

REMO Committee Meeting AGENDA
Via audio & Video Teleconference
Monday, January 17, 2022 – 1:30 p.m.

Time & Page

- 1. **Call to Order**
- 2. **Nomination & Election of Chair & Vice-Chair**

As we are meeting virtually, we will be voting electronically and accepting virtual nominations in advance. Mayor Devenne has agreed to let his name stand for Chair. If you would like to nominate someone, including yourself for Chair or Vice-Chair, please email Angela before Sunday evening. During the meeting, have your email accessible as we will send a link to your email for a vote for the Chair and Vice-Chair.
- 3. **Approval of Agenda – Added Items**
- 4. **Approval of Minutes of September 20, 2021 (circulated)**
- 5. **Business Arising From Minutes**
- 5.1 Emergency Management Bylaws 1-3
- 6. **New Business**
- 6.1 REMO Planning Committee 4-7
- 6.2 REMO Budget..... 8-11
- 7. **NS EMO Updates**
- 8. **REMO Coordinator Updates** 12
- 9. **Added Items**
- 10. **Next Meeting – Monday, March 21, 2022 1:30 p.m.**
- 11. **Adjournment**

**** This meeting will be held virtually through Microsoft Teams.**

The link and/or phone number are available through the meeting invite. **

Any problems connecting, please contact Angela at (902) 930-1085.

Municipal Unit

Bylaw #

REGIONAL EMERGENCY MANAGEMENT BY-LAW

SECTION 1: GENERAL

1.1 This By-law may be cited as the “Regional Emergency Management By-law” to render mutual aid and joint provisions of services and facilities to provide for a prompt, effective and coordinated response to an emergency within the territories of the participating municipalities of the Municipality of the District of Lunenburg; the Municipality of the District of Chester; the Town of Bridgewater; the Town of Mahone Bay, and the Town of Lunenburg.

SECTION 2: DEFINITIONS

2.1 In this By-law:

- a) “Act” means the *Emergency Management Act*, S.N.S., 1990, as amended from time to time;
- b) “State of Emergency Regulations” means regulations approved by the Governor in Council by Order in Council 92-61, Regulation 17/92, as amended from time to time;
- c) “Agreement” means the Inter-Municipal Emergency Services Agreement, dated January 18, 2017, among the participating Municipalities and as amended from time to time;
- d) “Minister” means the Minister responsible for Emergency Management of the Province of Nova Scotia;
- e) “Deputy Minister” means the Deputy Minister responsible for Emergency Management of the Province Nova Scotia;
- f) “Councils” means the Councils of the participating Municipalities (Municipality of the District of Lunenburg, the Municipality of the District of Chester, the Town of Bridgewater, the Town of Mahone Bay, and the Town of Lunenburg);
- g) “Region” means all territories within the participating Municipalities;
- h) “State of Local Emergency” means a state of a local emergency declared, renewed, or terminated by the Council, Mayor, or Warden of a participating Municipality;

- i) “Regional Emergency Operations Centre (REOC)” means the Regional Emergency Management Organization (REMO) operation centre as established, equipped, and serviced per the Agreement.

SECTION 3: RESPONSIBILITIES FOR EMERGENCY MANAGEMENT

3.1 The Councils, in accordance with the Agreement:

- a) shall appoint and maintain a Regional Emergency Management Organization (REMO) responsible for the planning and the coordination of emergency services delivery and consist of:
 - i. a Regional Emergency Management Advisory Committee (REMAC);
 - ii. a Regional Emergency Management Planning Committee (REMPC);
 - iii. a Regional Emergency Management Coordinator (REMC); and
 - iv. for each participating Municipality, an Assistant Emergency Coordinator (AEC);
- b) declare, renew, or terminate a State of Local Emergency, as outlined in the State of Emergency Regulations as may be required and if unavailable in a timely manner, permit the Mayor or Warden of the affected participating Municipality(s) to make such declarations;
- c) shall cause the Emergency Management Plan or any part thereof to be implemented and may do everything necessary for the protection of property and the health and safety of persons pursuant to Section 14 of the *Act*;
- d) may appropriate and expend monies to pay reasonable expenses of members of REMO and to fulfill the terms and conditions of any agreement approved by the Councils;

3.2 REMAC, in accordance with the Agreement:

- a) is responsible during a State of Local Emergency for the executive direction and management of emergency plans and activities within the Region and for advice to Councils pursuant to the *Act*;
- b) recommends to Councils, Mayor or Warden, the declaration, renewal, or termination of a State of Local Emergency as outlined in the State of Emergency Regulations;
- c) shall deliver a copy of the signed Declaration, Renewal, or Termination of a State of Local Emergency to the Nova Scotia Emergency Management Office (NS EMO) and the Minister and ensure that such Declarations are communicated effectively to the people of the area(s) affected;

- d) with the approval of Councils, may enter into agreements with the Government of Canada, the Province of Nova Scotia, a municipality, city or town, or any other agency or any person;

3.3 REMC, as appointed by the REMAC, in accordance with the Agreement:

- a) shall chair the REMPC and coordinate, prepare, and maintain emergency plans;
- b) shall, pursuant to Section 10A of the Act, inform the Nova Scotia Emergency Management Office of any real or anticipated event or emergency and upon activation of an REOC or the Declaration of State or Local Emergency, prescribe, as necessary, duties to be fulfilled by employees, servants, and agents of the municipality and coordinate the REOC activities with NS EMO;

3.4 REMPC in accordance with the Agreement:

- a) shall include, but not be limited to, persons responsible during an emergency to provide health, law enforcement, fire, utilities, communications, transportation, public works, financial, legal, or other essential community services;
- b) shall provide recommendations to REMC for the purpose of the development of regional emergency management plans, policy and procedures for the Region, and provide briefings as requested by Council.

SECTION 4: RESPONSIBILITIES OF OTHERS IN A STATE OF LOCAL EMERGENCY

Following the Declaration of a State of Local Emergency and for the duration of such, every Councillor, employee, and agent of the participating Municipality who has a key role in the execution of the emergency management plans, shall fulfill such duties as may be required according to the emergency plans.

SECTION 5:

Previously adopted versions of **Chapter XX/Bylaw XX** are hereby “repealed and replaced” or “amended” upon the effective date of the adoption of this “Regional Emergency Management” By-law.

REMO Planning Committee

Presented to REMO Advisory Committee

January 17, 2022



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What is a Planning Committee?

- Group of key community stakeholders that have engagement responsibility to provide guidance on EM plans and procedures for Lunenburg County REMO



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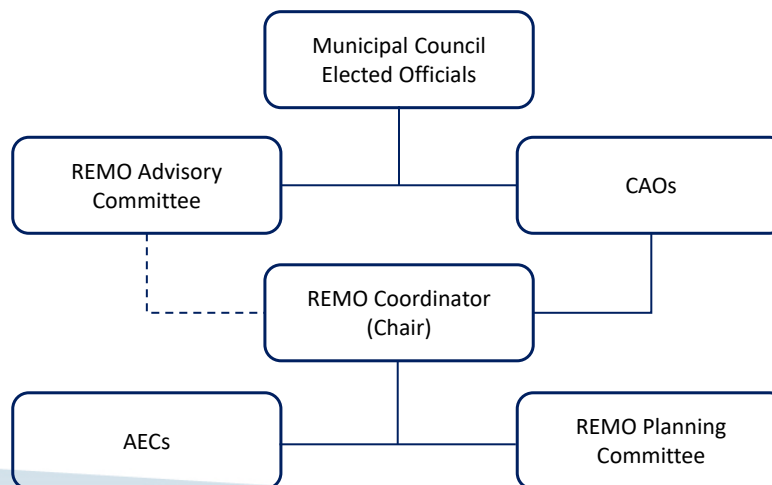
Why have a Planning Committee?

- Section 10 of the Inter-Municipal Services Agreement states the Planning Committee shall be responsible for recommending policy and procedures to the REMO Advisory Committee maintaining a reasonable state of preparedness for emergencies and shall consist of representatives of emergency services and other agencies which may have direct operational responsibilities in an emergency.”



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Structure of the Planning Committee



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Partners

- Municipal units AECs and CAOs
- Police Services
- Fire Services
- Health Services
- Centre for Education
- NSCC
- Emergency Social Services
- Ground Search & Rescue
- Amateur Radio Club
- Dispatchers
- Lands & Forestry
- Public Works
- NS EMO
- Others as required



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Proposed Schedule - 2022

<u>2022</u>	<u>Advisory Committee</u>	<u>Planning Committee</u>	<u>AECs and CAOs</u>
January	• Approve Planning Committee TOR		
February		• First Planning Committee meeting	
March	• Topic TBD		
April			Training/exercise
May	• Topic TBD		
June		• Threat Hazard Identification & Risk Assessment (THIRA)	
July	• Often cancelled		
August			Training/exercise
September	• Update on THIRA		
October		• Present THIRA outcomes	
November	• THIRA Approval		
December			Training/exercise



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Proposed Schedule – 2023

2023	Advisory Committee	Planning Committee	AECs and CAOs
January	<ul style="list-style-type: none"> • Approve budget, review past activity 		
February		<ul style="list-style-type: none"> • Review All-Hazards Plan 	
March	<ul style="list-style-type: none"> • Approve: EM All Hazards Plan 		
April			Training/exercise
May	<ul style="list-style-type: none"> • Topic TBD 		
June		<ul style="list-style-type: none"> • Discuss one or two contingency plans 	
July	<ul style="list-style-type: none"> • Often cancelled 		
August			Training/exercise
September	<ul style="list-style-type: none"> • Contingency Plans 		
October		<ul style="list-style-type: none"> • Discussion: Budget needs and workplan for next year 	
November	<ul style="list-style-type: none"> • Topic TBD 		
December			Training/exercise



Fiscal Year Period April 01,2021 To March 31,2022

REMO	YTD	Commitment	Annual Budget	Variance	Funds		% Used	Notes	2022/2023
					Available				
01-2250000-205	OPERATIONAL EXPENSES	69,280.04	20,560.46	92,600.00	23,319.96	2,759.50	4.04		101,300.00 payroll increase and reallocated from website
01-2250000-210	ADMINISTRATION-INSURANCE	251.00	1,300.00	1,300.00	1,049.00	-251.00	119%		1,700.00 estimated insurance increase
01-2250000-225	RADIO EQUIPMENT	150.00	0.00	1,300.00	1,150.00	1,150.00	12%		1,300.00
01-2250000-226	OTHER EQUIPMENT	4,637.28	7,025.32	2,500.00	-2,137.28	-9,162.60	467%	comfort centre signage	3,500.00 reallocated from website
01-2250000-230	TELEPHONE-LOCAL SERVICE	1,020.20	0.00	1,400.00	379.80	379.80	73%		1,400.00
01-2250000-231	CELLULAR PHONE (REMO)	1,471.65	0.00	1,500.00	28.35	28.35	98%		1,500.00
01-2250000-235	ADVERTISING-GENERAL	323.47	0.00	1,000.00	676.53	676.53	32%		3,000.00 reallocated from website
01-2250000-236	ADMINISTRATION-ACCOUNTING	1,000.00	0.00	1,000.00	0.00	0.00	100%		1,000.00
01-2250000-248	ADMINISTRATION-RENTAL	1,300.00	0.00	1,300.00	0.00	0.00	100%		1,300.00
01-2250000-249	MOCK EXERCISES	25.06	0.00	1,000.00	974.94	974.94	3%		1,000.00
01-2250000-254	LICENSE FEES	-31.40	800.00	800.00	831.40	31.40	96%		800.00
01-2250000-272	WEBSITE	914.58	0.00	5,000.00	4,085.42	4,085.42	18%		1,000.00 reallocated to operational expenses, other equipment, and advertising
01-2250000-299	CONTINGENCY	0.00	0.00	10,000.00	10,000.00	10,000.00	0%		10,000.00
01-2250001-235	ADVERTISING-SPECIAL	0.00	800.00	1,000.00	1,000.00	200.00	80%		1,000.00
01-2250001-236	ADMINISTRATION-CLERICAL	3,500.00	0.00	3,500.00	0.00	0.00	100%		3,500.00
01-2250006-295	GROUND SEARCH & RESCUE GRANT	10,000.00	0.00	10,000.00	0.00	0.00	100%		10,000.00
EXPENSES		93,841.88	30,485.78	135,200.00	41,358.12	10,872.34	92%		143,300.00 increase for insurance & payroll, remaining was reallocated within existing budget

Cost Sharing	2021-22 Budget			2022/23 Proposed Budget			
	UA 2020/21	share	Contribution	UA 2021/22	share	Contribution	Increase
Town of Bridgewater	688,450,419	12.44%	\$ 16,819.39	705,421,934	12.44733500%	\$ 17,837.03	\$ 1,017.64
Town of Mahone Bay	138,736,951	2.51%	\$ 3,389.45	142,808,678	2.51989252%	\$ 3,611.01	\$ 221.55
District of Chester	1,671,069,183	30.20%	\$ 40,825.55	1,707,471,788	30.12873902%	\$ 43,174.48	\$ 2,348.93
District of Lunenburg	2,756,431,053	49.81%	\$ 67,341.80	2,820,875,547	49.77500873%	\$ 71,327.59	\$ 3,985.78
Town of Lunenburg	279,311,517	5.05%	\$ 6,823.80	290,674,795	5.12902474%	\$ 7,349.89	\$ 526.09
Totals	5,533,999,123	100.0%	\$ 135,200.00	5,667,252,742	100.00000000%	\$ 143,300.00	\$ 8,100.00

Rec'd Jan 7/22



**LUNENBURG COUNTY
GROUND SEARCH AND RESCUE**

CIVIC : 371 Harold Whynot Road, Pine Grove



December 28, 2021

Municipality of Lunenburg
10 Allee Champlain Drive
Cookville, N.S. B4V 9E4

Attn: Tom MacEwan CAO

Please find attached the 2021 Financial Statement for Lunenburg County Ground Search and Rescue for the period January 1 to November 30. Also attached is the 2022 Budget. The Team thanks you for the 2021 grant and we are anticipating that all is in place for the 2022 grant.

All your help is appreciated by our membership.

Your truly,

A handwritten signature in blue ink that reads 'Sherry Veinot'.

Sherry Veinot
Search Director/ Treasurer
Home: 644-2599
Cell: 527-3111

MAILING: P.O. Box 203, Bridgewater, N.S. B4V 2W8

LUNENBURG COUNTY GROUND SEARCH & RESCUE TEAM

OPERATING ACCOUNT # 301168 - 2021
FINANCIAL STATEMENT

INCOME

Balance forward from 20-12-31	\$23,229.62	
WAYS & MEANS COMMITTEE	\$2,955.84	
REIMBURSEMENTS RCMP & EMO SAR EXPENSES	\$1,812.46	
Federal Grants	\$0.00	
PROVINCIAL GRANTS	\$3,000.00	
MUNICIPAL GRANTS	\$13,000.00	
Other Rebates	\$0.00	
FEDERAL REBATES	\$571.19	
Sale of Backpacks		
NSGSARA Grant (less dues)	\$2,975.00	
	\$47,544.11	\$47,544.11

EXPENSES

TELEPHONE (CELLULAR & BUILDING)	\$441.92	
ELECTRICITY	\$798.05	
PROPANE	\$558.22	
GAS (VEHICLES)	\$584.66	
VEHICLE REPAIRS	\$252.85	
TAXES	\$341.02	
INSURANCE	\$3,523.00	
OPERATING EXPENSES	\$3,985.37	
CAPITAL EXPENDITURES	\$149.48	
Transfer to Training a/c 304787	\$2,000.00	
	\$12,634.57	\$12,634.57
		\$34,909.54

AMOUNT ON DEPOSIT OP A/C AS OF : 21-12-31

Chequing Account:	\$34,909.54
Total:	\$34,909.54

TOTAL AMOUNT OF FUNDS ON DEPOSIT IN ALL ACCOUNTS AS @ DECEMBER 31, 2021

Operating Account	\$34,909.54
Term Deposits	\$69,821.22
Training Account	\$10,781.26
TOTAL FUNDS:	\$115,512.02

Lunenburg County Ground Search and Rescue

2022 Budget

Actual Expenses to Nov/21

Telephone	\$ 442.00
Electricity	\$ 798.00
Propane	\$ 558.00
Gas (Vehicles)	\$ 585.00
Vehicle Repairs	\$ 253.00
Taxes	\$ 341.00
Insurance	\$ 3,523.00
Operating Exp	\$ 3,985.00
Capital Exp	\$ 150.00
Training Supplies	\$ 1,194.00
Transfer Tr A/C	\$ 2,000.00

Totals \$ 13,829.00

Budget Expenses 2022

Telephone	\$ 525.00
Electricity	\$ 925.00
Propane	\$ 2,000.00
Gas (Vehicles)	\$ 1,200.00
Vehicle Repairs	\$ 8,500.00
Taxes	\$ 350.00
Insurance	\$ 3,500.00
Operating Expense	\$5,500.00
Capital Exp	\$12,000.00
Training Supplies	\$ 1,500.00
Funds to Cap Res	\$ 6,000.00

Totals \$42,000.00

Actual Income to Nov/21

Ways and Means	\$ 2,956.00
Reimburse EMO	\$ 1,812.00
Prov Grant	\$ 3,000.00
Municipal Grant	\$ 13,000.00
Federal Rebate	\$ 571.00
Assoc Grant	\$ 2,975.00

Totals \$ 24,314.00

Budget Income 2022

Ways and Means	\$ 1,000.00
Reimburse EMO	\$ 500.00
Prov Grant	\$ 3,000.00
Municipal Grant	\$10,000.00
Federal Rebate	\$ 700.00

Totals \$15,200.00

REMO Workplan (including Hurricane Dorian Recommendations)

Theme	Priority			Jan 2020	July 2020	Jan 2021	May 2021	July 2021	Jan 2022
	High	Med.	Low	% Complete	% Complete	% Complete	% Complete	% Complete	% Complete
Comfort Centres	x			35%	70%	70%	70%	75%	100%
Communications	x			35%	70%	85%	85%	85%	90%
Contact Lists	x			90%	95%	95%	95%	100%	100%
Critical Infrastructure	x				5%	20%	45%	50%	85%
Emergency Coordination Centre	x			10%	25%	90%	95%	95%	95%
Shelters	x			10%	20%	20%	40%	50%	50%
Vulnerable Sector Residents	x				30%	35%	35%	35%	40%
Agreements / Clear Definition		x					40%	70%	85%
Business Continuity / Essential Services		x			20%	20%	35%	35%	35%
Contingency Plans		x			10%	10%	15%	25%	30%
Exercises		x		10%	25%	70%	75%	85%	100%
Fuel Shortage		x				10%	25%	50%	50%
IT		x			-	60%	60%	85%	95%
Municipal Elected Officials		x		40%	75%	90%	100%	100%	100%
Planning Committee		x				15%	15%	15%	25%
Public Alerting		x			50%	50%	50%	50%	50%
Roles & Responsibilities		x				60%	80%	95%	100%
Logo and Acronym			x				70%	100%	100%
Power Outages			x				40%	50%	50%
Stakeholder Engagement			x		60%	60%	75%	75%	90%
Telecommunications			x		60%	80%	85%	95%	95%
Fire Services <i>not REMO</i>			x		-	-	-		

Several items need to be led by the Municipal Unit not REMO. Discussed with the CAOs and they are aware however there are many priorities within the units outside of REMOs work.

REMO Municipal Evaluation Status

Essential Plan	92%
Enhanced Plan	59%
Comprehensive Plan	48%