



**Minutes**  
**Town of Three Rivers**  
**Emergency Management Standing Committee Meeting**

June 15, 2021, 6:00 pm  
Montague Fire Hall

Members Present	Chair/Councillor Alan Munro, Travis Halliday, Councillor Cody Jenkins, Erin Lundrigan Duffy, Mayor Eddie MacAulay, Councillor Paul Morrison
Staff Present	Clerk of Council Joan Marks
Others Present	Mr. Danny Kelly - EMO Representative

**1. Call to Order**

Chair Alan Munro called the meeting to order at 6:00 pm.

**2. Approval of Agenda**

**Moved By** Councillor Munro  
**Seconded By** Mayor MacAulay

THAT the agenda be approved as presented.

**Motion Carried Unanimously**

**3. Disclosure of Conflict of Interest**

There were none.

**4. Adoption of May 31, 2021 Minutes of Emergency Mgt Standing Committee**

**Moved By** Councillor Munro  
**Seconded By** Mayor MacAulay

THAT the minutes of the May 31, 2021 Emergency Management Standing Committee be adopted as written.

**Motion Carried Unanimously**

**5. Presentations and Delegations**

There were none.

**6. Items for Discussion**

**6.1 Program template**

Mr. Danny Kelly reviewed the program template and will send draft to Chair.

Chair Munro will complete the first draft and forward to committee for input.

**6.2 Emergency Coordinator and Deputy names**

Names of potential candidates were discussed.

The Committee agreed to advertise to open the positions up to all of Three Rivers.

Mr. Kelly suggested contacting the local service clubs, retired first responders or approach the fire departments for names of trainees.

Eight names would fill all the positions. Have the position in mind when speaking to the person so that you can give them an idea of what you are asking them to do.

Training is available online. Mr. Kelly can also provide training and will work with team on live and tabletop exercises. It may be possible to partner with other industry live exercises.

**6.3 Location for EOC office within Three Rivers**

The Montague firehall meeting room will be used until the new Administration building is finished in 2022.

The new Administration building would be used once it is finished. If team can't get to the EOC, can work remotely. Team will need to come up with procedure for remote access.

**7. Adjournment**

**Moved By** Mayor MacAulay

**Seconded By** Erin Lundrigan Duffy

THAT the meeting be adjourned.

**Motion Carried Unanimously**

The meeting was adjourned at 6:40 pm.

The next meeting will be Monday, July 5 at 6:00 pm at the Montague Fire Hall.

*Alan Munro*

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Councillor Alan Munro  
Chair