



ATTENDING

Mayor Jeff Cantwell, Councillor Oonagh Proudfoot, Chief Administrative Officer Erin Beaudin, and Emergency Management Coordinator (EMC) Dan Stovel

ALSO ATTENDING

Councillor Wendy Donovan, Director Corporate Services Jen Boyd, Director Finance Mike MacLean, Director Public Works Kevin Kerr, and Fire Department Chief Todd Crowell

ABSENT WITH REGRETS

Alternate EMC Blair MacMurtery

CALL TO ORDER

The June 26th EMAC Meeting was brought to order at 11:01am

1. APPROVAL OF THE AGENDA

THE AGENDA WAS APPROVED AS CIRCULATED

2. EMO NS EMERGENCY MANAGEMENT EVALUATION – SEPTEMBER 8, 2016

- EMO NS conducted an evaluation of the Town of Wolfville’s Emergency Management Program on September 8, 2016. This process of evaluation replaced the municipal self-evaluation that used to be in place
- The overall results/rating from the evaluation was “Good” with a score of 76
- The Town’s EMC provided an overview to the Committee of each assessment area with recommendations for improvements – the evaluation examined the following areas of Emergency Management:
 - Commitment
 - Direction
 - Coverage and Depth
 - Testing and Review
 - Telecommunications Plan
 - Prevention and Mitigation
 - Operational Review
 - Alerting, Call-out and Plan Implementation
 - Resources
 - Emergency Management Training
- The Emergency Management program evaluation will be conducted by EMO NS on a four-year cycle to coincide with the municipal election cycle

3. TOWN OF WOLFVILLE’S COMFORT/RECEPTION CENTRE

- A Memorandum of Understanding (MOU) was signed between the Town of Wolfville and the Annapolis Valley Regional School Board (AVRSB) on May 16, 2017



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- The MOU sets out the terms and understanding between the Town of Wolfville and AVRSB to establish an Emergency Comfort/Reception Centre in the Wolfville School for activation in case an emergency impacts the residents of the Town of Wolfville
 - The Emergency Comfort/Reception centre would be activated at the request of the Emergency Coordination Centre (ECC) Manager – Chief Administrative Officer for the Town of Wolfville, or in his or her absence the designated municipal official.
 - A key process with the establishment of a Comfort/Reception centre is municipal awareness and training
 - A “Wolfville Emergency Volunteer Group” (WEVG) was established on May 24th. A list of volunteers will be maintained by the Emergency Management Coordinator to ensure that there are people available to:
 - Work with the public
 - Prepare for and respond to emergencies
 - Provide leadership
 - Provide essential services at a Comfort/Reception Centre during an emergency or disaster

4. QUESTION PERIOD

- Clarity was provided to the members of the Emergency Management Advisory Committee with regard to the following acronyms:
 - ECC – Emergency Coordination Centre (CAO is the ECC Manager)
 - EMC – Emergency Management Coordinator
 - The Town’s Deputy EMC is Blair MacMurtery
- To what extent does the Town’s EMC interact with the EMC for Acadia University?
 - The Town’s Emergency Management Plan is shared and reviewed by Acadia’s EMC and both the Town’s EMC and Acadia’s EMC attend the quarterly Kings County Regional Emergency Management meetings

5. NEXT MEETING

- The next regularly scheduled meeting of the Emergency Management Advisory Committee is Monday, September 18, 2017
 - Change 2 to the Emergency Management Plan will be presented to the EMAC in advance of being presented to Council in October for approval

6. ADJOURNMENT

THE JUNE 26th EMERGENCY MANAGEMENT ADVISORY COMMITTEE MEETING ADJOURNED AT 11:37AM

Approved at the September 18, 2017 Emergency Management Advisory Committee Meeting

As recorded by Dan Stovel, Emergency Management Coordinator