

Minto Municipal Office, 5941 Hwy 89  
10:00 hrs. (10:00am)

**Present**

George Bridge, Mayor of Town of Minto  
Bill White, CAO/Clerk  
Chris Harrow, Minto Fire Chief  
Belinda Wick Graham, Business & Economic Development Manager  
Matt Lubbers, Recreation Services Manager  
Wayne Metzger, Public Services Water Foreman  
Callise Foerter, Administration Minto Fire  
David George, Wellington Dufferin Guelph Public Health (WDGPH)  
Donna Manser, WDGPH  
Stephen Dewar, GWEMS  
Scott Lawson, Inspector Wellington OPP  
Linda Dickson, Emergency Manager/CEMC  
Bridgette Francis, Emergency Management Programme Coordinator

**Not Present**

Gordon Duff, Treasurer  
Brian Henson, Director of Public Services  
Terry Kuipers, Chief Building Official  
Heather Lawson, Emergency Management Assistant  
Drew Maddison, OFMEM Field Officer

**Call to order** – Meeting was called to order by Emergency Manager/CEMC at 10:10 am

**1. Appointment of Committee Chair**

**Moved by:** Mayor George Bridge

**Seconded by:** Bill White

That Linda Dickson Emergency Manager/CEMC is appointed Committee Chair

**Carried**

**2. Adoption of Minutes for April 25, 2016**

**Moved by:** Mayor George Bridge

**Seconded by:** Chris Harrow

That the minutes of April 25, 2016 be approved as circulated.

**Carried**

**3. Business arising from Minutes** – Social Services working group – no action taken on this item to date.

4. **2017 Work Plans-** Software Project was discussed and advised Minto will be utilizing a new Software system called City Wide. **Action: Emergency Manager/CEMC will speak to County IT about it.** Both Work Plans reviewed and committee acceptance of 2017 programme plans.

5. **HIRA review and approval**

**Moved by:** Bill White

**Seconded by:** Scott Lawson

That the HIRA be approved as circulated.

**Carried**

6. **Emergency Response Plan Review-** No changes being considered in ERP for 2017.

- December storm was discussed and concerns over the expectations of municipalities opening their centres in severe winter weather conditions and safety of municipal staff must be considered. Inspector OPP advised committee that requests for opening shelters by OPP will occur when severe weather conditions impacts travelling public and becomes a public safety concern. **Action: CEMC will provide specific wording about opening shelters in Winter Weather Plans to review with CAO.**
- It was recommended to also add “**shelter in place**” at the end of the public messaging that came from Emergency Information meeting - “**When snow plows are off the road, it’s not safe to drive.**”
- **Cold Alert Plan and Protocols** – It was discussed that Emergency Management and Public Health have been working together to come up with a consistent message that promotes the use of municipal public facilities during normal business hours as a place to warm up or cool down and to direct public to check out municipal websites for those facility hours. Public Health follows Environment Canada cold alerting guidelines when temperatures reach -30C. County of Wellington Social Services has alerting trigger of minus 15C for those that are vulnerable and at risk.
- OPP have created cold weather kits to give someone who may be on the streets in extreme cold. **Kit includes:** Blanket, gloves, socks and a toque.

7. **Exercises**

- After Action Report (AAR) was discussed at April 25, 2016 Committee meeting.
- Exercise for 2017 discussed in #9.

8. **Public Education Plan for 2017**

Emergency Management will be attending Minto Safe Kids Day to be held on **May 12**. EM will be doing a Storm chaser event on April 22 between 1-4pm at the County Museum.

## 9. Training Plan for 2017

- **IMS Training** – Reviewed proposed IMS training and exercise plan. Training will involve courses in Command, Planning, Logistics, and Admin/Finance. An exercise will be held to test principles from IMS training with all municipal control group members. The committee was in support of the exercise serving as their 2017 exercise requirement. Information has been sent out to CAO's about the training. Consideration will be given to having another IMS training and exercise one in the fall.
- **CANWARN Training** – May 17 at Rockwood Fire Hall 9am-12pm.
- **Crisis Communication Workshop** – scheduled for April 19. Belinda will be taking this training.
- **BEM** – scheduled at the Rockwood Fire Hall for April 11 & 12.
- **Scribe** – this will be part of the IMS training in June.

## 10. Information and Correspondence

- Notes from Emergency Information meeting reviewed and discussed in #6.
- BBM Procedures reviewed and consideration to County IT Division to do a quick training segment of BBM usage.
- Critical Infrastructure document passed around and will be updated with the summer student.
- Provincial Emergency Management Review – report provided and no further indications on timing of changes.
- National Disaster Mitigation Program – Program involves mitigation strategies and investments to reduce impacts of flooding. Province/Territory's apply for funding but is a collaborative process with municipalities if flooding is a hazard. Program information provided to CAO.

## 11. New Business

- Strategic Direction – Generators/Shelters - County Planning Committee tasked EM/CEMC to report on feasibility and costs involved in maintaining a pool of portable generators available for use throughout the County. **Action: CEMC will have a report at the end of the year.**
- Debris Management Planning Process - Emergency Manager/CEMC will be forming a Committee to develop a plan. **Action: CEMC will have a draft available for end of 2018.**
- Minto Dashboard - **Action: Update #15 to note the column is complete - Field work survey is done and Modeling in Progress**
- Dufferin County EMPC Survey Results – Reviewed and no further discussion.
- Committee Terms of Reference – Reviewed and no further discussion.

## 12. Adjournment- Committee Chair adjourned meeting at 11:50am

**Minutes prepared by Bridgette Francis**