

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 20, 2020 – 1:30 p.m.**

**ATTENDANCE**

Municipality of Chester

Warden Allen Webber  
Dan MacDougall, Chief Administrative Officer

Municipality of Lunenburg

Mayor Carolyn Bolivar-Getson  
Deputy Mayor Eric Hustvedt  
Tom MacEwan, Chief Administrative Officer  
Alex Dumaresq, Deputy Chief Administrative Officer

Town of Bridgewater

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

Town of Lunenburg

Mayor Rachel Bailey

Town of Mahone Bay

Mayor David Devenne, Chair  
Councillor John Bain  
Dylan Heide, Chief Administrative Officer

Regrets: Deputy Warden Floyd Shatford, Vice Chair  
Councillor Danielle Barkhouse, Municipality of Chester  
Deputy Mayor John McGee, Town of Lunenburg  
Bea Renton, Chief Administrative Officer  
Councillor Martin Bell, Municipality of Lunenburg  
Deputy Mayor Andrew Tanner, Town of Bridgewater  
Councillor Richard Nowe, Town of Mahone Bay

Staff: Angela Henhoeffler, REMO Coordinator  
Chris Kennedy, Fire Services Coordinator  
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**

**Moved by Mayor Bolivar-Getson, seconded by Mayor Mitchell that the agenda be approved as circulated. Motion carried.**

#### **4. APPROVAL OF MINUTES**

**Moved by Councillor Hustvedt, seconded by Mayor Mitchell that the Minutes of the November 16, 2019 REMO Advisory Committee meeting be approved as circulated. Motion carried.**

#### **5. BUSINESS ARISING FROM MINUTES - NIL**

#### **6. NEW BUSINESS**

##### **6.1 Status of Hurricane Dorian After Action Report Recommendations**

Ms. Henhoeffer explained that at the November 16, 2019 REMO meeting, the status of the Hurricane Dorian Action Report was discussed and there were 27 recommendations presented. These recommendations are all at various stages of completion and the REMO Workplan (included in the agenda package) indicates their approximate status.

Ms. Henhoeffer indicated that a Crisis Communication Plan should be available in draft form by the end of January. She advised that she is meeting with Assistant Emergency Coordinators (AECs) and Chief Administrative Officers (CAOs) on alternate months to the REMO Advisory meetings to work on exercises; and she is also working on a Municipal and Elected Officials Guide which will be discussed when final.

##### **6.1.1 Response Letter from Minister Porter dated December 16, 2019**

Based on one of the recommendations from the Hurricane Dorian Action Report, a letter was sent to Minister Porter, Nova Scotia Department of Municipal Affairs and Housing, regarding Nova Scotia Emergency Management Office (NSEMO) in which three items were discussed:

1. Addressing telecommunications, namely, having Bell Aliant and Eastlink in the Provincial Coordination Centre as well as educating them continually
  - The response indicated they are a part of the regular planning component and exercising.
2. Public Alerting Tool
  - The response indicated that the public alerting system was considered during Hurricane Dorian but was determined that other communication channels were better suited. Ms. Henhoeffer advised that if municipalities are approved to share the national alert system, it would not be for comfort centres as the system broadcasts provincially, and not by jurisdiction.
3. NSEMO Website
  - It does not appear that the provincial site will be reinstated but Ms. Henhoeffer is working towards getting the REMO website back up and running.

##### **6.1.2 Letter to Transportation & Infrastructure Renewal**

Ms. Henhoeffer prepared a draft letter addressed to the Minister of Transportation and Infrastructure Renewal regarding one of the recommendations following Hurricane Dorian regarding the use of the Nova Scotia Community College (NSCC) as an emergency shelter.

Ms. Henhoeffer advised that she is working with Internal Services at the Province regarding the generator at the NSCC. Currently, the generator at the facility only supplies power to four classrooms. It does not power the gymnasium, kitchen, or showers; therefore, it does not qualify as an adequate shelter. Contingencies are in place in the case of an emergency event.

**Moved by Deputy Mayor Hustvedt, seconded by Warden Webber that the Regional Emergency Management Advisory Committee approve the proposed letter to Nova Scotia Department of Transportation & Infrastructure and send as presented. Motion carried.**

It was requested that all Mayors/Wardens be copied on the letter.

### **6.1.3 Comfort Centre & Emergency Shelters Procedures (2 Documents)**

Ms. Henhoeffter explained that new procedures have been created for Comfort Centres and for Emergency Shelters. Originally, the two were amalgamated but have been separated into two documents for ease of reading and clarity. Comfort Centres can open on their own and advise REMO of their opening and closing times for notification of media and the province. Any facility that is an Emergency Shelters is activated based on the decision of REMO.

Ms. Henhoeffter reviewed the definitions, scope, procedure for opening, communications, Memorandum of Understanding, site profile, guidelines, and activation checklist for both Comfort Centres and Emergency Shelters.

**Moved by Mayor Bolivar-Getson, seconded by Mayor Mitchell that the Regional Emergency Management Advisory Committee approve the Comfort Centre & Emergency Shelters Procedures as presented and recommend to partner Councils for approval. Motion carried.**

There was discussion around the possibility of identifying other facilities as Emergency Shelters, such as the Bridgewater Baptist Church. Ms. Henhoeffter emphasized that in order to act as an Emergency Shelter, a facility must have a generator, showers, a kitchen, and water. If any Municipality is aware of a facility that meets these criteria, they can advise REMO and Ms. Henhoeffter will contact the facility. Forest Heights Community School in Chester Basin was suggested as a possible venue and Ms. Henhoeffter advised she will reach out to them.

It was noted that on Page 19 of the Emergency Shelter Agreement in the agenda package, under Item 3, that the word "not" be removed from the first sentence.

### **6.2 2020/21 REMO Budget**

Ms. Henhoeffter reviewed the 2020/21 Draft REMO Budget (included in the agenda package). She explained that other than an increase in wages due to the position moving from a part-time position to a full-time position, the aim was to keep the 2020/21 budget flat. Expenses were reduced by \$1,100 and some reallocating was done to bring the proposed 2020/21 REMO budget to an overall total of \$125,000. She anticipates next fiscal will see an increase in order to offer some of the programs already discussed.

The purchase of Narcan kits was discussed and Ms. Henhoeffter reported that she reached out to Emergency Health Services (EHS) and they advised that they did not feel it was a requirement for Fire Departments to have Narcan kits. EHS felt that if there was an incident where a firefighter required it, it would be provided by EHS. As well, kits are now available for free at most local pharmacies.

It was suggested that information be obtained on how many kits were actually used over the last fiscal year.

**Moved by Warden Webber, seconded by Mayor Bailey that the Regional Emergency Management Advisory Committee recommends a total 2020/21 budget of \$125,000 to partner Municipal Units for approval. Motion carried.**

**7. REMO COORDINATOR UPDATES**

**7.1 Elected Officials Guide**

Ms. Henhoeffler advised that she is working on a written guide for elected officials as one of the recommendations from Hurricane Dorian. The guide will include what you need to know as an elected official as well as a quick reference for preparedness before, during and after a disaster.

Ms. Henhoeffler was directed to send out an email to all Committee members asking for any tips or hints that would be useful if an incident were to arise.

Other updates from the REMO Coordinator included working through the recommendations from Hurricane Dorian, presentations to Councils and community groups as invited. Ms. Henhoeffler noted that she has put together demonstration kits for emergency preparedness including one each for households, vehicles and pets.

**8. ADDED ITEMS – NIL**

**9. IN CAMERA - NIL**

**10. NEXT MEETING – Monday, March 16, 2020 at 1:30 p.m.**

**11. ADJOURNMENT**

**There being no further business at 2:20 p.m., it was moved by Councillor Thorburne, seconded by Mayor Mitchell that the meeting adjourn. Carried.**