

MINUTES

CARLETON PLACE EMERGENCY MANAGEMENT COMMITTEE

A meeting of the Carleton Place Emergency Management Committee was held on Thursday, December 5, 2019 at 3:00 p.m. in the Upper Hall of the OWFC facility at 15 Coleman Street with the following members present:

Mayor Doug Black, Diane Smithson, C.A.O., Pascal Meunier, Fire Chief and CEMC, David Young, Director of Public Works, Mark Dorman, Carleton Place CERV, Sgt. Rob Croth, O.P.P. (joined the meeting in progress) and Duncan Rogers, Assistant to the Fire Chief.

I Adoption of Committee Minutes:

Moved by Diane Smithson
seconded by Mayor Black.

THAT the Committee Minutes of June 20, 2019 be approved.

CARRIED

II Communications:

Topic: 2019 Annual Emergency Exercise
Received from: Pascal Meunier, CEMC
Date Received: 14/11/2019
Addressed to: Emergency Management Committee

Summary:

The Annual Emergency Exercise was held this year on Thursday, October 17, 2019 at the OWFC Upper Hall and dealt with the scenario of a hostage taking incident at a high school. The Exercise was well attended and input was provided from a number of participants, including the OPP and a local High School Principal.

Committee Decision:

THAT the Final Report of the 2019 Annual Emergency Exercise be approved and forwarded to Council for information.

CARRIED

Topic: MVCA Watershed Conditions
Received from: Pascal Meunier, CEMC
Date Received: 14/11/2019
Addressed to: Emergency Management Committee

Summary:

Staff have monitored the MVCA Watershed Condition Statements throughout the year. The most recent statement dated 31/10/2019 stated that watershed conditions have returned to normal flows.

Committee Decision:

THAT the report on MVCA Water Conditions Statement dated November 14, 2019 be received as information.

CARRIED

Topic: Committee Goals and Objectives for 2020
Received from: Pascal Meunier, CEMC
Date Received: 14/11/2019
Addressed to: Emergency Management Committee

Summary:

A schedule of the Goals and Objectives for the Committee for 2020 has been prepared by staff.

Committee Decision:

THAT the Goals and Objectives of the Emergency Management Committee for 2020 be approved.

CARRIED

Topic: Emergency Management Committee Work Plan for 2020
Received from: Pascal Meunier, CEMC
Date Received: 14/11/2019
Addressed to: Emergency Management Committee

Summary:

Staff have prepared a Work Plan for the Committee for 2020. This Plan contains proposed dates and times for meetings.

Staff Recommendation:

THAT the Work Plan of the Emergency Management Committee for 2020 be approved.

CARRIED

Topic: 2020 CERV Activity Plan
Received from: Pascal Meunier, CEMC
Date Received: 14/11/2019
Addressed to: Emergency Management Committee

Summary:

Staff have prepared an Activity Plan for Carleton Place CERV for 2020.

Comment:

Information for the Committee.

Committee Decision:

THAT the Activity Plan for Carleton Place CERV for 2020 be approved as amended by clarifying that CERV activity during emergencies is “support with Search and Rescue”.

CARRIED

Topic: CERV Autumn Seminar
Received from: Pascal Meunier, CEMC
Date Received: 14/11/2019
Addressed to: Emergency Management Committee

Summary:

The CERV Autumn Seminar on Flooding originally scheduled for Saturday, November 16, 2019 has been postponed until next spring in order for the Authority to provide further information on the subject of flooding.

Committee Decision:

THAT the update on the CERV Autumn Seminar be received as information.

CARRIED

Topic: Fall Capital Sector and Lanark County
CEMC Meetings
Received from: Pascal Meunier, CEMC
Date Received: 14/11/2019
Addressed to: Emergency Management Committee

Summary:

Staff were unable to attend the Fall Sector Meeting due to a previous commitment. The Fall Lanark County CEMC Meeting was held on Thursday, November 7, 2019 at the County of Lanark Administration Building. Highlights of the meeting include the following:

- Development of a consistent template for municipal website flood information.

- Develop printed material for door-to-door site visits to answer frequently asked questions.
- Coordinate sandbag pick-up and drop off sites with mapping on municipal 511 and social media posts.
- Ensure sandbag and sand pile inventories are maintained.
- Coordinate volunteer management with assigned tasks, meeting points and recognition after the fact.
- Engage Lake and Road Associations for the spread of information and registration of volunteers.
- EMO Compliance Submissions
Mr. Welsh reminded members present of the deadline to file the 2019 Statement of Completion. Sector Officers are available to assist if required.
- Canadian Red Cross Update
The Cortravco system is being used by CRC to identify additional emergency lodging at hotels throughout Lanark County. Personal Disaster Assistance Kits are available. Sea Can shipping containers are available with cot and supplies for up to 200 people.
- Watershed Conditions Update
Conditions have stabilized due to increased rainfall throughout the system.
- Leeds, Grenville & Lanark District Health Unit Update
Emergency Preparedness Campaign
Boundaries for Health Units will change due to the consolidation of the number of Health Units. A review of approved shelters and reception and inquiry centers is planned for 2020.
- Emergency Preparedness Campaign for 2020
All local municipalities are participating in the Lake 88.1 emergency campaign advertisements. The Emergency Preparedness Guide will be reprinted for 2020.

Committee Decision:

THAT the highlights of the Fall Sector Meeting held on November 7, 2019 be received as information.

CARRIED

Topic: 2019 Statement of Completion
Received from: Pascal Meunier, CEMC
Date Received: 14/11/2019
Addressed to: Emergency Management Committee

Summary:

Regarding the Annual Review, the Emergency Management Committee has completed identified tasks for 2019. The tasks include a review and update of both the municipality's Emergency Plan and HIRA, the identification of Critical Infrastructure, the holding and completion of an Exercise and the annual training of the Municipal Emergency Operations Control Group as well as the maintenance of the Emergency Operations Centre.

Committee Decision:

THAT the 2019 Statement of Completion be completed and forwarded to Emergency Management Ontario.

CARRIED

Topic: Public Library – Warming Centre during extreme cold weather
Received from: Pascal Meunier, CEMC
Date Received: 14/11/2019
Addressed to: Emergency Management Committee

Summary:

Staff have confirmed the use of the Library as a warming center for local residents for this winter.

Committee Decision:

THAT the update on the use of the Public Library as a warming centre during extreme cold weather events be received as information.

CARRIED

III Other Business:

- a) Fire Chief Meunier circulated correspondence from Field Officer Teresa Alonzi, Loyalist Sector, regarding the recently released 2019 Flood Report by the MNR. A brief discussion took part regarding the Report. Members were informed that the Report is available online.
- b) Mayor Black circulated a draft document from Mr. Bill Slade of the Carleton Place Environmental Advisory Committee regarding the environment and emergency situations. Following a discussion of the draft document, Mayor

Black agreed to circulate the same for review and comment by members of the Committee.

- c) The CEMC and the Assistant to the Fire Chief expressed well wishes and thanks regarding work completed with emergency management during 2019.

IV Next Meeting Date:

Thursday, March 26, 2020 at 3:00 p.m.

V Adjournment:

THAT the meeting be adjourned at 3:45 p.m.

CARRIED