

# **REMO Committee Meeting AGENDA**

## **MODL Council Chambers, Hybrid Meeting**

10 Allée Champlain Drive Cookville NS and Via Audio & Video Teleconference

**Monday, January 16, 2023 – 1:30 p.m.**

Time & Page

- 1. Call to Order**
- 2. Approval of Agenda – Added Items**
- 3. Approval of Minutes of November 21, 2022 (circulated)**
- 4. Business Arising From Minutes**
  - 4.1 Emergency Management Bylaws (Municipal Evaluation)
  - 4.2 NS Community Culture & Heritage Generator Grant Program for Comfort Centres
  - 4.3 Mutual Aid Agreements
- 5. New Business**
  - 5.1 REMO Workplan / Hurricane Dorian Recommendations Status..... 1-22
  - 5.2 REMO 2023/24 Budget ..... 23
  - 5.3 Lunenburg County Ground Search & Rescue Financial Statement ..... 24-25
- 6. EMO Updates**
- 7. REMO Coordinator Updates**
- 8. Added Items**
- 9. Next Meeting – Monday, March 20, 2023 at 1:30 p.m.**
- 10. Adjournment**

**\*\* This meeting will be held as a hybrid meeting, in-person and virtually through Microsoft Teams. The link and phone number are available through the meeting invite. \*\***

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



# REMO Overview to Advisory Committee

January 16, 2023



# REMO Workplan Status

- Upon my arrival in August 2019, I met with the CAOs, AECs and Advisory members to discuss REMO and uncover any challenges as well as opportunities that we can put into our workplan.
- On September 7, 2019, Hurricane Dorian touched down in Nova Scotia.
- Following Hurricane Dorian, an after action debrief was held to talk about the response and what went well and what can be improved upon. An After Action Report was issued to Advisory with 27 recommendations.
- The feedback from my initial discussions as well as Hurricane Dorian were put into a workplan.
- I have been giving general reports at meetings and attached is the status of the workplan.



# REMO Workplan Status

Theme	Priority			Jan 2020	July 2020	Jan 2021	May 2021	July 2021	Jan 2022	Mar 2022	Jan 2023
	High	Med.	Low	% Complete	% Complete	% Complete	% Complete	% Complete	% Complete	% Complete	% Complete
	Comfort Centres	x			35%	70%	70%	70%	75%	100%	100%
Communications	x			35%	70%	85%	85%	85%	90%	90%	100%
Contact Lists	x			90%	95%	95%	95%	100%	100%	100%	100%
Critical Infrastructure	x				5%	20%	45%	50%	85%	85%	100%
Emergency Coordination Centre	x			10%	25%	90%	95%	95%	95%	95%	100%
Shelters	x			10%	20%	20%	40%	50%	50%	50%	50%
Vulnerable Sector Residents	x				30%	35%	35%	35%	40%	40%	60%
Agreements / Clear Definition		x					40%	70%	85%	85%	100%
Business Continuity / Essential Services		x			20%	20%	35%	35%	35%	35%	100%
Contingency Plans		x			10%	10%	15%	25%	30%	30%	30%
Exercises		x		10%	25%	70%	75%	85%	100%	100%	100%
Fuel Shortage		x				10%	25%	50%	50%	50%	50%
IT		x			-	60%	60%	85%	95%	95%	100%
Municipal Elected Officials		x		40%	75%	90%	100%	100%	100%	100%	100%
Planning Committee		x				15%	15%	15%	25%	100%	100%
Public Alerting		x			50%	50%	50%	50%	50%	50%	100%
Roles & Responsibilities		x				60%	80%	95%	100%	100%	100%
Logo and Acronym			x				70%	100%	100%	100%	100%
Power Outages			x				40%	50%	50%	50%	100%
Stakeholder Engagement			x		60%	60%	75%	75%	90%	100%	100%
Telecommunications			x		60%	80%	85%	95%	95%	100%	100%
Fire Services not REMO			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.

# Comfort Centres

- Revised REMO Comfort Centre Policy to reflect clear guidelines and a standardized approach across all municipal units. Provided a checklist open/closing a comfort centre and an MOU to sign on a REMO Comfort Centre.
- Twenty-two (22) comfort centres have signed an MOU, the REMO website is updated for viewing at any time, and during events, their opening/closing times are updated.
- We maintain a full a list of comfort centres, updated annually, with full civic address, contact information of three contacts for the site. Each site has complete a site profile of services generally offered or able to be offered.
- A Crisis Communication Plan was created with comfort centre key messages. All info is shared on the REMO Facebook and Twitter, and the five units share to their social media. Information is shared with NS EMO, 211, local radio stations, after updating our LunenburgREMO.ca website.
- Most registered comfort centres have a generator, (otherwise they can only be a comfort centre when power is not an issue). If the municipal unit or province has a generator grant program, the facility can apply for funding.

<https://lunenburgremo.ca/comfort-centres.html>



# Communications

- Crisis Communications Plan has been created with input of the five Comms reps.
- Have an active Facebook and Twitter account with including for before, during, and after an event with many pre-scripted posts ready for a variety of hazards. All Comms reps have access to post info on behalf of REMO.
- The REMO Website has been created with an abundant amount of information for a variety of hazards.
- Educational campaigns via newsletters and social media posts on a variety of topics are written quarterly.
- Public Information Officers are identified from all five units.
- Status Report Template has been created for updates during events and can easily be shared with CAOs, council, managers, and fire departments.

## Outstanding:

- When contingency plans are updated, include options for the first 72 hours, after 72 hours, shelter in place, comfort centres, shelters, and staffing the centres.
- The PIOs will take the NS EMO Public Information Officer training in April 2023.





# Contact Lists

- Internal and external contact lists are updated as new information becomes available, new people in roles, or new partners are introduced.
- A local level contact lists of those who will support in the Emergency Coordination Centre has been created with home numbers and addresses.
- An inventory of resources be utilized based on municipal contacts and suppliers.



# Critical Infrastructure

- All five units provided critical infrastructure (CI) for a master list including type of CI, complete civic address, type of generator (if applicable), NS Power meter and/or account numbers. Information has been shared with NS Power for entry onto their master critical infrastructure list.
- As power outages occur, the EMC meets with the CAOs to prioritize restoration within the County based on what is without power.

## Outstanding:

- Obtain information for the CI list about how long generator will run on a tank of fuel, how much fuel is available, and how long the infrastructure can run on a generator before it becomes critical.





# Emergency Coordination Centre (ECC)

- Created triggers for when to activate the ECC in Monitoring, Partial, Full Activation.
- Schedule of individuals for different positions and operational periods has begun (needs to be updated with some new staff).
- MODL is the main ECC and training has occurred at this site.
- Access has been granted for both MODL and Chester for staff to attend the ECCs as required.

## Outstanding:

- Chester is the Alternate ECC site, with the new renovations, training needs to occur in Chester.
- Expanding training for more municipal staff to ensure coverage on longer term events will be ideal.



# Shelters

- Verbal agreement between REMO and the NSCC has been defined. It is still without a generator and the landlord, TIR, is not planning on installing one. The plan if needed is to rent generators, string lights, extension cords, etc. to make the site usable in a larger emergency as there are limited large facilities with generators.

## Outstanding:

- Create list of equipment with supplier codes to ease the ordering in time of need for the NSCC shelter.
- Find alternative shelter locations:
  - Forest Heights School have begun discussions.
  - Other locations are approached as information becomes available.



# Vulnerable Sector Residents

- Education campaign for vulnerable sector residents and personal preparedness has begun while recognizing the challenges the vulnerable already experience.
- Share NS Power's Critical Customer List information for residents to sign up if eligible.
- Partnerships with Lunenburg County Senior Safety Coordinator, South Shore Open Doors Association, Home Care Support and other agencies that support vulnerable sector residents are established to support and other organizations to encourage personal preparedness and education.
- Decision to not have our own Vulnerable Person Registry (like Kings) for confidentiality as many residents are supported by an agency who can share information with REMO as needed.

## Outstanding:

- Create a networking opportunity for organizations that support vulnerable sector residents to share an emergency preparedness presentation, learn more about the organizations, and create a greater network of support within REMO. A meeting will take place in the first quarter and proceed annually or semi-annually.



# Agreements / Clear Definition

- There is a clear vision and goals for what REMO is responsible for.
- EM Bylaws have been updated by all five units to match the Inter-Municipal Services Agreement. Awaiting approval from the province.

## Outstanding:

- A new Inter-Municipal Services Agreement (IMSA) will be created/updated to reflect new items like Declaring a State of Local Emergency and other housekeeping items to reflect current language and best practices not in the existing IMSA.



# Business Continuity / Essential Services

The following were municipal-led initiatives discussed through REMO:

- Municipal units evaluated their facilities and purchased portable or fixed generators as needed.
- Units create/update their Business Continuity Plans. Consider potential cross-training between units to assist in times of response or low staffing. Cross-train additional staff within units for adequate coverage for vacation, sickness, or other planned time off.
- Review HR Policies to reflect what services are considered essential, how to get staff to shifts, and compensation requirements for responses.
- Update job descriptions to reflect “other emergency duties as required/assigned” to allow staff to be called upon in an emergency.
- Consider ways to support families whose family member is working during the response (e.g. remind them of local comfort centres or seek assistance from friends/family).
- Create ways to support the staff working during an emergency such as open accounts at a variety of vendors, have Purchase-Cards or cash on hand, share vendor accounts if needed.





# Contingency Plans

Mutual Aid Agreements created with neighbouring municipalities for assistance in an emergency (Kings, Queens, Annapolis).

Outstanding:

- Create/update regional contingency plans. The Emergency Management Plan is slated to be updated in 2023/24 fiscal as the Hazard Risk Vulnerability Assessment needed to be completed first.
- Create/update any MOUs with partners and stakeholders as appropriate (ongoing).





# Exercises

- Created an exercise training plan with realistic scenarios of events that could occur in our region and tested against contingency plans for accuracy.
- Training and exercises are schedule three times per year to integrate the units to cohesively work together.



# Fuel Shortage

- Municipal units have multiple fuel suppliers in case the primary supplier cannot supply fuel during an event.
- REMO has a fuel supply card with Petro-Canada in addition to the REMO Mastercard.

## Outstanding:

- Create a REMO fuel shortage contingency plan for municipal requirements and MOUs considered with Public Works, gas stations that have generators, Lands & Forestry, bus depots, or other partners that have fuel supply tanks. This will occur when the other contingency plans are updated.



# Information Technology (IT)

- Analyzed telephone and computer needs and recommended laptops for any staff needed for the ECC.
- Established a conference call system with Eastlink that can host up to 50 participants to allow for partners and stakeholders to be invited and to accommodate if calls are dropped.
- Established a Teams account for videoconference and can integrate telephone callers.
- Created a OneDrive account to centrally store contact lists, contingency plans and all ECC documents that all ECC staff can access all units do not share servers.

# Municipal Elected Officials

- REMO and NS EMO provided a Municipal Elected Officials training and short reference guide with information pertinent to elected officials. This will occur every four-years following an election.



# Planning Committee

- Reinvigorated the Planning Committee with input from units and community partners. We meet three times per year and have had good interest and feedback for the Hazard Risk Vulnerability Assessment.

# Public Alerting

- Wrote a letter to NS EMO to seek a solution to the public alert system to alert residents. NS EMO was not receptive, it was decided REMO will use the existing NS EMO public alert system when needed.



# Roles & Responsibilities

- Created an AEC job description, with honorarium for consistent duties among the units. Created a rotational on-call schedule for weekend coverage. Created checklists and roles and responsibilities to assist.

## Logo and Acronym

- One Comms Rep refreshed the REMO logo for social media branding.
- Will continue saying trying to reduce the REMO acronym and say "Emergency Management" to better educate the public.



# Power Outages

- Social media posts sharing NS Power's information regarding trees on resident's property, planting a distance from power lines, cutting the trees before they encounter a power line, and damaged masts.

# Stakeholder Engagement

- Increased stakeholder engagement through networking with the partners and stakeholders to foster relationships and broaden the RMEO brand and messaging.





# Telecommunications

- Received a satellite phone for Town of Bridgewater. Suggested units consider installing wiring to the satellite phone so the signal is unobstructed and ready for use at any time of the year.
- Wrote letter to NS EMO requesting Bell Aliant and Eastlink have a representative in the PCC throughout the duration of the response activation. This has been supported by many units and NS EMO.

## Outstanding:

- REMO and all municipal units to update contingency plan and Business Continuity Plans to incorporate telecommunications failures. Created a local plan for ECC staff.



# Fire Services

These items were determined to be Fire Services-led, not REMO

- Review fire dispatching contingency plans if Scotia Business or Valley Comms is offline for an extended period or if telecommunications lines are down, how can calls be dispatched.
- Fire Services to review HazMat teams across the province for service or seek funding to create a HazMat team in the region.



# Summary

- Significant progress has been made and the overall intent of the REMO Workplan and Hurricane Dorian After Action Recommendations were completed.
- While there are still some outstanding items, they are slated in existing work and will continue to be updated.
- If approved by Advisory, this will be the last report for Hurricane Dorian After Action Recommendations.



**Regional Emergency Management Budget 2023/24**

<b>Fiscal Year Period April 01, 2023 To March 31, 2024</b>							
<b>REMO</b>	<b>YTD</b>	<b>Commitment</b>	<b>Annual Budget</b>	<b>Funds Available</b>	<b>% Used</b>	<b>Budget 2022/2023</b>	<b>Proposed 2023/2024</b>
TRAINING/ TRAVEL	5,730.42	2,572.08	8,200.00	-102.50	101%	8,200.00	11,000.00
ADMINISTRATION	79,688.53	30,995.61	113,100.00	2,415.86	98%	113,100.00	133,900.00
PROJECTS	1,110.37	0.00	2,000.00	889.63	56%	2,000.00	4,400.00
GRANTS & CONTINGENCY	12,063.52	10,936.48	23,000.00	0.00	100%	23,000.00	22,500.00
<b>TOTAL REMO BUDGET</b>	<b>98,592.84</b>	<b>44,504.17</b>	<b>146,300.00</b>	<b>3,202.99</b>	<b>98%</b>	<b>146,300.00</b>	<b>171,800.00</b>

<b>Cost Sharing</b>	<b>2022-23 Budget</b>			<b>2023/24 Proposed Budget</b>			
	<b>UA 2021/22</b>	<b>share</b>	<b>Contribution</b>	<b>UA 2022/23</b>	<b>share</b>	<b>Contribution</b>	<b>Increase</b>
Town of Bridgewater	705,421,934	12.44733500%	\$ 18,210.45	715,142,664	12.35482161%	\$ 21,225.58	\$ 3,015.13
Town of Mahone Bay	142,808,678	2.51989252%	\$ 3,686.60	145,777,562	2.51845662%	\$ 4,326.71	\$ 640.11
District of Chester	1,707,471,788	30.12873902%	\$ 44,078.35	1,741,116,861	30.07957615%	\$ 51,676.71	\$ 7,598.37
District of Lunenburg	2,820,875,547	49.77500873%	\$ 72,820.84	2,887,963,821	49.89253140%	\$ 85,715.37	\$ 12,894.53
Town of Lunenburg	290,674,795	5.12902474%	\$ 7,503.76	298,368,092	5.15461423%	\$ 8,855.63	\$ 1,351.86
<b>Totals</b>	<b>5,667,252,742</b>	<b>100.0%</b>	<b>\$ 146,300.00</b>	<b>5,788,369,000</b>	<b>100.00000000%</b>	<b>\$ 171,800.00</b>	<b>\$ 25,500.00</b>



## LUNENBURG COUNTY GROUND SEARCH AND RESCUE

**CIVIC : 371 Harold Whynot Road, Pine Grove**

RECEIVED

DEC 20 2022

December 17, 2022

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

Attn: Tom MacEwan CAO

Please find attached the 2022 Financial Statement for Lunenburg County Ground Search and Rescue for the period January 1 to November 30. Also attached is the 2023 Budget. The Team is thankful for the 2022 grant and we are anticipating that all is in place for the 2023 grant. We would ask to increase our grant to \$12,500. this year.

An item that is not showing in the attached paperwork - This December we were able to purchase a 2015 Dodge Ram truck for transport for our members and equipment. The cost was \$15,000. It replaces a 2005 Ford so for us it is quite an upgrade in our equipment.

All your support and help is appreciated by our membership.

Your truly,

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 - 2022  
FINANCIAL STATEMENT**

**INCOME**

Balance forward from 21-12-31	\$34,697.42	
WAYS & MEANS COMMITTEE	\$1,040.55	
REIMBURSEMENTS RCMP & EMO SAR EXPENSES	\$2,960.19	
Federal Grants	\$0.00	
PROVINCIAL GRANTS	\$13,000.00	
MUNICIPAL GRANTS	\$12,500.00	
Other Rebates	\$0.00	
FEDERAL REBATES	\$411.09	
Sale of Backpacks	\$80.00	
NSGSARA Grant (less dues)		
	\$64,689.25	<b>\$64,689.25</b>

**EXPENSES**

TELEPHONE (CELLULAR & BUILDING)	\$417.68	
ELECTRICITY	\$742.94	
PROPANE	\$1,087.09	
GAS (VEHICLES)	\$314.04	
VEHICLE REPAIRS	\$1,969.54	
TAXES	\$340.51	
INSURANCE	\$3,704.00	
OPERATING EXPENSES	\$1,876.18	
CAPITAL EXPENDITURES	\$432.74	
Transfer to Training a/c 304787	\$3,000.00	
Purchase Term Deposit	\$20,000.00	
	\$33,884.72	<b>\$33,884.72</b>
		<b>\$30,804.53</b>

**AMOUNT ON DEPOSIT OP A/C AS OF : 22-11-30**

Chequing Account:	\$30,804.53
Total:	<b>\$30,804.53</b>

**TOTAL AMOUNT OF FUNDS ON DEPOSIT IN ALL ACCOUNTS AS @ NOVEMBER 30, 2022**

Operating Account	\$30,804.53
Term Deposits	\$90,940.52
Training Account	\$12,069.59
<b>TOTAL FUNDS:</b>	<b>\$133,814.64</b>



# Lunenburg County Ground Search and Rescue

## 2023 Budget

### Actual Expenses to Nov/22

Telephone	\$ 418.00
Electricity	\$ 743.00
Propane	\$ 1,087.00
Gas (Vehicles)	\$ 314.00
Vehicle Repairs	\$ 1,970.00
Taxes	\$ 341.00
Insurance	\$ 3,704.00
Operating Exp	\$ 1,876.00
Capital Exp	\$ 433.00
Training Supplies	\$ 1,587.00
Transfer Tr A/C	\$ 3,000.00
To term deposits	\$ 20,000.00

**Totals \$ 35,473.00**

### Budget Expenses 2023

Telephone	\$ 500.00
Electricity	\$ 925.00
Propane	\$ 2,000.00
Gas (Vehicles)	\$ 1,200.00
Vehicle Repairs	\$ 7,000.00
Taxes	\$ 350.00
Insurance	\$ 4,500.00
Operating Expense	\$ 4,000.00
Capital Exp	\$ 12,000.00
Training Supplies	\$ 2,200.00
Funds to Cap Res	\$ 8,500.00

**Totals \$43,175.00**

### Actual Income to Nov/22

Ways and Means	\$ 1,041.00
Reimburse EMO	\$ 2,960.00
Prov Grant	\$ 13,000.00
Municipal Grant	\$ 12,500.00
Federal Rebate	\$ 411.00
Assoc Grant	0.00
Sale Backpacks	\$ 80.00

**Totals \$ 29,992.00**

### Budget Income 2023

Ways and Means	\$ 1,200.00
Reimburse EMO	\$ 2,500.00
Prov Grant	\$ 3,000.00
Municipal Grant	\$ 10,000.00
Federal Rebate	\$ 1,000.00

**Totals \$17,700.00**