



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Hurania Melgar, Emergency Manager/CEMC
Date: Thursday, November 18, 2021
Subject: **2021 Emergency Management Programme Annual Report**

Background:

The following report outlines the municipal requirements set out in the Emergency Management and Civil Protection Act and Ontario Regulation 380/04 and how the municipality has fulfilled these requirements for 2021.

Program Committee:

The County has an Emergency Management Programme Committee (Committee). The Committee met virtually on March 30, 2021 to review the County's Emergency Management Programme including its Hazard Identification and Risk Assessment, Emergency Response Plan, training needs, proposed annual exercise, review of the Interim After Action Review for COVID-19 and Public Education. The minutes from the Committee meeting are attached.

The Committee has been updated to identify a Chair and to remove the 'as designated/or alternate' language as required by the Province to continue to meet compliance. The members of the Committee are not being changed. This report was accepted by the Planning Committee on September 9, 2021 and by County Council on September 30, 2021.

Emergency Response Plan:

The existing Emergency Response Plan was adopted by Council in Fall of 2020. Any updates for the plan that have come out of the Interim COVID-19 After Action Report will be saved until after the final After Action Report is complete for COVID-19 in 2022. Appendix C has been added to the Plan to clarify titles listed in section 8.3 'Responsibilities of MECG Members', by municipality as required by the Province to continue to meet compliance. No changes to the by-law are required for an appendix addition.

Training:

The required prescribed training for 2021 has not changed from 2018-2019 Emergency Management Ontario guidance. Members of the County's Municipal Emergency Control Group (MECG), both primary and alternates have satisfied the training requirements for this year.

Given the on-going COVID-19 pandemic, training was primarily conducted virtually and with smaller amounts of training than would normally occur. Below is the list of training opportunities offered:

1. EM 200-Basic Emergency Management Virtual Course: May 6-7, 13-14 in 2021
2. In House IMS Courses:
 - a. **Command:** May 27/21 1-3 pm

- b. **Operations:** Jun 10/21 10-12 pm
- c. **Planning:** Jun 17/21 10-12 pm
- d. **Logistics:** Sep 29/21 1:30-3:30 pm
- e. **Finance/Admin** Sep 29/21 9:30-11:30 am
- 3. Scribe Training: June 15, 2021 1:30-3:30pm
- 4. Municipal 511 Training: October 14, 2021 1-3pm
- 5. MCEG Essentials PowerPoint presentation shared with MCEG members

Annual Emergency Management Exercise:

MCEG members must participate in an annual exercise, which evaluates the Municipality's Emergency Response Plan and procedures. The County's MCEG members participated in an in-person emergency management exercise on November 2, 2021.

The objectives of the exercise were to:

- a. Familiarize the Municipal Emergency Control Group (MCEG) with the eICS software and the use of this software as a virtual EOC.
- b. Familiarize MCEG members with the policies and procedures of the new Emergency Response Plan.
- c. Test the Debris Management Plan within the new Emergency Response Plan.
- d. Test new elements of the Emergency Social Services and Financial Considerations sections of the Emergency Response Plan.

Summary of recommendations/outcomes from the exercise:

- 1. eICS Virtual EOC Software:
 - a. Found this software useful, need to iron out procedures on how to use each function so members can use it to its full potential.
- 2. Assignment of Incident Management System (IMS) Roles:
 - a. Clear assignments of IMS functional roles will be required going forward to ensure the IMS works as it should with clear command and control, unity of command and flow of response.
- 3. Increased Training:
 - a. Due to the exemption of the exercise requirement last year, more training on IMS and how IMS works in an EOC is needed to ensure all MCEG members are more familiar with their roles/responsibilities are, within IMS.
- 4. Communication and Documentation:
 - a. Whatever form communication takes; whether through eICS, the Incident Action Plan, messages, Main Event Log, Personal Activity Log etc. more training, experience and opportunities to work with these communication tools/documentation will be extremely helpful.

Public Education:

Every municipality's emergency management program must have public education on risks to public safety and on public preparedness for emergencies. Throughout 2021, Emergency Management

continued to work with County Communications to share information and key messaging about COVID-19 in collaboration with Wellington Dufferin Guelph Public Health.

Emergency Preparedness week was May 3-7. During the week, information was made available through the County's Social Media page, the County page in the Wellington Advertiser, the Highway 6 billboard signage and a 72-hour kit contest was held through social media. The Emergency Management Programme Coordinator organized virtual presentations to elementary schools across the County (262 students) in collaboration with our valued partners at OPP, GWPS and local fire departments, on how students could "Be Ready for Anything". 250 Emergency Preparedness bags were provided to the Township of Wellington North and Minto Fire Services for their event "Safe Kids Day in a box" for students in the north part of the County.

Winter Driving Safety information has been made available at Car/Tire businesses throughout Wellington County and also on Highway 6 billboard signage between Guelph and Fergus.

The County page in the Wellington Advertiser, the County of Wellington's social media accounts (an average of 4/month) and the Highway 6 billboard sign regularly contain emergency preparedness information.

The Emergency Management team also created a new video for the virtual 'Safe Communities Day' on October 14, 2021. 12 schools, 24 classes and 603 students across the County participated in the day, saw our video and were able to ask our staff questions virtually.

An updated Emergency Preparedness ad was again put onto reusable grocery bags at the Arthur Foodland.

As in 2020, 2021 EM Public Education included the "Do one thing" promotion. Emergency Preparedness messages were available in The Wellington Advertiser, on the County's social media and radio stations.

The following is the list of targeted education plan by month:

January – Frozen Pipes/Make a Plan

February - 211

March – Floods

April – Sheltering

May – Emergency Preparedness Week

June – Tornadoes

July – 72 Hour Kit

August – Unique Family Needs

September – Be Informed

October – Power Outages

November – Winter Weather (Car Kits)

December – Winter Weather (Driving)

Critical Infrastructure:

Every municipality is required to identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. The critical infrastructure list was updated by the County at the Committee meeting. Previously we were using both an excel spreadsheet and the Common Operating Picture (COP) map for critical infrastructure. We will be fully transferred over to using only the COP map by early 2022 due to changes in the County's map system provider being moved to ArcGIS recently.

Service Continuity:

The County's Service Continuity Committee met in March and October of 2021. Following the 2020 COVID-19 pandemic and desire to standardize plans across departments a new template was created for the Service Continuity plans for the March meeting. Most plans are completed and approved with the new template and all will be completed by the end of 2021. Due to the template change, no exercise was required this year.

EM Radios:

The replacement of all the EM radios by MRC has been completed as of November 2021.

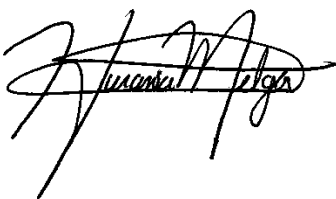
Conclusion:

The County of Wellington has fulfilled the mandatory municipal requirements set out in the Emergency Management Civil Protection Act and Regulation 380/04 for 2021.

Recommendation:

That the Council receives and accepts the annual report on the County's Emergency Management Programme for 2021.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Hurania Melgar', with a stylized, flowing script.

Hurania Melgar
Emergency Manager/CEMC

Attach. – Minutes of the Emergency Management Programme Committee