

Rural Municipality of Belfast

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

MUNICIPAL EMERGENCY MANAGEMENT PLAN - COMMITTEE MEETING MINUTES

Wednesday, June 9, 2021 at 7:00 PM

Upstairs Hall, Wood Islands Village

Participants:

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

A Committee of Council Meeting 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**.

Item Order of Business

- Call to Order** – The MEMP meeting was called to order at 7:00 PM by Mayor Gillis.
(8 people in attendance: 6 Council – 2 Admin)
- Covid-19 Considerations** –
 - As per WIADC Meeting Room limitations; the number of attendees allowed for this Meeting was limited to 21 people maximum (***7 Council, 2 Admin, 12 General Public***).
 - Additional measures taken for this meeting include:
 - Tables and Chairs treated with a disinfectant;
 - Physical Distancing of approximately 6 feet between all participants;
 - Face Masks, Gloves and Bottled Water available, and
 - A Contact Tracing List is maintained (held by WIADC).
- Declarations of Conflict of Interest** – There were no declarations of conflict of interest from any participants at this meeting.
- Approval of Agenda**

Moved by Councillor Docherty and **Seconded by Councillor Mecher-Carlson to approve the Agenda as presented.**
Votes for: 5 Votes against: 0 Result: **Carried Unanimously**
- Municipal Emergency Management Plan (MEMP)** – The CAO and the Projects Coordinator started the continuing process for developing the MEMP, with a short video that described the entire 10-Step Process for developing a Municipal Emergency Management Program (led by Jill).

Following the video, participants were reminded that they would all be receiving hardcopies of the **Municipal Emergency Management Guide**, as provided by PEI EMO, and that each position Coordinator/Sub Committee would receive a complete **Operations Binder** for each group.

The Committee then discussed the next three steps in the process:

- a. **Discuss the designation of a MEMP Operations Centre** – in times of an emergency/when the MEMP is activated, a regular/ongoing MEMP Operations Centre should be established. An alternate location should also be identified, should the first location be compromised during an emergency;
Discussion: It was **Agreed that the Wood Islands Municipal Office would serve as the main MEMP Operations Centre in times of an emergency**, due to its: size, location, equipment, and proximity to other services. As RMB will also be in discussions with the Wood Islands and Area Development Corporation (WIADC) for a possible second Warming Centre for the Municipal Area, the issue of an Emergency Generator may be a mute point. It was also **Agreed that an Alternate MEMP Operations was a good idea**, that should be located in a different area of the Municipality, in case the main location is compromised. The Alternate location is **To-Be-Determined**.
- b. **Discuss the Establishment of the various Sub-Committees** – and possible suggestions for members. It was noted that if administrative support is required for any of the Sub-Committees; support can be provided. Jill Harris had previously provided everyone with forms that might help keep track of possible members: **Everyone was reminded, that these Sub-Committees were ongoing entities and that members could be brought on as required; and that the Coordinator of each Sub-Committee would report to the MEMP Committee as required.**
 1. **(and 2.) Municipal Emergency Coordinator (MEC) Sub-Committee:**
Members – Bob Brooks (MEC); Jill Harris (Alternate); Andy Henry (Deputy MEC); Garth Gillis (Alternate)
Discussion: It was **Agreed** that the four members identified above would be sufficient at this time.
 3. **Fire Protection Coordinator Sub-Committee:**
Members – Joanne Vessey (Coordinator); Andy Henry (Alternate)
Discussion: It was **Agreed** that in addition to the two members identified above; Jason Rector and Evan Young would be contacted to confirm participation. Joanne will follow-up for confirmation and full contact information.
 4. **Communications/Public Information Coordinator Sub-Committee:**
Members – Garth Gillis (Coordinator); Virginia Cooke (Alternate); Mary Mecher-Carlson (Alternate)
Discussion: It was **Agreed** that in addition to the three members identified above; Scott Carlson would be contacted to confirm participation. Mary will follow-up for confirmation and full contact information.
 5. **Human Resources Management Coordinator Sub-Committee:**
Members – Lynn Docherty (Coordinator); Billy Gamble (Alternate)
Discussion: It was **Agreed** that in addition to the two members identified above; Tim Docherty and Elaine Fraser would be contacted to confirm participation. Lynn will follow-up for confirmation and full contact information.

6. **Emergency Agency Liaison Coordinator Sub-Committee:**
 - Members** – Billy Gamble (Coordinator); Joanne Vessey (Alternate)
 - Discussion:** It was **Agreed** that in addition to the two members identified above; **Jason Rector** would be contacted to confirm participation. As Billy was away for this meeting, **Joanne** will follow-up for confirmation and full contact information.
 7. **Finance and Administration Coordinator Sub-Committee:**
 - Members** – Bob Brooks (Coordinator); Jill Harris (Alternate)
 - Discussion:** It was **Agreed** that the two members identified above would be sufficient at this time.
 8. **Social Services Coordinator Sub-Committee:**
 - Members** – Mary Mecher-Carlson (Coordinator); Virginia Cooke (Alternate); Lynn Docherty (Alternate)
 - Discussion:** It was **Agreed** that in addition to the three members identified above; **Ashley Feschuk** would be contacted to confirm participation. **Mary** will follow-up for confirmation and full contact information.
- c. **Development of a Resource List** – a list of various resources that might be available within our Municipality, that might be called upon in times of an emergency (depending on the nature of the emergency). Jill Harris had previously provided everyone with forms that might help keep track of possible suggested resources available to the Municipality;
- Discussion:** It was **Agreed** that each Committee Member would forward their suggestion list to Bob and Jill. These lists would then be categorized and synthesized into **One Main Resource List**. Once a draft MEMP is in place; the contacts and recourses on that list will be confirmed and Memorandums of Understanding will be developed as required. **Members were reminded that once the list is established, it would require ongoing updating to remain relevant.**
- d. **Next Steps (Action Items) for next meeting...**
- **Jill** to send each member the blank resource form;
 - **Members** to fill in suggestions and send to Bob and Jill (details of the suggestions would be appreciated, if they have it);
 - **Bob and Jill** to categorize and synthesize information into One Main Resource List; and
 - **Bob and Jill** will look at the Draft Plan Template, and fill in as much as possible. Depending on the findings, Members may be contacted about the contents, prior to the next meeting.
6. **Next Scheduled Meetings:**
 - a. **Regular Council Meeting** – scheduled for Wednesday, June 16, 2021 at 7:00 PM in the Upstairs Hall at Wood Islands Village; and
 - b. **MEMP Planning Committee Meeting** – scheduled for Wednesday, August 11, 2021 at 7:00 PM in the Upstairs Hall at Wood Islands Village.
 7. **Adjournment** – As there was no further business...

Moved by **Councillor Henry** to adjourn the meeting at: **8:45 PM**.