



**REGIONAL EMERGENCY MANAGEMENT PLANNING  
COMMITTEE March 28, 2018 3:00 pm  
Municipal Complex – Orchards Room**

**A G E N D A**

1. Introductions, Regrets & Welcome
2. Minutes of October 18, 2017
3. Business Arising from the Minutes
4. REMO – Kings County
5. REMO Draft Workplan (2018-2020)
6. REMPC Terms of Reference
7. REMPC Meeting Schedule
8. Roundtable Discussion
9. Next Meeting

# **MUNICIPAL EMERGENCY MEASURES PLANNING COMMITTEE**

## **MINUTES**

**OCTOBER 18, 2017**

A meeting of the Municipal Emergency Measures Planning Committee took place at 3 p.m. on Wednesday, October 18, 2017 in the Orchards Room of the Municipal Complex, Kentville, N.S.

The following were in attendance:

Scott Quinn, Manager, Engineering/Public Works, Parks & Land Services  
Thoren Pelly, Supervisor, Engineering/Public Works, Parks & Land Services  
Councillor Martha Armstrong  
Dan Stovel, Town of Wolfville EMC  
Mark Phillips, CAO, Town of Kentville  
Chief Julia Cecchetto, Kentville Police Dept.  
Joan Garden, Valley Communications  
Steve Menzies, EHS  
Heidi Foley, N. S. Health Authority  
Burnell Lyons, Glooscap Ventures  
Debbie Mahoney, Dept. of Community Services  
Brian Deathe, Greenwood Amateur Radio  
Fire Chief James Redmond, New Minas Volunteer Fire Dept.  
Colleen Pearce, Committee Secretary

### **Call to Order:**

Scott Quinn, Chair, called the meeting to order at 3 p.m.

*Regrets were noted from Fran Duggan, Trish Cochrane, Mayor Peter Muttart, Jamie Greene, Earl Russell, Fred Whynot, Brad Burstall and Andrew Mitton.*

### **Approval of the Previous Meeting Minutes:**

The minutes of the May 31, 2017 meeting of the Municipal Emergency Measures Planning Committee were reviewed as circulated.

Dan Stovel noted the ICS course referred to on Page 2 is the "ICS 300" not 200 and the dates were scheduled for October 25 to 27<sup>th</sup>.

Dan Stovel moved that the minutes of May 31, 2017 meeting of the Municipal Emergency Measures Planning Committee be approved as amended; seconded by Debbie Mahoney.  
MOTION CARRIED.

### **Business Arising from the Minutes:**

There was no business arising from the minutes of May 31, 2017.

**Emergency Plan Review:**

Scott requested any comments on the Risk Reduction section of the Emergency Plan as discussed at the previous Municipal Emergency Measures Planning Committee in May. Any suggestions that come to mind, should be emailed to him.

**REMO Update:**

Scott advised that he, Dan Stovel and Andrew Mitton have given a proposal to the CAOs and the Mayors suggesting they meet to discuss the structure for a potential work plan.

**Round Table Discussions:**

*Mark Phillips, CAO, Town of Kentville* welcomed Police Chief Julia Cecchetto to the team. He also acknowledged receipt of the work plan proposal. He advised that Charlene Brown will be distributing storm preparedness messages through social media. He plans on taking the ICS300 course next week. Dan Brown had planned to take the course as well but it was filled.

*Heidi Foley of the Nova Scotia Health Authority* noted accreditation is taking place this week at the Valley Regional Hospital. As well, no major exercise is planned for the immediate future.

*Thoren Pelly, Supervisor, Engineering/Public Works* questioned if there are plans to hold a table top exercise in the near future. Dan advised this request would have to go through Andrew Mitton or Steve Mills.

*Brian Deathe of the Greenwood Amateur Radio Club* referred to the handout distributed at the commencement of the meeting outlining the efforts of HAM Radio Operators assisting the Red Cross in Puerto Rico recently as well as the efforts of the New Brunswick operators on August 4 when there was a wide spread telephone outage in Atlantic Canada with many cellular and landline telephone customers without service. New Brunswick's Emergency Measures Organization immediately began monitoring the situation and more than 30 amateur radio operators were ready with radios and back-up power to relay emergency messages and assist in communications at hospitals, etc. This event stressed the message that loss of power means loss of communications and presents a huge challenge especially to first responders.

*Burnell Lyons of Glooscap Ventures* noted that Glooscap will have a Comfort Centre set up by March 2018.

*Fire Chief James Redmond of the New Minas Volunteer Fire Department* reported the Louis Millett Centre will be an emergency shelter as well as a comfort centre.

*Debbie Mahoney of the NS Department of Community Services* advised they now have a new director, Terry Lynn Slauenwhite.

*Joan Garden of Valley Communications* reported having difficulties with the fire dispatch console at one point this summer but public safety was not at risk due to back-ups. The facility dispatches 86 fire departments. As well, they survived the August 4 cellular/landline outage.

*Dan Stovel, Wolfville EMC*, reported the Town of Wolfville hosted its REMO meeting. Evacuation operational guidelines have now been drafted as well as MOUs for Wolfville. However, no agreements are in place yet for any transportation providers.

*Councillor Martha Armstrong* suggested Wolfville contact the Trans County Transportation Society (out of Bridgetown) for MOUs.

**Next Meeting:**

The next meeting of the Municipal Emergency Measures Planning Committee will be held on **Wednesday, February 21, 2018 at 3 p.m.** in the Orchards Room of the Municipal Complex.

**Adjournment:**

There being no further business to conduct, the Municipal Emergency Measures Planning Committee adjourned at 3:30 p.m. on a motion made by Dan Stovel.

**Terms of Reference**  
**Kings County**  
**Regional Emergency Management**  
**Planning Committee (REMP)**



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<b>Committee</b>	Regional Emergency Management Planning Committee (REMP)
<b>Background</b>	<p>Kings County comprises a land area of 2,126.71 km<sup>2</sup>, with a total population of 60,600 and a population density of 28.5/km<sup>2</sup> (as of the 2016 Census of Population conducted by <a href="#">Statistics Canada</a>) – see <a href="#">Annex A, Kings County Map</a>.</p> <p>Kings County is a dynamic industrial, agricultural, commercial, residential community that has the potential to be affected by a number of both natural and manmade disasters or emergencies.</p> <p>Disasters and major emergencies can present difficult challenges for the Kings County. The effective exchange of emergency information with the community, and more importantly, those impacted directly by the event is critical to the success of the response. Planning for this exchange of emergency information between internal and external stakeholders, the community (both residents and businesses) and the media greatly increase the County's chances of an effective response and organized recovery from the emergency incident.</p> <p>Under Section 10(1)(b) of the <a href="#">Nova Scotia Emergency Management Act</a>, municipalities are required to "establish and maintain a municipal emergency management organization".</p>
<b>Mandate</b>	<p>The role of the Regional Emergency Management Planning Committee is to:</p> <ul style="list-style-type: none"> <li>• provide interactive communication to and from the citizens of Kings County and affected parties with municipal staff on matters of Emergency Management;</li> <li>• promote education, integration and training as necessary; and</li> <li>• when needed, include measures to enhance personal preparedness and business continuity and to advise Council on matters as they pertain to or affect Emergency Preparedness and Emergency Management issues.</li> </ul>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Contribute to the identification of risks arising from emergencies in Kings County;</li> <li>• Provide information and expertise relating to the occurrence and mitigation of potential emergencies and the impact of emergencies in Kings County;</li> <li>• Contribute to the continuous improvement of the Regional Emergency Management Plan (REMP) through monitoring, review and development. (Coordinated by the County of Kings Regional Emergency Management Coordinator);</li> <li>• As required, participate in functional sub-Committees and Working Groups to plan for specific emergencies, address issues, and develop and implement projects;</li> </ul>



**Committee Chair**

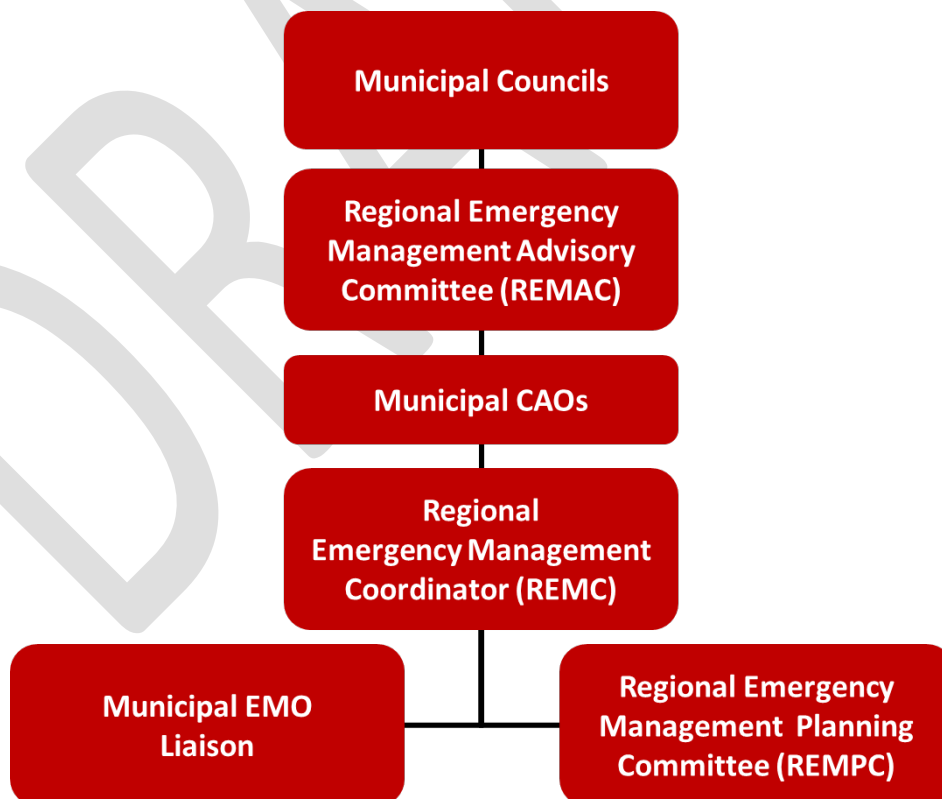
- Support the development of Plans to address emergencies based on existing, and new and emerging hazards;
- Contribute to testing components of the REMP through the development and participation in emergency exercises; and
- Advise the Regional Emergency Management Advisory Committee (REMAC) on development of Regional Emergency Management Plans

The Chair of the Kings County Regional Emergency Management Planning Committee is the Regional Emergency Management Coordinator (REMC).

**Schedule of Meetings**

- As determined by the Committee, with at least four meetings to occur within every calendar year (Quarterly)
- As required for special projects and initiatives.
- After a major emergency or incident that required the use of the REMP, or organisational changes.
- After significant amendments have been made to the REMP through review or legislative changes.
- Upon identification of a new risk/hazard or risk review

**Committee Structure and Membership**





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The Committee consists of the following representatives:

- Regional Emergency Management Coordinator (REMC)
- Alternate REMC
- Finance & Corporate Services
- Engineering
- Community Planning
- Parks and Recreation
- Fire Service
- Police Service
- Emergency Social Services
- Health Services
- Transportation Services
- Annapolis Valley Regional School Board
- Amateur Radio Group
- Ground Search and Rescue

Representatives from other organizations or agencies who may become committee members or attend specific meetings include:

- Provincial agencies
- Utilities
- Community Groups
- Volunteer Organizations
- Neighbouring jurisdictions
- Business and Industry
- Mutual aid partners

#### **Quorum**

A minimum number of Committee members are required for the meeting to be recognised as an authorised meeting for the recommendations or resolutions to be valid.

The Quorum must contain at least 50% plus 1 or greater of the Committee membership.

#### **Agenda Items and Minutes**

- All Agenda items must be forwarded to the Minutes/Meeting Secretary by close of business ten (10) working days prior to the next scheduled meeting.
- The Agenda with attached meeting papers will be made available to the Committee members five (5) working days prior to the next scheduled meeting.
- The meeting Minutes will be made available within ten (10) working days of the meeting.

**Terms of Reference**  
**Kings County**  
**Regional Emergency Management**  
**Planning Committee (REMPC)**



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**Review of  
Terms of  
Reference**

The REMPC Terms of Reference are valid for two (2) years and will be reviewed by the REMPC

**Approval Date:** \_\_\_\_\_

**Annex A – Map, Kings County**

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