

Municipality of the District of Lunenburg
Minutes of a Meeting of the REMO Advisory Committee
Via Tele/Video Conference
Monday, January 18, 2021 – 1:30 p.m.

Attendance:

Municipality of the District of Chester

Warden Allen Webber
Deputy Warden Floyd Shatford, Vice-Chair
Tara Maguire, Deputy Chief Administrative Officer

Municipality of the District of Lunenburg

Mayor Carolyn Bolivar-Getson
Deputy Mayor Martin Bell
Councillor Michelle Greek
Alex Dumaresq, Deputy Chief Administrative Officer
Rachel Hiltz, AEC

Town of Bridgewater

Deputy Mayor Andrew Tanner
Councillor Wayne Thorburne
Tammy Crowder, Chief Administrative Officer

Town of Lunenburg

Mayor Matt Risser
Bea Renton, Chief Administrative Officer

Town of Mahone Bay

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

NS EMO

Rhonda Matthews, Emergency Management Preparedness Officer

Staff

Angela Henhoeffler, REMO Coordinator
Joanne Powers, Executive Assistant

1. CALL TO ORDER

Deputy Warden Shatford called the meeting to order at 1:30 p.m.

2. INTRODUCTIONS

Everyone on the Microsoft Teams call introduced themselves as this was the first meeting since the municipal elections in October and there were new representatives on the Committee.

3. VOTE FOR CHAIR & VICE-CHAIR

Mr. Dumaresq called for nominations for the position of Chair. The only person nominated was Mayor David Devenne, who was acclaimed as **Chair**.

Mr. Dumaresq called for nominations for the position of Vice-Chair. The only person nominated was Deputy Mayor Shatford, who was acclaimed as **Vice-Chair**.

Mayor Devenne took over as Chair of the meeting.

4. APPROVAL OF AGENDA – ADDED ITEMS

Item 11.1 – Universal Signage for Comfort Centres, was requested to be added to the agenda.

Moved by Deputy Mayor Tanner, seconded by Mayor Risser that the Agenda be approved as amended. Motion carried.

5. APPROVAL OF MINUTES – September 21, 2020

Moved by Councillor Thorburne, seconded by Mayor Bolivar-Getson that the Minutes of September 21, 2020 REMO Advisory Committee meeting be approved as circulated. Motion carried.

6. OVERVIEW OF REMO FOR NEW COUNCIL

6.1 Overview of REMO and Workplan

Two changes were noted in the document circulated with the agenda. The date on Page 1 of Item 6.1 should read January 19, 2021, and on Page 2 under the Town of Bridgewater, Councillor Wayne Thorburne is actually the second representative on the REMO Committee and Deputy Mayor Tanner is the alternate member.

Ms. Henhoeffter provided an overview of REMO for the Committee. The items that were reviewed included:

- Why REMO was formed
- The NS *Emergency Management Act*
 - o Powers & Duties of Municipalities (One Council)
 - o The Municipality Responsibilities
 - o Duty to Report
 - o State of Local Emergency (SOLE)
- REMO Day-to-Day Operations
- REMO Structure When the ECC is Activated
- REMO Workplan Status
- Synopsis of 2020
- Contact Information

7. BUSINESS ARISING FROM MINUTES

7.1 Comfort Centres and Emergency Shelters Procedures

Ms. Henhoeffter advised that all five municipal units have approved the Comfort Centres and Emergency Shelters Procedures. All Comfort Centre information will be posted to the website once received, with an attempt to streamline the process for residents before and during a disaster, and the info will help those working in the Emergency Coordination Centre to know who to contact.

The next step is meeting with those that are interested in becoming a Comfort Centre, going through the policy with them, getting a site profile including contact information, and signing a Memorandum of Understanding. Feel free to reach out to your Comfort Centres to let them know to expect a call or email regarding the new policy and to sign up.

7.2 Guide to Emergency Management for Elected Officials & Quick Reference Guide

Ms. Henhoeffter reported that all the suggested changes from the Councils were made to the Guide to Emergency Management for Elected Officials and a Quick Reference Guide, was presented.

Moved by Councillor Nowe, seconded by Warden Webber that the Regional Emergency Management Advisory Committee approve the Guide to Emergency Management for Elected Officials, dated January 2021, as presented. Carried unanimously.

7.3 Emergency Communications Plan for Widespread or Large Incidents

Ms. Henhoeffter explained that the Emergency Communications Plan for Widespread or Large Incidents was created so that during a large incident it is known how REMO would be communicating internally among the five units and externally to the public and stakeholders.

Moved by Councillor Thorburne, seconded by Mayor Bolivar-Getson that the Regional Emergency Management Advisory Committee approve the Emergency Communications Plan as presented. Carried unanimously.

8. NEW BUSINESS

8.1 2021/22 REMO Budget

Ms. Henhoeffter reviewed the 2021/22 Draft REMO Budget (included in the agenda package), including the four proposed increases.

Besides the CPI increase, an increase was made to cellular phone. Contingency was the last item for an increase and this was added to assist a CAO in the event of a large-scale event in

their municipality, whereby they would have access to \$10,000 before having to go back to REMO for more money.

It was explained that any funds from the budget that do not get spent go back to the municipal units.

It was requested that the actuals for the REMO budget be circulated and that they be included in correspondence following the meeting (attached).

Moved by Warden Webber, seconded by Mayor Risser that the Regional Emergency Management Advisory Committee recommends a total 2021/22 budget of \$135,200 to partner Municipal Units for approval. Motion carried.

9. NS EMO UPDATES

Ms. Matthews advised that there were no specific updates from the Province, but, commented that due to COVID, they are busy promoting the new health protocols. Going forward, she will share immunization information once available.

10. REMO COORDINATOR UPDATES

Ms. Henhoeffler reported the following:

1. A Pop-up COVID Testing Clinic was held at the Cineplex in Bridgewater on January 16 and 17, 2021. The two-day total was 299 individuals being tested. There was also a great turnout of volunteers to assist with the testing.
2. A Certificate of Thanks from the Bridgewater Police Department was received regarding the assistance they received in July, with the attempted murder and suspect in hiding.
3. She has been named the International Association of Emergency Managers (IAEM) Atlantic Region Treasurer.
4. There was an extremely active hurricane season with 30 main storms this year, the highest on record. Previously, 2005 was the highest with 28 storms.
5. Exercises were held in October and December, and the plan going forward is to have training or exercises every other month.
6. She is continuing to work on the workplan with the AECs and CAOs.

11. ADDED ITEMS

11.1 Universal Signage for Comfort Centres

It was discussed that it would be useful if all Comfort Centres had the same signage for recognition purposes. Ms. Henhoeffler advised that she would provide the version that Dayspring Fire created (attached).

12. NEXT MEETING – Monday, March 15, 2021 - 1:30 p.m.

11. ADJOURNMENT

There being no further business at 2:28 p.m., it was moved by Councillor Nowe, seconded Mayor Risser that the meeting adjourn. Motion carried.