

Rural Municipality of Belfast

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

MUNICIPAL EMERGENCY MANAGEMENT PLAN - COMMITTEE MEETING AGENDA

Wednesday, August 11, 2021 at 7:00 PM

Upstairs Hall, Wood Islands Village

Participants:

Council:	Mayor Garth Gillis	Deputy Mayor Virginia Cooke (<i>sent regrets</i>)
	Councillor Lynn Docherty	Councillor Billy Gamble
	Councillor Andy Henry	Councillor Mary Mecher-Carlson
	Councillor Joanne Vessey	
Administration:	CAO - Bob Brooks	Projects Coordinator - Jill Harris

A Committee of Council is called to continue the work on the Municipal Emergency Management Plan (MEMP), as required by the ***Municipal Government Act***. This meeting follows the outlined process of the Rural Municipality of Belfast (RMB) **Bylaw # 2021-01 Municipal Emergency Management Program Bylaw**. The continuing Agenda is presented, as follows:

Item **Order of Business**

- Call to Order** – The MEMP meeting to be called to order at 7:00 PM by Mayor Gillis.
- Covid-19 Considerations** – continue to be in place, with a meeting room limitation of 21 people maximum (**7 Council, 2 Admin, 12 General Public**): in addition to disinfecting; physical distancing; masks, gloves and bottled water availability; and a contact tracing list maintained.
- Declarations of Conflict of Interest** – Are there any declarations of conflicts of interest from any Council or Administration members with any items on today's Agenda?
- Approval of Agenda**

 Moved by _____ **and Seconded** by _____
 to approve the Agenda as presented.
 Votes for: _____ Votes against: _____ Result: _____
- Municipal Emergency Measures Plan (MEMP)** – Continued... (Presented by Jill...) Committee left the last meeting with four action items; progress on those four action items is as follows:
 - Jill** to send each member the blank resource form – completed.
 - Members** to fill in suggestions and send in – submissions were sent in from Mayor Gillis, Deputy Mayor Cooke and Councillor Carlson to-date.
 - Information categorized into one Main Resource List** – Ongoing, plus information passed on to Mr. Daniel Kelly (Public Safety Officer – Emergency Measures Organization). Mr. Kelly to also add contacts to this list, i.e. Government and business contacts.

4) **Update the Draft Plan Template** – Jill added the information we had, then met with Mr. Kelly on two occasions to discuss the Plan Progression and his role with the RMB Plan.

6. **Introduction and consultation with Mr. Daniel Kelly** (Public Safety Officer – EMO).

Mr. Kelly will discuss:

- a. the RMB Plan to-date;
- b. the MOU required for facilities to use;
- c. training for committees; and
- d. hazard risk assessment.

7. **Next Steps and Action Items for next meeting?**

8. **Next Scheduled Meetings:**

- a. **Regular Council Meeting** – scheduled for Wednesday, August 18, 2021 at 7:00 PM in the Upstairs Hall at Wood Islands Village; and
- b. **MEMP Planning Committee Meeting** – scheduled for Wednesday, September 8, 2021 at 7:00 PM in the Upstairs Hall at Wood Islands Village.

9. **Adjournment** – As there was no further business...

Moved by _____ to adjourn the meeting at: _____.