



Rural Municipality of West River Emergency Management Committee Meeting Minutes

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|------------------------|---|-----------------------|---------------------------|
| Meeting No | EMO-24-05 | Time | 7:00 PM |
| Session | Regular - Public | Date: | Thursday, August 21, 2024 |
| Chair | Shaun MacArthur – Deputy Mayor | Location | Afton Community Centre |
| Adoption status | Approved | Contact Person | Susan Morse – Interim CAO |
| Attendance | Deputy Mayor Shaun MacArthur, Councillor Lillian MacCannell, Mark MacFadyen - Emergency Coordinator, Susan Morse – Interim CAO, Cody MacDonald – Community Services Manager | | |
| Regret | Nil | | |
| Guest | Nil | | |

▪ **Call to Order**

Deputy Mayor Shaun MacArthur called the meeting to order at 7:05 PM.

▪ **Adoption & Approval of Agenda**

The agenda was approved as circulated. It was moved by Councillor Lillian MacCannell, seconded by, Mark MacFadyen and unanimously carried.

▪ **Declarations of Conflict of Interest**

No conflict of interest was declared.

▪ **Adoption of Previous Meeting's Minutes**

The minutes of April 25, 2024, Emergency Management Committee Meeting were approved as circulated. It was moved by Cody MacDonald, seconded by Deputy Mayor Shaun MacArthur, and unanimously carried.

- **Recommendation Items**

EMO.24.05.1 – Preparation for Hurricane Season

Decision Type: Action

Status: Recommended

Description:

The Committee discussed EMO response readiness for the 2024 Hurricane Season. Deputy Mayor Shaun MacArthur requested the EMO storage room be cleaned up and all items not related to EMO be stored in another location. The Committee recommends the purchase of 4 cots and bedding for emergency use at the Afton Community Centre. The Committee recommends posting public emergency readiness reminders on the Municipal website, Facebook page and the digital sign at the Afton Community Centre. The committee also recommends ensuring the EMO plan, a ledger for tracking expenditures, volunteer and public sign in sheets be kept at both Reception Centres for easy access during an Emergency Response.

EMO.24.05.2 – Updating RMWR's 2024 EMO Plan

Decision Type: Action

Status: Recommended

Description:

In accordance with the Municipal Government Act Section 145.6 the Community Services Manager performed a review of the EMO plan. He presented his recommendations for updates to the committee. The committee accepted the review and recommended Council make the updates as proposed.

The committee discussed the requirements to conduct training exercises. Deputy Mayor Shaun MacArthur will contact the Provincial EMO department to ask about conducting training exercises.

EMO.24.05.3 – EMO Supply Inventory

Decision Type: Action

Status: Recommended



Description:

The Community Services Manager carried out an inventory of the EMO supplies on hand. There is an adequate supply of disposable dishes and cutlery as well as tea and coffee. Coffee creamers need to be restocked. The committee recommends that supplies like disposable dishes, utensils, coffee, tea and bottled water be kept on hand. Water should be rotated out prior to its best before date. The committee recommends purchasing items required to complete the inventory – coffee creamer & bottled water.

- **Information Items**

EMO.24.05.4 – Municipal Communication Strategy

Decision Type: Information

Status: Received

Description:

The Interim CAO provided an update regarding Municipal Communications – the Municipality now has an email newsletter that residents can subscribe to. This can be used to deliver EMO updates via email.

EMO.24.05.5 – Update on Funding Application

Decision Type: Action

Status: Recommended

Background:

In April the committee recommended potential funding could be used to purchase 8-10 cots, window blinds for the basement storage room so it could be used as a sleeping area and curtains for partitioning the sleeping area into two or more rooms.

Description:

The Community Services Manager provided an update regarding a Funding Application. There is no funding at this time. Cots cannot be purchased with funding because they can be provided by the Red Cross. The Committee discussed the delay that the municipality experienced to obtain cots during the previous EMO response in 2022. Considering this delay

and available funding the committee revised their recommended purchases to 4 cots, bedding and power bars with long cords to be used as charging stations. The committee referred this item to the Interim CAO to investigate the procurement of the recommended items.

- **Adjournment**

- Deputy Mayor Shaun MacArthur motioned to adjourn the meeting at 7:35 PM.
- The next meeting will be determined later.

Shaun MacArthur

Susan Morse

Deputy Mayor _____

Interim Chief Administrative Officer _____