

Approved Minutes

Municipal Emergency Management Program Committee (MEMPC) Meeting

March 19, 2025

Location: Council chambers, Municipal Office, 7 Lakeshore Temagami

Start time: 2:00 PM

Attendance: ☐ Mayor, ☒ CEMC CAO/Treasurer, ☐ Municipal Clerk,
 ☒ Temagami Fire Chief ☒ Marten River Fire Chief ☒ Public Works Supervisor,
 ☒ Evacuation Coordinator, ☒ EIO, ☐ EMPC Council appointed Councilor

Meeting Purpose: develop an Emergency Management Program Committee Work Plan for 2025

1. Adoption of the Agenda

- Agenda accepted as presented, moved by J Shymko all in favor/approved

2. Adoption of the December 19th meeting minutes

- Minutes reviewed, accepted as presented – moved by Laala all in favor/approved

3. 2024 Compliance Submission update

- Reviewed comments received from EMO on the 2024 Municipal Compliance Report submission and recommendations for improvement to the Emergency Response Plan ; accepted for information purposes

4. Desktop Exercise After Action Report (AAR)

- Reviewed a draft Improvement & Corrective Action Plan based on recommendations in AAR – accepted in principal, CEMPC chair and CAO to finalize based on discussion and bring back for committee approval – moved by J Shymko, all in favor/approved

5. Communications Plan / Pub Ed Presentation: John Shymko

- Update provided on proposed updates to the Communication plan, discussion on improvements, and associated workloads to the public Ed Plan, advantages & disadvantages of public emergencies notifications, including 211, and targeted digital outreach (email, SMS alerts) developing an Public Education Plan; implementing targets, workload. John to lead Public Ed efforts for EM preparedness week (May 4-10)
 - Recommendation not to use Ontario 211 as a service provider for information during an emergency; moved Laala, all in favor/approved

6. 2025 Training Plan

- Discussed the available training from Emergency Management Ontario and setting minimum training expectations/requirements for staff involved in emergency management
 - Discussion: members recent training & course highlights / recommendations
 - Recommendations to management: staff training targets

7. Emergency Notification System

- Information/discussion on cell phone app (Who's Responding), notifying primary ECG provided by Jim.

8. Emergency Response Plan (ERP) updating:

- Reviewed proposed changes to the Emergency Response Plan including Designation of Councillor to act in the absence of the head of Council. As set-out in Council resolution #.... and expanded wording on implementation process.
 - Changes accepted as presented – moved by Laala, all in favor/accepted
9. **2025 EMPC Work Planning:** identifying priorities, assigning tasks, sub-committees
- A quick discussion on establishing a work plan for 2025; including agenda items earlier discussed, including:
- **Annual exercise:** schedule for late summer/early fall; pick one of the top 4 HIRA's; include possibility for having a group training session at the event – no member assigned to develop the exercise
 - Complete changes to the **Improvement & Corrective Action Plan** per earlier discussion and bring back to the committee – Jim & Laala
 - Work on a detailed **Evacuation Plan** to be brought back to the committee – sub-committee formed: Daryl to lead, Barry and Pete to assist
 - Discussed the need to expand the information currently on the Emergency Operations Centers, including consideration to hold a committee meeting at the arena to determine ability to use the arena dressing rooms as the secondary EOC should the community hall be utilized at a reception / warming center. To be explored at future meeting
 - Short discussion on **Critical Infrastructure / HIRA updating**, – decision to postpone start of the work till the summer in anticipation EMO will have published their newest HIRA methodology
 - Deferred discussion on developing a **Continuation of Operations & Disaster Recovery Plan (COOP)** to future meeting

10. **Other :** nil

11. **Next meeting date:** May 13th 2:00 – 4:00pm

Adjournment: 4:00 pm