

# *Rural Municipality of Belfast*

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

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

Wednesday, September 8, 2021 at 7:00 PM

***Upstairs Hall, Wood Islands Village***

### ***In Attendance:***

Council:	Mayor Garth Gillis	Deputy Mayor Virginia Cooke
	Councillor Lynn Docherty	Councillor Billy Gamble ( <i>sent regrets</i> )
	Councillor Andy Henry	Councillor Mary Mecher-Carlson
	Councillor Joanne Vessey ( <i>sent regrets</i> )	
Administration:	CAO - Bob Brooks	Projects Coordinator - Jill Harris
Guest Speaker:	Mr. Daniel Kelly (Public Safety Officer – EMO)	

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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 was 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 (*7 Council, 2 Admin, 12 Public*): in addition to disinfecting; physical distancing; masks, gloves and bottled water availability; and a contact tracing list is maintained.
- Declarations of Conflict of Interest** – There were no declarations of conflicts of interest from any Council or Administration members with any items on today's Agenda.
- Approval of Agenda**

**Moved** by **Councillor Henry** and **seconded** by **Deputy Mayor Cooke** to approve the agenda as presented.  
Votes for:   5      Votes against:   0      Result: **Carried Unanimously**
- Municipal Emergency Measures Plan (MEMP)** – Continued... (Presented by Jill...) Committee left the last meeting with two action items; progress on those four action items is as follows:
  - Members** – those Members who have yet to submit their resource suggestions to Jill were to do so – Jill confirmed receipt of the resource suggestions, and that those suggestions were passed on to Mr. Kelly.
  - Mr. Kelly** – had volunteered to provide the first draft of the MEMP in time for the September 8<sup>th</sup> MEMP Meeting – Members would review and discuss at the September 8<sup>th</sup> MEMP Mtg. Members received the Draft on the morning of September 8<sup>th</sup>, consequently, Members were asked to provide any other comments or concerns on the days following this meeting.

6. **Review of Draft MEMP; as provided by Mr. Daniel Kelly** (Public Safety Officer – EMO). Mr. Kelly presented the Draft Municipal Emergency Management Plan through PowerPoint for the Municipality (52 pages), discussing the:
- Record of Amendments** and the importance of keeping the Appendices separate from the Plan, as the Appendices are ‘ongoing’ and constantly updated.
  - Introduced the 12 pages of the Plan itself**, the rest is made up of Appendices.
  - Clarified why a Municipality might **implement the MEMP** even if there is only a local incident.
  - Went over the **Operations Center Org Chart**.
  - Confirmed that once the MEMP was in place, he would be more than happy to assist RMB with the **Training**.
  - And finally, Mr. Kelly went over each of the **Appendices**, the need to populate them with more resources, and the fact that they need to be updated regularly.

Following the Presentation, and Mr. Kelly’s departure, MEMP Members discussed:

- That Councillor Henry would take on the **Role of EOC Manager**.
  - That Councillor Docherty would take on the **Role of EOC Deputy Manager**.
  - That Communications would be included within the **Information Officer Portfolio**.
  - That Councillor Docherty would take on the **Role of Planning Officer**.
  - That the **Role of Logistics Officer**, which includes: EOC Team Support and more specifically IT Needs; that RMB would solicit participation from local IT specialists.
7. **Next Steps and Action Items:**
- Members are to send any additional resource contacts, and/or any suggested additions/changes to the MEMP to Bob and Jill.
  - Mr. Kelly will make the identified changes from the meeting, and send the new Draft to Bob and Jill.
  - Bob and Jill will update the MEMP to produce a new Draft for Council review.
  - Once Approved in Principle, the Draft will be sent to EMO for their Acceptance,
  - Once EMO acceptance of the RMB MEMP is received, the Plan will be presented at a Council Meeting for Approval.
    - *It was noted that it would be advantageous to RMB, if all of these tasks were completed as soon as possible, as all the Municipalities were going through the same process. Sooner would help to avoid passage delays.*
8. **Next Scheduled Meetings:**
- Regular Council Meeting** – scheduled for Wednesday, September 15, 2021 at 7:00 PM in the Upstairs Hall at Wood Islands Village; and
  - MEMP Planning Committee Meeting** – scheduled for Wednesday, October 13, 2021 at 7:00 PM in the Upstairs Hall at Wood Islands Village – *this meeting is tentative, depending on the results of the Action Items.*
9. **Adjournment** – As there was no further business...  
**Moved** by Councillor Docherty to adjourn the meeting at: **9:05 PM**.