

MUNICIPALITY OF THE DISTRICT OF LUNENBURG
Minutes of a Meeting of
REMO ADVISORY COMMITTEE
Held in Council Chambers, 210 Aberdeen Road, Bridgewater, NS
Monday, January 21, 2019 – 1:30 p.m.

ATTENDANCE

Municipality of Chester

Warden Allen Webber
Deputy Warden Floyd Shatford, Vice-Chair
Malcolm Pitman, Acting Chief Administrative Officer

Municipality of Lunenburg

Mayor Carolyn Bolivar-Getson
Deputy Mayor Cathy Moore
Alex Dumaresq, Deputy CAO

Town of Bridgewater

Mayor David Mitchell
Councillor Wayne Thorburne
Tammy Wilson, Chief Administrative Officer

Town of Lunenburg

Mayor Rachel Bailey, Town of Lunenburg
Bea Renton, Chief Administrative Officer, Town of Lunenburg

Town of Mahone Bay

Mayor David Devenne, Chair
Dylan Heide, Chief Administrative Officer
Councillor Richard Nowe

Regrets: Deputy Mayor Andrew Tanner, Town of Bridgewater
Deputy Mayor John McGee, Town of Lunenburg
Councillor Martin Bell, Municipality of Lunenburg
Councillor Danielle Barkhouse, Municipality of Chester
Councillor John Bain, Town of Mahone Bay
Kevin Malloy, Chief Administrative Officer, Municipality of Lunenburg

Staff: Heather MacKenzie-Carey, REMO Coordinator
Rhonda Matthews, Planning Officer, EMO-NS
Chris Kennedy, Fire Services Coordinator, Municipality of Lunenburg
Joanne Powers, Executive Assistant

1. CALL TO ORDER

Mayor Devenne called the meeting to order at 1:30 p.m.

2. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITION

3. APPROVAL OF AGENDA – Added Items

It was requested that an item be added to the agenda to discuss the meeting date conflict in May.

Moved by Mayor Bolivar-Getson, seconded by Mayor Mitchell that the agenda be approved with the addition of the above noted agenda item. Motion carried.

4. APPROVAL OF MINUTES

Moved by Warden Webber, seconded by Mayor Bolivar-Getson that the Minutes of the November 19, 2018 REMO Advisory Committee meeting be approved as circulated. Motion carried.

5. BUSINESS ARISING FROM MINUTES - NIL

6. NEW BUSINESS

6.1 Draft 2019/20 REMO Budget

Ms. MacKenzie-Carey reported that the draft 2019/20 REMO budget is very similar to the previous year's budget. She explained that the previous budget had a \$5,000 contingency fund for special projects but this year that amount has been spread into various accounts to cover the Deputy position (e.g. mileage, cell phone, etc.).

The draft budget contains \$5,000 for additional Narcan kits for the Fire Departments throughout Lunenburg County.

Ms. MacKenzie-Carey explained that the money for the website has been taken out of the budget because IT explained that the website had become obsolete and did not meet the present needs of the REMO Committee.

Moved by Mayor Mitchell, seconded by Mayor Bolivar-Getson that the REMO Advisory Committee recommends a total 2019/20 REMO budget of \$106,400 to partner Municipal Units for approval. Motion carried.

6.2 2019 Emergency Exercise Plan

Ms. MacKenzie-Carey advised that the 2019 Emergency Exercise Plan was created by her, Rhonda Matthews and Dave Moore, the former Deputy Regional Emergency Management Coordinator (REMC). Mr. Moore resigned from the position, so the dates in the Emergency Exercise Plan will need to be adjusted.

Ms. MacKenzie-Carey explained that the plan is to have a short tabletop exercise every couple of months in order for everyone to understand their role within the Emergency Operations Centre (EOC). Ms. MacKenzie-Carey and Ms. Matthews will plan and facilitate the exercises and the Deputy will act as the Manager in the EOC. She explained there are a couple of additions to the plan. The Department of Health wants to do an exercise in early October 2019 focused in Bridgewater that will be a mass causality event involving South Shore Health, Bridgewater Police and Fire Departments and the Radio Club.

Ms. MacKenzie-Carey reported that the Radio Club is also very keen on participating in emergency exercises and will be participating in an Amateur Radio Relay League (ARRL) exercise June 23 and 24, 2019. It will involve the Club members spending a 24 hour period in the radio room attempting to connect all over the world. This will also allow them to evaluate their

capacity to do shifts and operate in an emergency situation. They plan to make it a public awareness event and will be inviting the public to come in and see what they do as a Club.

Mr. Dumaresq discussed the Deputy position and it was agreed that someone with incident command system experience is required and the position will be posted shortly.

7. REMO COORDINATOR MONTHLY REPORTS

7.1 November & December 2018

The REMO Coordinator reports for November and December 2018 were circulated with the agenda and reviewed.

The following additional comments were made:

- There was community engagement on the community resilience piece in Mahone Bay and Mayor Devenne advised they will be meeting again in February and they plan to do some promotion in Mahone Bay to try and increase the number of participants
- An additional pilot is planned for Herman's Island

There was discussion around the fatality that occurred during the Christmas Parade in Yarmouth. Ms. MacKenzie-Carey advised that there are strategies available and she can do risk management with any municipality doing parades. It was decided to add the topic of parades to the next agenda.

7.2 Meeting Date Conflict - Victoria Day May 20, 2019

It was brought to the Committee's attention that a meeting date conflict will occur on May 20, 2019, with the Victoria Day holiday.

The Committee agreed to change the date to Tuesday, May 21, 2019, at 1:30 p.m.

Moved by Mayor Bolivar-Getson, seconded by Mayor Mitchell that the REMO Advisory Committee meeting in May will be held on Tuesday, May 21, 2019, at 1:30 p.m. Carried unanimously.

8. ADDED ITEMS – NIL

9. IN CAMERA - NIL

10. NEXT MEETING – March 18, 2019, at 1:30 p.m.

11. ADJOURNMENT

Mayor Devenne advised that he will be away for the next meeting, therefore, Deputy Warden Shatford, Vice-Chair, will Chair the meeting.

There being no further business at 2:00 p.m., it was moved by Mayor Bolivar-Getson, seconded by Deputy Mayor Moore that the meeting adjourn. Carried.