



The Corporation of the Town of LaSalle

Minutes of a meeting of the Emergency Management Program Committee Meeting

May 22, 2025, 3:00 p.m.

LaSalle Room, LaSalle Civic Centre, 5950 Malden Road

Present: Mayor Crystal Meloche
 Deputy Mayor Michael Akpata

Also Present: Joe Milicia, Chief Administrative Officer
 Ed Thiessen, Director of Fire Service/Fire Chief
 Dale Langlois, Director of Finance
 Peter Marra, Deputy Chief Administrative Officer
 Dawn Hadre, Director of Strategy and Engagement
 Mark Seguin, Deputy Fire Chief
 Gaetano Ferraro, Manager of Finance/Treasurer
 Jennifer Astrologo, Director of Council Services/Clerk
 Jason Woods, Deputy Police Chief
 Anisa Carlone, Emergency Management
 Coordinator/Administrative Assistant

1. Call to Order

A. Carlone calls the meeting to order at 3:00 PM.

2. Disclosures of Pecuniary Interest and the General Nature Thereof

None.

3. Adoption of Minutes from Previous Meeting

That the minutes of the meeting of the Emergency Management Program Committee dated November 7, 2024, be adopted as presented.

Mover: J. Milicia

Seconder: Mayor C. Meloche

4. Business Arising from the Minutes

A. Carlone provided an update on the Vendor Resource Handbook, as it has been reviewed and is complete.

5. New Business

5.1 Emergency Response Plan

a. EOC Municipal Control Group (MCG) Organizational Roles Changes

New members have been added to the MCG to eliminate duplication of positions.

b. Secondary EOC Location

A. Carlone presented the comparison analysis on a secondary EOC location. The committee moved forward with the recommendation. The alternate locations will be amended in the Emergency Response Plan as such:

Primary: Civic Centre

Secondary: Vollmer Complex

Tertiary: Events Centre

Quaternary: Tecumseh Station 2

A long-term solution: to build our own EOC facility, or potentially a regional County EOC.

Action Item: To be brought forward at the next County Chief's Meeting.

5.2 H.I.R.A

a. Gas Wells

a. Draft Evacuation Plan for Union Turkey Creek

A. Carlone provided an update on the Union Turkey Creek Well. The type of well is yet to be determined. The Draft Evacuation Plan was created as a short-term plan, should there be a breach. E. Thiessen and A. Carlone will be visiting Fighting Island in the near future where the property maintainers will show us where the gas wells are located on the property and how they are tested.

Amendments to the plan: add Town website and social media to the communications plan.

To consider: Are the gas wells connected underground? Union Gas pressure regulator is across the street, near the Front Road location.

Action Item: Take action, find a locator and investigate ourselves. Include Union Gas in the conversation.

5.3 Critical Infrastructure Identification

Additional amendments to contact information are required. J. Milicia recommended having an additional column of best municipal contact of who to call pers. on the list.

5.4 Training

a. Emergency Management Ontario

Continuous EMO training for all MCG Members in 2025. Seven scribes completed Note Taking Course through EMO.

b. Emergency Management LaSalle

Onboarded 13 new members to our emergency management program. Held scribe spring training for all new members/previous members as a refresher. Fall training will be held prior to the annual emergency exercise.

c. GetReady on Atlas

We are able to upload pdf and image files in Atlas. The files should be carefully identified to ensure consistency and order. Now that Get Ready can save and edit information in the documents prior to submission, it can be viewed as a live document. Once a document has been saved, you will be able to see the current information being input into the system. Once submitted, no changes can be made to the document.

5.5 Annual Emergency Exercise

Tentative: October 30th 2025

Exercise: Large scale incident blocking main road arteries. Half day exercise.

5.6 Community Emergency Preparedness Grant

Applied for Community Emergency Preparedness Grant – \$50,000 – we were not successful in obtaining the grant. Followed up with EMO regarding future grants and if the grant could be used for assisting facilities with funding an EOC. In reviewing previous submissions, we could use grant funding to equip the EOC, but not build.

5.7 Everbridge

Courtney Chaplo, New Account Manager – discussed our organizational expectations with accuracy and having as many residents signed up in our system. They introduced us to a new platform within Everbridge known as Resident Connections. It is an automated data feed that geo-targets communities by leveraging pre-loaded jurisdiction boundaries and point of interest data (physical locations). A demo has been scheduled.

a. LaSalle Alerts Test

LaSalle Alerts test occurring on May 30th, 2025.

6. Next Meeting

TBD.

7. Adjournment

The meeting is adjourned at the call of the Chair at 3:51 pm.

Chair and Recording Secretary: A. Carlone