Municipality of Temagami
Community Emergency Management Program Committee Meeting (CEMPC)
Tuesday November 20, 2018
10:00 to 11:30 AM
Former Chamber office, Municipal Building

DRAFT MINUTES

Attendance: Jim Sanderson, Monty Cummings, Paul Elliott, Scott Poirier, Brian Koski

Absent: Jim Stewart, Dan O'Mara, Craig Davidson

1. Adoption of the Agenda – adopted by consensus

2. Review of Past Minutes
   - October 2018 meeting minutes – approved as presented

3. Correspondence
   - Relaunch of compliance reporting tool notice from EMO – Brian to talk to EMO field officer regarding registering as he is resigning effective Nov. 30th, & registering Jim S as alternate for access to the reporting portal
   - CEMC (confirmation)- e-mail from John Stothers re: CEMC position – Brian to follow-up with John

Business Arising

4. Review Draft Terms of Reference for the Emergency Management Program Committee
   - Approved as presented; Jim to draft up memo, submit Terms of Reference to Council for approval at the December meeting; moved by Brian, seconded by Monty – all in favor

5. Review of 2018 Emergency Management compliance guide
   - Discussion on CEMC position – Jim informed committee that potential of new councillor stepping into the position; have 1 year to obtain required training
   - Emergency Management Program Committee – should be in compliance with council's approval, in December, of the committee's terms of reference
   - Hazard Identification and Risk Assessment – completed last month, changes sent off to our EMO field officer
   - Critical Infrastructure list – completed, changes sent to EMO field officer
   - Municipal Emergency Plan – updated, approved by council, revised plan sent to EMO Field officer
   - Municipal Emergency Control Group – believe in compliance with most requirements, submitted request for exercise substitution with the declared

emergency; lot of changes this year in MECG membership, Jim will look into what is required / if able to achieve compliance for operations manager

- Emergency Information Officer – no change in staff identified to the position – no change in the reporting for 2018
- Public Education – Jim has a list of this year's events; the committee to develop a plan for next year
- Emergency Management Program Annual review – well on our way, completed our review of the plan & Appendix, will start working on the After Action Report from the declared Emergency at the next meeting
- Emergency Management Program By-law - Jim to follow-up, check wording of the most recent bylaw passed, believe it met requirements, potential that the program committee's Terms of Reference might be passed as a schedule to the existing Bylaw
- Ran out of time before reviewing the remainder of the document

New Business

6. Plan maintenance (review of appendices)
   - Appendix A –rename as Notification List as the notification procedure is located in the body of the emergency plan
   - Appendix B & C – duplication – resource lists – combine into 1 list/appendix, put local source first for each of the categories (where available)
   - Appendix D – update copy of the act, include regulations made under the act
   - Appendix E – HIRA – already reviewed – wait until new Hazard Identification workbook from EMO comes out – need to do full review next year
   - Appendix F – risk based plans – EMO field officer recommended we have a plan for each of the Hazards identified – wait until HIRA review in 2019
   - Appendix G – CI done; Appendix I through K – OK
   - Appendix L - EOC layout & set-up guide – office & arena diagrams, the set-up guide missing (list with the copies of the plan, separate supplies box)
   - Appendix M & N – no changes required
   - Appendix O & P – have some material developed during the declared emergency to go in each section. Need to update the MOU agreement with North Bay (Jim has initiated, contacted North Bay Fire Chief) – still need an agreement with Temiskaming Shores

7. Other:
   - After Action Report recommendations - start work on them in January
   - Next Scheduled next meeting: January 14, 2018 at 10:00AM

   - Adjournment – by consensus at 11:30