



TOWN OF MINTO

DATE: December 3, 2024

REPORT TO: Mayor and Council

FROM: Hurania Melgar, Emergency Manager/CEMC

SUBJECT: Emergency Management Programme Committee Update

RECOMMENDATION:

That the Town Council updates the appointments of the Emergency Management Programme Committee from 2016 for the Town of Minto to remove the Chief Building Official and Economic Development (Director of Economic and Community Development) as follows;

Member of Council (Mayor)

CAO

Clerk

Public Works (Roads and Drainage Manager)

Finance (Treasurer)

Parks and Recreation (Director of Community Services)

Local Municipal Fire Department (Fire Chief)

Wellington OPP (Inspector or Staff Sergeants, Sergeants)

Guelph Wellington EMS (Chief, Acting Chief, Supervisors)

Wellington Dufferin Guelph Public Health (Health and Safety Coordinator/Inspectors)

Emergency Management (CEMC) and

Any other persons or agency representatives that may be appointed by Council from time to time.

And further that Council designates authority to the committee to appoint the CAO as Chair on behalf of their members;

And further that the Committee is responsible for overseeing the development of the Town of Minto's Emergency Management Program ensuring that appropriate public education activities, training for emergency management officials and staff, and emergency management exercises are undertaken on an annual basis.

And further that the CEMC shall provide Council with an annual report on the status of the Town of Minto's Emergency Management Program for their review, consideration and approval.

BACKGROUND:

Regulation 380/04 of the Emergency Management and Civil Protection Act requires the appointment of an Emergency Management Programme Committee to advise Council on the development and implementation of the County's Emergency Management Programme.

The regulation also sets out the composition of the Committee, which is to include the CEMC, a senior municipal staff representative, a member(s) of Council and municipal employees responsible for emergency management functions for the municipality.

At the April 6, 2005 Session of Council, a resolution was approved setting out the composition of the Town's Emergency Management Programme Committee. The Committee structure was then further updated on September 6, 2016 due to the Town's Emergency Management Programme being enhanced and to allow for the Committee to evolve with the programme. In 2021 small changes including the removal of 'as designated/or alternate' language and identifying the CAO as the Committee chair were made through a report to Council.

At the Emergency Management Programme Committee meeting on February 15, 2024, it was decided through discussion, that the Chief Building Official (CBO) and the Economic Development (Business and Economic Manager) positions should be removed so the Municipal Emergency Control Group (MECG) members are aligned with the Committee membership.

COMMENTS:

N/A

FINANCIAL CONSIDERATIONS:

N/A

STRATEGIC PLAN

N/A

Prepared By: Hurania Melgar, Emergency Manager/CEMC , County of Wellington