



**Municipal Emergency Management (MEM) Advisory Committee**

Wednesday, September 4<sup>th</sup>, 2024, 6:00 p.m.

Council Chambers

**AGENDA**

1. Call to Order
2. Items Added to the Agenda (Approval of the Agenda)
3. Review of the Minutes
  - a) August 7, 2024
4. Committee Terms of Reference, Third Draft
5. Recommendations
6. Next Meeting Date
7. Adjournment



## **Municipal Emergency Management**

### **Advisory Committee (MEMAC)**

August 7<sup>th</sup>, 2024

**Location:**

Council Chambers

**Present:**

Warden Amanda Mombourquette, Councillor Melanie Sampson, Troy MacCulloch, CAO Steve Marcellus, Emergency Services Coordinator, Shelley David, Municipal Clerk

**Regrets:**

**Call to Order:**

Warden Mombourquette called the meeting to order at 6:02 p.m.

**Review of the Minutes, February 27, 2024**

It was the consensus of the Committee to approve the minutes as corrected.

**Committee Terms of Reference (TOR), Second Draft**

It was the consensus of the Committee to defer the terms of reference to the next meeting to allow more time for review.

**Voluntary Vulnerable Persons Registry (VVPR) Update**

Steve Marcellus provided an update on the VVPR.

It was the consensus of the Committee to have staff draft a report for the committee that includes, but is not limited to, the following:

- a) The type of information collected;
- b) The Platform being used;
- c) Financial Implications: Expenses and time investment, including staff effort, related to data collection, and
- d) How the collected information is processed and applied for organizational purposes.



### **Voyent Alert Update**

Steve Marcellus provided an update on the Voyent Alert.

It was the consensus of the committee to have staff proceed with policy development for Voyent Alert communications.

### **Nova Scotia Emergency Management Office NSEMO Guidance for Municipalities**

For information only.

### **NSEMO Alert Ready Policy & Standard Operating Procedures**

For information only.

### **Recommendations**

- a) Defer the TOR for the next MEMAC meeting
- b) For Staff to provide the committee with a VVPR Staff Report as discussed
- c) For staff to proceed with policy development for Voyent Alert communications.

### **Next Meeting Date**

It was the consensus of the committee to have the next meeting on September 4, 2024 at 6 pm.

### **Adjournment**

There being no further business, the meeting was adjourned at 6:48 pm.

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**Municipal Clerk**

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**Chairperson**



## **1. Purpose**

**1.1** Richmond County is increasingly experiencing special weather events so a comprehensive and structured approach to municipal emergency planning is necessary. The purpose of the Municipal Emergency Management Advisory Committee (MEMAC) is to provide advice on matters pertaining to emergency planning, direction/analysis of emergency services, and make recommendations for Council to approve directives (i.e. Municipal Emergency Management Plan - MEMP).

## **2. Mandate**

**2.1** The mandate of the MEMAC is to provide direction and oversight to the Municipal Emergency Management Planning Committee (MEMPC) and the Emergency Services Coordinator to develop the MEMP. The MEMAC will provide specific recommendations for Council's approval, which will be incorporated into the MEMP.

## **3. Roles and Responsibilities**

- 3.1** Receive information from the Municipal Emergency Management Planning Committee (MEMPC), Council, and other stakeholders to incorporate into solutions that will improve the safety of Richmond County residents.
- 3.2** Present and make recommendations to Council on the development of the MEMP.
- 3.3** Provide a report to Council following the MEMAC's emergency debriefing ( see section 5)
- 3.4** If required, MEMAC can make a recommendation to Council to declare a SOLE following the directives of the Emergency Management Act.
- 3.5** If required, renew the SOLE declaration every seven (7) days.

- 3.6** Exercise all powers necessary as granted by the Provincial Emergency Management Act once a SOLE has been made.
- 3.7** Make a recommendation to Council to authorize the expenditure of municipal funds for the purposes of emergency management.
- 3.8** Receive updates from the Emergency Services Coordinator (ESC) during an emergency situation.
- 3.9** When safe and appropriate, visit the emergency site(s).
- 3.10** Following Richmond County's Strategic Communications Plan, when and if required, and in conjunction with the designated Public Information Officer (PIO), ensure that the media is briefed.
- 3.11** Following Richmond County's Strategic Communications Plan, when and if required, and in conjunction with the designated PIO, inform the public of significant developments occurring.
- 3.12** If required, be available to support the ESC when information needs to be shared with provincial authorities.
- 3.13** Provide oversight of the MEMPC.
- 3.14** Perform such other duties as required by Council.

#### **4. Composition and Terms of Appointment**

- 4.1** Membership shall include all members of Council, Chief Administrative Officer (CAO), ESC, and Municipal Clerk.
- 4.2** The Chair of the Richmond County MEMAC shall be determined by the Committee at the first meeting following the beginning of the term (following each municipal election).
- 4.3** Council appointments shall be from the beginning of their term for up to two years, and renewable for an additional two years following a committee review by Council.
- 4.4** The Municipal Clerk will be a resource for the Committee.

#### **5. Meetings**

- 5.1** The MEMAC shall meet no less than 2 times per year (biannually) in May and October.

**5.2** The Chairperson in consultation with the CAO may change meeting times when appropriate or may convene additional meetings as deemed necessary.

**5.3** The MEMAC shall convene after every emergency within the county to conduct a review of all After Action Reports, any lessons learned, or analysis made through the ESC or any external agencies to assess the performance of the MEMP and discuss improvements.

**5.4** Meeting procedures shall follow the Council Procedural Policy.

## **6. Authority and Accountability**

**6.1** The MEMAC is a committee formally approved by Council and has the authority to make recommendations to Council. Final decisions related to the work of the Committee rests with Municipal Council.

**6.2** At least quarterly, progress reports shall be presented to Council at Committee of the Whole meetings by a designated member (member of Council, staff, and/ or citizen appointee). The timing of the quarterly reports will be influenced as appropriate by the meeting frequency/activity of the ABCC. If a committee meets at least once, it shall be included in the next quarter reports.

## **7. Related Documentation**

- [Committees Policy](#)
- [Council Procedural Policy](#)
- [Municipal Government Act](#)
- [Municipal Emergency Management By-Law 50](#)
- [Emergency Management Act](#)
- [Code of Conduct Policy for Elected Officials](#)
- [Strategic Communications Plan](#)

## 8. Version Log

Version Number	Amendment Description	Council Approval	Date

## 9. Certification

I, Shelley David, Municipal Clerk for the Municipality of the County of Richmond, hereby certify that these Terms of Reference were duly approved.

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Shelley David  
Municipal Clerk