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## ATTENDING

### Municipality of the County of Kings

- Mayor Peter Muttart
- Councillor Martha Armstrong

### Town of Kentville

- CAO, Mark Phillips

### Town of Berwick

- Mayor Don Clarke
- Councillor Mike Trinacty
- CAO, Don Regan

### Town of Wolfville

- Mayor Jeff Cantwell
- Councillor Oonagh Proudfoot
- CAO, Erin Beaudin

## ABSENT WITH REGRETS

- Mayor Sandra Snow, Town of Kentville
- Deputy Mayor Lynn Pulsifer, Town of Kentville
- CAO Scott Conrod, Municipality of the County of Kings

## ALSO ATTENDING

- Kings REMC, Dan Stovel
- EMO NS Planning Officer – Western Zone, Andrew Mitton

### Agenda Item

### Discussion and Decisions

#### 1. Chair Appointment

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT MAYOR JEFF CANTWELL BE APPOINTED AS CHAIR OF THE KINGS COUNTY REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE**

**CARRIED**

#### 2. Call to Order

Chair, Mayor Cantwell, called the April 23rd REMAC Meeting to order at 10:05am

#### 3. Introductions

A roundtable of introductions was conducted as this was the first meeting of the Kings County Regional Emergency Management Advisory Committee

#### 4. Approval of Agenda

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE APRIL 23, 2018 REMAC MEETING AGENDA BE APPROVED AS CIRCULATED**

**CARRIED**

#### 5. Approval of Minutes

##### a. January 22, 2018

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE TOWN OF WOLFVILLE EMERGENCY MANAGEMENT ADVISORY COMMITTEE MEETING OF JANUARY 22, 2018 BE APPROVED AS CIRCULATED**

**CARRIED**



**Agenda Item**

**Discussion and Decisions**

**6. New Business**

**a. REMAC Terms of Reference (TOR)**

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE TERMS OF REFERENCE FOR THE KINGS COUNTY REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE BE APPROVED AS CIRCULATED**

Amendments:

- Committee Chair term of appointment amended to read "...shall be determined by the Committee at the first meeting of each calendar year."
- Include a Terms of Service for Mayor and Council representative on the REMAC

**THE REMAC TERMS OF REFERENCE WERE APPROVED WITH THE ABOVE NOTED CHANGES**

**CARRIED**

**b. REMO Workplan (2018-2020)**

Kings County REMC provided an overview of key areas for the Kings REMO Workplan (2018-2020):

- **REMO Organizational structure**
  - REMAC Terms of Reference 2018-04-23
  - REMPC Terms of Reference 2018-03-28
  - REMC Job Description 2018-03-23
- **Legislation & Policies (Bylaws)**
  - Regional Emergency Management Bylaw
- **EM Plan / Operational Guidelines**
  - Emergency Coordination Centre Operational Guidelines
  - Evacuation Guidelines
- **Emergency Coordination Centre(s)**
  - Equipping and Staffing
- **Regional MOUs / Agreements**
  - Comfort Centres
  - Evacuation Transportation Support
  - Amateur Radio support
- **Training & Exercise Programs**
  - Incident Command System (ICS) - Staff
  - Tabletop Exercises
- **Public Awareness & Education Programs**
  - Community outreach
  - Kings County Fire Chiefs
  - Parents Group Family Resource Centre
- **EM Planning Support – Regional Events**
  - May Apple Blossom Festival
  - Jul Mud Creek Days (Wolfville)
  - Aug Canaan Mountain Music Festival
  - Sep Deep Roots Music Festival



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Agenda Item	Discussion and Decisions
<b>(1) Emergency Management Plan Risk Analysis Review</b>	<ul style="list-style-type: none"><li>○ Oct Valley Harvest Marathon</li><li>○ Oct Devour! The Film Food Fest</li></ul> <ul style="list-style-type: none"><li>• The Regional EM Planning Committee is undertaking a Risk Analysis review for Kings County as part of the process to update the July 2013 Kings Regional Emergency Management Plan <b>ACTION: REMC to provide a summary of the Risk Analysis to the REMAC at the July 2018 meeting</b></li></ul>
<b>c. Press Releases</b>	<p>As part of Community Outreach, the REMC has drafted two Press Releases:</p> <ul style="list-style-type: none"><li>• Emergency Preparedness Week, May 6-12, 2018</li><li>• Hurricane Season Awareness, June 1 – November 30, 2018</li></ul>
<b>d. EMO NS Emergency Preparedness Evaluations</b>	<ul style="list-style-type: none"><li>• Municipal Emergency Management Evaluations were conducted by EMO NS Spring to Fall 2017</li><li>• The next EMO NS Emergency Management Evaluation will be conducted in 2020 with subsequent evaluations being conducted every two years</li><li>• Under a Regional Emergency Management Organization, there would be one EM Evaluation for all of Kings County in place of separate Municipal Evaluations</li></ul>
<b>e. Alert Ready</b>	<ul style="list-style-type: none"><li>• <u>Alert Ready</u> is designed to deliver critical and potentially life-saving alerts to Canadians through television, radio and cell phone</li><li>• The Alert Ready system is developed in partnership with federal, provincial and territorial emergency management officials, Environment and Climate Change Canada, The Weather Network and the broadcasting industry and wireless services providers, to ensure you receive alerts immediately and know when to take action and to keep yourself and your family safe</li><li>• The next testing of Alert Ready for Nova Scotia is scheduled for Wednesday, May 9, 2018 at 1:55 pm (Cell phone / television / radio)</li></ul>
<b>f. Meeting Schedule</b>	<p>Kings County REMC reviewed future meeting schedules of both the Regional EM Planning Committee and Regional EM Advisory Committee, both of which will be held quarterly in accordance with the Terms of Reference for each Committee</p> <ul style="list-style-type: none"><li>• Committee members agreed to the meeting schedule as outlined in the REMAC Terms of Reference – to meet quarterly</li></ul>



**Agenda Item**

**7. Roundtable  
Discussion**

**Discussion and Decisions**

Councillor Armstrong

- In developing an MOU with Transportation Service providers to support emergency evacuation, the [Trans-Canada Transportation Society](#) supports Western Kings County and should be considered as another signatory to an emergency transportation support MOU

CAO, Mark Phillips

- Will municipal concerns be addressed in a County-wide Regional Emergency Management Plan? REMC highlighted that a Regional Plan would also include specific Annexes that deal with each municipal unit
- Is there a specific Policy that supports the activation of Comfort Centres. REMC will be a committee member on a newly established Provincial Comfort Centre Committee that will examine Policies and Procedures for establishing and opening Comfort Centres.

**ACTION: REMC to present a Draft Kings County Comfort Centre Policy at the July 2018 REMAC meeting**

Mayor Peter Muttart

- At what level is Alert-Ready activated? EMO NS, Andrew Mitton, highlighted that Alert Ready is activated under EMO direction and Alerts would be sent out by Valley Communications

CAO, Erin Beaudin

- What were the highlights of the 2017 EMO Emergency Preparedness evaluation for Kings County? EMO NS, Andrew Mitton, highlighted the key areas of improvement recommended for municipal emergency preparedness.

**8. Adjournment**

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE BE ADJOURNED AT 11:21 AM**

**CARRIED**

**Approved at the July 16, 2018 Regional Emergency Management Advisory Committee Meeting**

**As recorded by Dan Stovel, Regional Emergency Management Coordinator (REMC)**