

Municipality of the District of Lunenburg
Minutes of a Meeting of the REMO Advisory Committee
Via Tele/Video Conference
Monday, July 19, 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
Chris Kennedy, Fire Services Coordinator

Town of Bridgewater

Councillor Wayne Thorburne
Tammy Crowder, Chief Administrative Officer

Town of Lunenburg

Mayor Matt Risser
Deputy Mayor Peter Mosher
Bea Renton, Chief Administrative Officer

Town of Mahone Bay

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

Regrets

Mayor David Mitchell, Town of Bridgewater
Dan McDougall, Chief Administrative Officer, Municipality of the District of Chester
Tom MacEwan, Chief Administrative Officer, Municipality of the District of Lunenburg
Deputy Mayor Andrew Tanner, Town of Bridgewater
Councillor Susan Sanford, Town of Lunenburg

NS EMO

Rhonda Matthews, Emergency Management Preparedness Officer

Staff

Angela Henhoeffler, REMO Coordinator
Joanne Powers, Executive Assistant

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA – ADDED ITEMS

Moved by Mayor Bolivar-Getson, seconded by Warden Webber that the Agenda be approved as circulated. Motion carried.

3. APPROVAL OF MINUTES – March 15, 2021

Moved by Councillor Thorburne, seconded by Councillor Nowe that the Minutes of March 15, 2021, REMO Advisory Committee meeting be approved as circulated. Motion carried.

4. BUSINESS ARISING FROM MINUTES

4.1 Comfort Centre Universal Signage

Ms. Henhoeffler explained that the Comfort Centre sign included in the report was the final version of the universal Comfort Centre sign. The phone number shown on the sign is for Scotia Business Centre.

It was agreed that REMO would pay for the signs for all municipal units, rather than each unit having to order and purchase their own. There may be an increase in budget next year for signage.

4.2 2021-2022 REMO Budget Approvals from Municipal Units

Ms. Henhoeffler reported that the 2021-22 REMO budget has been approved by all five Councils.

4.3 Emergency Management Municipal Evaluation

Work continues on the new Emergency Management By-laws to include all five municipal units and make them consistent across all units pursuant to the Inter-Municipal Services Agreement.

Ms. Henhoeffler is in the process of going through updating the Emergency Management Plan, but because it is such a large document, progress is somewhat slow.

4.4 Critical Infrastructure

Ms. Henhoeffler has been working with the municipal units to identify their critical infrastructure. In April 2021, she submitted a list of critical infrastructure to Nova Scotia Power which included:

- 45 water/wastewater treatment plants, disposal fields
- 21 Fire Stations, halls, dispatch, comfort centres, shelter

- 5 Municipal Offices/other

This information is vital, especially during an activation. It gives REMO a complete list of critical infrastructure that includes civic addresses and a contact person which, if assistance is coming in from another province to help with restoration, is absolutely necessary. It is also shared with the Nova Scotia EMO. Some units have their own electric utility: Town of Lunenburg; Town of Mahone Bay; and Riverport Electric; and they already know their critical infrastructure. There are still several key facilities that need to get added as critical infrastructure and Ms. Henhoeffler continues to work with the municipal units to obtain the information.

Ms. Henhoeffler had discussions with Nova Scotia Power, Eastlink, and Bell, and having these contacts is important, especially during an activation.

4.5 Dorian Recommendations Update

Ms. Henhoeffler provided an overview on the Workplan/Dorian Recommendations Status. She advised that she is making headway with many items listed on the workplan.

It was brought forward that business continuity and essential services were only at 35% completion. Ms. Henhoeffler explained that at the beginning of the COVID pandemic, all units had to enact their business continuity plans and/or a version of them. Another item in the essential services was that several units wanted to incorporate into their HR policies that each job description contain the wording similar to, “and emergency response as needed”, so that if municipal staff were needed during an activation, they could be pulled in. Also ensuring that in an emergency, essential service people were looked after (e.g., food provided, access to a credit card, etc.). All these items are outside of REMOs scope and will be addressed by the municipal units and Ms. Henhoeffler will discuss them with each unit at their next meeting.

Also discussed, was the vulnerable sector resident’s item. Ms. Henhoeffler explained that in the recommendations it was decided that the King’s County Vulnerable Sector Program would be monitored. Items of consideration of a vulnerable service registry include whether it is a REMO-led initiative or should it be kept with another agency such as the Senior Safety Coordinator or the Aging Well Society due to confidentiality; various municipalities that have a registry and each run it differently; and it requires staff hours to take it on. A discussion needs to take place to determine where it best fits if the direction is to move forward with the registry.

Nova Scotia Power has a Critical Care Customer Program which offers a courtesy call to individuals that sign up, that rely on equipment for breathing, to advise of an upcoming power outage. These individuals can then initiate their own preparedness action plan.

5. NEW BUSINESS

5.1 Inter-Municipal Agreement – Response from the Province

Ms. Henhoeffler advised that on April 12, 2021, the Minister of Municipal Affairs approved the amended REMO Inter-Municipal Services Agreement to include the five municipal units effective January 18, 2017, when Town of Lunenburg joined.

5.2 Covid Updates

Ms. Henhoeffler reported on the success of the various COVID Pop-up Test Sites within the five municipal units with 9,405 people having been swabbed. She commented on the tremendous volunteer support with them providing 3,372 volunteer hours.

It was suggested that certificates be provided to all the volunteers. Ms. Henhoeffler advised that because the test sites were run by the Department of Public Health and Praxes Medical Consultants, she would have to check with them first. Ms. Henhoeffler indicated she continually sent thank you messages and posters during the individual events.

6. NS EMO UPDATES

Ms. Matthews advised there was no update from the province, and now that a provincial election has been called for August, there would be nothing to report until the fall.

7. REMO COORDINATOR UPDATES

Ms. Henhoeffler reported the following:

1. The Emergency Management By-law is being presented at each municipal unit.
2. Working on a REMO website and hopefully by next meeting it will be launched.
3. Last week Ms. Henhoeffler and Mr. Dumaresq attended a Kings County tabletop exercise.
4. In reviewing some past minutes from meetings before her arrival when Heather MacKenzie-Carey was the REMO Coordinator, there were different aspects of the plan that were discussed in depth. If there is any interest, send Ms. Henhoeffler an email with your thoughts.

8. ADDED ITEMS

9. NEXT MEETING – Monday, September 20, 2021 - 1:30 p.m.

10. ADJOURNMENT

There being no further business at 2:02 p.m., it was moved by Councillor Thorburne, seconded Councillor Nowe that the meeting adjourn. Motion carried.