



Rural Municipality of West River

Emergency Management Committee Meeting Minutes

Meeting No	EMO-23-02	Time	7:00 PM
Session	Regular - Public	Date:	Tuesday, Sep 5, 2023
Chair	Shaun MacArthur – Deputy Mayor	Location	Afton Community Centre
Adoption status	Approved	Contact Person	Laala Jahanshahloo - CAO
Attendance	Mayor Helen Smith-MacPhail, Deputy Mayor Shaun MacArthur, Councillor Lillian MacCannell, Councillor John Yoe, Mark MacFadyen - Emergency Coordinator, Laala Jahanshahloo - CAO, Susan Morse - Office Coordinator		
Regret	Councillor Lillian MacCannell		
Guest	Cody MacDonald, Susan Williams		

- **Call to Order**

Deputy Mayor Shaun MacArthur called the meeting to order at 7:10 PM.

- **Adoption & Approval of Agenda**

The agenda was approved as circulated. It was moved by Deputy Mayor Shaun MacArthur and, seconded by Mayor Helen Smith-MacPhail, unanimously carried.

- **Declarations of Conflict of Interest**

No conflict of interest was declared.

- **Recommendation Items**

- **EMO.23.02.1 – 2023 Hurricane Season Readiness**

Decision Type: Action

Status: Recommended

Description:

The Committee authorized the CAO to complete these tasks as soon as possible; it was moved by Mayor Helen Smith-MacPhail and seconded by Deputy Mayor Shaun MacArthur:

- Construction of EMO storage room to be completed.
- Electronic key locks for the storage area and kitchen to be completed.
- Replacing the Afton Hall kitchen's exhaust fan.

The Committee discussed that EMO response readiness must include the following:

- Phone tree to be compiled by September 15, 2023.
- Contact individuals who expressed interest in volunteering.
- Public information regarding readiness will be provided on the Facebook and Afton Sign websites.
- Plan to be made to coordinate water distribution.
- EMO documents to be available in accessible locations for first responders (referred to Mark MacFadyen)
- Inventory of EMO supplies must be done (ASAP) - (Referred to Eric MacArthur & Susan Morse)
- Moving the Fridge from Inman Park to the basement storage room at Afton - (Referred to Eric MacArthur)

▪ **EMO.23.02.2 – EMO PEI Coordination/Communication**

Decision Type: Action

Status: Referred

Description:

The Committee discussed communication issues regarding EMO coordination with EMO PEI. It was recommended that the EMO committee be cc'd on emails to EMO PEI so all members will be informed. Long-distance radios were discussed as a possible aid to communication issues

when phones and mobile networks are down. Deputy Mayor Shaun MacArthur met with the Red Cross to discuss the partnership.

The committee directed the CAO to contact Provincial and Municipal Reps from EMO PEI and invite them to our next meeting after the chair or Emergency Coordinator provides their contact info.

- **EMO.23.02.3 – Fiona Volunteer Appreciation Event**

Decision Type: Action

Status: Referred

Description:

The Committee discussed an appreciation event for volunteers and was recommended to combine it with the PEI 150 Celebration event. This item was referred to as discussed in detail at the Event Committee.

- **Adjournment**

- Deputy Mayor Shaun MacArthur motioned to adjourn the meeting at 8:30 PM.
- The next meeting will be determined later.

Shaun MacArthur

Laala Jahanshahloo

Deputy Mayor _____

Chief Administrative Officer _____