

**Municipality of the District of Lunenburg**  
**Minutes of a Meeting of the REMO Advisory Committee**  
**Via Tele/Video Conference**  
**Monday, November 21, 2022 – 1:30 p.m.**

**Attendance:**

**Municipality of the District of Chester**

Warden Allen Webber  
Deputy Warden Floyd Shatford

**Municipality of the District of Lunenburg**

Mayor Carolyn Bolivar-Getson  
Deputy Mayor Pam Hubley  
Alex Dumaresq, Deputy Chief Administrative Officer (via Teams)  
Chris Kennedy, Fire Services Coordinator (via Teams)

**Town of Bridgewater**

Councillor Wayne Thorburne, Vice-Chair  
Tammy Crowder, Chief Administrative Officer (via Teams)

**Town of Lunenburg**

Mayor Matt Risser (via Teams)  
Deputy Mayor Peter Mosher (via Teams)  
Jamie Doyle, Chief Administrative Officer (via Teams)  
Heather McCallum, Assistant Municipal Clerk (via Teams)  
Kayla Bryne, Municipal Clerk

**Town of Mahone Bay**

Mayor David DeVenne  
Councillor Penny Carver (via Teams)

**Regrets**

Tom MacEwan, Chief Administrative Officer, Municipality of the District of Lunenburg  
Councillor Michelle Greek, Municipality of the District of Lunenburg  
Tara Maguire, Deputy Chief Administrative Officer, Municipality of the District of Chester  
Dan McDougall, Chief Administrative Officer, Municipality of the District of Chester  
Mayor David Mitchell, Town of Bridgewater, Chair  
Deputy Mayor Andrew Tanner, Town of Bridgewater  
Councillor Susan Sanford, Town of Lunenburg  
Councillor Richard Nowe, Town of Mahone Bay  
Dylan Heide, Chief Administrative Officer, Town of Mahone Bay  
Andrew Mitton Emergency Management Preparedness Officer, NSEMO

**Staff**

Angela Henhoeffler, REMO Coordinator  
Joanne Powers, Executive Assistant

**1. CALL TO ORDER**

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

**2. Election by Ballot – Chair & Vice Chair  
[Inter-Municipal Emergency Management Agreement – Section 9(d)]**

Ms. Henhoeffler called for nominations, by ballot, for the position of Chair. Those nominated were: Mayor DeVenne, Councillor Thorburne, and Mayor Mitchell. Mayor DeVenne and Councillor Thorburne declined, therefore, on the first ballot Mayor Mitchell was acclaimed as Chair.

Ms. Henhoeffler called for nominations, by ballot, for the position of Vice Chair. Those nominated were: Deputy Warden Shatford, Councillor Thorburne, and Mayor DeVenne. Deputy Warden Shatford and Mayor DeVenne declined, therefore, on the first ballot Councillor Thorburne was acclaimed as Vice Chair.

**3. Approval of Agenda – Added Items**

**Moved by Mayor Bolivar-Getson, seconded by Councillor Hubley that the Agenda be approved as circulated. Carried unanimously.**

**4. Approval of Minutes – March 21, 2022**

**Moved by Warden Webber, seconded by Deputy Warden Shatford that the Minutes of March 21, 2022, REMO Advisory Committee meeting be approved as circulated. Carried unanimously.**

**5. Business Arising from Minutes**

**5.1 Emergency Management Bylaws (Municipal Evaluation)**

Ms. Henhoeffler reported that all units worked on the new Emergency Management By-law, and she is waiting for final approvals from the Province.

**5.2 REMO Planning Committee – Hazard Risk Vulnerability Assessment**

Ms. Henhoeffler had been working with the REMO Planning Committee on the Hazard Risk Vulnerability Assessment. The top five identified hazards in the County are: hurricane, forest/urban fire, flood/storm surge, power and/or communication failure, and supply chain disruption. An assessment had not been done since 2015 but it is a requirement under the Inter-Municipal Services Agreement.

**Moved by Warden Webber, seconded by Mayor DeVenne that the Regional Emergency Management Advisory Committee approve the Hazard Risk Vulnerability Assessment as presented. Carried unanimously.**

## **6. New Business**

### **6.1 NS Community Culture & Heritage Generator Grant Program for Comfort Centres**

Ms. Henhoeffler reported that Nova Scotia Community Culture & Heritage created a Generator Grant Program of up to \$50,000 for new, or repair or replace existing generators. The following applied:

- Western Shore Volunteer Fire Department
- Michelin Social & Athletic Club
- New Germany Legion
- Chester Baptist Church – replacement
- Petite Riviere Volunteer Fire Department – replacement
- Hebb's Cross Volunteer Fire Department – replacement

Ms. Henhoeffler advised that there would be another grant available in February 2023 for an additional \$50,000, of which 80% is covered, and the other 20% in kind, which would be a total of four million for generator grants.

### **6.2 Mutual Aid Agreements: Kings County, Queens County, Annapolis County**

Ms. Henhoeffler discussed that there had been an old Mutual Aid Agreement with Annapolis County but was outdated. She had worked with neighbouring counties on new Agreements should the need arise for additional resources. Once Agreements are in place, the CAOs would get direction from their Mayor/Warden, then work with the CAO in the neighbouring county based on need.

**Moved by Councillor Hubley, seconded by Warden Webber that the Regional Emergency Management Advisory Committee approves the Emergency Management Mutual Aid Agreements with Kings County, Queens County, and Annapolis County. Carried unanimously.**

### **6.3 Emergency Preparedness Week 2023**

Emergency Preparedness Week will be May 7 to 13, 2023. Ms. Henhoeffler explained that in 2023 she plans to focus on 72-hour family preparedness and shelter-in-place and plans to get businesses and organizations involved by spreading the message. It would be free for them to take part by putting up displays and brochures/posters. Each individual business would be encouraged to promote whatever product they offer, e.g., grocery stores promoting non-perishable items; hardware stores promoting generators; etc.

This year Ms. Henhoeffler was awarded a \$500 grant with Fire Smart Canada which allowed her to purchase a generator for a prize giveaway, but since this year's event got cancelled, it will be given away in 2023. She will also be running the Touch a Truck/Open House along with all the first responders and community partners on May 13, 2023.

In the current fiscal year budget, \$3,000 was set aside in contingency for the Lunenburg County Ground Search & Rescue, but since they declined the need for it, Ms. Henhoeffler would like to use that money for the printing of posters and brochures for general emergency preparedness and outreach.

**Moved by Mayor Bolivar-Getson, seconded by Mayor DeVenne that the Regional Emergency Management Advisory Committee approves \$3,000 from the contingency fund for emergency preparedness and outreach. Carried unanimously.**

## 7. NS EMO UPDATES

Ms. Henhoeffler reported for Andrew Mitton as he sent regrets:

- NSEMO hired several temporary staff to assist with Fiona recovery efforts plus posted several new full-time positions.
- Regional exercise is being planned in Barrington and Shelburne for June 2023; Ms. Henhoeffler has been asked to participate with the province in the Simulation Cell.
- Ms. Henhoeffler and Bruce Parks, AEC from MODL and REMO back-up, will be attending a Hurricane Fiona After Action meeting in Cole Harbour.
- Work had been done on the training plan for the new fiscal year and the dates for the Western Zone.

## 8. REMO COORDINATOR UPDATE

Ms. Henhoeffler reported the following:

- Training Activities:
  - o Basic Emergency Management.
  - o Community Crisis Workshop for large scale disasters.
  - o Public Safety Field Communications Interoperability Forum.
  - o Emergency Coordination Centre Course.
  - o Incident Command System 200 postponed and rescheduled for December.
- Exercises:
  - o AEC training for when on-call or activated:
    - I Am Responding System to notify the group to activate.
    - Alert Ready training – how to issue, reasons, sample writing one.
    - Writing a Request for Assistance.
    - State of Local Emergency.
  - o Tabletop with AECs and CAOs on water contamination.
  - o In the new year – State of Local Emergency Training for Advisory Committee.
- Activations:
  - o Bell/dispatch outages.
  - o Hurricane Fiona.
  - o Department of Environment call re water issue (watermain break).
- Comfort Centres:
  - o Twenty-two signs delivered and/or installed.
  - o Website has been updated with all available comfort centres.

- Change of guidelines to provide clarity regarding well testing. Policy now states, “Any facility on a well will meet safe drinking water guidelines as required by Dept of Environment or Public Health.”
- Other:
  - Alert Ready test last week
- Good News Stories:
  - Attended the AIM Conference and started a Climate Change Adaptation Micro-credential (4 smaller courses). If any units want to work on climate change and emergency management, Ms. Henhoeffler offered assistance.
  - Public Outreach & Education at several Fire Department open houses
  - Amateur Radio Club antenna was installed in the MODL building.
  - Great success from Communication team with using shared information from REMO Facebook and Twitter.

**9. ADDED ITEMS**

**10. NEXT MEETING – Monday, January 16, 2023 - 1:30 p.m.**

**11. ADJOURNMENT**

**There being no further business at 2:12 p.m., it was moved by Mayor DeVenne seconded by Deputy Warden Shatford that the meeting adjourn. Carried unanimously.**