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REMO Advisory Committee Meeting Agenda

Microsoft Teams meeting only

Monday, July 21, 2025 – 10:00 am

Time & Page

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Approval of Notes of May 26, 2025 (circulated)**
- 4. Business Arising from Meeting Notes**
 - 4.1. REMAC Governance Working Committee Meeting Update (M. Flint)
- 5. New Business**
- 6. NS DEM Updates**
- 7. REMO Staff Updates**
- 8. Added Items**
- 9. Next Meeting - Monday, September 15, 2025 at 10:00 a.m.**
- 10. Adjournment**



Document #	
CAO Approval	
Date: June 13, 2025	
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REMAC	July 21
Other-CAO's	X

REQUEST FOR COUNCIL DECISION	
SUBMITTED BY:	Subcommittee for Governance Review
PREPARED BY:	Tammy Crowder, MURP, MCIP
DATE:	June 13, 2025
SUBJECT:	Process and Timelines Inter-Municipal Agreement/Governance Review

ORIGIN

Regional Emergency Management Committee- (Need Motion)

RECOMMENDATION

It is respectfully recommended that the REMAC recommend to the partner Municipal Council's the process outlined in this report for the completion of the review of the Inter-Municipal Agreement; and

Further that the REMAC authorizes the use of REMO funds (contingency) to engage a facilitator to work with the Subcommittee and Councils to complete this review.

BACKGROUND

The Regional Emergency Management Committee undertook a Strategic Planning Process in early 2025. Through this review a few matters were identified within the Inter-Municipal Agreement that required review, such as the budget approval process and requirements. It was agreed that given that the Agreement has not undergone a significant review in recent years, an overall review should be completed.

To this end, the Governance Review Committee, a subcommittee of REMAC, was established with the mandate of developing a process and overseeing the review of the Inter-municipal Agreement.

This report provides a recommendation from the Subcommittee on a process and timeline for the completion of this review.

DISCUSSION

The Inter-Municipal Agreement to establish the Regional Emergency Management Organization was first established in 2011. It was amended in 2017 to add the Town of Lunenburg. The Agreement has not been reviewed or revised since.

The Subcommittee, upon review and discussion of options to undertake this review felt that, given the date of the original agreement, a comprehensive review is preferred. Given that the parties to the Agreement are the Municipal Councils, it was best to have the Councils directly

engaged during this review. This approach will ensure final product aligns with Council's expectations. As such the following is proposed:

Subcommittee works directly with Council's to complete the Review– Target date for completion – Dec 2025/Jan 2026

To ensure there are no concerns from partner municipal units respecting bias, it is recommended that the partner units engage an external facilitator to lead the parties through this review.

Proposed Steps

- i) Facilitator Engaged- August 2025
- ii) Pre-planning meeting with Subcommittee and Facilitator- August 2025
- iii) Facilitated session with Councils- September 2025
- iv) Report /Recommendations from Facilitator to Subgroup- September 2025
- v) Subgroup report and draft agreement to REMAC – October 2025
- vi) REMAC – draft agreement to Council's – December 2025

IMPLICATIONS

Financial

It is anticipated that the costs of an external facilitator will be approximately \$3500 to \$4000.

Strategic Plan

The review of the Inter-Municipal Agreement was identified as a priority during the REMAC Strategic Planning process.

Legal

Legal review of the final draft agreement will be completed by each units respective legal counsel.

Workload

Resource support will be provided by each units respective CAO or designate, and an external facilitator.

Accessibility/EDI

Accessibility and EDI may be more applicable to contingency plans and response.

OPTIONS

The REMAC has the following options for consideration:

Process

- 1. Accept the recommendation of the Subcommittee as proposed and recommend the same to the Council's;
- 2. Accept the proposed process/time as recommended by the subcommittee with modifications
- 3. Propose an alternative process
- 4. Defer a decision for further information

COMMUNICATONS

REMAC's recommendation will be forwarded to the partner units for consideration.