



Rural Municipality of West River

Emergency Management Committee Meeting Minutes

Meeting No	EMO-23-03	Time	6:00 PM
Session	Regular - Public	Date:	Thursday, Sep 14, 2023
Chair	Shaun MacArthur – Deputy Mayor	Location	Afton Community Centre
Adaptation status	Approved	Contact Person	Laala Jahanshahloo - CAO
Attendance	Mayor Helen Smith-MacPhail, Deputy Mayor Shaun MacArthur, Councillor Lillian MacCannell, Mark MacFadyen - Emergency Coordinator, Laala Jahanshahloo - CAO, Satyajit Sen - Special Advisor, Susan Morse – Administrative Assistant		
Regret	Nil		
Guest	Susan Williams, Duane MacEwen		

▪ **Call to Order**

Deputy Mayor Shaun MacArthur called the meeting to order at 6:05 PM.

▪ **Adoption & Approval of Agenda**

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

▪ **Declarations of Conflict of Interest**

No conflict of interest was declared.

• **Recommendation Items**

▪ **EMO.23.03.1 2023 Preparation for Hurricane Lee**

Decision Type: Action

Status: Recommended

Background: EMO.23.02.1

Description:

The CAO reported the following tasks had been completed in preparation for hurricane season:

- The storage room for EMO supplies was built at Afton Community Centre.
- Electronic Keypad locks were installed in the storage room and kitchen at Afton Community Centre.
- Duane and Anne MacEwen completed the kitchen inventory. They create a list of suggestions to equip the kitchen for the next time opening the Emergency Reception Center is mandated.
- Individuals who expressed interest in volunteering, according to the list compiled during Fiona, were contacted.
- Public information regarding readiness will be provided on Facebook, Afton Sign, and Municipality's websites.
- Plan made to coordinate water distribution.
- The inventory of EMO supplies was completed.
- Jamieson Electric assessed the kitchen exhaust fan and will repair it.
- A phone/text tree was compiled.

The Committee authorized the CAO to purchase the required items (Appendix 3.1, attached hereto, forming a part of these minutes) to equip the Afton Kitchen; it was moved by Councillor Lillian MacCannell and seconded by Deputy Mayor Shaun MacArthur.

▪ **EMO.23.03.2 – Agreement with Canadian Red Cross**

Decision Type: Action

Status: Referred

Description:

The CAO presented the Red Cross partnership contract. The committee discussed the pros and cons of a partnership and determined the contract needed to be reviewed in more depth. The item was referred to be reviewed by the Municipality's Special Advisor.

- **Adjournment**

- Deputy Mayor Shaun MacArthur motioned to adjourn the meeting at 6:40 PM.
- The next meeting will be determined later.

Shaun MacArthur

Laala Jahanshahloo

Deputy Mayor _____

Chief Administrative Officer _____

Appendix 3.1

<u>Suggested Items for Afton Community Centre Kitchen</u>	
LARGE Cutting Boards	
Commercial Baking Pans	with covers
Ice Cream Scoops for veggies	large
Food Storage Containers	
Food hand Mixer	
Good Prep Knives	slicing and carving
Develop Menus	Breakfast, Lunch, Dinner
Meat Thermometer	
Oven Mitts	
Long Metal Ladles	
Long Metal Forks	
Roasting Pans	large
Electric Knife	
Food Chopper for veggies	varying cutting blades
Knife block for holding knives	
Proper Knife sharpener	
Paring Knives	
Aprons	
Vinyl Medical Gloves	assorted sizes
Dish Towels	
Dish Clothes	
Canola Oil	for grill
Canola cooking spray	
Heavy Rubber Gloves	for grill cleaning
Spray Bottles	for cleaning counters and grills
Grill Cleaner	Chefs grill cleaner
Grill Pumice stone	
Paper Towels	
Pie Plates	
Roasting pans - Large	for turkeys or large roasts
Slow Cooker	
Garland Oven instructions	how to start
Dish drip trays	