



## TOWNSHIP OF PUSLINCH

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### COUNCIL REPORT

November 29, 2013

To: Mayor Dennis Lever and Members of Puslinch Council

From: Linda Dickson, MCIP, RPP  
Emergency Manager/CEMC

Re: **Emergency Management Program Report**

#### **Background**

The following outlines the municipality's requirements as set out in the Emergency Management and Civil Protection Act and how the municipality has fulfilled these requirements for 2013.

#### **Programme Committee**

The Programme Committee met on March 18, 2013.

#### **Emergency Response Plan**

There are no changes proposed to the Emergency Response Plan in 2013.

#### **Training:**

A number of training sessions were held in 2013. The following is a list of the training:

1. Basic Emergency Management Course – April 11 and 12
2. Scribe Training – May 30,
3. IMS 200 August 28 and 29

#### **Exercises**

This year the Township held an emergency exercise on June 26 at their primary Emergency Operation Centre. The exercise was based upon a hazardous materials release at a local industrial operation. There were several recommendations outlined in the After Action Exercise Report and staff has been working to address the recommendations.

The Township also held a notification exercise as part of their emergency management exercise.

In 2014, the emergency management exercise will involve all municipalities including members of Council, municipal staff, and partner agencies and organizations. The 2014 emergency management exercise may include field components and will test the implementation of Incident Management System.



### **Critical Infrastructure**

The Emergency Management and Civil Protection Act require municipalities to identify facilities and other elements of critical infrastructure that are at risk of being affected by emergencies. Staff reviews this list annually and updates as necessary.

During the Township's Program Committee meeting in March, the mapping of critical infrastructure data and having the information available to Emergency services to be used on mobile devices was discussed. To date, the mapping has been completed for the Township.

### **Public Education**

1. Emergency management information was made available at the Wellington County Libraries during Emergency Preparedness Week.
2. Draw for a 72 hour emergency kit and a car kit was held throughout the County of Wellington's 14 Library Branches.
3. A draw for a weather radio was held at the municipal office during Emergency Preparedness Week.
4. The County page in the Wellington Advertiser regularly contains emergency public information.
5. Staff attended the City of Guelph's Emergency Preparedness Day. Local schools were invited and attended this event.
6. The second Mayor's Cook-off Challenge was held in July.
7. Emergency Management purchased a vehicle and it has been "wrapped" for Emergency Preparedness advertising purposes to be used at various promotional events throughout the County.

### **Further Enhancements:**

1. Interoperability

The Guelph Wellington Interoperability Group was established in 2010 with representation from Police (Guelph Police and Wellington OPP), Fire (County and Guelph Fire representation), Guelph Wellington EMS, Emergency Management, Public Works/Roads and Information Technology from both the City of Guelph and Wellington County. The City on behalf of the group and with support from senior Police, Fire and EMS staff, received funding from the Canadian Police Research Council to develop an Interoperability Strategic Plan for the City and the County of Wellington.

Human Systems Inc, the City's project consultant, has completed their research and has presented their Plan to the Interoperability Steering Committee.



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2. In 2014, emergency management staff will undertake a project to review and revise the Hazard Identification and Risk Assessments for all Wellington Municipalities. All municipalities annually review their Risk Assessments as required by the Emergency Management and Civil Protection Act. However, it has been 10 years since a thorough review process has been completed.
3. Staff has been reviewing options and the county wide emergency management exercise tested the need for common operating picture software for the County and member municipalities.

#### **RECOMMENDATION:**

**THAT** Council for the Township of Puslinch accepts the annual emergency management report, and further **THAT** this report serves as the annual review of the Township's Emergency Management Program for 2013.

Respectfully submitted

Linda Dickson, MCIP, RPP  
Emergency Manager/CEMC