

United Townships of Head, Clara and Maria  
EMERGENCY MANAGEMENT MEETING

Minutes of Nov. 25, 2016

HCM Community Hall

Emergency Management Committee and Community Control Group

1. Attendees

Council: Mayor Gibson, Councillor Foote, Councillor Grills, Councillor Chartrand,  
Staff: Melinda Reith- CEMC, Gayle Watters -Information, Noella LeBreton- Alt.

CEMC, Crystal Fischer, Wilfred Lamure – Roads Super.

Guest: Philippe Geoffrion, OFMEM

Absent: Councillor Reid

2. Welcomed all attendees and Philippe Geoffrion of the OFMEM  
Collected attendance
3. HIRA – Hazard Identification and Risk Assessment  
A brief explanation of the procedure of determining hazards identification and risk assessments resulted in no major changes in the current risk status with the exception of probability of windstorm being updated to a "2". The Community risk profile was updated to reflect the changes.  
**Action:** Gayle Watters to update record and submit to OFMEM rep
4. Community Risk Profile and Critical Infrastructure grid  
Three more elements were added to the Critical Infrastructure grid;  
Communication, Health and Food and Water.  
**Action:** Gayle Watters to update record and submit to OFMEM rep
5. Annual Review of our overall plan brought forward a discussion of our Volunteer Assessor program and how we could fix the current issues of training attendance and if they are covered under our insurances. Suggestion of a dinner/ training will be reviewed in 2017.  
**Action:** Gayle Watters to plan a meal/training session for our Assessors in 2017.
6. Emergency Response Plan- only cosmetic changes are needed within the plan which will be updated and a draft copy will be sent out to the councillors for review.  
**Action:** Gayle Watters to forward a draft to Council members for review.
7. Annual Maintenance Checklist – has been completed and will be sent out with a signed annual statement of completion once the by-law for 2016 has been passed by council.
8. 2016 Statement of Completion – a copy was requested and received and will be signed in December 2016  
**Action:** Gayle Watters to complete and submit for final signature.
9. Emergency Plan/Program- By-law draft for council  
**Action:** Melinda Reith to submit to council for review at next schedule council meeting

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10. Communications – Councillor Chartrand will provide some information and pricing on a radio system for communication throughout the townships.  
**Action:** Councillor Chartrand
11. Adjourn