

**TOWN OF MINTO****DATE:** November 29, 2017**REPORT TO:** Mayor and Council**FROM:** Linda Dickson Emergency Manager/CEMC**SUBJECT:** Status of the Emergency Management Program for 2017

STRATEGIC PLAN:

6.0 Protect the health and safety of the community and citizens, business and the environment, by supporting a quality Volunteer Fire Department, emergency preparedness, and access to health care, prevention and wellness opportunities.

BACKGROUND:

The following outlines the municipal requirements as set out in the Emergency Management and Civil Protection Act (EMPCA) and how the municipality has fulfilled these requirements for 2017.

For 2017, the Office of the Fire Marshall and Emergency Management provided CEMCs with an updated “Compliance Guide for Municipalities”. This Guide sets out the Province’s interpretation of the regulations and how they expect the regulations to be met for the purposes of Municipal Emergency Management Programs across the Province. The various sections of the regulations as noted in this report may reference the Compliance Guide expectations as an explanation.

COMMENTS:

The Town has an Emergency Management Program Committee (Committee) as required and the composition of the Committee was revised in 2016. The regulations state that “the CEMC and a senior municipal official must be part of the Committee”. The Committee composition complies with these requirements.

The Town’s Committee met on March 23, 2017. The Committee reviewed various required components of the Township’s Emergency Management Program including a review of the Hazard Identification and Risk Assessment, Emergency Response Plan, training needs, proposed annual exercise and Public Education.

Emergency Response Plan:

The regulations require an annual review of the Emergency Response Plan. A report and By-law regarding proposed changes to the Emergency Response Plan has been prepared for Council’s review and consideration.

Training:

The following is a list of emergency management training conducted in 2017. All members of the Municipal Emergency Control Group (MECG) as appointed by-law (Emergency Response Plan) are required to complete a minimum of four hours of training per year as prescribed by the Chief of OFMEM. Here is a list of EM Training that Town Council and/or staff have attended in 2017.

1. **February 14 and February 15 2017** – Emergency Services Interoperability Workshops including Fire staff
2. **March 6, 2017** – Preparing Livestock for Major Disease – Workshop
3. **April 19, 2017** – Crisis Communication Workshop – Belinda Wick-Graham
4. **May 17, 2017** – CANWARN Training from Environment Canada
5. **June 14, 2017** – Livestock Disease Simulation Workshop
6. **October 18, 2017** – Annual Winter Weather Meeting and Training – presentation by Geoff Coulson on weather risks.
7. **October 24, 2017** – Debris Management presentation to County Clerks, Treasurers and Road Superintendents.
8. **October 26, 2017** – Municipal Water and Waste Water Workshop and Training Exercise.
9. **November 8, 9 and 23** – IMS and the EOC Training.

Annual Emergency Management Exercise

In June of this year, the Town was significantly affected by a severe rainfall event which resulted in significant flooding in Harriston and many others areas of the Town. An Emergency was Declared for this response. An After Action Report was prepared which was reviewed and supported by Council at the September 5, 2017 Council session. The Emergency Manager/CEMC submitted the After Action Report along with an exemption request form to the Province in August.

The OFMEM Field Officer has recommended approval of the exercise exemption request. At this time, we are still awaiting the formal response from the Province.

Public Education

A number of public education initiatives were undertaken this year including:

- Participated in the 211 Day Campaign on February 11
- Information regarding flooding was sent to libraries and municipals offices for Harriston and Drayton in March
- Hosted the Storm Chaser Workshop on April 22
- Emergency Preparedness information as well as a 72-hour preparedness kit raffle was made available to all members of the public during the annual Emergency Preparedness Week in May.

- An advertisement ran on Saugeen Radio 88.7 FM for 30 seconds, 20 times during EP week
- Information regarding tornado preparedness was shared with local RV parks in June
- Material was sent to all libraries during the Safe Kids Week from June 5-11
- In October winter weather and winter driving information was shared with local tire and mechanic shops as well as the County libraries
- Emergency management staff attended several events to support Emergency Management Public Education with our member municipalities. These events included
 - Minto Safe Kids Day (May 12),
 - Minto Touch-a-Truck (June 17),
 - 911 Run (June 4)
- Maintain current emergency management information on the Wellington County website
- Provide weekly social media messages to the Communications Division
- Information on the County Page regarding frozen services, power outages, flooding, tornados, extreme heat, and winter driving.

Critical Infrastructure

During the summer the Common Operating Picture mapping which includes information on the Critical Infrastructure throughout the County was reviewed and updated with the assistance of Municipal Staff.

Further Enhancements:

Strategic Planning:

In 2016 a report on the future direction of Emergency Management Programs in Wellington was presented to County and Member Municipal Councils. The report cited direction in areas of Sheltering/Warming and Cooling Centres, Generators and Funding, Crisis Communication, Public Education and Emergency Specific Response Plans. The report identified a number of recommendations. To date, many of the recommendations have been addressed as follows:

- i) Shelters will remain a Member Municipality decision to identify, equip and publicize location including facilities used as places to warm up and cool down. EM maintains a list of identified shelters and site specific information. These identified sites have also been included in our Common Operating Picture.
- ii) Generators and recommended 72 hour fuels supply will remain a County/Member Municipality decision.
- iii) Public Education continues to focus on general awareness of Know your Risks, Make a Plan and Be Informed including the 72 hour Be Better Prepared™.
- iv) EM continues to work with partner agencies and municipalities to update and/or develop specific response plans.
- v) A new Communications Plan/Protocol between the County and Member Municipalities for emergency situations was created this year.

Debris Management:

Work has begun on the planning and development of a Debris Management Plan for the County and Member Municipalities. A meeting was held in May of 2017 to begin discussions on the framework for the Plan. There was good discussion among the Stakeholders present at the meeting and work will continue on this project in 2018.

FINANCIAL CONSIDERATIONS:

None

RECOMMENDATION:

THAT the Council of the Town of Minto accepts the annual status report on the Town's Emergency Management Program for 2017.

Supported by: Bill White C.A.O. Clerk