

TOWNSHIP OF O'CONNOR – NOTES –
EMERGENCY MANAGEMENT PROGRAM COMMITTEE MEETING
MAY 17, 2021

Notes of the Emergency Management Program Committee Meeting held virtually on Monday, May 17, 2021 at 7:00 p.m.

Present: Mayor Vezina
Councillors Crane, Handy, Loan, Racicot
Clerk-Treasurer Lorna Buob (in the Township office)
Deputy Clerk-Treasurer and CEMC Linda Racicot (in the Township office)
Administrative Assistant & Alternate CEMC Erin Laforest
Deputy Fire Chief & Alternate CEMC - Monica Budiselic
Alternate CEMC - Morris Douglas,
Absent: Fire Chief & Alternate CEMC - Henry Mattas

Mayor Vezina called the meeting to order at 7:16 p.m.

The minutes of the November 16, 2020 meeting were reviewed with no comment.

Mayor Vezina then turned the meeting over to Ms. Racicot, Deputy Clerk-Treasurer and the Township of O'Connor's Community Emergency Management Coordinator (CEMC).

Ms. Racicot reminded Council that due to some minor changes required in the Township's current Emergency Plan, the Township of O'Connor was not in compliance with the Office of the Fire Marshal and Emergency Management (OFMEM) in 2020. The staff have reviewed the Emergency Plan and made the recommended changes for Council's approval. The actual names of the members of the Municipal Emergency Control Group (MECG) have been added, rather than just their position and the title Mayor/Acting Mayor, has been changed to Mayor (Head of Council). All emergency contact information has been updated and other grammatical errors corrected. The role of the Ontario Provincial Police (OPP) has been removed as alerting the MECG. The roles of the MECG have also been updated and Council need to understand these roles.

Ms. Laforest provided a presentation on the Incident Management System (IMS), which has also been updated in the plan. The presentation included what the IMS is and why it should be used by all departments, including the Municipal Emergency Control Group (MECG) and the Community Control Group (CCG). The presentation also included when the IMS should be implemented, the keys terms and definitions, the IMS Roles and their functions.

Ms. Laforest noted that this was just a brief summary of how the IMS works, however there is an actual IMS course. Ms. Bak, Field Officer for the Amethyst Sector of the OFMEM, recommends that all MECG members take the four-hour on-line course, which can be worked on at your own pace. Ms. Laforest was thanked for her presentation.

Ms. Racicot continued with an explanation of the changes made within the Emergency Plan. The Hazard Identification and Risk Assessment (HIRA), Appendix "C" was discussed. It was noted that the "Influenza (or other) Pandemic" was update with a new rating and current information, as we are currently dealing with one.

Mayor Vezina noted that the Province is moving forward with the amalgamations of Health Units and the information with regard to the Thunder Bay District Health Unit (TBDHU) and their role in a pandemic will need to be updated at that time, most likely within the next 18 months.

Ms. Racicot noted that currently we have the O'Connor Conmee Baptist Church as an alternate Emergency Operations Centre (EOC), however we have recently heard that they may not have all the required technology. Staff are following up with this. As well, the Municipality of Oliver Paipoonge, as the 2nd alternate location for an EOC is currently discussing whether or not they would have a location that we could use. The O'Connor Free Methodist Church has been contacted to see if they would have a space where we could host an EOC, and it has been confirmed that they would. The church is also listed as an alternate Reception Centre for our residents in an emergency. Upon

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(cont'd)

clarification from Ms. Bak, this would be okay as long as the information being discussed in the EOC cannot be overheard by the public.

Council did not see any additional changes that they would like to see in the Township's Emergency Plan at this time. A final copy of the Emergency Plan will be brought back to Council for approval upon clarification of the outstanding concerns and a couple more contacts.

Annual mandatory training for the MECG, as per the Emergency Management Civil Protection Act 1990 E.9, was then conducted by Ms. Racicot. There are five key areas of the Emergency Management Program that the Committee members must demonstrate adequate knowledge of, including the Township of O'Connor's Emergency Management Program; the Emergency Plan, including the roles and responsibilities of the MECG and CCG; the procedure used to declare and terminate an emergency; notification procedures used to notify the MECG members; and the Primary Emergency Operations Centre location and its communications infrastructure and technology. The Committee must also show knowledge of the program components, including prevention, mitigation, preparedness, response and recovery.

The Emergency Plan Roles and Responsibilities were reviewed. Depending on the type of emergency, only specific organization would be called to participate if the Mayor has called a State of Emergency. How the members will be alerted, and when, and whether they would be on standby or called in, was discussed. The procedures to declare and terminate an emergency were also discussed. The Mayor declares the emergency after discussion with the MECG. Only the Mayor (Head of Council) can declare an emergency, however the Mayor, Council or the Premier can terminate the emergency. It was confirmed that an emergency does not have to be called in order to have access to Provincial funding for the repairs following an emergency, however the expenses do have to be more than 3% of the municipalities operating budget.

A Tabletop Exercise and possible scenarios were discussed. In 2020 one was not required due to the COVID-19 pandemic, however so far this year there has been no exemption. Council agreed they would wait until fall to discuss this further. If a tabletop is held a EMPC meeting will be held following it.

The Township of O'Connor did receive \$500 to hold a Fire Smart campaign. Council will have to decide what we want to do with this to promote Fire Smart. It was agreed to wait on holding an event until the Province announces when they might be reopening up the Provincial restrictions for gatherings.

Ms. Racicot will require from all members of the MECG a signed declaration form, stating that they have completed the mandatory training. As the training is being held virtually the documents will be forwarded to the members for signing. As Fire Chief Mattas was unable to attend, due to an active fire within the Township, Ms. Racicot will follow up with him to complete his required training.

Mayor Vezina thanked Ms. Racicot and Ms. Laforest for the presentation and everyone for attending and it was

1. Moved by Bishop Racicot
Seconded by J. Loan

**THAT THE EMERGENCY MANAGEMENT PROGRAM COMMITTEE (EMPC)
MEETING ADJOURN TO THE COUNCIL MEETING TO BE HELD VIRTUALLY
ON TUESDAY, MAY 25, 2021 AT 7:00 P.M.**

TIME BEING: 8:45 P.M.

Carried

Mayor

Clerk-Treasurer