



ATTENDING

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

ALSO ATTENDING

Councillor Wendy Donovan

CALL TO ORDER

The September 18th EMAC Meeting was brought to order at 3:00pm

1. APPROVAL OF AGENDA

THE AGENDA WAS APPROVED AS CIRCULATED

2. APPROVAL OF MINUTES

THE MINUTES OF THE JUNE 26, 2017 EMAC MEETING WERE APPROVED AS CIRCULATED

3. EMERGENCY MANAGEMENT PLANNING COMMITTEE (EMPC) MEETING, SEPTEMBER 8, 2017

- At the September 8, 2017 EMPC meeting, the EMC led the Committee on a discussion of Municipal Evacuation Planning considerations
- Representation at the EMPC meeting included representation from the following organizations:
 - ECC Manager (CAO) – Town of Wolfville
 - EMC & Alternate EMC – Town of Wolfville
 - Public Information Officer – Town of Wolfville
 - Acadia University EMC Staff
 - EMO NS, Western Zone
 - EKM Health Services NS
 - Transportation Service Providers
 - Kings Transit Authority (KTA) & Kings Point-to-Point (KPPT)
 - Annapolis Valley Regional School Board (AVRSB) Health & Safety
 - Wolfville Nursing Homes Ltd (Wolfville Elms, Wolfville Nursing Home & Wickwire Place)
 - Emergency Health Services, Western Zone
 - Wolfville Fire Department
 - Police Services (RCMP)
 - Red Cross
- Wolfville's Evacuation Zones (12) were reviewed with the Committee. The Town's GIS Technician has recently updated all zone mapping
- EMC highlighted that the Town of Wolfville has a Memorandum of Understanding (MOU) with the Annapolis Valley Regional School Board (AVRSB) for use of the Wolfville School, 19 Acadia Street, as a Comfort/Reception Centre during emergency situations



- MOUs for Emergency Evacuation transportation support are under developed with Kings County area transportation service providers (AVRSB, KTA, KPPT, CJ's Taxi) to provide transportation support to the Town of Wolfville during emergency evacuation situations
- Wolfville's EMC stressed the importance of Municipal Awareness & Education in Emergency Preparedness & Municipal Evacuation. An information sheet covering Frequently Asked Questions (FAQs) with regard to Evacuation has been made available to the community via the Town's [Emergency Preparedness website](#)
- Next Steps – EMC investigating a “Live Exercise” involving members of the Community in an Evacuation Exercise in the Fall 2018 timeframe.

4. WOLFVILLE'S EMERGENCY MANAGEMENT PLAN, CHANGE 2

- Based on feedback from the September 8th EMPC meeting and as part of the regular annual review of the Town's Emergency Management Plan, Change 2 to the Plan will be presented to Council at the November 2017 COW/Council meetings for review and approval.
- Change 2 will include the following amendments to the Plan:
 - Section 1.3 - Expanded Distribution List beyond just internal
 - Acadia University
 - Wolfville Nursing Homes
 - EMO NS
 - Kings County EMC
 - Section 3.5 - Definition Updates
 - Section 9 - Alternate ECC location / MOU date
 - Section 12 – Volunteers (Wolfville Emergency Volunteer Group – WEVG)
 - Annex E – Evacuation Plan (Updated Zone Mapping)
 - Annex F – Emergency Measures Bylaw (Ch 57) updated and Minister approved 2016-10-05
 - Annex H – EMO Contact Information
 - Annex L – Emergency Management Advisory & Planning Committees – Contact Information
 - Annex M – Emergency Alerting System (Contact Updates)

5. QUESTION PERIOD

- Councillor Proudfoot highlighted that there was a “Volunteer Fair” held at Acadia University September 11th and that this venue could be an active source of Volunteers to support the Wolfville Emergency Volunteer Group in the future
- Mayor Cantwell highlighted that increasing municipal awareness & education was a key part of emergency preparedness



6. NEXT MEETING

- The next regularly scheduled meeting of the Emergency Management Advisory Committee is Monday, December 11, 2017

7. ADJOURNMENT

THE SEPTEMBER 18th EMERGENCY MANAGEMENT ADVISORY COMMITTEE MEETING ADJOURNED AT 3:17PM

Approved at the January 22, 2018 Emergency Management Advisory Committee Meeting

As recorded by Dan Stovel, Emergency Management Coordinator