

TOWNSHIP OF O'CONNOR – MINUTES EMERGENCY MANAGEMENT PROGRAM
COMMITTEE MEETING – JULY 8, 2024

Minutes of the Emergency Management Program Committee meeting held on Monday, July 8, 2024 at 6 p.m. in the O'Connor Council Chambers.

Present: Mayor Vezina
Councillors: Crane, Rea, Sobolta, Torkkeli
Deputy Clerk-Treasurer and CEMC Erin Laforest
Fire Chief Greg Biloski

Mayor Vezina called the meeting to order at 6:04 p.m.

1. Moved by Brendan Rea
Seconded by A. Crane

THAT THE AGENDA FOR THE MEETING BE APPROVED.

Carried

Disclosure of pecuniary interest and general nature thereof: None

Mayor Vezina greeted Council and Fire Chief Biloski, briefly describing the purpose of the Emergency Management Program Committee (EMPC) meeting. He then turned the meeting over to Ms. Laforest, Deputy Clerk-Treasurer and the Township of O'Connor's Community Emergency Management Coordinator (CEMC).

Ms. Laforest started off by getting everyone to open their binders to the Emergency Management Program. She elaborated on the purpose of the review of the Program and proceeded with the presentation.

Starting with the Emergency Management Program review, Ms. Laforest explained the role of the EMPC, who the committee is comprised of and how often the program is reviewed. In an effort to save on the budget, Ms. Laforest inquired on the province's requirements for the composition for the EMPC and the Municipal Emergency Control Group (MECG) to see who was necessary for each meeting. Currently, the Township's composition of the EMPC is the Mayor and Council, Clerk-Treasurer, CEMC and alternates, Fire Chief and Deputy Fire Chief. The only people that are mandatory for the EMPC, by the province, are the CEMC and one Senior Municipal Official. Ms. Laforest asked Council if they wished to change the composition of the EMPC. Given the fact that the EMPC meetings are very quick and able to be held inclusive with regular Council meetings, Council decided that they would keep the current EMPC status quo. They also felt that full involvement of Council would help with the transfer of knowledge and procedure for new Council members.

Regarding the CEMC, Ms. Laforest informed Council that all of her training requirements have been completed. She also reminded the committee that an additional Alternate CEMC is still required, whether it be someone from the O'Connor Volunteer Fire Department or staff member. We currently have one Alternate CEMC, Moe Douglas. This is necessary since in the event of an emergency where the CEMC is required, the CEMC may not be able to fulfill some of the duties due to the Township being a small community and staff members wearing multiple hats in an event.

As previously stated, the inquiry on the composition requirements of the MECG led to the discussion that while it is not necessary for the Township to have all members of Council as part of the MECG, it remains good practice. The MECG training must include the individuals appointed by by-law that make up the MECG. In a community the size of O'Connor, it's a good idea to include all of Council, since any of them could be required to act as Head of Council. As well, some Council members may need to wear multiple hats, depending on the situation. Currently, our Emergency Plan states that the MECG members are the Mayor, Clerk-Treasurer, Fire Chief and Deputy Fire Chief. The question arose how the change to the by-law may affect quorum for this meeting. CEMC Laforest said she will look into this.

Next on the agenda, the Municipal Emergency Plan was reviewed, starting with the Hazard Identification and Risk Assessment (HIRA). It was agreed to move the Cyber

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Attack risk from very low to low, setting it below Communications Failure risk. The Emergency Operations Centre (EOC) was discussed next. CEMC Laforest will be checking the communications access for the alternate EOC's. Councillor Crane would like staff to continue to promote the Text Magic to residents to notify them of emergency situations. CEMC Laforest said that staff will continue to bring new ideas forward to promote the service. The question arose as to how many people the O'Connor Community Centre could hold since it is our Reception Centre in an emergency. CEMC Laforest didn't feel that this would be an issue since not everyone would utilize the service in an emergency. CEMC Laforest also noted that in the event of an emergency, we would most likely have to call in Red Cross to service the residents at the Reception Centre. Next, we discussed the Emergency Information Officer (EIO). Currently our EIO remains to be Clerk-Treasurer Buob. It was reminded that in an emergency, the Head of Council and the EIO would determine news releases, and that it was everyone's responsibility to ensure that no one expect authorized personnel get into the EOC. Next, we discussed the Township's Critical Infrastructure. It was agreed to add food and water to the list after Public Safety. Lastly, for the Emergency Plan review, we discussed the Municipal Resources. It was noted that we now have the back up generators in place for all Township buildings. As well, the Township continues to keep a supply of dried goods and water for emergency purposes.

The Public Education was reviewed. Council would like to continue to promote the 72-hour kits. Councillor Crane would like to offer a free CPR/First Aid information session to any residents that wish to take. This is not to offer training or certificates. CEMC Laforest will look into any liability issues this suggestion could entail.

The Training was reviewed. CEMC Laforest will be organizing another training session for staff and volunteers. It was noted that we are still looking for Alternate CEMC's as we currently only have one.

The Annual Exercise was discussed. CEMC Laforest will look into planning the exercise for the end of October for this year.

It was

2. Moved by Carly Torkkeli
Seconded by J. Sobolta

**THAT THE EMERGENCY MANAGEMENT PROGRAM COMMITTEE MEETING
ADJOURN TO THE COUNCIL MEETING TO BE HELD ON MONDAY, JULY 8,
2024 AT 7:00 P.M. IN THE O'CONNOR COUNCIL CHAMBERS.**

TIME BEING: 6:58 P.M.

Carried

Mayor

Deputy Clerk-Treasurer