

TOWNSHIP OF O'CONNOR – NOTES –
EMERGENCY MANAGEMENT PROGRAM COMMITTEE MEETING
TUESDAY, OCTOBER 25, 2022

Notes of the Emergency Management Program Committee (EMPC) Meeting held in the Council Chambers and virtually on Tuesday, October 25, 2022 at 6:00 p.m.

Present: Mayor Vezina
Councillors Crane, Racicot (virtual)
Clerk-Treasurer Lorna Buob
Deputy Clerk-Treasurer and Alt. CEMC Linda Racicot (virtual)
Administrative Assistant & CEMC Erin Laforest
Fire Chief & Alternate CEMC - Henry Mattas
Council Elect – Sobolta, Torkkeli

Absent: Acting Deputy Fire Chief – Greg Biloski
Alternate CEMC – Morris Douglas

Mayor Vezina called the meeting to order at 6:03 p.m. and welcomed everyone to the meeting.

1. Moved by A. Crane
Seconded by Bishop Racicot

THAT THE AGENDA FOR THE MEETING BE APPROVED.

Carried

Mayor Vezina then turned the meeting over to Ms. Laforest, Administrative Assistant and the Township of O'Connor's new Community Emergency Management Coordinator (CEMC). Due to technical difficulties, a power point presentation was unavailable and therefore the annual mandatory training of the MCECG, as per the Emergency Management Civil Protection Act 1990 E. 9 was not conducted. Ms. Laforest will follow up with the training at a later date.

The Notes of the EMPC meeting held on May 17, 2021 and the Notes from the Emergency Tabletop Exercise held on November 29, 2021 were reviewed with no comment.

Ms. Laforest has reviewed the Emergency Management Program (EMP) and made some grammatical changes to the document. The recommended changes were reviewed with Council and agreed upon. A couple minor changes were also noted during the meeting and will be revised. The new document will be brought back to Council for final approval. The By-law to establish the Program was reviewed. It was noted that this By-law will have to be updated to now include a fifth core component, adding preparedness.

A review of the members Roles and Responsibilities from the Emergency Plan were discussed. Ms. Laforest will be testing these roles at the upcoming Emergency Tabletop Exercise to be held on November 8, 2022. Council was asked to review the Emergency Plan to ensure that they are prepared in their role for the exercise. The Incident Management System (IMS), Appendix B, will also be tested during the exercise. Public Education, in regard to an emergency, was discussed. It was agreed that a handout, in regard to Emergency Preparedness, will be provided to the residents during the upcoming Christmas Parade to be held on November 26, 2022.

The Hazard Identification and Risk Assessment (HIRA) for the Township of O'Connor was reviewed. The scoring of these incidents was explained, the first number being Probability of Occurrence and the second being the Consequence. The Township of O'Connor currently has eight possible risks rated. The Committee agreed that at this time the only one that may possibly need to be amended would be the Flood, which is currently rating at 3/3. Administration will confirm the number of flood events that have happened in the Township of O'Connor over the past five years and determine if the Probability of Occurrence needs to be increased to a 4.

EMERGENCY MANAGEMENT PROGRAM COMMITTEE MEETING
TUESDAY, OCTOBER 25, 2022 (cont'd)

It was agreed to provide a copy of the Emergency Plan and Emergency Management Program to Council Elect prior to the Emergency Tabletop Exercise if they would like to attend.

The Township of O'Connor's Critical Infrastructure was reviewed and it was agreed that the Township's own road system should be added to the list. It was also noted that under Public Safety and Security that the word ambulance should be changed to Emergency Medical Service (EMS).

With regard to the Emergency Operations Centre (EOC), it was noted that the O'Connor Conmee Baptist Church is an alternate EOC, and it may be possible that the contacts may have changed. This will be looked into further. The contacts' names and numbers in the plan still have to be confirmed before final passing.

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 final approval.

Council was once again reminded of the Emergency Tabletop Exercise to be held on Tuesday, November 8, 2022 at 7 p.m. in the O'Connor Community Centre. The exercise will be interactive and will be reviewed at a future Council Meeting.

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

2. Moved by Bishop Racicot
Seconded by A. Crane

**THAT THE EMERGENCY MANAGEMENT PROGRAM COMMITTEE (EMPC)
MEETING ADJOURN TO THE COUNCIL MEETING TO BE HELD ON
TUESDAY, OCTOBER 25, 2022 AT 7:00 P.M. IN COUNCIL CHAMBERS AND
VIRTUAL.**

TIME BEING: 6:45 P.M.

Carried

Mayor

Clerk-Treasurer