



Minutes
Town of Three Rivers
Emergency Management Standing Committee Meeting

May 31, 2021, 4:00 pm
Montague Fire Hall

Members Present	Chair/Councillor Alan Munro, Mayor Eddie MacAulay, Erin Lundrigan Duffy, Travis Halliday
Staff Present	Clerk of Council Joan Marks
Others Present	Kings County EMO Representative Danny Kelly

1. Call to Order

Chair Councillor Munro called the meeting to order at 4:00 pm.

2. Approval of Agenda

Moved By Councillor Jenkins

Seconded By Mayor MacAulay

THAT the agenda be approved as presented.

Motion Carried Unanimously

3. Disclosure of Conflict of Interest

There were none.

4. Presentations and Delegations

There were none.

5. Items for Discussion

5.1 Introduction and Overview with Danny Kelly, EMO representative for Kings County

Mr. Danny Kelly provided a brief overview of EMO resources available to assist with completing the plan.

Mr. Kelly recommended that the committee use the plan template as it has been developed by the Provincial EMO.

The committee may find suitable volunteers for the roles through local service clubs, retired first responders, school bus drivers, etc.

Mr. Kelly suggested that the Mayor be appointed as the Information Officer as he is already the voice of Council to the public.

Due to the geographical size of Three Rivers, Mr. Kelly suggested the committee could break resources into areas.

5.2 Terms of Reference and Bylaw - overview

The Terms of Reference and Bylaw presented as written.

5.3 Emergency Coordinator and Deputy roles

Mr. Kelly suggested the EOC Coordinator and/or deputy be people who are on island through the winter as the most common emergencies are fall and winter storms. The deputy should be someone who is well-known in the community to provide continuity if the Coordinator is not available. Both positions need people who can remain calm and organized.

Chair Munro asked that the Committee provide suggestions for candidates to him by Friday, June 4th.

5.4 Timeline

The plan must be approved and in place by the end of the year.

The plan needs to be approved by the Provincial EMO office before being approved by Council.

5.5 Meeting schedule

Meeting times will be moved to 6:00 pm.

The next meeting will be Tuesday, June 15th at 6:00 pm at the Firehall.

6. Adjournment

Moved By Councillor Jenkins

Seconded By Mayor MacAulay

THAT the meeting be adjourned.

Motion Carried Unanimously

The meeting was adjourned at 4:25 pm.

Alan Munro

Councillor Alan Munro
Chair