

Municipality of Temagami
Emergency Management Program Committee Meeting
Draft Minutes

Thursday December 17, 2020, 5:00 p.m.

Virtual Participation via Zoom

PRESENT: D O'Mara, B Leudke, J Koistinen

STAFF: C Davidson, S Pandolfo, B Turcotte, J Sanderson, S Poirier, P Elliott and D Larochelle

1. CALL TO ORDER

CEMC B Leudke called the meeting to order at 5:00 p.m.

2. ADOPTION OF THE AGENDA

MOVED BY: S Poirier

SECONDED BY: D O'Mara

BE IT RESOLVED THAT the Emergency Management Program Committee Agenda dated December 17, 2020 be adopted as presented.

CARRIED

3. REVIEW OF MUNICIPAL RESPONSE TO THE COVID-19 PANDEMIC IN 2020

Suggestions and Comments:

a. Initial Activation:

Emergency Control Group activated on March 16, 2020.

b. Control Group Structure:

The Control Group included the Mayor, Deputy Mayor, Operations Officer, CEMC, Fire Chiefs, EMS/Ambulance, Public Works Superintendent, Information Officer and Administration.

c. Community Control Group Structure:

The Control Group included as many stake holders as possible -Temagami Family Health Team, Seniors Home Support, Community Foundation and on occasion Timiskaming Health Unit, Ministry of Natural Resources and Forestry and Ontario Provincial Police.

d. Cycle Meeting Frequency:

The Control Group met daily (5 days per week) from March to June. Currently the group meets every two weeks.

e. Inclusion of other agencies:

If anything we have strengthened our local connections.

f. Receiving and utilizing Health Unit, Provincial and Federal information:

The Control Group was able to get the information to the table.

g. Messaging:

- Messages are more streamlined.
- Pre messaging is working out better and not taking up as much time to draft.

h. The transition to zoom meetings:

- The group met face to face in the beginning and switched over to teleconference and is currently meeting through zoom.
- Zoom works as long as you have reliable internet.
- Suggested that we look into Eastside software packages.
- The Municipal Clerk is currently exploring software packages.
- In an emergency - group may want to meet face to face and by zoom.

i. What was done well?

- Municipal staff received good exposé
- Ask for feedback on communicate

j. What can we do better?

- Maybe? Scale down on Control Group
- Should have focused more on the seniors that do not live in the seniors building.
- Meetings are running a lot smoother.
- Group has progressed and have learned a lot.
- Try whiteboard in our zoom meetings.

k. What should we change going forward?

- Use boards/charts
- Do not abandon physical meetings
- Ensure that messages are straightforward
- Ensure that messages have web embedded links
- Some messages did not need to go out

4. REVIEW HAZARD IDENTIFICATION & RISK ASSESSMENT (HIRA)

- Assign a couple committee members to develop a new list.
- Review list and bring back to the committee in the New Year.
- Develop response plan for human health, water and waste water.

- Have J Stothers, Field Officer of the Fire Marshall and Emergency Management review new ranking.

What are the greatest risks to the municipality?

HAZARD SHEET #	HAZARD SITUATION	RISK ANALYSIS	PRIORITY
	Forest Fire		1
	Water/Waste Water		2
	Human Health		3
	Hazardous Materials Transportation - Roads		4
	Hazardous Materials Transportation - Rail		5
	Pipeline		6
	Energy – Electrical Failure		7
	Ice Storm		8
	Windstorm		9
	Flooding		10

5. REVIEW CRITICAL INFRASTRUCTURE LIST

List remains the same no additions or omissions.

6. REVIEW STAFF POSITIONS AND SET UP

- Update current Appendix “A” list
- Update Mayor’s cell phone number
- Council currently reviewing service delivery review/organizational review

7. REVIEW EMERGENCY OPERATIONS CENTRE PROCEDURES FOR ACTIVATION

Updating Employment Standards Policy – Preventive methods

8. OTHER BUSINESS

Suggested that we use memory sticks in place of binders.

NEXT MEETING

Last week of January – have binders for the next meeting.

ADJOURNMENT

MOVED BY: Dan O’Mara

SECONDED BY: Jim Sanderson

BE IT RESOLVED THAT this meeting adjourn at 6:53 p.m.