

Rural Municipality of Belfast

Mayor: Garth Gillis; Chief Administrative Officer: Bob Brooks; *Incorporated 1972*

Municipal Emergency Management Plan (MEMP)

MEMP Planning Committee

Appointment of MEMP Planning Committee Members/Roles:

One of the initial tasks required in setting up a Municipal Emergency Management Plan (MEMP) for the Rural Municipality of Belfast (RMB), is to establish a Planning Committee, utilising members of the RMB Council and Administration.

Each Coordinator, would spearhead the assigned Role through a Committee, which would be made up of the Coordinator, Alternate and up-to three members of the public. By default, the Coordinator will become the Chair of the Committee; however, the Coordinator may appoint one of the Committee Members to be the Chair of that Committee. That said, the Coordinator will remain as the spokesperson that reports to the MEMP Planning Committee.

Below is the list of the Roles to be filled, including Alternates, as per **Bylaw # 2021-01 Municipal Emergency Management Program Bylaw**. For discussion and consideration; names have been recommended to fill those roles. Those recommendations can be accepted or altered. Alternate positions should also be filled by a Council Member, with no person having more than two roles.

#	Role	Coordinator	Alternate
1	<i>Municipal Emergency Coordinator</i>		
	Recommended	Bob Brooks	Jill Harris
2	<i>Deputy Emergency Coordinator</i>		
	Council Member Recommended	Andy Henry	?
3	<i>Fire Protection Coordinator</i>		
	Council Member Recommended	Joanne Vessey	?
4	<i>Communications/Public Information Coordinator</i>		
	Council Member Recommended	Garth Gillis	Virginia Cooke
5	<i>Human Resources Management Coordinator</i>		
	Council Member Recommended	Lynn Docherty	?
6	<i>Emergency Agency Liaison Coordinator</i>		
	Council Member Recommended	Billy Gamble	?
7	<i>Finance and Administration Coordinator</i>		
	Recommended	Bob Brooks	Jill Harris
8	<i>Social Services Coordinator</i>		
	Council Member Recommended	Mary Mecher-Carlson	?

Once completed, these Coordinator Roles will need to be ratified by Council to take effect.