



THE MUNICIPALITY OF THE COUNTY OF
LA MUNICIPALITÉ DU COMTÉ DE
RICHMOND

Municipal Emergency Management Advisory Committee

Monday, March 23, 2026

6:00 p.m.

Virtual

AGENDA

1. Call to order
2. Items added to the agenda (Approval of the agenda)
3. Review of the minutes, Re: January 8, 2026
4. Business arising from the minutes
5. Comfort Centre Follow-Up – Staff memo
6. MEMAC Terms of Reference, Re: Amendment to the meeting frequency from biannual to quarterly
7. Recommendations to Council (if applicable)
8. Adjournment

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

January 8, 2026

Location: Virtual

Present: Warden Lois Landry, Deputy Amanda Mombourquette,
Councillor Brent Sampson, Troy MacCulloch, Chief
Administrative Officer, Steve Marcellus, Emergency Services
Coordinator, Shelley David, Municipal Clerk

1. Call to Order
Councillor Amanda Mombourquette called the meeting to order at 6:06 p.m.
2. Items Added to the Agenda (Approval of the Agenda)
Moved by Councillor Brent Sampson, seconded by Warden Lois Landry,
that the agenda be approved.
Motion carried.
3. Review of the Minutes – October 1, 2025
Moved by Warden Lois Landry, seconded by Councillor Brent Sampson,
that the minutes of the October 1, 2025, MEMAC meeting be approved.
Motion carried.
4. Business arising from the minutes
 - a) Follow-up discussion on wildfire apparatus conversations with CBRM.
 - b) Follow-up discussion on the staff investigation into ways to improve and expand comfort centres and emergency shelters across the County in preparation for budget deliberations.
5. Discussion, Re:
 - a) Pets in emergency/comfort centres
A discussion ensued regarding pets in emergency and comfort centres.



6. Recommendations to Council

n/a

7. Adjournment

There being no further business, the meeting was adjourned at 6:40 p.m.

Chairperson

Municipal Clerk

DRAFT



Emergency Services Coordinator

TO: TROY MACCULLOCH, CAO
FROM: STEVE MARCELLUS, ESC
DATE: March 9, 2026
RE: Comfort Centre Follow up – MEMAC meeting

As previously discussed, the Comfort Centres that we currently have are part of a program/partnership following the County policy. The number of facilities we have are confirmed using signed MOU's and insurance certificate requirements.

Other items requested from them are:

1. Food inspection certificate/reports – provincial
2. Water testing (bacteria testing – every 6 months, chemical contaminants – every two years)
3. Septic systems – date of last pumping
4. Fire inspection certificate – annually (extinguishers, etc.)
5. Building fire inspection (EDPC) with occupancy limits – every three years
6. Status of generators

Comfort / Warming Centre

- a) A facility operated by a community organization that is opened to provide a location where community members can gather for a period ***during the day*** to access ***limited*** services. Depending on the time of year and the nature of the emergency, a comfort / warming centre can serve several purposes including providing relief from extreme temperatures, provision of light nourishment, information gathering, and charging personal devices. ***A Comfort Centre is NOT OPEN with the intention of turning into an overnight shelter operation and usually after at least 72 hours post event.***

Emergency Shelter

- b) In large scale and severe emergencies, these types of Centres are opened and operated by the Canadian Red Cross, under the Department of Community Services to provide safe, temporary lodging to those affected by an emergency. Services can include overnight accommodations, feeding, personal services, psycho-social support, and other emergency social services depending on the nature of the emergency and need.

NOTE: Having showers is not a complete requirement, and it is subsidized by having a plan to address this need. Currently only one location within the county has shower facilities.

Since October 2025, all centres have been re-mapped within the county (current list and non-participating). Three centres were identified where there was a gap. Those centres were contacted specifically to see if they would like to become part of the program, and what issues they feel are holding them back. One listed wording in the MOU and the insurance requirement to list the Municipality as an

also named insured (ANI) with minimum \$2,000,000 liability and lack of showers (not a requirement) as issues, one did not have enough insurance coverage, and one had a change in BOD and communication was not passed along. Of the three, one was going to get a quote for increased insurance coverage which would be an increase of \$120, one held a meeting where I attended and discussed the program – they would let me know if they would like to officially be added to the list, and the last one did not want to be a comfort centre with the restrictions of the MOU and insurance, but would be a warming centre.

As these centres are not owned or operated by the municipality, my recommendation is to continue with the current list and if centres wish to participate and meet the requirements, then the list can be updated to reflect this.

Community organizations are free and encouraged to independently open to their community, and if this occurs to notify the ESC so it can be tracked and monitored. With the safety of volunteers and residents at the forefront, the 72-hour guideline is the benchmark used across most of the province. This doesn't mean that centres aren't opened sooner than that, but it depends on the event.

Thank you for the consideration.

Regards,



Steve Marcellus, ESC



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 (ESC) 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** Provide oversight of the MEMPC.
- 3.2** 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.
- 3.3** Present and make recommendations to Council on the development of the MEMP.
- 3.4** Provide a report to Council following the MEMAC's emergency debriefing (see section 5)

- 3.5** If required, MEMAC can make a recommendation to Council to declare or renew a SOLE following the directives of the Emergency Management Act.
- 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** Perform such other duties as required by Council.

4. Composition and Terms of Appointment

- 4.1** Membership shall include the majority of Council members, the Chief Administrative Officer (CAO), and ESC.
- 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, typically in May and October)~~ quarterly.
- 5.2 The Chairperson, in consultation with the CAO, may change meeting times or convene additional meetings as deemed necessary.
- 5.3 The MEMAC shall convene after any event where the ECC is activated within the county. The agenda will include, but is not limited to, the following:
- a) a review of all After Action Reports
 - b) lessons learned
 - c) analysis made through the ESC or any external agencies
 - d) 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, and/or staff). 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](#)
- [SOLE Documentation / Forms](#)

8. Version Log

Version Number	Amendment Description	Council Approval	Date
2	5.1, Meeting frequency changed from biannual to quarterly.		
1	New	Yes	September 9, 2024

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.

Shelley David
Municipal Clerk