

# *Rural Municipality of Belfast*

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

## **MUNICIPAL EMERGENCY MANAGEMENT PLAN - COMMITTEE MEETING MINUTES**

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
Guest Speaker:	Mr. Daniel Kelly (Public Safety Officer-Emergency Measures Organization)	

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A Committee of Council was 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 was called to order at 7:06 PM by Mayor Gillis.
- Covid-19 Considerations** – continue to be in place, with a meeting room limitation of 21 people (*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** – There were no declarations of conflict of interest from any Council or Administration members with any items on today's Agenda.
- Approval of Agenda**

**Moved** by **Councillor Docherty** and **Seconded** by **Councillor Carlson** to approve the Agenda as presented.

Votes for:   4      Votes against:   0      Result: **Carried Unanimously**  
(*Councillor Henry had left the room momentarily*)
- Municipal Emergency Measures Plan (MEMP)** – Continued... Committee left the last meeting with four action items. Jill was invited to bring Committee up-to-speed on the progress of those four action items, as follows:
  - Jill** to send each member the blank resource form – *completed*.
  - Members** to fill in suggestions on the resource form and send in – *submissions were sent in from Mayor Gillis, Deputy Mayor Cooke and Councillor Carlson; and hard copies were handed in from Councillors Gamble and Vessey at the meeting.*
  - Information categorized into one Main Resource List** – *Ongoing, plus the information was passed on to Mr. Daniel Kelly (Public Safety Officer – EMO). Mr. Kelly will also add contacts to this list, i.e., government and business.*

- 4) **Update the Draft Plan Template** – *Jill has provided the information we have to-date to Mr. Kelly, and has met with Mr. Kelly on two occasions to discuss the Plan Progression and his role with the RMB MEMP.*

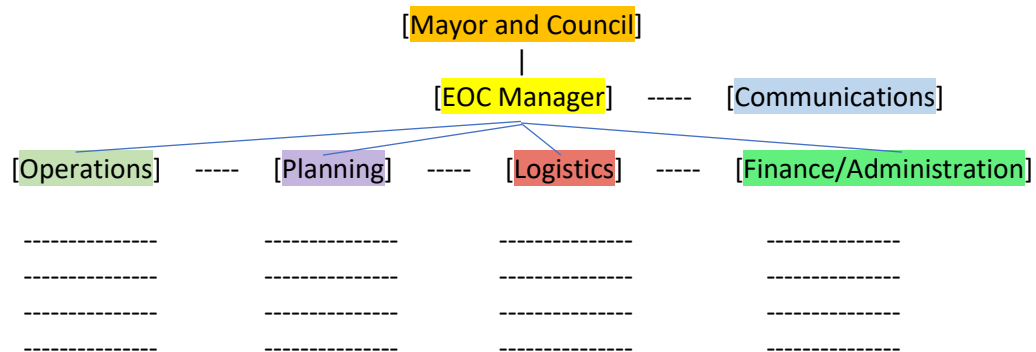
6. **Introduction and consultation with Mr. Daniel Kelly** (Public Safety Officer – EMO). Jill introduced Mr. Kelly, his role at EMO, and the role he would play in the development of the draft plan, and the eventual passing of the RMB MEMP.

Mr. Dan Kelly introduced himself and talked about his work on Emergency Management Plans in other municipalities in PEI. He noted that we had much of the pieces already that would go into the development of the RMB Plan, and that many municipalities were at the same point in their process (some, not so far along). He also reiterated the Province’s deadline for an adopted Plan by December 2021.

- Mr. Kelly, Jill and Bob reviewed the progress to-date;
- It was confirmed that the Memorandum of Understand (MOUs), for the use of unowned municipal facilities (with whomever owns the building) during an emergency (like a Warming Center), should be attached/included within the Plan;
- That once the RMB Plan is in place (or sooner if Council wishes), Mr. Kelly could arrange for the various training courses (either on site or in Charlottetown); and
- Mr. Kelly would also work with Council on the Hazard Risk Assessment.

In further discussion, Mr. Kelly suggested that we may want to reconsider the CAO as the Emergency Operations Centre (EOC) Manager, as the CAO would typically handle the Finance and Administration Role (which the CAO is already assigned to), and that position is generally very, very busy on its own. *Council can discuss that suggestion at the next MEMP meeting, once they’ve had a chance to look at the draft RMB Plan.*

Mr. Kelly then brought up the **Incident Command System (ICS)**, a system that would synthesize all the assigned roles into a smaller command/reporting structure. i.e.:



Mr. Kelly liked the idea that the Municipality would try to have two different Warming Centers identified (the Belfast Rec Center as the main, with Wood Islands as the alternate, depending on where the emergency is).

Funding for a Generator was discussed re: the Belfast Rec Centre, and it was suggested that a similar program (although to a much lesser extent) could also be sought for a smaller Generator at Wood Islands. *The CAO will confirm which funding source the Belfast Rec Center used.*

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

- a. Members will continue to send their Resource List Suggestions to Jill, who will synthesize then send to Mr. Kelly;
- b. Mr. Kelly will work on the Draft RMB MEMP and send to RMB in time for the next MEMP meeting;
- c. Administration will include the Draft RMB MEMP on the September 8, 2021 meeting Agenda;
- d. Committee will discuss the Draft RMB MEMP and make changes as required; and
- e. Once ready, Committee will make a recommendation to Council to adopt the RMB MEMP.

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 **Councillor Henry** to adjourn the meeting at: **8:30 PM**.