

Municipality of the District of Lunenburg
Notes of a REMO Advisory Committee Meeting
Held in Lunenburg District Fire Hall
Monday, November 17, 2025 – 10:30 a.m.

APPROVED by REMO Advisory
Committee

Date: January 26, 2026

Attendance

Municipality of the District of Lunenburg
Mayor Elspeth McLean-Wile
Deputy Mayor Chasidy Veinotte
Councillor Martin Bell
Tom MacEwan, Chief Administrative Officer
Alex Dumaresq, Deputy CAO

Municipality of the District of Chester
Warden Allen Webber
Councillor Andre Veinotte
Deputy Warden Abdella Assaff
Tara Maguire, Chief Administrative Officer
Erin Lowe, Deputy CAO

Town of Bridgewater
Mayor David Mitchell (REMAC Chair)
Councillor Braden Newell
Mark Flint, Deputy CAO

Town of Lunenburg
Mayor Jamie Myra
Deputy Mayor Rachel Bailey
Paul Nopper, CAO

Town of Mahone Bay
Mayor Suzanne Lohnes-Croft
Councillor Penny Carver
Eric Levy, Deputy CAO

Absent
Deputy Mayor Jennifer MacDonald (TOB)
Councillor Gale Fullerton (TOL)
Councillor Kelly Wilson (TOMB)
Dylan Heide, Chief Administrative Officer (TOMB)

Staff

Angela Henhoeffler, REMO Manager
Rebecca Baccardax, Community Readiness Coordinator

1. Call to Order

Chair Mayor Mitchell called the meeting to order at 10:36 a.m.

2. Approval of Agenda

Moved by Councillor Newell, seconded by Mayor Myra that the Agenda be approved as circulated. Motion carried unanimously.

3. Approval of Notes - July 21, 2025

The Notes of July 21, 2025, REMO Advisory Committee meeting were approved as circulated.

4. Introduction of Rebecca Baccardax, Community Readiness Coordinator

Chair introduced Rebecca Baccardax, the new Community Readiness Coordinator who began September 2025.

5. Business Arising from Notes

5.1. REMO Governance – A. Dumaresq

Mr. Dumaresq stated that several rounds of revisions were made to Inter-Municipal Services Agreement (IMSA) between July-November 2025, and the governance subcommittee is seeking the REMAC approval to present the five councils.

The report outlined three key changes to the IMSA, including a minimum staffing requirements for municipal units, the creation of a penalty structure for enforcing consistent participation in REMO across the units, and a funding formula based on agreement of principal (**20%** base rate) and an **80%** variable rate based on uniform assessment.

A change was requested in Appendix B. 3.0-A *Failure of Staff Attending an ECC Activation*: Where “per day” as indicated, be replaced with “per vacancy”.

Moved by Mayor Myra, seconded by Councillor Newell that REMO Advisory Committee direct staff to submit final draft of the IMSA to individual Councils for approval, and submit for legal review. Motion carried unanimously.

6. Correspondence

6.1. 2025-07-23 DEM-Correspondence re Lunenburg REMO Generators

Ms. Henhoeffler reported that REMO has been offered a donation of three generators for possible shelter sites. The generators are of varying capacities, and the condition is unknown, with availability approximately fall 2026.

Potentially sites include Forest Heights School and NSCC Lunenburg Campus, but assessment by electrical engineer would be needed to assess suitability, condition, life expectancy, and compatibility to building infrastructure.

Staff recommended that unused funds from the Community Readiness Coordinator salary (Administration) be reallocated for this assessment (Projects).

Moved by Councillor A. Veinotte, seconded by Deputy Mayor Bailey that the REMO Advisory Committee direct staff to seek an assessment of no more than \$10,000, utilizing funds from the Community Readiness Coordinator salary and engage an electrical engineer, to determine the suitability of the generators, and further that staff report back with a cost comparison between new or donated generators. Motion carried unanimously.

6.2. 2025-08-26 DEM-Correspondence re Standards Consultation

Angela Henhoeffler noted NS Department of Emergency Management (DEM) is still in consultation with REMOs across the province on new provincial standards.

CAO MacEwan noted that the next CAO Table meeting is November 26, 2025, and that there continue to be differing expectations between DEM and rural communities.

Committee directed staff to invite DEM Executive Director Mark Furey to attend upcoming REMAC meeting in January 2026 to continue help support ongoing discussion.

7. New Business

7.1. REMO Readiness Grant

Ms. Henhoeffler reported that DEM notified REMO that the REMO Readiness Grant application was successful. Lunenburg REMO has been approved to receive the first year of a 4-year funding option, in the amount of \$100,000, which must be spent before March 31, 2026. Staff noted that REMO must also contribute a 25% offset (\$25,000) to receive the grant.

Grant funds would assist REMO in meeting new NS DEM standards. REMO's proposal included hiring a consultant to provide training, materials, develop an EM exercise, upgrade technology in the main and alternate ECCs, and any remaining to be assigned to staffing. For the offset funding, staff recommended that unused funds from the Community Readiness Coordinator salary be reallocated to special projects.

Moved by Mayor Myra, seconded by Mayor McLean-Wile that the REMO Advisory Committee accept the funding and provide 25% offset contribution utilizing reallocated funds from the Community Readiness Coordinator salary. Motion carried unanimously.

8. NS DEM Updates

Ms. Henhoeffler reported that NS DEM will provide updates on the finalization of DEM Standards in coming months.

9. REMO Manager Updates

Ms. Henhoeffler, provided updates on the following:

Key learnings from wildfire responses in Annapolis and Kings REMOs included the need to have more staff from municipal units trained to ensure sufficient coverage for multiple shifts over multiple days.

The ECC disruption that a lengthy activation of 7 weeks causes to normal municipal operations and council meetings was raised. Staff recommended that affected Councils consider alternative locations for meetings during an activation and noted that the municipal units are working hard on being sufficiently staff in the ECC.

Staff have attended several EM and fire services meetings and noted that municipalities should anticipate more updates from NS DEM as they continue to update standards and conduct a review of fire services across the province.

Ongoing work includes community engagement presentations, participation in exercises and onboarding of a new full-time staff member and the continuing training of municipal staff.

Staff continue to work closely with Long Term Care Facilities & Balsom Care Homes on preparedness and evacuation processes. Two new comfort centres are undergoing approval process, and staff also met with SSODA to discuss shelter planning preparedness.

Staff will disseminate a formal training package for 2026/27 at the upcoming meeting.

10. Added Items - Nil

11. Next Meeting

Monday, January 19th, 2026, at 10:00 AM. at MODL Council Chambers.

12. Adjournment

There being no further business, the meeting adjourned at 11:47 am.