



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: 2024 Summary Emergency Management and Health & Safety

Date: Jan. 13, 2025

Report Number: FIR-2025-01

Department: Fire and Emergency Services

File Number: C11 FIR 25

**Prepared By: Mel Moulton, Emergency Services and Health & Safety Coordinator
CEMC**

Attachments: None

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report FIR-2025-01 prepared by Mel Moulton, Emergency Services/Health & Safety Coordinator-CEMC.

Background:

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

Discussion/Analysis/Overview:

Emergency Management

Documentation submitted to Emergency Management Ontario for review of annual compliance in December.

Emergency Management 2024 Year in Review

- No emergencies declared
- Municipal Emergency Control Group received annual training on required topics
 - o Hazard Identification and Risk Assessment (HIRA) and Critical Infrastructure (CI) List
 - o Municipal Emergency Response Plan (MERP) including roles & responsibilities
 - o Activation and operation procedures under MERP
 - o Emergency Operations Centre Location & communications infrastructure
- Annual exercise completed
 - o Derecho and Heat wave
 - o In person exercise held at the Primary Emergency Operations Centre held in combination with Bruce County and neighbouring municipalities to practice collaboration and decision making in a hybrid format.
 - o The exercise lead into the local Huron/Bruce exercise organized by the Canadian Armed Forces.

- Community Emergency Management Program Committee (CEMPC) fall meeting completed
- Attended Spring and Fall Emergency Management Ontario (EMO) Bruce Sector Meetings
- Attend Bruce County CEMC networking/ round table meetings
- HIRA & CI complete revision, format changes and adjustment to ranking on HIRA
- Annual compliance documentation submitted to Emergency Management Ontario
- Revision of Special Event Permit by-law
- Six Special Event Permits Issued – (Point Clark Canada Day Fire Works, Lucknow Music in the Fields, Lucknow Fall Fair, Ripley Fall Fair, Dungannon Tractor Pull and Kites in the Field) and four post event debriefs held.
- Red Cross BeReady in person workshop held at the Lucknow Library in Partnership with Bruce County and Red Cross.
- Red Cross completed a site survey at the Lucknow & District Sports Complex
- Monthly public education posting on social media and newspaper ads during emergency preparedness week
- New appointment of Alternate Community Emergency Management Coordinator (CEMC) Jeff Bradley.

Health & Safety

Training: In December eight staff completed first aid training at Mayfair Training.

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

Incident Reporting: Two incidents occurred during December, 1. wing of plow truck struck truck door causing damage and 2. worker strained hand.

Joint Health and Safety Committee: The Huron-Kinloss Committee met in December and performed a group inspection at the Kinloss public works shed during their meeting.

Health and Safety 2024 Year in Review

- Six safety incidents or injuries
- 15 Safe Operating Procedures created or updated.
- Regular/Monthly safety tailgate meetings with Public Works, Community Services, Huron Landfill and Municipal Office covering workplace specific safety topics, SDSs, policies and procedures
- Regular workplace inspections completed at 10 Township facilities
- Quarterly JHSC meetings held with all three JHSCs. During meetings the committees discuss previous inspections, review Safe Operating Procedures/ Guidelines, and discuss any safety concerns raised to members
- Radon testing completed at the municipal office

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:

None

Strategic Area:

- Embrace a thriving rural lifestyle
- Enhance Municipal Service Delivery
- Prepare for Inclusive Growth
- Ensure Financial Stability

Strategic Goal: Strive for continuous improvement and increased efficiency

Respectfully Submitted By:

Mel Moulton, Emergency Services and Health & Safety Coordinator CEMC

Report Approved By:

Jodi MacArthur, Chief Administrative Officer