



TOWN OF MINTO

DATE: December 3, 2024

REPORT TO: Mayor and Council

SERVICE AREA: Emergency Management, County of Wellington

SUBJECT: 2024 Annual Emergency Management Programme Report

RECOMMENDATION:

That Council receives the annual Emergency Management Programme Report for 2024, prepared by the Emergency Manager/CEMC, and accepts the report on the status of the Town's Emergency Management Program for 2024.

BACKGROUND:

The following report outlines the municipal requirements set out in the Emergency Management and Civil Protection Act, and how the municipality has fulfilled these requirements for 2024.

COMMENTS:

Program Committee:

The Town has an Emergency Management Programme Committee (Committee). The Committee met in person on February 15, 2024 to review the Town's Emergency Management Programme including its Hazard Identification and Risk Assessment, Emergency Response Plan, training needs, proposed annual exercise, and Public Education. The meeting minutes are attached.

Emergency Response Plan:

The existing Emergency Response Plan was adopted by Council in Fall of 2020.

Training:

The required prescribed training for 2024 has not changed from the 2018 Guidance Note on Training Requirements issued by Emergency Management Ontario. Members of the Town's Municipal Emergency Control Group (MECG), both primary and alternates have satisfied the training requirements for this year.

While much of the prescribed training is covered during the municipality's annual emergency management exercise, additional training opportunities are provided to Municipal Emergency Control Group members throughout the year, including:

1. EM 200- Basic Emergency Management Course: April 22-23
2. IMS 200 - Basic Incident Management System Course: March 21-22, November 7-8
3. EM 240- Note Taking Course: April 16, August 14, September 6

4. Self-paced MECEG Essentials PowerPoint presentation

Annual Emergency Management Exercise:

MECEG members must participate in an annual exercise, which evaluates the Municipality's Emergency Response Plan and procedures.

The Town's MECEG members participated in an emergency management exercise held on October 17, 2024.

The objectives of the exercise were to:

- a. Assess communication and coordination between the EOC and shelter personnel.
- b. Familiarize the Municipal Emergency Control Group (MECEG) with Emergency Operations Centre operational cycle meetings.
- c. Demonstrate an established congregate shelter and familiarize MECEG's with resident experiences while attending a shelter.

Recommendations/outcomes from the exercise:

- a. **Plans and Procedures:** The MECEG felt it would be beneficial to add the 211 procedures and adding "taking a radio to the shelter" to the Shelter Support Plan would assist in response capacity.
- b. **Emergency Shelters:** MECEG felt it would be beneficial to have Shelter boxes at all designated shelter facilities in the Town of Minto. Further shelter Staff felt it would be beneficial to have the Canadian Red Cross participate on the shelter side during an exercise next time.
- c. **Additional Training:** Shelter staff would like more training, as well as training of other Town staff who may be interested in working in an emergency shelter. The EM team is currently working on a Shelter Management Course and will send out more information when it is available. A suggestion was made to add more information to the IMS Review presentation regarding declaration of an emergency.

Public Education:

Every municipality's emergency management programme must have public education on risks to public safety and on public preparedness for emergencies.

In total, the Emergency Management division attended 27 public education events across the whole County (up by 8 events from last year). In the Town the Emergency Management team attended 3 events including a presentation on emergency preparedness with the Seniors' Centre of Excellence in Palmerston on March 20 and the Minto/Wellington North Safe Kids Day on May 31.

Emergency Preparedness week was May 5-11. During the week, information was made available through the County's Social Media page, the County page in the Wellington

Advertiser and radio ads. Promotional materials were offered at all the libraries across the County.

The County page in the Wellington Advertiser and the County of Wellington's social media accounts (an average of 4 posts/month) regularly contain emergency preparedness information.

The Emergency Management Division continues with the "Do one thing" promotion. Emergency Preparedness messages were available in The Wellington Advertiser, on the County's social media and radio stations.

In 2024, preparedness messaging was provided utilizing the following monthly theme's:

January – Frozen Pipes/Make a Plan

February - 211

March – Floods

April – Sheltering

May – Emergency Preparedness Week

June – Tornadoes

July – 72 Hour Kit

August – Unique Family Needs

September – Be Informed

October – Power Outages

November – Winter Weather (Car Kits)

December – Winter Weather (Driving)

Critical Infrastructure:

Every municipality shall identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. The critical infrastructure list was updated by the Town at the Committee meeting. Critical Infrastructure identification is managed digitally through the Common Operating Picture (COP) with the County GIS division. We are currently working with County GIS to update and simplify the Critical Infrastructure layer within the mapping software, to be completed by mid-2025.

COVID-19 Final After Action Report (AAR) Update:

A summary of the report is noted below:

The COVID-19 response by the County and all Member Municipalities' MECG's, as well as the Joint Emergency Operations Centre (JEOC) was found to be very well done. The coordination, collaboration and decision making were critical to a successful response. Work amongst the County and all the member municipalities was successful in the joint declaration of an emergency and continued JEOC meetings and decisions throughout the pandemic. Further, all municipality's felt that we all came out of the pandemic more flexible, adaptable and prepared for future emergencies.

The communications provided by the Emergency Management Division including but not limited to consistent Incident Status Summaries, meeting minutes, County/Member Municipality wide emails with key updates/information to be shared with all staff etc. were found to be effective for the most part. The existing plans could have been more effective, but still supported the response. Specific updates to EM plans can be found in the full report. More training with large scale incidents is desired; while understanding every incident is different so it is hard to feel fully prepared for everything. Overall, it was felt that the effective leadership, clear definition of roles, good communication, the flexibility and adaptability of all involved resulted in a successful response.

Conclusion:

The Town of Minto has fulfilled the mandatory municipal requirements set out in the Emergency Management Civil Protection Act and Regulation 380/04 for 2024.

FINANCIAL CONSIDERATIONS:

None

STRATEGIC PLAN

N/A

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