

Municipality of the District of Lunenburg

POLICY

Title: Comfort Centre Generator Funding	
Policy No. MDL-53	
Effective Date: November 10, 2009	Amended Date: Repealed & Replaced – March 24, 2015; Amended April 10, 2018

1. PURPOSE

To provide financial assistance to community organizations willing to act as Comfort Centre during an extended power outage or evacuation. Procedures for opening a Comfort Centre can be found in the REMO Comfort Centre – Reception Centre/Shelter Policy.

2. DEFINITIONS

2.1 Memorandum of Understanding means the form found in Appendix A of this policy.

2.2 Organization means the body applying for the grant.

2.3 Resources means the physical operating expenses incurred to open and run a comfort centre during an emergency. These expenses do not include labour costs.

3. ORGANIZATION RESPONSIBILITIES

3.1 Each organization shall execute and comply with the requirements of the Memorandum of Understanding as executed by both parties.

3.2 Comfort Centres shall annually confirm to MODL their ability to provide this service to residents.

3.3 The organization that receives the funding for any electrical connection components and equipment shall be the owner of those components and equipment.

3.4 The resources necessary to open the facility during extended power outages or other times of need shall be the full responsibility of the Organization.

3.5 On-going maintenance shall also be the responsibility of the organization receiving funding.

3.6 It shall be the responsibility of the organization to maintain the standby electrical system in a “ready” state at all times and keep the records showing the same.

4. ELIGIBILITY REQUIREMENTS

4.1 in order to be eligible, the organization must:

- 4.1.1 complete an application form by March 1 of the fiscal year before the organization wishes to install the generator; and
- 4.1.2 be a community organization incorporated under the *Societies Act*, or
- 4.1.3 be recognized as a Fire and Emergency Services Provider by the Municipality.

4.2 Expenses must be directly related to the purchase and installation of the generator, including:

- 4.2.1 Power transfer switches;
- 4.2.2 Disconnect switches;
- 4.2.3 Portable and fixed gasoline, propane, or diesel generators;
- 4.2.4 Exterior mounted generator connections;
- 4.2.5 Wiring conduit for the electrical connections to the generator;
- 4.2.6 Upgrades to an existing electrical system for a generator connection system to provide adequate lighting, heat, plugs, etc.; and
- 4.2.7 Maintenance of existing systems (ie. rebuild or repairs to existing systems).

4.3 For greater clarity, the following expenses are deemed ineligible:

- 4.3.1 General renovations to buildings;
- 4.3.2 Pads for generators;
- 4.3.3 Structures, buildings, etc. to house/store generators; and
- 4.4.4 Projects already undertaken prior to application.

5. CODE REQUIREMENTS

- 5.1 All electrical equipment shall bear the proper approval of an authorized testing agency for use in Canada.
- 5.2 All required permits shall be the responsibility of the organization.
- 5.3 All installations shall meet or exceed the minimum requirements as set out in the National Building and Fire Codes.
- 5.4 All electrical installations shall be completed by a licensed electrician and inspected by the authority having jurisdiction.

6. APPROVAL PROCESS

6.1 Municipal staff, in collaboration with the Regional Emergency Management Coordinator, will review the applications received and recommend a grant amount to Council via the Finance Committee based on criteria including but not limited to:

6.1.1 Proximity to existing comfort centres;

6.1.2 Relative transportation network isolation of the communities served; and

6.1.3 Total number and value of applications received.

6.2 Notwithstanding s. 6.1, the Municipality shall not award more than 66% of a project's total eligible costs, to a maximum of \$8,000.

APPENDIX "A"



Municipality of the District of Lunenburg

Emergency Measures Organization

Application to Provide the Services of a Comfort Centre

WHEREAS the Municipality of the District of Lunenburg has developed emergency plans dealing with procedures to be followed and facilities to be used during an emergency in the Municipality of the District of Lunenburg; and, WHEREAS said plans includes the use of the Municipality of the District of Lunenburg and the organization below, the parties enter into the following understanding. If the Municipality of the District of Lunenburg requests the following organization to open it's facilities as a Comfort Centre to assist residents, the resources* required to open the facility and remain open when requested by the Municipality of the District of Lunenburg, shall be the full responsibility of the organization. Any costs associated with the required resource during opening or when open may be invoiced to the Municipality of the District of Lunenburg.

*See Definition of Resource in Section 2 of Policy

Name of Organization Submitting Application: _____

Civic Address of Organization: _____

Phone Number of Organization: _____

Name of Person Completing Application: _____

Phone Number: _____ Email Address: _____

We hereby make application to the Municipality of the District of Lunenburg to provide the services herein noted. Please complete the following section as it relates to contact individuals, specifying telephone numbers, cell numbers and civic address to ensure individuals can be contacted during an emergency.

	Name	Phone Number	Cell Number
1.	Civic		
	Address		
2.	Civic		
	Address		
3.	Civic		
	Address		
4.	Civic		
	Address		
5.	Civic		
	Address		

Clerk's Annotation for Official Policy Book

Date of Adoption	<u>November 10, 2009</u>
Date of Notice to Council Members of Intent to Repeal & Replace	<u>March 17, 2015</u>
Date of Passage	<u>March 24, 2015</u>
Date of Notice to Council Members of Intent to Amend	<u>March 27, 2018</u>
Date of Passage of Amendment	<u>April 10, 2018</u>

I certify that this "Comfort Centre Generator Funding Policy – MDL-53" was adopted by Council as indicated above.



Municipal Clerk

May 8, 2018
Date