



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: Emergency Management and Health and Safety Summary April 2024

Date: May. 6, 2024

Report Number: FIR-2024-05-01

Department: Fire & Emergency Services

File Number: C11 FIRE 24

Prepared By: Mel Moulton, Emergency Services/ Health & Safety Coordinator- CEMC

Attachments: None

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report FIRE-2024-04-10 prepared by Mel Moulton, Emergency Services/ Health & Safety Coordinator-CEMC.

AND FURTHER authorizes the Community Emergency Management Coordinator (CEMC) to issue the Special Events Permit for Dungannon Super Pull and Demo Derby when permit conditions are met.

Background:

In 2016 the Township of Huron-Kinloss Council implemented a Special Events By-Law regulating all special events within the Township of Huron-Kinloss which meet certain criteria.

This Special Events By-law requires that all organizers of special events complete an application and an Operational Emergency Response plan to be reviewed by impacted Township Departments and Staff and to be approved by the CEMC.

This report also provides an update of Emergency Management and Health and Safety activities.

Discussion/Analysis/Overview:

Dungannon Super Pull and Demo Derby Special Event Permit

The Special Events By-law stipulates Special Events where more than 5,000 people are planned or anticipated to be in attendance only council has the authority to issue or refuse the permit.

The Dungannon Super Pull and Demo Derby organizers expect 7,500 spectators during the event.

Last years event exceeded the organizers expectations and many improvements have been made including changes to site layout to allow for more on site parking therefore improving traffic flow, engagement with additional community groups to ensure a greater number of volunteers are available to help and additional security planning meetings to maintain the safety of attendees.

Organizers have submitted the necessary applications, noise by-law exemptions, tent permits and emergency planning documentation. Senior Staff have reviewed the initial draft. Some details are still being finalized, insurance documents and special occasion permit have not yet been received however Staff are confident that the required information will be provided prior to the event.

Emergency Management Program Compliance

The Emergency Management and Civil Protection Act (EMCPA) requires each municipality to develop and implement an Emergency Management (EM) program which includes a number of elements. The Township of Huron-Kinloss received a letter of compliance for the 2023 submission.

Health & Safety

Training: Annual Workplace Violence and Harassment training was completed in April with all departments and both fire stations. This training is required to be completed annually.

Inspections: Regular monthly inspections were completed at Township facilities. Corrective actions have been distributed to applicable staff to complete.

Incident Reporting: No incidents occurred in April.

Joint Health and Safety Committee: Both fire station committees met in April.

Financial Impacts:

To comply with the Occupational Health and Safety Act, as well as Regulations under the Act, and other Acts, and to keep workers safe on the job, health and safety is an ongoing expense included in the operating budget.

Performance Measurement:

N/A

Strategic Area:

- | | |
|---|--|
| <input type="checkbox"/> Embrace a thriving rural lifestyle | <input checked="" type="checkbox"/> Enhance Municipal Service Delivery |
| <input type="checkbox"/> Prepare for Inclusive Growth | <input type="checkbox"/> Ensure Financial Stability |

Strategic Goal: Facilitate Community Well Being

Respectfully Submitted By:

Mel Moulton, Emergency Services/ Health & Safety Coordinator- CEMC

Report Approved By:

Jodi MacArthur, Chief Administrative Officer