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## Rural Municipality of West River Emergency Measure Committee

<b>Meeting No.</b>	1	<b>Chair</b>	Shaun MacArthur
<b>Meeting Date</b>	Monday, February 1, 2021	<b>Phone</b>	902-675-7000
<b>Start Time</b>	7:00 PM	<b>E-mail:</b>	admin@westriverpe.ca
<b>Location</b>	Afton Hall	<b>Session</b>	Public
<b>Present</b>	Mayor Helen Smith-MacPhail, Councillor Shaun MacArthur, Councillor Lori Ashley, Councillor Pam Baglole		
<b>Also</b>	Laala Jahanshahloo – CAO, Kevin McCarville, Cindy MacDougall		
<b>Regrets</b>	Nil		

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- **Call to order**

Chair Shaun MacArthur called the meeting to order at 7:02 pm.

- **Approval of Agenda**

It was moved by Chair Shaun MacArthur and seconded by Councillor Lori Ashley; the agenda approved as circulated.

**Motion Carried**

- **Declarations of Conflict of Interest**

No conflict of interest was declared.

- **Business Arising from Minutes**

- ➔ The Emergency Measure Plans for Startdford and Borden-Carlton were obtained and distributed to the Committee members by CAO.

- **EMO1.1**

➔ Cindy MacDougall presented a package prepared by Emergency Measures Organization PEI, and through the discussion following topics were highlighted for each of them:

1. Municipal Emergency Management Program Guide (Developed by PEI EMO, 2018 Revision).
  - This document must be the primary reference for the Municipality's EMP.
2. There are four levels of response for any emergency. Unless the higher level declares the emergency, support from the higher levels will trigger if the lower level asks for help, including:
  - Level 1: Individuals ( residence, households, campgrounds, daycares, schools, senior citizens Home, Hospital, etc. all fall under this level)
  - Level 2: Municipal
  - Level 3: Provincial
  - Level 4: Federal
3. In case of emergency and need for assistance from the higher level:
  - The individual will contact the Mayor
  - Municipal will contact Provincial Emergency Measures Organization
  - Emphasis on the importance of establishing effective and efficient communication channels for communication in and in between levels
4. Model Municipal Emergency Management Program Bylaw (June 19, 2018 Revision)
  - Municipal Emergency Management Program Bylaw, Bylaw # 2021-06, adopted by the Council on January 14, 2021.
5. Municipal Emergency Plan template
  - This template is the same for all the municipalities, despite their size.
  - After EMP is approved and adopted by Council, Chief Administrative Officer must send it to PEI Emergency Measures Organization for approval.

- PEI Emergency Measures Organization will perform a risk analysis for the community after the Municipal Emergency Management Program has been approved.
  - The most critical role of the Emergency Measure Committee is to complete and add appendices to this document. All the Municipal Emergency Management Program and its implementation are based on this information.
  - If the Municipality is affected by the declaration of emergency from a higher level, the “Declaration of a State of Local Emergency” form must be completed and signed by the Mayor and inform PEI EMO accordingly.
6. Memorandum of Understanding Concerning the Use of Buildings as Reception Centre/Shelter Facilities.
- Complete and sign the form for all the centers (existing/potential) not owned by the Municipality.
7. Reception/Warming Centre - Registration Form - During COVID-19.
- All the people who stop there must be registered in any emergency opening of the heating/reception centers by the Social Services Representative.
  - If there are people outside of the Municipality boundaries, the registration list will help break down and justify the invoice to send a bill for PEI EMO.
8. Regarding the EOC Team Positions and Responsibilities (Municipal Emergency Management Program Guide Page 30, 32-45).
- EOC Manager needs a deputy coordinator who can hold another position in the team.
  - In EOC, one person holding two different positions except for the Social Services representative.
  - The Social Services representative needs an alternative who doesn't hold any other team position if the primary person is not available.
9. Resource Lists of EOC Positions.

- As soon as the team has been formed, each team member must complete this list according to their role and responsibilities.

➔ Cindy MacDougall left at 8:00 pm.

- **EMO1.2**

➔ Committee recommends Council:

1. The Municipal Emergency Operations Centre will be located at Afton Hall. The alternate to the Emergency Operations Centre is located at Kingston Legion.
2. Each of the primary and alternative EOC has two people in charge of social service, one council member and one from the community who have a finger on the pulse
3. Request a complete assessment of existing capacity and available services as the heating centers for Afton Hall and Kingston Legion.
4. If provincial assistance is required, appoint a person and an alternative with authority to request help from the PEI Emergency Measures Organization on behalf of the Municipality.
5. To specify a date for the annual Municipal Emergency Management Program review by the Municipal Emergency Coordinator.
6. Retired police/RCMP officers or firefighters who had worked under pressure and experience in emergency response are more recommended.
7. As the Kingston Legion does not belong to the Municipality, sign the “Memorandum of Understanding Concerning the Use of Buildings as Reception Centre/Shelter Facilities.”
8. Emphasis the EC2020-485 surpasses all the other timelines, and the Rural Municipality of West River shall comply with the requirements for a municipal emergency measures plan and program pursuant to subsection 14(c) of the Municipal Government Act by October 2022, subject to any extension issued under section 8 of the Act.
9. The council members review the EOC Team Positions and Responsibilities (Municipal Emergency Management Program Guide Page 30, 32-45) and declare their interest, if any, to the Emergency Measure Committee.

10. The council members review External Agencies in EOC (Municipal Emergency Management Program Guide Page 31) and suggest any other external agency based on their experience and familiarities with the area and their social networks, including any backdoor contact number.

11. Review and assess adding social media platforms to inform the public during emergencies besides the usual communication channels.

→ Committee requested the CAO contact with other Municipalities (Cornwall, Stratford, etc.) to check the possibility of sharing their Municipal Emergency Management Program if it complies with their “Access to Information and Protection of Personal Information Bylaw.”

● **Adjournment**

→ The meeting adjourned at 8:40 pm.

→ The next meeting will be on March 1, 2021.

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SHAUN MACARTHUR \_\_\_\_\_

CHAIR