



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: Rick Harrison

Position: Fire Chief/CEMC

Title / Subject: Ethel Park Subdivision Emergency Plan

Date of Report: August 28, 2024

Date of Meeting: September 9, 2024

Report No: 2024-PS-014

1.0 Issue / Origin

Ethel Park Subdivision Emergency Plan

2.0 Background

Due to the location of the Ethel Park subdivision in proximity to the CN railway route, a separate emergency plan was warranted that would assist the municipal control group with mitigating an emergency that may result in a roadway blockage within the subdivision.

The Fire Chief/Community Emergency Management Coordinator was tasked with developing such plan.

During the planning stages for the Ethel Park Subdivision plan it was quickly identified that it would be very time-consuming, and it was felt to be important to get it completed in a timely manner.

In discussion with the CAO and the senior management team the decision was brought forward to obtain the assistance of an advisor to assist in developing the plan.

The Emergency Management Group was brought in to give their assistance to the Fire Chief/CEMC.

The Emergency Management Group had assisted the Township in the past whereby they have developed the Master Fire Plan and the Community Risk Assessment.

Further discussions with the CAO resulted in the cost for the Emergency Management Group to assist with the development of the plan was to be allocated via the 2023 operational budget line dedicated to the Brock Emergency Plan.

As time progressed a draft plan was circulated to the Municipal Control Group for review, comments, and suggestions of any additional information to be added to the plan.

After few months the plan received approval from the control group and was added to the appendix of the Township Emergency Management Plan.

[The Ethel Park Subdivision Emergency Plan](#) outlines the coordinated response that Ethel Park Subdivision undertakes in collaboration with Brock Township, and external agencies to ensure an effective response and recovery from an emergency in Beaverton.

The plan provides an overview of the railway crossing risks, emergency procedures and key contacts that would be important during a pending or actual emergency. This includes response and recovery phases of the emergency.

3.0 Analysis

The plan has been developed as an emergency response plan to address any rail emergency incidents caused by blockage of the Victoria Avenue railway crossing.

The plan provides the framework for evacuation, shelter in place, and related emergencies caused by the railway crossing blockage. This framework focuses on protecting lives, infrastructure, property, and the environment. It is based on the four emergency management components:

- Prevention & Mitigation
- Preparedness
- Response
- Recovery

It is understood that the plan will be a living document. Continual improvement and updates to the plan elements will include expanding the scope of the plan for other hazards, and changes to improve efficiency and effectiveness.

The plan acts as a guide for the Emergency Control Group members to take the necessary steps to activate the plan, notify and deploy personnel, conduct emergency operations, and terminate the plan.

The plan is considered as an appendix to the municipal emergency management plan. The appendix is there to be updated and modified as needed without council involvement.

4.0 Related Policies / Procedures

Brock Township Emergency Management Plan

5.0 Financial / Budget Assessment

To obtain the assistance of an advisor through the Emergency Management Group resulted in a cost of \$2,813.70 (tax included) from the 2023 operational budget dedicated to the Brock Emergency Plan.

5.1 Asset Management

None

6.0 Climate Change Impacts

None

7.0 Communications

The plan is presently displayed on the Township website.

During “Rail Safety Week” scheduled for September 23-29, 2024, information pertaining to rail safety and the Ethel Park Subdivision plan shall be distributed to the residence within Ethel Park.

8.0 Conclusion

The Ethel Park Subdivision plan was developed to assist the Municipal Control Group with the mitigation of an emergency that may result in a roadway blockage of the Victoria Avenue railway crossing.

The plan was utilized during the Municipal Control Group annual training and exercise conducted by the Loomex Group on June 3, 2024.

9.0 Recommendation

BE IT RESOLVED THAT Report 2024-PS-014 “Ethel Park Subdivision Emergency Plan” be received for information.