Noëlville and Manitoulin Family Resources has opening 30 new home child care spaces in Gore Bay, Manitowaning, Espanola and Mindemoya. We anticipate that our plans will continue to shift over time in response to ever-changing community and economic needs.

## **Ontario Works**

In the 3rd quarter, the Ontario Works/Temporary Care Caseload average was 457. Compared to last year at this time, the caseload has decreased by 6.5%.

### **Centralized Intake**

111 applications were received by the Manitoulin-Sudbury DSB in the 3rd quarter. Of the 111 applications received, 40 were granted by the Intake and Benefits Administration Unit (IBAU), 27 were referred by the IBAU to the DSB for processing, and 23 were transfers from another Ontario Works (OW) office. The remaining 21 applications were processed at the local office rather than being referred to Centralized Intake as certain applications, such as Emergency Assistance, are not yet being processed by the IBAU, or there were extenuating circumstances surrounding the application that warranted an expedited approach to granting assistance.

The initial goal of Centralized Intake was to have 70% of applications completed by the IBAU. During the 3rd quarter, 36% of applications were completed by the IBAU.

### **Centralized Intake: Expanding the Province's Role**

On August 31, 2023, MCCSS shared a [memo](#) outlining the steps that the province will be taking to expand the provincial role in centralized intake for Ontario Works.

Since centralized intake began, the province has been supporting municipalities by reviewing and assessing Ontario Works applications. The formal authority for making eligibility decisions, however, remained with the municipalities and DSSAB's. The province has expanded its role after proclaiming legislative amendments, which allows the ministry to be designated in regulation as an Ontario Works delivery agent. With these amendments, the ministry has authorization to make eligibility decisions and further reduce the administrative burden for municipalities.

The ministry will work with three sites- the District Municipality of Muskoka, City of Peterborough, and the Regional Municipality of York and will begin taking on formal decision-making authority. The ministry will also work with these partners to expand the scope of applications it currently reviews and further streamline the intake process.

### **Employment Ontario**

The Employment Services (ES), Youth Job Connect (YJC) and Youth Job Connect Summer (YJCS) programs continue to be advertised and delivered from the Chapleau office. During the 3<sup>rd</sup> quarter there were eight new registrations for Employment Services and 14 files were closed for several reasons including 12 for employment. There were no new registrations for the YJC program. Training for YJCS was completed in July and August and there were seven students who registered and attended the training. Three of the seven registrants have been placed with employers and two are currently waiting for start dates. During the 3<sup>rd</sup> quarter 296 individuals and 17 employers were assisted by Employment Services.

## **Quality Assurance**

It has been a busy quarter for the Quality Assurance Coordinators. The coordinators continue to identify training gaps, seek out appropriate training, provide a leadership and supportive role with staff and community partners.

Visits were conducted at every child care site in the district with a focus on building relationships with educators, pedagogical leads, and supervisors. The QA coordinator supported the planning and development of Strategic Planning for the Manitoulin Sudbury Network for Children and Families and coordinated Integrated Human Services staff development with a focus on wellbeing and Indigenous Culture teachings. In the coming months Integrated Human Services staff will be provided with additional support as they relate to Empathic Strain and Trauma Informed Care. Onboarding packages are being developed for new Integrated Human Services Staff.

In September, the Manitoulin-Sudbury DSB hired a Housing and Homelessness Program Quality Assurance Coordinator. This role will support consistency in our Homelessness programs including, but limited to, the By-Name-List, Change Team, Community Food Banks, and outreach efforts.

The additional staff support will ensure a dedicated focus on the homeless population and address the needs and barriers these households face daily such as transportation and food security.

## **Community Housing**

### **Waiting list (Applicants)**

There were 891 applications at the end of the 3<sup>rd</sup> quarter. The applicant breakdown is as follows:

1 Bedroom	691	2 Bedroom	92
3 Bedroom	64	4 bedroom	44

### **Direct Shelter Subsidy (DSS)**

Staff continue to identify and complete the application process with eligible applicants for the DSS program. All applicants receiving the benefit are deemed housed. As of the end of this quarter there were 212 active DSS recipients. At the end of Q2 of this year there were 199 recipients and at this time last year there were 201.

## **Income Mixing**

Per DSB Policy, every effort is being made where the waitlist allows us to mix the Community Housing Buildings with RGI, Affordable and Market Rent Tenants. As of the end of this quarter we have successfully secured 15 market rent tenants and 118 affordable rent tenants. This represents 5% and 41% of our portfolio. This represents an increase of 2 market rent tenant and 7 affordable from last quarter. Last year at this time we had 11 market rent tenants (4%) and 94 affordable (32%)

## **Smoke Free Housing – Unit Count-down**

As of the end of the 3rd quarter of 2023, 212/287 of the portfolio's units are designated as Smoke-free. This represents 74% of the full portfolio currently. Units are designated as turnover occurs.

## **Canada-Ontario Housing Benefit (COHB)**

To address rapid increases in rent across the province, the Ministry has updated the COHB monthly payment calculation effective July 1, 2023, to increase benefit amounts for many households. The update to the COHB calculation considers the actual shelter costs (rent and utilities) paid by participants.

During the quarter, the Manitoulin-Sudbury DSB successfully assisted 11 households to apply for COHB and/or First and Last months' rent. This brings our total households assisted with this benefit to 63. At the end of this quarter, we have fully utilized our \$93,600 [allocation](#) for the 2023-2024 year.

## **Fielding Place**

Fielding Place, our new build in Little Current, held a [Grand Opening](#) on August 30<sup>th</sup> with attendees from all levels of Government in attendance. Although chilly, the sun shone brightly and so did the property! The building began housing new residents using a staged approach on September 1<sup>st</sup> with 1 unit per pod moving in each week in September. The building now boasts full occupancy.

## **Capital Projects with Housing Services Corporation**

### **Manitoulin**

Work continues in Mindemoya with the balcony replacement project at 29 Nixon. This project was awarded to Barné Builders and is scheduled to be finalized by the end of October 2023 or early November (weather contingent). This unexpected change to the work scope has affected 4 units of the building since the Spring. We are happy to see that this will be completed before winter and that those residents affected will have things safe and back to normal soon.

## **Lacloche**

The Massey Paramedic Services Base had some additional repairs made to the HVAC system before fall to support the newly installed furnace and heat pump. This base is now fully operational with the new systems installed for Radon Mitigation as well as Heating and Cooling.

The Espanola Paramedic Base has been undergoing a generator upgrade on the site which includes a natural gas installation. This additional upgrade to the property will assist with other future equipment replacements as they are coming to the end of life allowing for the purchase and installation of more economical gas-powered units.

Second Avenue Administration Office has recently undergone a landscaping change with the removal of the wooden lean-to located in the back parking lot. Working with the Town of Espanola, the structure was under order to be demolished and a new section of fencing was erected. This has made a substantial improvement to not only the esthetics of the site but has increased the working area of the property. Plans to erect a new storage shed and relocate the current one on site will be completed before winter.

## **Work Orders**

During the 3rd quarter a total of 269 Work Orders were generated: 206 for Community Housing; 23 for Administration Offices, and 40 for Paramedic Services. There was a total of 162 Work Orders closed or resolved during that time. There were 16 work orders for unit turnovers: 5 family unit and 11 for apartments. Work orders are closed if the work is done in-house, or when the invoice is paid from an outside source. Many of our buildings are laden with multiple back-to-back unit turnovers, however cross coverage has been assisting with these.

## **General**

As many of our projects are wrapping up for the season, we have begun to procure reports that will support the 2024 season. Designated substance surveys to determine any hazardous materials within the buildings are being done in Espanola, and Gogama, as well as mechanical requirements for Make Up Air replacements in Espanola, Little Current, Manitowaning and HVAC systems in our 2 Espanola Administration buildings.

All locations have also secured winter contracts for snow removal with many holding pricing from last year for us. This is a much-needed break with ever-increasing costs for fuel, supply and labour making many projects more costly than anticipated. The team are working diligently to secure cost-effective measures for supplies and services to keep things moving.

Lastly, the Mead Office generator has suffered a failure following several service calls on the unit. The unit was inspected and was determined to need a replacement radiator.

The unit is scheduled to be back up and running by the end of October and the rental removed once this occurs. Plans for replacement of the equipment in the future have been undertaken to ensure that there is a contingency fund available.

**Donna Stewart**

Chief Administrative Officer

Manitoulin-Sudbury District Services Board

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## 2024 TOTAL BUDGET

Cost Centre	2024 Total Budget	2023 Total Budget	% Variance Gross Program	2024 Fed/Prov Share	2023 Fed/Prov Share	2024 Municipal Share	2023 Municipal Share	Municipal Variance	% Variance Program	% Variance of Total Municipal
Ontario Works Programs	9,799,767	8,347,821	17.39%	9,072,878	7,624,343	726,889	723,478	3,411		0.03%
OW Program Support	632,284	639,106		316,142	319,553	316,142	319,553	-3,411		
Net Ontario Works	10,432,051	8,986,927		9,389,020	7,943,896	1,043,031	1,043,031	0	0.00%	0.00%
Children's Services	12,099,293	10,630,542	13.82%	11,873,026	10,364,539	226,267	266,003	-39,736		
CS Program Support	464,340	424,604		22,569	22,569	441,771	402,035	39,736		
Net Children's Services	12,563,633	11,055,146		11,895,595	10,387,108	668,038	668,038	0	0.00%	0.00%
Community Housing	2,241,177	2,344,986	-4.43%	272,524	501,698	1,968,653	1,843,288	125,365		1.12%
Housing Program Support	542,517	499,125		0	0	542,517	499,125	43,392		
Investment in Affordable Housing Program	2,783,694	2,844,111		272,524	501,698	2,511,170	2,342,413	168,757		
Net Community Housing	474,953	795,185		474,953	795,185	0	0	0		
	3,258,647	3,639,296		747,477	1,296,883	2,511,170	2,342,413	168,757	7.20%	1.51%
Paramedic Services	21,383,224	20,449,401	4.57%	15,017,694	14,262,125	6,365,530	6,187,276	178,254		1.59%
Paramedic Services Program Support	1,136,482	1,047,265				1,136,462	1,047,265	89,197		
Net Paramedic Services	22,519,686	21,496,666		15,017,694	14,262,125	7,501,992	7,234,541	267,451	3.70%	2.39%
Program Budget	45,988,414	42,567,940	6.34%	36,711,075	33,547,893	9,287,339	9,020,047	267,292		2.39%
Program Support	2,775,603	2,610,100		338,711	342,122	2,436,892	2,267,978	168,914		
Subtotal	48,774,017	45,178,035		37,049,786	33,890,012	11,724,231	11,288,023	436,208		
Interest Revenue	-99,163	-99,163		0	0	-99,163	-99,163	0		
Net Budget	48,674,854	45,078,872		37,049,786	33,890,012	11,625,068	11,188,860	436,208		3.90%
Total Budget Increase (Decrease)	7.98%	3,595,982		9.32%	3,159,774	Total Municipal Variance	436,208	3.90%		

# Ontario Works Budget

	Page #	2024 Budget	2024 Municipal Share	2024 Provincial Share	2023 Budget	2023 Municipal Share	2023 Provincial Share	Municipal Variance	2023 Forecast	2022 Actual
Program Allowances	34	4,886,776	-	4,886,776	5,135,332	-	5,135,332	-	4,439,928	4,536,380
Discretionary Benefits	34	182,420	-	182,420	187,740	-	187,740	-	168,432	143,695
Our Kids Count		120,400	120,400	-	120,400	120,400	-	-	120,400	78,512
Program Delivery	35	2,336,831	922,631	1,414,200	2,336,831	922,631	1,414,200	-	2,311,259	2,356,102
Employment Ontario	38	368,024	-	368,024	368,024	-	368,024	-	368,024	303,778
Homeless Prevention Program (HPP)	39	2,537,600	-	2,537,600	838,600	-	838,600	-	2,636,823	817,649
<b>Total</b>		<b>10,432,051</b>	<b>1,043,031</b>	<b>9,389,020</b>	<b>8,986,927</b>	<b>1,043,031</b>	<b>7,943,896</b>	<b>-</b>	<b>10,044,866</b>	<b>8,236,116</b>
OW Program Municipal Share Change									0.00%	
Impact on Municipal Share of Total DSB Budget									0.00%	



# Children's Services Budget

	Page #	2024 Budget	2024 Municipal Share	2024 Subsidy	2023 Budget	2023 Municipal Share	2023 Subsidy	Total Budget Variance	Municipal Variance	Provincial Variance	2023 Forecast	2022 Actual
Fee Subsidy		128,988	-	128,988	50,453	-	50,453	78,515	-	78,515	124,108	127,145
OW Formal / Informal		52,648	-	52,648	91,068	-	91,068	(38,420)	-	(38,420)	52,648	121,424
Wage Enhancement		485,918	6,767	479,151	408,148	-	408,148	77,770	6,767	71,003	485,918	404,085
Operating Grant		2,830,752	167,715	2,863,037	2,919,632	167,715	2,751,917	(88,880)	-	(88,880)	3,063,995	3,606,098
ELCC		602,616	-	602,616	530,028	-	530,028	72,588	-	72,588	602,616	530,028
Special Needs Resourcing		690,316	-	690,316	665,000	-	665,000	25,316	-	25,316	606,982	591,245
Capacity Building		394,825	-	394,825	382,250	-	382,250	12,575	-	12,575	377,251	376,077
Play Based		136,000	-	136,000	127,500	-	127,500	8,500	-	8,500	127,500	84,999
Expansion		2,397,252	150,000	2,247,252	2,404,218	150,000	2,254,218	(6,966)	-	(6,966)	2,404,218	2,128,267
Repairs and Maintenance		136,000	-	136,000	127,500	-	127,500	8,500	-	8,500	127,500	85,000
Canada Wide ELCC		1,974,663	-	1,974,663	758,908	-	758,908	1,215,755	-	1,215,755	1,217,563	741,811
CWELCC Administration		116,529	-	116,529	75,891	-	75,891	40,638	-	40,638	116,529	81,437
EarlyON	42	1,854,329	-	1,854,329	1,762,246	-	1,762,246	92,083	-	92,083	1,854,329	1,772,392
EarlyON Administration	42	157,186	-	157,186	147,533	-	147,533	9,653	-	9,653	157,186	137,386
Administration	41	605,631	343,556	282,075	604,772	350,323	254,449	859	(6,767)	7,626	582,203	514,853
<b>Total</b>		<b>12,563,633</b>	<b>668,038</b>	<b>11,895,595</b>	<b>11,055,146</b>	<b>668,038</b>	<b>10,387,108</b>	<b>1,508,487</b>	<b>-</b>	<b>1,508,487</b>	<b>11,900,546</b>	<b>11,302,247</b>
		Child Care Program Municipal Share Change										
		Impact on Municipal Share of Total DSB Budget										
		0.00%										
		0.00%										

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# Community Housing Budget

	Page #	2024 Budget	2024 Municipal Share	2024 Provincial Share	2023 Budget	2023 Municipal Share	2023 Provincial Share	Budget Variance	Municipal Variance	Provincial Variance	2023 Forecast	2022 Actual
Public Housing	44	1,809,098	1,809,098	-	1,772,896	1,728,523	44,373	36,202	80,575	(44,373)	1,759,685	1,173,570
Non-Profit Providers	46	425,909	225,805	200,104	576,553	269,228	307,325	(150,644)	(43,423)	(107,221)	579,120	557,642
Transfer to Reserve	48	548,687	476,267	72,420	494,662	344,662	150,000	54,025	131,605	(77,580)	503,378	473,971
Community Housing		2,783,694	2,511,170	272,524	2,844,111	2,342,413	501,698	(60,417)	168,757	(229,174)	2,842,183	2,205,183
100% Prov Funding	47	474,953	-	474,953	795,185	-	795,185	(320,232)	-	(320,232)	424,950	649,095
<b>Total</b>		<b>3,258,647</b>	<b>2,511,170</b>	<b>747,477</b>	<b>3,639,296</b>	<b>2,342,413</b>	<b>1,296,883</b>	<b>(380,649)</b>	<b>168,757</b>	<b>(549,406)</b>	<b>3,267,133</b>	<b>2,854,278</b>
		Community Housing Municipal Share Change 7.20%										
		Impact on Municipal Share of Total DSB Budget 1.51%										

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# Paramedic Services

	# Page	2024 Budget	2023 Budget	Variance	2023 Forecast	2022 Actual
Salaries & Wages	51	10,728,315	10,444,822	283,493	10,275,565	9,615,213
Employee Benefits	51	3,338,479	3,206,482	131,997	3,046,049	2,908,365
Transportation & Communication	52	433,637	412,862	20,775	505,976	363,199
Services & Rentals	53	1,692,002	1,650,905	41,097	1,695,048	1,824,420
Supplies & Equipment	56	228,966	190,966	38,000	236,486	285,546
Vehicles	57	909,127	865,835	43,292	865,835	757,938
Community Paramedicine Revenue	51	(86,956)	(86,956)	-	(86,956)	(148,811)
		<b>17,243,570</b>	<b>16,684,916</b>	<b>558,654</b>	<b>16,538,003</b>	<b>15,605,870</b>
Community Paramedicine	60	1,250,000	1,000,000	250,000	1,250,000	954,178
Non Urgent Patient Transfer Service	58	788,156	760,000	28,156	343,752	504,298
Wilkemkoong Paramedic Services	59	3,237,960	3,051,750	186,210	3,051,750	2,425,021
<b>Total</b>		<b>22,519,686</b>	<b>21,496,666</b>	<b>1,023,020</b>	<b>21,183,505</b>	<b>19,489,367</b>

<b>Paramedic Services Municipal Share</b>	<b>267,451</b>
<b>Paramedic Services Program Municipal Share Change</b>	<b>3.70%</b>
<b>Impact on Municipal Share of Total DSB Budget</b>	<b>2.40%</b>





Actual to Budget		NET Municipal Variance	Explanation of Unaudited Municipal Share- AS OF September 30, 2023
Ontario Works	\$	3,084	Municipal share of administration expenses are forecasted to be \$3,084 over budget due to the 2021 reconciliation by Ministry.
Child Care	\$	-	Municipal share of Child Care expenses are forecasted to be on budget.
Community Housing	\$	(333,969)	<p><b>(29,406) + \$69,813 + (\$277,255) + (\$97,121) = (\$333,969) surplus</b></p> <p>Federal Funding forecasted to be <b>(\$29,406)</b> more than budgeted, resulting in a surplus.</p> <p>Direct operated rev &amp; exp and program support allocation is forecasted to be <b>\$69,813</b> over budget</p> <ul style="list-style-type: none"> <li>- Rental Revenues are forecasted to be \$30,738 less than budgeted.</li> <li>- Direct operating expenses are forecasted to be \$189,482 over budget due to: <ul style="list-style-type: none"> <li>utilities \$27,379 over budget, salaries &amp; benefits \$15,567 over budget, maintenance expenses over budget \$140,792, other admin expenses over budget \$11,790;</li> <li>bad debt expense is under budget by (\$6,046)</li> <li>- Program Support Allocation is forecasted to be (\$150,407) under budget.</li> </ul> </li> </ul> <p>Rent Supplement program is forecasted to be <b>(\$277,255)</b> under budget.</p> <p>Non-Profit, Rent Supp, and Urban Native expenses are forecasted to be <b>(\$97,121)</b> under budget.</p> <p>Paramedic Services municipal share is forecasted to be <b>\$458,268</b> over budget.</p>
Paramedic Services	\$	458,268	<p>The MOHLTC funding is forecasted to be under budget by <b>\$42,487</b> with the First Nation and 50-50 Funding letter received in August 2023.</p> <p>Medic Staffing and Benefits is forecasted to be over budget by <b>\$446,412</b>.</p> <p>Admin Staffing and Benefits is forecasted to be under budget by <b>(\$112,702)</b></p> <p>Non Wages are forecasted to be over budget by <b>\$82,071</b></p> <ul style="list-style-type: none"> <li>- Transportation &amp; Communication is forecasted to be (\$16,453) under budget</li> <li>- Program Support is forecasted to be (\$66,381) under budget</li> <li>- Vehicle repairs and maintenance are forecasted to be over budget by \$36,955.</li> <li>- Building repairs and maintenance, grounds and utilities are forecasted to be \$67,620 over budget</li> <li>- Mal Practice Liability Insurance is forecasted to be \$11,688 over budget</li> <li>- Supplies are forecasted to be \$48,642 over budget.</li> </ul>
Patient Transfer Service	\$	4,848	Patient Transfer Service annual increase not budgeted in 2023. Overbudget by \$4,848
Interest Revenue	\$	(622,506)	Interest Revenue is forecasted to be (\$622,506) more than budgeted which results in a municipal surplus.
	\$	<b>(490,276)</b>	