

AGENDA
MEETING OF MUNICIPAL COUNCIL

Bridgewater, NS

Tuesday, February 11, 2020 – 9:00 a.m.

Time & Page

1. CALL TO ORDER

1.1 Mi'kma'ki Territorial Acknowledgement

2. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITION

3. PUBLIC INPUT (15 Minutes)

4. APPROVAL OF AGENDA

5. APPROVAL OF MINUTES – January 28, 2020

6. BUSINESS ARISING FROM MINUTES & UNFINISHED BUSINESS

6.1 Litter Clean Up Incentive Program..... 1-17

7. AWARDING OF TENDERS/RFPs

7.1 Award of RFP #201-01-406 Legal Land Surveying Services 18-20

8. PRESENTATIONS/SCHEDULED TIMES

8.1 David Whynot, South Shore Annapolis Valley Recreation Trail Association
Re: Multi-use Trail Bridge Project 9:15 a.m. 21-28

8.2 Maeva Brisson & Lucas Merrill, First Lego League Team–Centre Scolaire de la Rive-Sud
Re: Let's Protect the Bees 10:15 a.m. 29-31

9. CONSIDERATION OF CORRESPONDENCE

10. RECOMMENDATIONS FROM COMMITTEES & BOARDS

10.1 Finance Committee

10.1.1 2020/21 Region 6 Budget(32) 33-42

10.1.2 2020/21 Fire Hydrant and Street Light Rates(32) 43-45

10.1.3 Tax Relief – Damaged Property, Italy Cross..... (32) 46

10.1.4 Pre-Budget Approval for Engineer-in-Training Position(32) 47-49

10.1.5 Pre-Budget Approval for Litter Cleanup Incentive Program

10.2 REMO Committee

10.2.1 2020/2021 REMO Budget Approval..... (50) 51

10.2.2 Comfort Centre & Emergency Shelters Procedures(50) 52-70

10.3 Nominating Committee

10.3.1 Nomination of Representative to the Board of Western Regional
Housing Authority – Sandra Statton 71

10.3.2	Recognition of Provincial Volunteer Representative – Peter Simpson	71
10.3.3	Sherbrooke Lake Stewardship Committee Re-Appointment	72
10.3.4	Miller Point Peace Park Advisory Committee Re-Appointment	72

11. STAFF REPORTS

11.1 Administration Department

11.1.1	Safety and Procurement Shared Services Proposal.....	73-78
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12. MAYOR’S/DEPUTY MAYOR’S/COUNCILLORS’ MATTERS


12.1	MJSB Update	
12.2	Open Fish Farms in District 8 (M. Ernst)	79-80
12.3	Deputy Mayor’s Update	
12.4	Mayor’s Update	

13. ADDED ITEMS

14. IN CAMERA

14.1	Personnel Matter re MJSB under Section 22(2)(c) of the MGA	
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15. ADJOURNMENT



Municipality of Lunenburg Litter Clean Up Incentive Program



Background

MoDL budgeted \$10,000 for an Incentive Program in 2019-2020.

Purpose of this **Litter Incentive Program** is to focus on areas with limited or no volunteers in high litter areas within the Municipality of the District of Lunenburg.

All non-profit or charitable groups are eligible for this incentive program, in accordance with guidelines.

First year, will concentrate on roadways for now. Beaches, parks and trails not part of Incentive Program at this time.

Long-standing Earth Day Litter Challenge will continue along with Incentive Program.



Presently there are many Dedicated Volunteer Groups

SS Wildlife Association involved for past 10 years.

In 2018, SSWA:

Spent 91.5 hours collecting litter

Covered 10 kms of roadway, covering 4 communities

Filled 186 bags, gathered dozens larger items

Other Long-Standing Groups:

New West Pine United Church, Pinehurst

Union Square Comm. Hall Riverport Comm. Centre

Nature's Reflections Landscaping



Incentive Program Guidelines

Program offers incentive to non-profit and charity groups for litter collection along roadways in the Municipality of Lunenburg (MoDL)

Groups collect along a minimum of 1 km of roadway up to a maximum of 5 in MoDL. More than 5 kms to be considered on a case by case basis. Both sides of road must be cleaned.

Highly littered areas a priority

Groups must follow safety guidelines and participate in safety orientation, minimum age restrictions apply



Administration of the Litter Incentive Program

Administered by MJSB Enforcement and Education group

All Communication related to the **Litter Incentive Program**

MJSB responsible for process approval: group sign up, pre-inspection and follow up inspection, fund disbursement etc

Coordinate with hauler and/or site staff for roadside pickup



The Litter Incentive Program

- ◆ Non-profits and charity groups apply to MJSB do clean up
- ◆ Group gets copy of NS Transportation Clean Up Permit for Provincial roads
- ◆ Safety Orientation, Waivers and Proof of Insurance (\$1m) required for every participant
- ◆ Safety gear provided by MJSB, proper supervision by group lead
- ◆ Litter bags dropped off at Community Recycling Centre
- ◆ Pre and post - road inspection carried out by MJSB staff
- ◆ Cheque issued to group

Budget

Budget \$10,000

Vests \$200

Signs \$250

Bags \$300

Gloves \$250

\$1,000

\$9,000 remaining for litter clean up payment (90 km allowance)

Advertising: Contact Bulletin & Breaker for free promo article, use MoDL and MJSB social media and website ads. Posters done in-house by MJSB.

CAUTION

LITTER

CLEAN UP IN

PROGRESS

LUNenburg REGIONAL
Community Recycling Centre

Discussion



Litter Clean Up Incentive Program Guidelines

Groups will be paid \$100.00 per km of road cleaned. A minimum of 1 km must be cleaned on both sides, up to 5 kms. Clean ups of more than 5 kms will be considered depending upon how many groups participate during the year. The Municipal Joint Services Board (MJSB) will consult with groups about which roads are priority for clean up.

Getting Started

1. **Fill out a Litter Clean Up Incentive Program Application Form**, receive approval from the MJSB. Forms are on-line at www.communityrecycling.ca or by calling (902) 543-2991.
2. **Apply for a Litter Clean Up Permit for Provincial road clean ups.** Contact Nova Scotia Transportation and Infrastructure Renewal, online at tir-occ@novascotia.ca or by calling 1-844-696-7737. **Provide a copy of the Permit before the clean up** by email at recycle@lrcrc.ca or fax at (902) 530-5189
3. **Provide Proof of Insurance for your group in the amount of \$1,000,000.**
4. **Arrange a Safety Orientation before your clean up by calling (902) 543-2991.** Groups will be supplied with litter bags, gloves, safety vests and litter clean up signs.
5. **Every participant must sign and return a Waiver Form.** Waiver must be signed by a guardian if participant is under 18 years old.

Safety Guidelines

- Participants must wear safety gear including gloves and vests provided. Litter clean up signs must be posted at either end of the roadway where clean up takes place. Wear sturdy boots, pants and long-sleeved shirts.
- Groups must have a first aid kit, cell phone and drinking water during the clean up.
- **At least one Participant 18 years or older must supervise groups of no more than 4 Participants aged of 14-17.** Supervisors must stay with younger Participants at all times. Work in groups of at least two. Supervisors must know the quickest route to a hospital in case of injury.
- Park vehicles on side roads or in parking areas along the clean up route. Stick to the section of roadway selected. **100-Series highways are excluded from the program due to safety reasons.**
- Collect litter in the ditch or behind the ditch line, always facing traffic. Walk in single file along the road.
- Look for vehicles when placing filled bags along the road. Put bags in piles when possible, to make bag pick up faster.

- Do not wade into water to retrieve items, climb steep hills or walk along embankments.
- Put recyclables and garbage in separate bags. Groups may keep refundables (cans, bottles) for fundraising purposes. Groups will be required to report how many bags of each are collected on **Clean Up Checklist** form.
- **Mark the location of large items, illegally dumped waste, sharp items (needles), urine-filled bottles or hazardous wastes with flagging tape, note the location and report this when your clean up is finished. *Do not collect touch these items!***

After the Clean Up

- **Drop off litter bags, vests and safety signs at 908 Mullock Road, Whyhott's Settlement.**
- **Drop off Clean Up Checklist at Community Recycling Centre, email to recycle@lrcrc.ca or fax to (902) 530-5189.**
- Check yourself for wood ticks.

The Municipal Joint Services Board thanks your group for everyone's hard work!

Litter Clean-Up Incentive Program

Dear Sir/Madam:

The Municipal Joint Services Board (MJSB) is offering an incentive to non-profit groups that wish to collect litter from the roadways and ditches in the Municipality of the District of Lunenburg in return for financial reimbursement for their groups.

Registered non-profit groups and charitable organizations will be paid \$100.00 per kilometer for cleaning both sides of the road. Groups must be registered prior to litter clean up. Safety vests, gloves and litter clean up signs are supplied by the MJSB. A minimum of 1 km must be cleaned to qualify for the incentive. Up to 5 kms can be cleaned by one group each year. Clean ups of more than 5 kms will be considered depending upon how many groups participate during the year. Applications will be considered on a first come, first served basis.

Safety is top priority during clean ups. Groups must read the Litter Clean Up Guidelines and receive a Safety Orientation prior to clean up. Supplied safety gear must be used at all times during litter clean up. *For safety reasons, the minimum age for participation is 18 or at least one person 18 years or older must supervise groups of no more than 4 participants between the ages of 14-17.* A copy of the Litter Clean Up Incentive Program Guidelines has been included.

The MJSB greatly appreciates groups' efforts to keep our communities clean.

For more information and to apply, please contact the MJSB at (902) 543-2991 or recycle@lrcrc.ca.

Sincerely,

Stephanie Smits
Supervisor – Outreach & Communications
Municipal Joint Services Board

Litter Clean Up Incentive Program Application
Municipal Joint Services Board

Organization: _____

Organization Contact: _____

Mailing Address: _____

Organization Tax # or Charity Registration # : _____

Telephone Number: _____

Email: _____

Proposed Area to Clean: _____

(Include: Road Name, Community, Civic Address Range/No. kms)

No. of Participants 18 or Older: _____

No. of Participants 14-17 Years Old: _____

Purpose of Fundraiser: _____

Office Use Only

Participant Waivers Completed

Non-Profit/ Charitable Organization

Copy of NS Transportation Permit (if applicable)

Proof of Insurance

Section of Roadway to Be Cleaned: _____

Date and Time to Be Cleaned: _____

Section of Roadway Approved for Clean Up by Name & Signature: _____

Safety Orientation Completed

Supplies Provided: Bags, Gloves, Safety Vests, Clean Up Road Signs

Litter Delivered to Community Recycling Centre Scale Ticket No.(s) _____

Post-Clean Up Road Inspection Date: _____ Approval: Y N

MJSB Staff Name & Signature : _____

No. Bags Collected/Type of Materials: garbage _____ recyclables _____ refundables _____

Other items found, marked with flagging tape (hazardous or bulky) and

location: _____

Clean Up Checklist

Groups must ensure the following to prepare for their litter clean up:

	Nova Scotia Transportation Litter Permit (if Provincial roadway) obtained and submitted to Municipal Joint Services Board (MJSB)
	Every participant (or participant's guardian) has signed a Waiver Form and Proof of Insurance has been provided for MJSB
	Participants have attended Safety Orientation
	Obtain Safety Gear supplied by MJSB: gloves and vests
	Obtain Litter Bags and Litter Clean Up Road Signs supplied by MJSB

Groups must ensure the following safety steps on the day of clean up:

	Have First Aid Kit and at least one Cellphone available during clean up
	Clean drinking water is available for Participants
	Participants have sturdy boots, pants and long - sleeved shirts on
	Quickest route to local hospital has been identified
	Someone 18 or older is supervising no more than 4 participants aged 14 – 17
	Have flagging tape to mark items which cannot be collected (dumped items, hazardous materials). Report flagged items by calling (902) 543-2991.
	Clean up road signs are posted at beginning and end of clean up route
	Everyone has checked themselves for wood ticks after clean up

Group Name: _____ Area of roadway cleaned: _____

No. Bags Collected/Type of Materials: garbage _____ recyclables _____ refundables _____

Other items found, marked with flagging tape (hazardous or bulky) and location: _____

(See Reverse Side)

I, _____ affirm that safety gear and litter program guidelines
(Group Leader's Name)

were followed by every member of litter clean up group.

Signature: _____ **Date:** _____

Important: Drop off litter bags, vests and safety signs at the Community Recycling Centre, 908 Mullock Road, Whynott's Settlement.

Drop off this completed and signed Clean Up Checklist at the Community Recycling Centre, email to recycle@lrcrc.ca or fax to (902) 530-5189. Questions, call (902) 543-2991.

A follow up inspection will be done upon receiving the Checklist.

Waiver Form
Litter Clean-Up Incentive Program

Participant Name & Group:

Stretch of Road to Be Cleaned: _____

Date and Time of Clean-up: _____

It is understood and agreed that in consideration of the Municipal Joint Services Board paying the Participant for cleaning up the stretch of road identified herein (the "Service"), the Participant is and remains at all times an Independent Contractor and assumes full responsibility for all liability that may result from the provision of the Service, including but without limiting the generality of the foregoing, any and all injuries sustained by any persons engaged by the Participant to perform the Service, and any injury to any person or any damage to any property arising from the provision of the Service by the Participant or its agents, employees and invitees.

It is further understood and agreed the undersigned is authorized to sign this Waiver and bind the Participant to the terms of this Waiver and that the undersigned has read and understands the foregoing.

Participant Signature

Guardian Name & Signature, if Participant Under 18 Years of Age

Witness Name & Signature

Date



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Council

SUBMITTED BY: Jeff Merrill, MCIP, LPP, Director of Planning & Development Services

DATE: February 3, 2020

RE: Legal Land Surveying RFP #2019-01-406

ORIGIN: RFP

RECOMMENDATION

That Council award the contract for Legal Land Surveying Services to Berrigan Surveys Limited with a contract expiry date of March 31, 2025.

BACKGROUND

The Legal Land Surveying Services RFP closed at 2pm on January 31, 2020. Six proposals were received. Proposals were received from the following:

- ABLE Engineering Services
- Allnorth
- B. Davison Surveying & Engineering
- Berrigan Surveys Limited
- Design Point Engineering & Surveying
- WSP

An evaluation team of Elana Wentzell and Jeff Merrill reviewed the proposals against the RFP evaluation criteria.

DISCUSSION

Each submission was first reviewed against the mandatory criteria of the RFP. All six proposals met the mandatory criteria.

The RFP evaluation criteria was comprised of 75 points for the technical aspects and 25 points for the price. The evaluation team scored the technical aspect of each submission against the evaluation criteria list in Schedule "A" of the RFP. For pricing the lowest price received the maximum number of points (25) and all other proposals received a pricing score based on their cost relationship to the lowest.

Technical Scoring

Design Point Engineering & Surveying scored the highest in the technical evaluation and receiving a 63. Followed by WSP (62); Allnorth (61); Berrigan Surveys Limited (58); ABLE (53) and B. Davison (52).

Price Scoring

ABLE had the lowest price and therefore received the maximum total points, 25. Berrigan Surveys had the second lowest price and scored a 24.5 followed by Design Point (14.84), WSP (13.86), B. Davison (10.08) and Allnorth (8.06).

ABLE offered free travel within MODL and Berrigan Surveys travel is free within 40 km of Bridgewater then \$0.40/km beyond the 40 km. Most of the municipal survey work is within 40 km of Bridgewater.

All other proposals included a either a flat travel fee or a per kilometre rate or both. Allnorth, B. Davison, Design Point and WSP also bill their hourly rates from their offices with are all located an hour or more one-way from Bridgewater (Dartmouth, Hants Border, Bedford, and Dartmouth, respectively) which further increases their costs for a project. The Evaluation team did not analyze the cost of these firms further as their costs were already more expensive than the two local firms.

Overall Score

Berrigan Surveys received the highest overall score of 82.5. ABLE received the second highest score at 78 followed by Design Point 77.84. It's important to note that Design Point's score does not factor in travel time. Both Berrigan Surveys and ABLE's travel time are from their Lunenburg County Offices.

Berrigan Surveys Limited was awarded the previous Legal Land Surveying Contract. There have been no issues identified with their service during the last contract. Staff have found Berrigan Surveys to be very quick and responsive.

	ABLE	All North	B. Davison	Berrigan	Design Point	WSP
Technical	53	61	52	58	63	62
Price	25	8.06	10.08	24.50	14.84	13.86
Total Score	78.00	69.06	62.08	82.50	77.84	75.86

BUDGET IMPLICATIONS

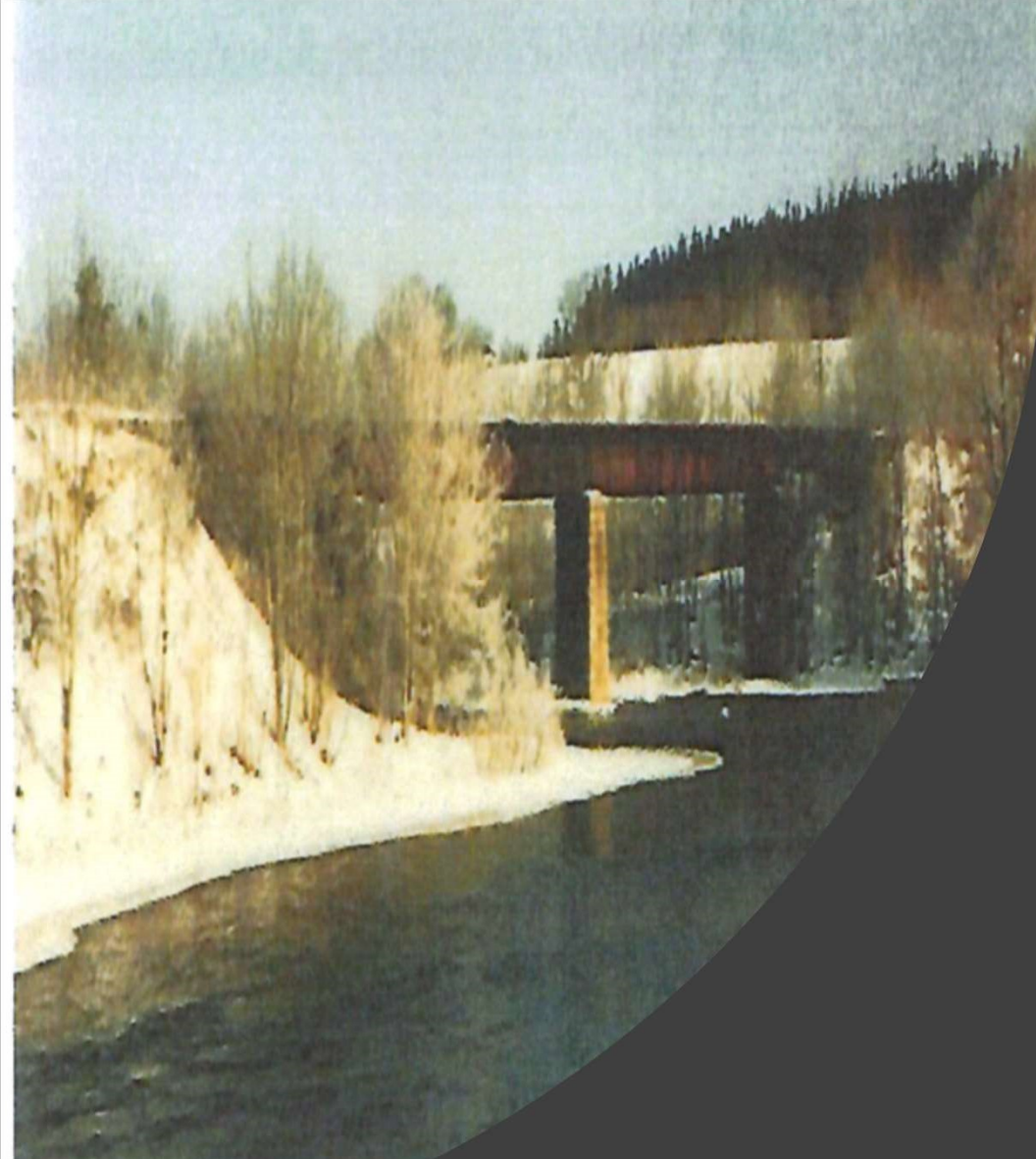
Land Surveying costs are budgeted on a per project basis.

ALTERNATIVES

Award the Legal Land Surveying contract to another firm.

CONCLUSION

After reviewing the proposals against the criteria outlined in RFP #2019-01-406 Legal Land Surveying the evaluation team is recommending that Council award the contract to Berrigan Surveys Limited.



South Shore Annapolis Valley Recreational Trail Association

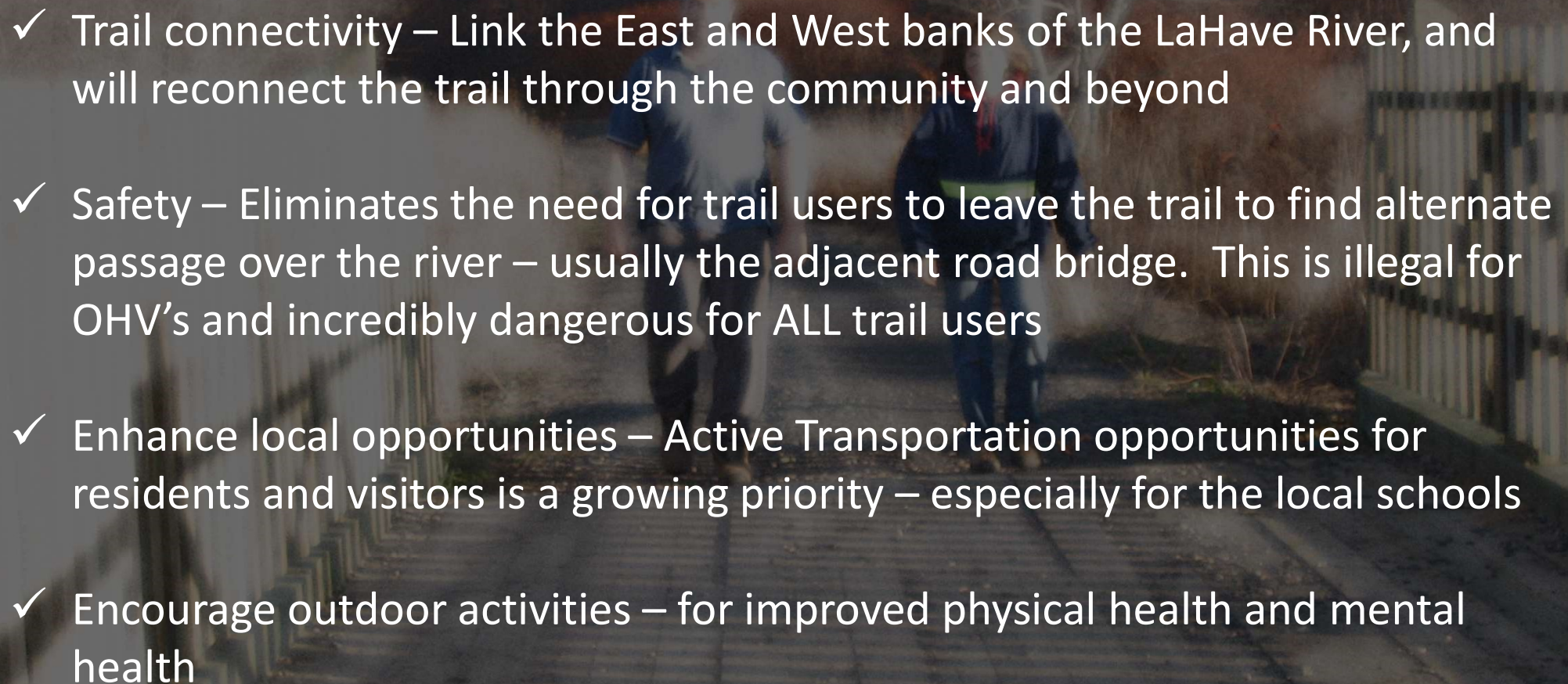
New Germany

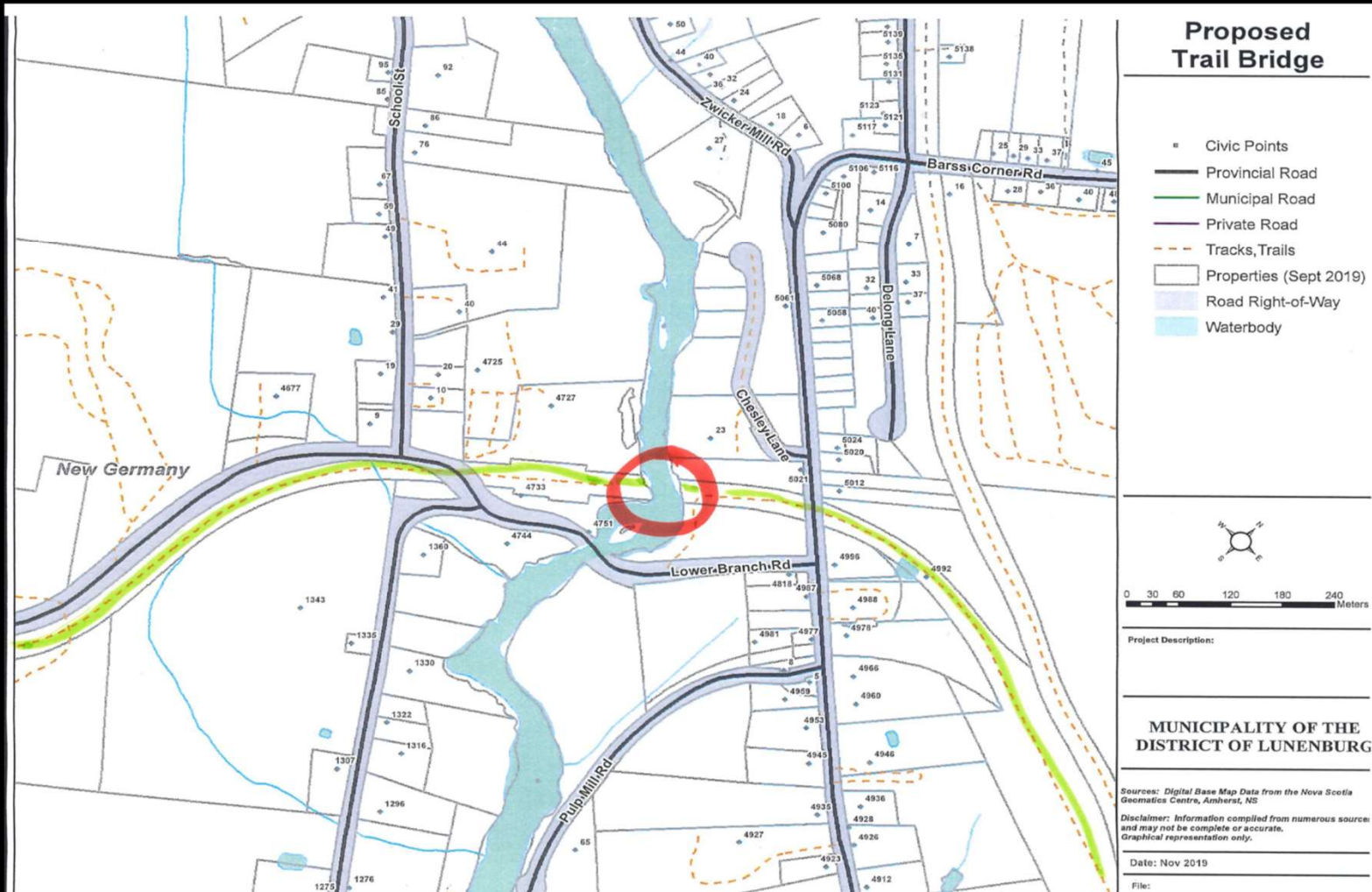
Multi-use Trail Bridge Project

2020

- ✓ SSAVRTA is a non-profit, volunteer association – aim to develop and manage a safe and accessible trail that provides maximum enjoyment and well-being for local residents and visitors, as well opportunities for economic development
- ✓ The entire trail follows the former CN Rail-line from New Germany to Bridgetown and New Germany to Caledonia – 125 kms long
- ✓ The rail bridge at this location in New Germany was removed in the early 1990's – breaking the connecting link of the SSAV Trail
- ✓ This project has been part of the work plan for the group since 2000



- 
- ✓ Trail connectivity – Link the East and West banks of the LaHave River, and will reconnect the trail through the community and beyond
 - ✓ Safety – Eliminates the need for trail users to leave the trail to find alternate passage over the river – usually the adjacent road bridge. This is illegal for OHV's and incredibly dangerous for ALL trail users
 - ✓ Enhance local opportunities – Active Transportation opportunities for residents and visitors is a growing priority – especially for the local schools
 - ✓ Encourage outdoor activities – for improved physical health and mental health





Accomplished to date

- ✓ Visual survey
- ✓ Formed working group
- ✓ Input from other clubs
- ✓ Lands and Forestry flagged survey pins
- ✓ Preliminary Engineering Report
- ✓ Discussion with adjacent landowners
- ✓ Funding applications
- ✓ RFP for bridge design and installation
- ✓ Bridge builder selected

The successful bidder is *Baxter Bridges and Trails* out of Amherst NS.

The quote to design, provide and install a 220 foot truss style bridge for this location is \$542,900 (painted with a treated lumber deck 7 feet wide)

This contractor is well qualified and experienced with multi-use trail bridges throughout Atlantic Canada



A photo of the River Philip Bridge located near Oxford, Nova Scotia



Budget

Total cost \$542,900

Potential funding partners

Communities Culture and Heritage \$180,000

OHV Infrastructure Fund \$150,000

Fundraising \$50,000

Request from MODL \$162,900

Work is expected to be completed by November 2020

Next steps

Once funding is secured, by April 2020, the contractor will begin the bridge construction.

Site preparation will take place during the drier summer months with all site repairs completed in November.

Thank you for considering this wonderful asset to our local communities! We look forward to helping you make this a wonderful place to live, work and enjoy!



Any Questions?

Council

Item: #8.2

Date: February 11, 2020

Authorization: T. MacEwan

Maeva - Good morning, my name is Maeva Brisson. I am in grade 5.

Lucas - Good morning, my name is Lucas Merrill. I am in grade 5.

We are members of the First Lego League team from Centre Scolaire de la Rive-Sud. We are participating in the Lego provincial competition at Acadia University. This year the theme is "City Shapers". Besides building and programming a robot, each team must identify a world problem related to the theme. Each team must design a solution.

We chose to work on the disappearance of bees which is why we are here today. We have a problem – bees are disappearing. Maybe you are wondering why this is a problem we must all concern ourselves about. The answer is simple. Without bees there will be no people, and without people there will be no towns, municipalities or cities.

We did some research and have some facts to share with you. In the USA – 30% of the bee population dies every year. In Europe – 20% of the bee population dies every year. Some private bee keepers sometimes lose 90% of their bees. In 1947, there were approximately 5.9 million bees in the world. In 2008, there were only 2.44 million bees.

In Europe, the production of honey has gone from 32 000 tons to 9 000 tons. The members of our team also mentioned that when they were younger, there were bees in the flowers and now there are very few.

If the bees disappear completely, one third of the food we eat will be gone as many plants depend on bees for pollination.

Here is a video that we would like to share with you: <https://www.youtube.com/watch?v=JiUYBvFiLA>

We are here to ask that you prepare a pollinator action plan. This plan could include:

- a) Educating your citizens about the disappearance of bees through pamphlets and what families can do in their own backyard to help. We have with us a handout which we have sent home to all the families at our school.
- b) Banning pesticides that contain neonicotinoids. This is an important step as these pesticides are very dangerous to bees
- c) Having more pollinator friendly places in public gardens with flowers that bees and other pollinators like
- d) Installing bee hotels in public spaces. The type of bees which live in these hotels – mason bees - are solitary. The males do not have a stinger, and the females will only sting if trapped or squeezed. This makes them an ideal neighbor for the home garden, since they pose little to no threat of stinging
- e) Having the recreation department organize information sessions about the disappearance of bees which include the construction of a bee hotel for the home

Thank you for listening to our presentation. Please help us save the bees. As we said in our presentation at NSCC – "It's our beesness to help the bees stay in their beesness." We have a bag of seeds for you which you can use for a pollinator garden.

Pétition
Les élèves du Centre scolaire de la Rive-Sud
Protégeons les abeilles

Nous, les élèves de la 4^e année à la 6^e année, appuyons la demande de l'équipe des Vipères, le club de Lego du Centre scolaire de la Rive-Sud. Cette équipe demande aux conseils élus de la ville de Bridgewater, de la ville de Lunenburg, de la ville de Mahone Bay, de la Municipalité de Chester et de la Municipalité du District de Lunenburg d'établir un plan d'action pour protéger les pollinisateurs, plus particulièrement les abeilles. Ce plan pourrait inclure :

- a) L'éducation des citoyens sur la disparition des abeilles grâce à des brochures et sur ce que les familles peuvent faire dans leur propre cour pour aider.
- b) L'interdiction des pesticides contenant des néonicotinoïdes. Ces pesticides sont très dangereux pour les abeilles
- c) L'accès à des lieux favorables aux pollinisateurs dans les jardins publics avec des fleurs que les abeilles aiment fréquenter
- d) L'installation d'hôtels pour les abeilles dans les espaces publics. Les types d'abeilles qui y vivent sont solitaires. Les mâles n'ont pas de dard et les femelles ne piqueront que si elles sont piégées ou serrées. Cela en fait un voisin idéal pour le jardin domestique car ils ne représentent pas ou peu de menace
- e) L'offre de séances d'informations sur la disparition des abeilles par les services de loisirs, y inclus la construction d'hôtels pour les abeilles

We, the students from grades 4 to 6, support the request from the Vipères team, the Lego club at Centre scolaire de la Rive-Sud. This team requests that the elected councils of the Town of Bridgewater, the Town of Lunenburg, the Town of Mahone Bay, the Municipality of Chester and the Municipality of the District of Lunenburg establish a pollinator action plan to protect pollinators, especially bees. This plan could include:

- a) The education of the citizens about the disappearance of bees through pamphlets and what families can do in their own backyard to help.
- b) The ban of pesticides that contain neonicotinoids. This is an important step as these pesticides are very dangerous to bees
- c) The access to more pollinator friendly places in public gardens with flowers that bees and other pollinators like
- d) The installation of bee hotels in public spaces. The type of bees which live in these hotels – mason bees - are solitary. The males do not have a stinger, and the females will only sting if trapped or squeezed. This makes them an ideal neighbor for the home garden, since they pose little to no threat of stinging
- e) The offer, by the recreation department, of information sessions about the disappearance of bees. These sessions could include the construction of a bee hotel for the home.



Let's Protect the Bees

The bees are disappearing and we need to help them.

Some facts :

- In the United States – 30% of the bee population dies every year.
- In Europe – 20% of the bee population dies every year.
- Private beekeepers are losing up to 90% of their bees.
- In 1947, there were 5,9 millions bees.
- In 2008, there 2,44 millions bees.
- In Europe, the production of honey has decreased from 32 000 tonnes to 9 000 tonnes.

We have to help them because if we lose them, we will lose one third of our food. We will also lose our clothing because cotton plants are pollinated by bees. The only food that will be left is wheat, corn and rice because they are pollinated by the wind.

What you can do:

- #1. You can build bee hotels .
- #2. You can be kind to bees and to the flowers .
- #3. You can plant flowers that bees like.
- #4. If you find a beehive, call a beekeeper and not an exterminator. The exterminator will kill the bees but the beekeeper will transfer the nest elsewhere.
- #5. Don't cut the dandelions.

Here are two videos which can give you ideas on how to help the bees.

<https://www.nationalgeographic.org/media/build-your-own-bee-hotel>

<https://www.youtube.com/watch?v=TkIME77Ow-A>

Please help us protect the bees!

L'équipe Vipères 1 – club de Lego robotique



Council

Item: #10.1

Date: February 11, 2020

Authorization: T. MacEwan

Municipality of the District of Lunenburg

210 Aberdeen Road Bridgewater Nova Scotia Canada B4V 4G8
Phone: 902-543-8181 / Fax: 902-543-7123 / Web Site: www.modl.ca

February 4, 2020

To Her Worship, Mayor Bolivar-Getson, and Councillors
of the Municipality of the District of Lunenburg

Dear Mayor and Councillors:

The Finance Committee, in session on Tuesday, February 4, 2020, made the following recommendations to Council:

1. that Municipal Council approve the 2020/21 Region 6 Budget with the Municipality's share of the budget being \$21,944.33.
2. that Municipal Council approve:
 - The 2020/21 Fire Hydrant Rate of \$0.1308 per \$100 of Assessment; and
 - The 2020/21 Street Light Rates as presented.
3. that Municipal Council approve tax relief in the amount of \$666.54 as per the submitted application for the property located at 511 Mines 2 Road, AA#02540223, and as per Section 2(b) of Policy MDL-12 "Tax Exemption/Reduction Policy".
4. that Municipal Council approve the proposed pre-budget approval of up to \$61,000 for 2020/21 for the creation of an Engineer-in-Training (EIT) position within the Engineering and Public Works Department.
5. that Municipal Council give pre-budget approval for the allocation of \$10,000 in the 2020/21 Municipal Budget for the implementation of a Litter Cleanup Incentive Program in the 2020/21 fiscal year.

Respectfully submitted,

Chairman and Members
Finance Committee

/rh

Attachments



BUDGET 2020-21

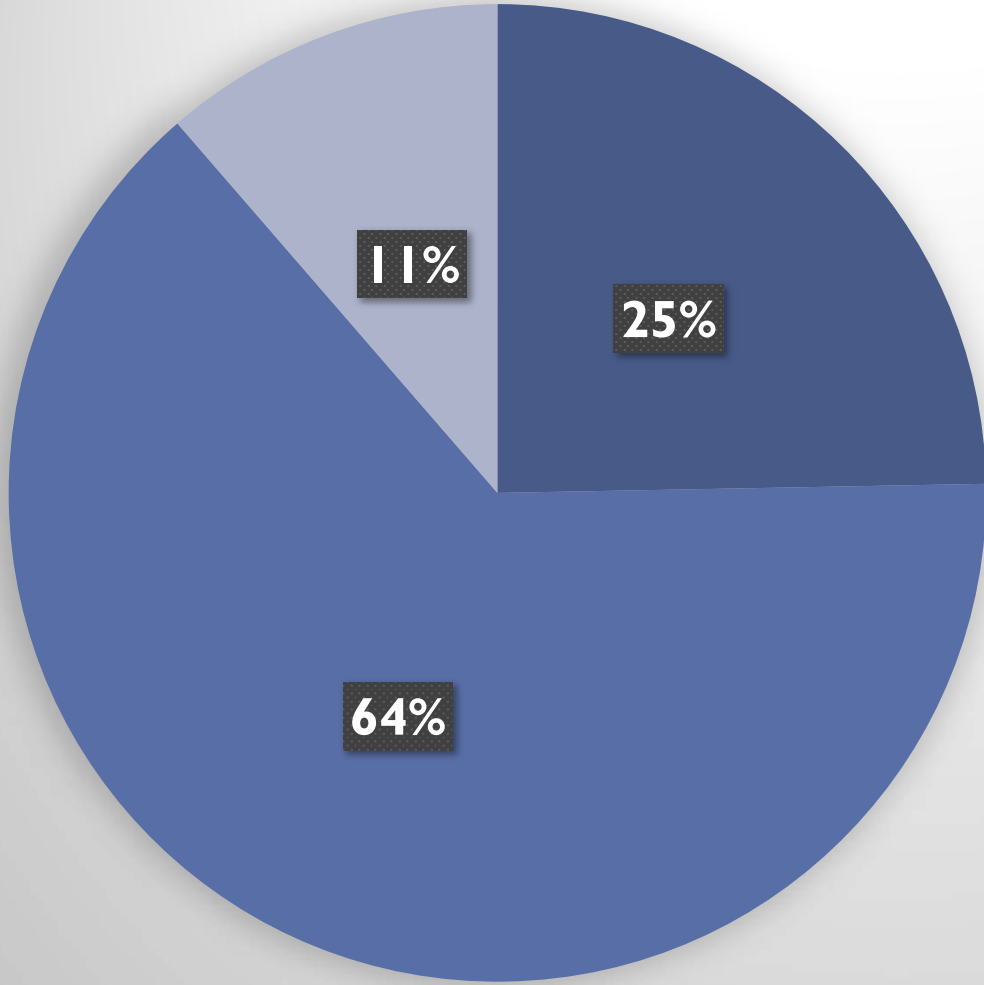
VALDA WALSH

REGIONAL COORDINATOR

BUDGET 2020-21

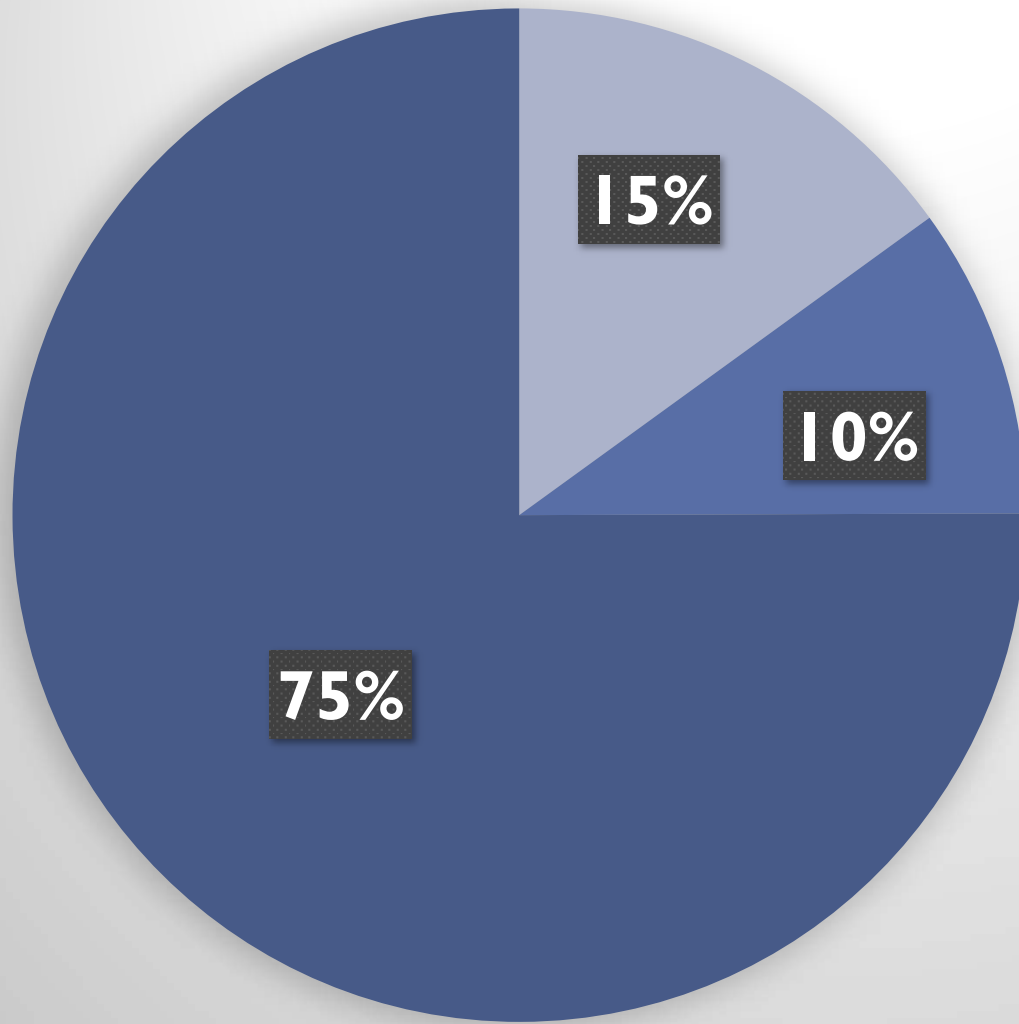
EXPENSE SUMMARY	2019-20 Projection	2019-20 Budget	2020-21 Estimates
Operations	\$121,962	\$124,476	\$124,192
Education	\$83,855	\$82,322	\$86,955
Payments to units	\$629,185	\$622,220	\$622,125





REVENUE

- Contracts/Service Agreement
- Stewardship/Incentives
- Municipal Contribution



EXPENSES

- Operations
- Education
- Payments to units

REVENUE	2019-20 Projection	2019-20 Budget	2020-21 Estimates
CONTRACTS/SERVICE AGREEMENTS			
Education Contract	70,163	64,261	70,163
Coordinator Agreement	43,286	42,028	43,286
Enforcement Contract	89,425	89,519	89,519
Services	3,000	3,000	3,000
Sub-total	\$ 205,873	\$ 198,808	\$ 205,873
STEWARDSHIP/INCENTIVES			
Dairy Stewardship	94,060	87,000	87,000
Diversion ¹	365,200	365,200	365,200
Municipal Approved Programs	80,500	80,500	80,500
Interest		0	0
Sub-total	\$ 539,760	\$ 532,700	\$ 532,700
MUNICIPAL CONTRIBUTION			
Municipal Billing ²	88,510	88,510	94,699
Inter-Municipal Program (transfer) ³	9,000	9,000	0
Sub-total	\$ 97,510	\$ 97,510	\$ 94,699
TOTAL	\$ 843,143	\$ 829,018	\$ 833,272

EXPENSES	2019-20 Projection	2019-20 Budget	2020-21 Estimates
OPERATING EXPENSE			
Admin Salaries and Benefits	76,385	77,644	77,782
Administration (host)	9,390	9,390	9,390
Travel	5,500	6,500	5,500
Training and conference	1,600	2,040	2,040
Office Rental	9,665	9,180	9,540
Office supplies/computer ⁴	7,500	7,800	7,600
Insurance	3,100	3,100	3,100
Legal	1,000	1,000	1,000
Auditor	7,822	7,822	8,240
Sub-total	\$ 121,962	\$ 124,476	\$ 124,192
EDUCATION			
Education salaries and benefits	59,055	59,622	60,255
Education travel	10,500	9,500	10,500
Program materials ⁴	4,200	4,200	4,200
Inter-Municipal program expenses ³	10,100	9,000	12,000
Sub-total	\$ 85,855	\$ 82,322	\$ 86,955

EXPENSES (cont'd)	2019-20 Projection	2019-20 Budget	2020-21 Estimates
PAYMENTS TO UNITS			
Enforcement Contract	89,425	89,519	89,425
Dairy Agreement	94,060	87,000	87,000
Diversion	365,200	365,200	365,200
Municipal Approved Program	80,500	80,500	80,500
Sub-total	\$ 629,185	\$ 622,220	\$ 622,125
TOTAL Expenses	\$ 835,002	\$ 829,018	\$ 833,272



TABLE I:**Municipal billing: (pending budget approval)**

Municipal area serviced:	Pop'n	% of Region	2020-21 Estimate
Shelburne Shared Services	6,562	7.25%	\$ 5,791.69
Town of Bridgewater	8,532	9.43%	\$ 7,530.43
Town of Mahone Bay	1,036	1.15%	\$ 914.38
Municipality of Lunenburg	24,863	27.49%	\$ 21,944.33
Municipality of Barrington	6,646	7.35%	\$ 5,865.82
Town of Clark's Harbour	758	0.84%	\$ 669.02
Municipality of Chester	10,432	11.53%	\$ 9,207.39
Town of Lunenburg	2,263	2.50%	\$ 1,997.35
Municipality of West Hants	15,368	16.99%	\$ 13,563.95
Region of Queens Municipality	10,351	11.44%	\$ 9,135.89
Town of Windsor	3,648	4.03%	\$ 3,219.76
Total	90,459	100.00%	* \$ 79,840.00

\$94,699 Municipal billing reduced by 14,859 audited surplus from last year

FUNDING PROGRAM		2018-2019	
	Region 6 total		Per capita (calculated)
MUNICIPAL APPROVED PROGRAMS		90,555	
ENFORCEMENT		89,519	
PAINT/HHW PROGRAM		16,611	
DIVERSION CREDITS *		377,100	
DAIRY STEWARDSHIP		91,756	
Sub-Total	\$	668,144	~ 7.39 per capita
<i>In-kind</i>			
EDUCATION		86,955	
ADMINISTRATION/LIAISON		124,192	
Sub-Total	\$	211,147	~ 2.33 per capita
TOTAL	\$	875,916	~ 9.68 per capita



THANK YOU!

Valda Walsh

Regional Coordinator

902-624-1339

902-350-0333

Valda.Walsh@Region6SWM.ca



Municipality of the District of Lunenburg

REQUEST FOR A DECISION

REPORT TO: Finance Committee

SUBMITTED BY: Elana Wentzell, CMA, CPA

DATE: February 4, 2020

RE: 2020-21 Proposed Area Rates for Streetlights and Hydrants

RECOMMENDATION

Move that the Finance Committee recommend that Municipal Council approve:

- The 2020-21 Fire Hydrant Rate at \$0.1308 per \$100 of Assessment
- The 2020-21 Street Light Rates as presented

EXECUTIVE SUMMARY

Enclosed please find proposed budgets for Street Lights and Fire Hydrants for 2020-21.

These rates are calculated based on the prior years' revenues collected against actual costs taking into consideration the current year's assessment and any estimated cumulative overage and shortages in the accounts.

BUDGET IMPLICATIONS

As part of the budget process, area rates are required to be approved by Council. Street Light and Hydrant rates can be easily forecasted based on the nature of the revenues and expenditures. Revenues have been received and most expenditures have been recorded. The enclosed table details the proposed rates.

Department: Finance and Administration

Report Prepared By: Elana Wentzell

Date: January 27, 2020

Report Approved By: _____

Date _____

Reviewed By CAO: _____

Date _____

**Municipality of the District of Lunenburg
Area Rates 2020-21 Draft Budget**

STREET LIGHT RATES	2019-20 Approved	2020-21 Proposed
Rates per \$100 of assessment		
Riverport	\$ 0.028	\$ 0.027
Dayspring	\$ 0.077	\$ 0.066
New Germany	\$ 0.044	\$ 0.039
Catidian Place	\$ 0.014	\$ 0.012
Pine Haven Subdivision	\$ 0.041	\$ 0.038
Flat Rates Per Property		
Barss Corner	\$ 52.08	\$ 47.99
Vogler's Cove, Broad Cove & Cherry Hill	\$ 51.05	\$ 47.12
Chelsea	\$ 91.48	\$ 83.45
Pine Grove	\$ 54.28	\$ 49.83
Oakhill acres	\$ 34.45	\$ 31.73
Little Tancook	\$ 31.29	\$ 31.27
Whitley & Jenny	\$ 12.44	\$ 29.74
Westside Drive	\$ 192.90	\$ 126.62

FIRE HYDRANT RATES	Actual 2018-19	Forecast 2019-20	Proposed 2020-21
Rate per \$100 of assessment	0.140	0.1358	0.1308
Opening Surplus (Deficit)	(\$2,316)	(\$126)	\$4,090
Total Cost to Recover	\$56,705	\$58,031	\$58,100
Net Cost	\$59,021	\$58,157	\$54,010
Area Rate Generated	\$58,895	\$62,247	\$54,011
Ending Surplus (Deficit)	(\$126)	\$4,090	\$1



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: FINANCE COMMITTEE

SUBMITTED BY: ELANA WENTZELL

DATE: February 4, 2020

RE: TAX RELIEF – DAMAGED PROPERTY

RECOMMENDATION

That the Finance Committee recommends to Council that Municipal Council approve tax relief in the amount of \$666.54 as per the submitted application for the property located at 511 Mines 2 Rd, AA# 02540223, and as per section 2(b) of Policy MDL-12 Tax Exemption/Reduction Policy.

BACKGROUND

The following taxpayer has completed application for tax relief due to fire loss of residential property:

<u>NAME</u>	<u>PROPERTY TAX BILLING</u>	<u>Pro-rated Taxes on Remaining</u>
Allan Rhodenizer AA# 02540223	2019/2020 \$ 1,327.59	\$666.54

DISCUSSION

Staff have reviewed the application and are satisfied they meet the requirements of Section 2(b) of Policy MDL-12 Tax Exemption/Reduction Policy.



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: MODL Audit and Finance Committee

SUBMITTED BY: Stephen W. Pace, MBA, P.Eng., Director of Engineering and Public Works

DATE: February 4, 2020

RE: Pre-Budget Approval for New Position - Engineer-in-Training (EIT)

RECOMMENDATION

“that the Finance Committee recommends to Municipal Council that Municipal Council approve the proposed pre-budget approval of up to \$61,000 for 2020/21 for the creation of an Engineer-in-Training (EIT) position within the Engineering and Public Works Department.”

BACKGROUND

MODL’s Engineering & Public Works Department is responsible for wastewater collection and treatment; municipal infrastructure, eg: roads and underground services; and municipal facilities. Recently the Department has assumed responsibility for MODL’s Recreation facilities. This includes the MARC Program and Administration buildings, Wile’s Lake Depot, as well as supervision of the Park Supervisor and staff.

The Engineering Department utilizes engineering consultants to provide technical expertise as well as staff support. The Department has been challenged to meet the level of service expected by the Municipality with its current staffing compliment.

Departmental challenges include:

- Lack of staff resources,
- Current dispersion of Department staff in various location,
- Procurement requirements,

- Recruitment and retention of technical staff, including:
 - limited opportunities for growth,
 - limited market availability, and
 - below market compensation

The Engineering Department currently has one vacant position, formerly the CET position. This position has been re-posted as a Facilities Superintendent. The Facilities Superintendent will manage the maintenance of all municipally owned buildings, supervise the Parks Supervisor and seasonal staff, manage some operating and capital projects, as well as perform facility inspections.

The Department is expected to continue to struggle with meeting service expectations with current staffing levels given the current operating, maintenance and capital projects planned over the next 5 years.

DISCUSSION

The impacts of having an under-resourced Engineering Department include:

- Inability to provide adequate support to other MODL Departments,
- Slow response times/missed deadlines,
- Inability to complete approved capital projects,
- Poor supervision of staff and contractor performance,
- Acceptance of substandard work by developers/contractors,
- Staff burn-out & turn-over

The assembly of Engineering Department staff into the new municipal services building later this year is expected to improve the Department's team effectiveness related to:

- Communication,
- Technical problem solving,
- Staff back-up
- Consistency

The move of the Parks Supervisor and related staff from the Recreation to the Engineering and Public Works Department was made to align the technical requirements of these roles with the capabilities of the Engineering staff on the operating, maintenance and capital projects. This allows the Recreation staff to focus on that Department's programming functions. The goal of this move is to enhance the quality of service and project delivery related to recreation facilities. This added responsibility further contributes to an increase in the Engineering Department's workload, particularly related to supervision and procurement.

The Engineering Department's recommended solution to address the staffing resource challenge is to create a new Engineer-in-Training (EIT) position, reporting to the Municipal Engineer. The proposed EIT is a Bachelor of Engineering graduate, civil discipline preferred, requiring 4 years of mentored, practical experience. This junior level position would allow for less technical tasks to be delegated from senior staff, thereby improving value and effectiveness. The EIT also provides training for succession planning for MODL's future needs.

The EIT would assist the Department's Municipal Engineer with project planning, coordination and management. The EIT would also assist with budgeting for short and long-term planning, and the preparation of RFQs, RFPs, Tenders and addendums as per the Purchasing Policy. In addition, the EIT would take the lead with some minor design assignments and design reviews as well as project manage smaller projects.

BUDGET IMPLICATIONS

The estimated salary is \$55,000 - \$61,000 in 2020/21 budget year. Sources of funding support come from:

- Diverting one of the two existing Coop Engineering Student positions providing \$22,000/year,
- One-year grant of \$15,000 to hire a new graduate under the Science Horizon Youth Employment (SHI) Program, provided MODL is successful in obtaining this grant,
- Potential reallocation from other Operating Budget items, i.e. Project Design \$5,000-\$10,000/year,
- Estimated shortfall \$10,000-\$15,000 in year one and \$25,000-\$30,000 in year two.

ALTERNATIVES

N/A

CONCLUSION

The EIT would enhance the Engineering Department's ability to fulfill mandate, including, supporting other MODL departments. The position will provide some relief for Department staff. There will continue to be technical resource challenges, which will require engineering consulting expertise to supplement where needed.

Department: Engineering & Public Works

Report Prepared By: Stephen W. Pace, MBA, P.Eng., Director of Engineering and Public Works
Date February 4, 2020

Report Approved By: 49 Date _____



Municipality of the District of Lunenburg

January 29, 2020

To Her Worship, Mayor Bolivar-Getson, and Councillors
of the Municipality of the District of Lunenburg

Dear Mayor and Councillors:

The REMO Advisory Committee ,in session on Monday, January 21, 2020, made the following
recommendations to Council:

1. That Municipal Council approve a total 2020/21 REMO budget in the amount of
\$125,000 of which the Municipality of the District of Lunenburg's portion is \$62,110.70.
2. That Municipal Council approve the Comfort Centre and Emergency Shelters Procedures
as presented.

Respectfully submitted,

Chairman and Members
REMO Advisory Committee

/jp
Attachments

REGIONAL EMERGENCY MANAGEMENT ORGANIZATION (REMO) BUDGET

	2019 Budget	2020 Proposed	↑ / ↓	Comments
01-2250000-106 - VACATION PAY	\$ 3,000.00	\$ -	-\$ 3,000.00	no vacation pay as it is now a salaried role
01-2250000-109 - EMO PYMTS-CONTINGENCY	\$ -	\$ -	\$ -	
01-2250000-119 - REMO-HONORARIUM	\$ 53,700.00	\$ 69,403.00	\$ 15,703.00	REMO Wages - full time role
01-2250000-129 - REMO-BENEFITS	\$ 4,700.00	\$ 11,697.00	\$ 6,997.00	benefits for the full time role
01-2250000-140 - TRAVEL	\$ 3,000.00	\$ 3,000.00	\$ -	increased travel across all units - keep same budgeted amount as previous
01-2250000-104 - SUNDRY	\$ -	\$ -	\$ -	
01-2250000-141 - CONFERENCE/TRAINING	\$ 2,000.00	\$ 3,800.00	\$ 1,800.00	increase \$3000 Prof Development, increase \$300 for memberships
01-2250000-201 - OFFICE EXPENSES (REMO)	\$ 1,500.00	\$ 1,000.00	-\$ 500.00	reduced by \$500
01-2250000-210 - ADMINISTRATION-INSURANCE	\$ 900.00	\$ 1,300.00	\$ 400.00	increase for basic Amateur Radio and GSAR volunteer insurance
01-2250000-225 - RADIO EQUIPMENT	\$ 500.00	\$ 1,300.00	\$ 800.00	tower inspection is \$1250 each year
01-2250000-226 - OTHER EQUIPMENT	\$ 2,500.00	\$ 2,500.00	\$ -	
01-2250000-230 - TELEPHONE-LOCAL SERVICE	\$ 1,100.00	\$ 1,400.00	\$ 300.00	was under budget last year, reflecting regular service
01-2250000-231 - CELLULAR PHONE (REMO)	\$ 2,700.00	\$ 1,000.00	-\$ 1,700.00	reduced 1700
01-2250000-235 - ADVERTISING-GENERAL	\$ 1,200.00	\$ 1,000.00	-\$ 200.00	reduced 200
01-2250000-236 - ADMINISTRATION-ACCOUNTING	\$ 1,000.00	\$ 1,000.00	\$ -	
01-2250000-239 - TELEPHONE-INTERNET SERVICE	\$ 1,000.00	\$ -	-\$ 1,000.00	eliminated - internet is included in office space
01-2250000-248 - ADMINISTRATION-RENTAL	\$ 1,300.00	\$ 1,300.00	\$ -	
01-2250000-249 - MOCK EXERCISES	\$ 1,000.00	\$ 1,000.00	\$ -	
01-2250000-254 - LICENSE FEES	\$ 800.00	\$ 800.00	\$ -	
01-2250000-272 - WEBSITE		\$ 5,000.00	\$ 5,000.00	reallocated from Narcan - need to have a website and needs updating
01-2250000-299 - CONTINGENCY	\$ 4,000.00	\$ 4,000.00	\$ -	
01-2250000-999 - NARCAN KITS FOR FIRE DEPTS	\$ 5,000.00	\$ -	-\$ 5,000.00	reallocate to website
01-2250001-235 - ADVERTISING-SPECIAL	\$ 2,000.00	\$ 1,000.00	-\$ 1,000.00	reduced by 50%
01-2250001-236 - ADMINISTRATION-CLERICAL	\$ 3,500.00	\$ 3,500.00	\$ -	
01-2250006-295 - GROUND SEARCH & RESCUE GRANT	\$ 10,000.00	\$ 10,000.00	\$ -	
	\$ 106,400.00	\$ 125,000.00		

Cost Sharing	2019-20 Budget			2020/21 Proposed Budget			
	UA 2018/19	share	Contribution	UA 2019/20	share	Contribution	Increase
Town of Bridgewater	671,832,908	12.7%	\$ 13,507.97	675,449,057	12.6%	\$ 15,702.08	\$ 2,194.12
Town of Mahone Bay	131,291,709	2.5%	\$ 2,639.77	132,876,644	2.5%	\$ 3,088.97	\$ 449.20
District of Chester	1,598,816,174	30.2%	\$ 32,146.02	1,626,914,001	30.3%	\$ 37,820.68	\$ 5,674.66
District of Lunenburg	2,625,377,705	49.6%	\$ 52,786.21	2,671,786,349	49.7%	\$ 62,110.70	\$ 9,324.49
Town of Lunenburg	264,597,830	5.0%	\$ 5,320.04	270,039,287	5.0%	\$ 6,277.57	\$ 957.53
Totals	5,291,916,326	100.0%	\$ 106,400.00	5,377,065,338	100%	\$ 125,000.00	\$ 18,600.00



Lunenburg County Regional Emergency Management Organization Comfort Centres

Effective Date: 2020-01-06	Supersedes: All Previous Procedures
Presented to REMO Advisory Council: 2020-01-20	Approved By REMO Advisory Council: ##-##-##

1.0 Definitions

Comfort Centre is a facility that is used for residents who are Sheltering-In-Place and remaining in their homes during an emergency but do not have full services such as electricity, heat, and water. Comfort Centres are intended to provide: a place to go to get warm/cool; light refreshments; charge electronic devices; provide updates; community gathering point; and washroom facilities. To operate as a Comfort Centre, the facility must have a generator.

Comfort Centres do not provide overnight accommodations and will not accept evacuees.

Emergency Shelter is a facility opened at the request of the Lunenburg County Regional Emergency Management Organization in a large-scale emergency and is operated by the Canadian Red Cross, under the direction of Department of Community Services. An Emergency Shelter includes providing personal services, accommodation and can include psycho-social services. To operate as an emergency shelter, the facility must have: a generator; running water available during power outages; kitchen facility; showers; and a large space for cots to be set up.

2.0 Scope

The Risk Analysis (2015) for Lunenburg County reveals the highest risks (probability and impact) are weather-related incidents. A secondary risk associated with such incidents is power outages.

Historical evidence and predictive science suggest weather related events are likely to occur with increasing frequency. Risk tolerance within Lunenburg County to weather-related events is decreased significantly when the impacts include power outages. Efforts to increase individual and community preparedness by having a 72-hour personal preparedness kit for families and pets may increase risk tolerance.

Municipalities within the REMO receive their power supply, delivery or restoration from a variety of sources. Supply is managed by Nova Scotia Power (NSP), a private corporation. Nova Scotia Power, the Town of Lunenburg, the Town of Mahone Bay, and Riverport Electric operate electrical utilities to deliver power to residents and businesses. Restoration is facilitated by Nova Scotia Power and the Town of Mahone Bay, and Riverport Electric.

3.0 Becoming and Opening a Comfort Centre

A Comfort Centre will be at a community gather point such as community centre, fire hall, school, or church.

During differing types and phases of an emergency incident, Lunenburg County may need both Comfort Centres and Emergency Shelters.

Depending on the severity of the emergency and its impact on the telephone and cellular systems, it may be necessary to assign Amateur Radio operators to provide communications with the Lunenburg County Emergency Coordination Centre. Deployment of Amateur Radio operators can be requested through Lunenburg County REMO. Space requirements are to ensure that the Amateur Radio operators have a private room or area for their equipment, with electrical power and easy access to the outside for antenna cables (e.g.: a window that can be opened).

To become a recognized Comfort Centre in Lunenburg County:

- A facility or group can express their interest to the Lunenburg County REMO.
- A designate will visit the facility to complete a Facility Profile of the facility as well as obtain three contacts for the facility.
- Staffing, resources, and liabilities will be the responsibility of the Comfort Centre.
- A Memorandum of Understanding will be completed for the group or facility operating a Comfort Centre.
- The Comfort Centre will be entered into a database and shared on the REMO website for residents to learn where their nearest facility is. Residents can then add the locations into their personal preparedness kit.

3.1 Procedure for Opening a Comfort Centre

Comfort Centres may provide different services depending on resources available. However, comfort centres are intended to provide:

- A place to get warm;
 - Electronic device charging capabilities;
 - Washroom facilities;
 - Light refreshments;
 - Check on each other, and share information; and
 - Updates on weather and power resumption.
- i. Comfort Centres are not overnight shelters.
 - ii. Following the international standard for emergency preparedness, it is recommended residents prepare personal preparedness kits for their family and pets to Shelter in Place for up to 72 hours. It is further recommended Comfort Centres open after 72 hours have passed. In extenuating circumstances, there may be a need to open a Comfort Centre prior to 72 hours.
 - iii. The decision to open a Comfort Centre can be made by the community group responsible for the centre.
 - iv. In the event of a localized emergency, Lunenburg County REMO may ask a Comfort Centre to open for a period of time, to assist the local residents.
 - v. Comfort Centres are to be staffed by volunteers from within the community as prearranged by the community group responsible for the Comfort Centre.
 - vi. Once the decision has been made to open a Comfort Centre, the Comfort Centre contacts REMO by calling (902) 930-1085 or emailing info@emergencymeasures.ca with its opening and closing times, and information will be shared with residents, NS EMO, media, etc.
 - vii. Comfort Centres are not intended for overnight shelter. If, during the daytime operations, the Comfort Centre volunteers identify a requirement for overnight shelter, requests shall be made to REMO, at which time arrangements will be made to provide overnight shelter. REMO can be contacted by calling (902) 930-1085 or emailing info@emergencymeasures.ca.
 - viii. The decision to deactivate a Comfort Centre can be made by the community group responsible for the Comfort Centre, in consultation with REMO. Once the decision is made to deactivate a comfort centre, the Comfort Centre contacts REMO by calling (902) 930-1085 or emailing info@emergencymeasures.ca and the information will be shared with residents, NS EMO, media, etc.

4.0 Communications

Lunenburg County REMO may track community Comfort Centre facilities as part of situational awareness during emergency events in order to notify residents and Councillors of the situation. REMO will maintain lists of approved facilities for reporting purposes to NS EMO, media, 211, Nova Scotia Power or other Emergency Support Partners. Comfort Centres are required to report their opening and closing times and services to REMO by calling (902) 930-1085 or emailing info@emergencymeasures.ca.

Dan McDougall, CAO
Municipality of the District of Chester

Date: _____

Alex Dumaresq, Deputy CAO
Municipality of the District of Lunenburg

Date: _____

Tammy Crowder, CAO
Town of Bridgewater

Date: _____

Bea Renton, CAO
Town of Lunenburg

Date: _____

Dylan Heide, CAO
Town of Mahone Bay

Date: _____

**Memorandum of Understanding
Use of Facilities as a Comfort Centre during an Emergency**

Between

**[Name of Facility]
Herein referred to as the “Facility Owner”**

And

**Lunenburg County Regional Emergency Management Organization
Herein referred to as “Lunenburg County REMO”**

The Facility Owner desires to enter into an agreement with Lunenburg County REMO to provide its facility as a Comfort Centre during a loss of infrastructure caused by severe weather, an emergency event, or a declared State of Local Emergency.

This Memorandum of Understanding (MOU) does not limit the xxxx {Fire Hall or Community Centre or Church Group} from activating their facility as a Comfort Centre on their own initiative. If such an activation takes place, the Facility Owner agrees to inform Lunenburg County REMO of the Comfort Centre activation.

DEFINITIONS:

Comfort Centre is a facility that is used for residents who are Sheltering-In-Place and remaining in their homes during an emergency but do not have full services such as electricity, heat, and water. Comfort Centres are intended to provide: a place to go to get warm/cool; light refreshments; charge electronic devices; provide updates; community gathering point; and washroom facilities. To operate as a Comfort Centre, the facility must have a generator.

Comfort Centres do not provide overnight accommodations and will not accept evacuees.

Emergency Shelter is a facility opened at the request of the Lunenburg County Regional Emergency Management Organization in a large-scale emergency and is operated by the Canadian Red Cross, under the direction of Department of Community Services. An Emergency Shelter includes providing personal services, accommodation and can include psycho-social services. To operate as an emergency shelter, the facility must have: a generator; running water available during power outages; kitchen facility; showers; and a large space for cots to be set up.

AGREEMENT:

1. The parties agree when this facility is opened as a Comfort Centre, the facility’s volunteers are responsible for the care and upkeep of the facility. The attached Guidelines provide guidance as to the offerings of a Comfort Centre.

2. Following the international standard for emergency preparedness, it is recommended residents prepare personal preparedness kits for their family and pets to Shelter in Place for up to 72 hours. It is further recommended Comfort Centres open after 72 hours have passed. In extenuating circumstances, there may be a need to open a Comfort Centre prior to 72 hours.
3. The parties further agree this facility will not be used as an overnight Emergency Shelter. If an overnight Emergency Shelter is required, the request will be made to the Lunenburg County REMO for consultation with NS EMO, Department of Community Services, and the Canadian Red Cross.
4. Lunenburg County REMO shall advertise the location of Comfort Centres for use by any resident or persons in need without regard to their place of residence. Advertising can only be completed once opening time and closing time are provided to Lunenburg REMO.
5. Any facility on a well shall meet safe drinking water guidelines at the time of opening to the public. To ensure safe water quality, the Facility Owner shall submit test samples of its water supply annually to a health authority for clearance as a safe source of potable water.
6. Any facility offering food shall be made in a commercial kitchen using safe food handling practices, or only offer pre-packaged food.
7. Any facility dependent on a septic system shall ensure the system is fully operational, able to meet the capacity needs of the facility for extended periods.

WITNESS WHEREOF: This Memorandum of Understanding executed by Lunenburg County REMO and Facility Owner, made this:

_____ day of _____, 20__.

Witness

Lunenburg County REMO
Representative:

Witness

Facility Owner:
Representative:

COMFORT CENTRE FACILITY GUIDELINES

The priority is to ensure the safety and comfort of people using the Comfort Centre. Steps to become an approved Comfort Centre and be posted on the REMO website for residents:

- A facility expresses interest to the Lunenburg County REMO.
- A Facility Profile, including three contacts, is completed (reviewed annually).
- A Memorandum of Understanding is signed by the Facility Owner and REMO.
- The Comfort Centre determines its opening and closing times and relays the information to REMO by calling (902) 930-1085 or emailing info@emergencymeasures.ca for advertising to residents and sharing with media.

The following criteria for comfort centres locations should be considered.

- Following the international standard for emergency preparedness, it is recommended residents prepare personal preparedness kits for their family and pets to Shelter in Place for up to 72 hours. It is further recommended Comfort Centres open after 72 hours have passed. In extenuating circumstances, there may be a need to open a Comfort Centre prior to 72 hours.
- There is a generator on site for alternate power.
- Physical location is safe and is in a central location, with adequate parking, away from potential hazards.
- The Centre is not opened when RCMP or Transportation Authority is requesting residents stay off the roads.
- Building and grounds are barrier-free and wheelchair accessible.
- Any facility on a well shall meet safe drinking water guidelines at the time of opening to the public. To ensure safe water quality, the Facility Owner shall submit test samples of its water supply annually to a health authority for clearance as a safe source of potable water.
- Food, if any is provided, is made in a commercial kitchen using safe food handling practices or offer only pre-packaged food.
- The building has heating and where possible, air conditioning.
- There are adequate power outlets to allow visitors to charge devices.
- A first aid kit and an Automated External Defibrillator (AED) are on site.
- There is enough available seating for the number of expected visitors, as well as facility personnel.
- There is adequate space outside the property in the event of telecommunication outages for a portable communications hub (provided by the Province, if available). Requests to be made to REMO if required.
- Adequate staff/volunteers are available for at least the first 24 hours.
- The Comfort Centre determines its opening and closing times and relays the information to REMO by calling (902) 930-1085 or emailing info@emergencymeasures.ca for advertising to residents and sharing with media.

Comfort Centre Facility Profile

General Information		
Name of Facility		Civic Address of Facility
Municipality		Mailing Address of Facility
Contact Person 1	Daytime Phone	Email
Contact Person 2	Phone	Email
Contact Person 3	Phone	Email
After Hours Procedure to Open Facility		
Type of Facility:		Capacity of Facility
Comfort Centre <i>(no overnight accommodations)</i> Emergency Shelter		Comfort Centre Emergency Shelter
Services that could be offered at a Comfort Centre:		
<input type="checkbox"/> A place to get warm/cool <input type="checkbox"/> Charge electronic devices <input type="checkbox"/> Washroom facilities <input type="checkbox"/> Share information/updates <input type="checkbox"/> Other: <input type="checkbox"/> Light refreshments <input type="checkbox"/> Tea/coffee <input type="checkbox"/> Potable or Bottled Water <input type="checkbox"/> Pre-packaged food <input type="checkbox"/> Prepared food		
Location of Emergency First Aid Kit?		Location of Automated External Defibrillator (AED)?

Physical Information			
Wheelchair Accessible		Washrooms Accessible	Elevators, chair lift, etc.?
Yes	No	Yes	No
Number of Washrooms?		Number of Showers?	
Male _____	Female _____	Unisex _____	Male _____
Physical Dimensions, Approx. Square Footage		Is there a room for comfort of animals (pets)?	
		Yes	No
Water Source		If Well	Date Well Last Tested
Municipal	Well (GPM) _____	Potable	Non-Potable
Wastewater		Is the facility alarmed?	Is there an Emergency Evacuation Plan?
Municipal Sewer	Septic		Yes
			No

Kitchen Facilities							
Number of Fridges?		Number of Freezers?		Number of Stoves?		Number of BBQs?	
Gas	Electric	Gas	Electric	Gas	Electric	Gas	Electric
# of Tables			# of Chairs			Number of Sinks?	
Overall Kitchen Rating					Date of Health Inspection?		
Less than Residential		Residential		More than Residential			
Other Information Regarding the Kitchen							

Electrical					
Type/size of electrical panel (amp)			Number of 110V outlets		Circuit Breakers or Fuses?
200	400	600			Yes No
Generator	Type			Generator Testing	
Yes	Fixed	Manual Transfer Switch		Frequency:	
No	Portable	Automatic Transfer Switch		Last Tested:	
Capacity				Make, Model, Size:	
Full Building		Limited			
List the areas served including elevators, and lifts, rooms, etc.					

Miscellaneous						
Primary Heating Source		Electric	Propane	Natural Gas	Oil	Other
Times the Comfort Centre may be open if required during a long term power outage				Any Hazardous Materials stored onsite (propane, glycol, etc.). If yes, explain.		
Are there any volunteers available and ready to assist should the Comfort Centre be required on short notice?				How do the volunteers get mobilized for the Comfort Centre?		
Yes		No				
Date Completed				Completed by (please print)		
Notes and special features or anything else related to the facility.						

Comfort Centre Response Plan Activation Checklist

Before opening:

- Advise REMO the Centre's opening and closing times by calling (902) 930-1085 or emailing info@emergencymeasures.ca so info can be shared with media and residents.
- Volunteers to report to the location at least one hour before it is scheduled to open.
- Turn on the heat/air conditioning and other necessary equipment.
- Set up chairs and post signage, if required.
- Prepare any refreshments (tea, coffee, etc.) that will be offered.
- Check the washrooms to ensure they are clean and have an adequate supply of soap, toilet paper, and paper towels.

After opening:

- Advise the Regional Emergency Management Organization that the centre is open by calling (902) 930-1085 or emailing info@emergencymeasures.ca.
- Re-stock supplies as required.
- Post closing times in a visible location for residents.
- Support the Comfort Centre Manager in providing reports to REMO.
- Advise Manager if you need to leave so your position can be filled.
- Advise the Manager of any security concerns.

Daily closing:

- Advise visitors that the centre will be closing at least 15 minutes in advance.
- Once the doors are closed and locked, check the facilities, clean them and replenish supplies as required.
- Ensure all equipment has been turned off or unplugged and that the heat/air conditioning is set to the appropriate level for overnight.
- If possible, leave together and be mindful of personal safety when returning to your vehicle or home.

Deactivation:

- The Manager will lead the deactivation process, supported by volunteers.
- Check the facilities, clean and replenish supplies as required.
- Clean up as required and place garbage, compost, and recycling in the appropriate places.
- Ensure all equipment has been turned off or unplugged and that the heat/air conditioning is re-set to the appropriate level.
- The Manager will host a debrief and all volunteers should participate in an after-action report.
- Tell your Manager if you need Critical Incident Stress Management.

ACTIVATION TRIGGERS

Following the international standard for emergency preparedness, it is recommended residents prepare personal preparedness kits for their family and pets to Shelter in Place for up to 72 hours. It is further recommended Comfort Centres open after 72 hours have passed. In extenuating circumstances, there may be a need to open a Comfort Centre prior to 72 hours.

Lunenburg County Regional Emergency Management Organization Emergency Shelters

Effective Date: 2020-01-06	Supersedes: All Previous Procedures
Presented to REMO Advisory Council: 2020-01-20	Approved By REMO Advisory Council: ##-##-##

1.0 Definitions

Comfort Centre is a facility that is used for residents who are Sheltering-In-Place and remaining in their homes during an emergency but do not have full services such as electricity, heat, and water. Comfort Centres are intended to provide: a place to go to get warm/cool; light refreshments; charge electronic devices; provide updates; community gathering point; and washroom facilities. To operate as a Comfort Centre, the facility must have a generator.

Comfort Centres do not provide overnight accommodations and will not accept evacuees.

Emergency Shelter is a facility opened at the request of the Lunenburg County Regional Emergency Management Organization in a large-scale emergency and is operated by the Canadian Red Cross, under the direction of Department of Community Services. An Emergency Shelter includes providing personal services, accommodation and can include psycho-social services. To operate as an emergency shelter, the facility must have: a generator; running water available during power outages; kitchen facility; showers; and a large space for cots to be set up.

2.0 Scope

The Risk Analysis (2015) for Lunenburg County reveals the highest risks (probability and impact) are weather-related incidents. A secondary risk associated with such incidents is power outages.

Historical evidence and predictive science suggest weather related events are likely to occur with increasing frequency. Risk tolerance within Lunenburg County to weather-related events is decreased significantly when the impacts include power outages. Efforts to increase individual and community preparedness by having a 72-hour personal preparedness kit for families and pets may increase risk tolerance.

Municipalities within the REMO receive their power supply, delivery or restoration from a variety of sources. Supply is managed by Nova Scotia Power (NSP), a private corporation. Nova Scotia Power, the Town of Lunenburg, the Town of Mahone Bay, and Riverport Electric operate electrical utilities to deliver power to residents and businesses. Restoration is facilitated by Nova Scotia Power and the Town of Mahone Bay, and Riverport Electric.

3.0 Becoming and Opening an Emergency Shelter

A Emergency Shelter will be at a community gather point such as community centre, fire hall, school, or church.

During differing types and phases of an emergency incident, Lunenburg County may need both Comfort Centres and Emergency Shelters.

Depending on the severity of the emergency and its impact on the telephone and cellular systems, it may be necessary to assign Amateur Radio operators to provide communications with the Lunenburg County Emergency Coordination Centre. Deployment of Amateur Radio operators can be requested through Lunenburg County REMO. Space requirements are to ensure that the Amateur Radio operators have a private room or area for their equipment, with electrical power and easy access to the outside for antenna cables (e.g.: a window that can be opened).

To become a recognized Emergency Shelter in Lunenburg County:

- A facility or group can express their interest to the Lunenburg County REMO.
- A designate will visit the facility to complete a Facility Profile of the facility as well as obtain three contacts for the facility.
- Staffing, resources, and liabilities will be the responsibility of the Emergency Shelter.
- A Memorandum of Understanding will be completed for the group or facility operating an Emergency Shelter.
- The Emergency Shelter will be entered into a database and shared on the REMO website for residents to learn where their nearest facility is. Residents can then add the locations into their personal preparedness kit.

3.1 Procedure for Opening an Emergency Shelter

- i. The decision to open an Emergency Shelter is made by the Lunenburg County REMO through consultation with emergency service partners and first responders. In most cases, an Emergency Shelter is opened when evacuation of a large number of residents is required or anticipated.
- ii. Once the decision to open an Emergency Shelter has been made, REMO advises its need for an Emergency Shelter to NS EMO who in turns contacts the Department of Community Services. The Canadian Red Cross initiates their response protocols for the setup and operation of the Emergency Shelter.
- iii. Lunenburg County REMO will notify residents and media sources of the Emergency Shelter.

- iv. The decision to deactivate the Emergency Shelter will be made by the Lunenburg County REMO in consultation with the Canadian Red Cross and other emergency service partners and first responders.
- v. Once the decision is made to deactivate an Emergency Shelter, REMO will share the information with residents, NS EMO, media, etc.

4.0 Communications

Lunenburg County REMO may track community Emergency Shelter facilities as part of situational awareness during emergency events in order to notify residents and Councillors of the situation. REMO will maintain lists of approved facilities for reporting purposes to NS EMO, media, 211, Nova Scotia Power or other Emergency Support Partners. The Emergency Shelter is required to report their opening and closing times and services to REMO if it changes from the requested times, by calling (902) 930-1085 or emailing info@emergencymeasures.ca.

 Dan McDougall, CAO
 Municipality of the District of Chester

Date: _____

 Alex Dumaresq, Deputy CAO
 Municipality of the District of Lunenburg

Date: _____

 Tammy Crowder, CAO
 Town of Bridgewater

Date: _____

 Bea Renton, CAO
 Town of Lunenburg

Date: _____

 Dylan Heide, CAO
 Town of Mahone Bay

Date: _____

**Memorandum of Understanding
Use of Facilities as an Emergency Shelter during an Emergency**

Between

**[Name of Facility]
Herein referred to as the "Facility Owner"**

And

**Lunenburg County Regional Emergency Management Organization
Herein referred to as "Lunenburg County REMO"**

The Facility Owner desires to enter into an agreement with Lunenburg County REMO to provide its facility as an Emergency Shelter during a loss of infrastructure caused by severe weather, an emergency event, or a declared State of Local Emergency.

This Memorandum of Understanding (MOU) limits the xxxx {Fire Hall or Community Centre or Church Group} from activating their facility as an Emergency Shelter on their own initiative. If such an activation takes place, the Facility Owner agrees to inform Lunenburg County REMO of the Emergency Shelter activation.

DEFINITIONS:

Comfort Centre is a facility that is used for residents who are Sheltering-In-Place and remaining in their homes during an emergency but do not have full services such as electricity, heat, and water. Comfort Centres are intended to provide: a place to go to get warm/cool; light refreshments; charge electronic devices; provide updates; community gathering point; and washroom facilities. To operate as a Comfort Centre, the facility must have a generator.

Comfort Centres do not provide overnight accommodations and will not accept evacuees.

Emergency Shelter is a facility opened at the request of the Lunenburg County Regional Emergency Management Organization in a large-scale emergency and is operated by the Canadian Red Cross, under the direction of Department of Community Services. An Emergency Shelter includes providing personal services, accommodation and can include psycho-social services. To operate as an emergency shelter, the facility must have: a generator; running water available during power outages; kitchen facility; showers; and a large space for cots to be set up.

AGREEMENT:

1. The parties agree when this facility is opened as an Emergency Shelter, the facility's volunteers are responsible for the care and upkeep of the facility. The attached Guidelines provide guidance as to the offerings of an Emergency Shelter.
2. Following the international standard for emergency preparedness, it is recommended residents prepare personal preparedness kits for their family and pets to Shelter in Place for up to 72 hours. It is further recommended Emergency Shelters open after 72 hours have passed. In extenuating circumstances, there may be a need to open a Comfort Centre prior to 72 hours.
3. The parties further agree this facility will be used as an overnight Emergency Shelter. If an overnight Emergency Shelter is required, the request will be made to the Lunenburg County REMO for consultation with NS EMO, Department of Community Services, and the Canadian Red Cross. As an Emergency Shelter, the above-mentioned agencies staff the shelter and provide for the needs of persons evacuated to the Shelter, including food, blankets, cots, personal care items, and registration. The facility shall operate without interruption until notified by Lunenburg County REMO to terminate activities.
4. Lunenburg County REMO shall advertise the location of Emergency Shelters for use by any resident or persons in need without regard to their place of residence. Advertising can only be completed once opening time and closing time are provided to Lunenburg REMO.
5. Any facility on a well shall meet safe drinking water guidelines at the time of opening to the public. To ensure safe water quality, the Facility Owner shall submit test samples of its water supply annually to a health authority for clearance as a safe source of potable water.
6. Any facility offering food shall be made in a commercial kitchen using safe food handling practices, or only offer pre-packaged food.
7. Any facility dependent on a septic system shall ensure the system is fully operational, able to meet the capacity needs of the facility for extended periods.

WITNESS WHEREOF: This Memorandum of Understanding executed by Lunenburg County REMO and Facility Owner, made this:

_____ day of _____, 20____.

Witness

Lunenburg County REMO
Representative:

Witness

Facility Owner:
Representative:

EMERGENCY SHELTER FACILITY GUIDELINES

The priority is to ensure the safety and comfort of people using the Emergency Shelter. Steps to become an approved Emergency Shelter and be posted on the REMO website for residents:

- A facility expresses interest to the Lunenburg County REMO.
- A Facility Profile, including three contacts, is completed (reviewed annually).
- A Memorandum of Understanding is signed by the Facility Owner and REMO.
- The Emergency Shelter will be contacted by a representative of REMO to determine the opening and closing times for advertising to residents and sharing with media.

The following criteria for Emergency Shelter locations should be considered.

- Following the international standard for emergency preparedness, it is recommended residents prepare personal preparedness kits for their family and pets to Shelter in Place for up to 72 hours. It is further recommended Emergency Shelters open after 72 hours have passed. In extenuating circumstances, there may be a need to open a Comfort Centre prior to 72 hours.
- There is a generator on site for alternate power.
- Physical location is safe and is in a central location, with adequate parking, away from potential hazards.
- The Centre is not opened when RCMP or Transportation Authority is requesting residents stay off the roads.
- Building and grounds are barrier-free and wheelchair accessible.
- Any facility on a well shall meet safe drinking water guidelines at the time of opening to the public. To ensure safe water quality, the Facility Owner shall submit test samples of its water supply annually to a health authority for clearance as a safe source of potable water.
- Food, if any is provided, is made in a commercial kitchen using safe food handling practices or offer only pre-packaged food.
- The building has heating and where possible, air conditioning.
- There are adequate power outlets to allow visitors to charge devices.
- A first aid kit and an Automated External Defibrillator (AED) are on site.
- There is enough available seating for the number of expected visitors, as well as facility personnel.
- There is adequate space outside the property in the event of telecommunication outages for a portable communications hub (provided by the Province, if available). Requests to be made to REMO if required.
- Adequate staff/volunteers are available for at least the first 24 hours.
- The Comfort Centre determines its opening and closing times and relays the information to REMO by calling (902) 930-1085 or emailing info@emergencymeasures.ca for advertising to residents and sharing with media.

Emergency Shelter Facility Profile

General Information		
Name of Facility		Civic Address of Facility
Municipality		Mailing Address of Facility
Contact Person 1	Daytime Phone	Email
Contact Person 2	Phone	Email
Contact Person 3	Phone	Email
After Hours Procedure to Open Facility		
Type of Facility:		Capacity of Facility
Comfort Centre (<i>no overnight accommodations</i>)		Comfort Centre
Emergency Shelter		Emergency Shelter
Services that could be offered at a Comfort Centre:		
<input type="checkbox"/> A place to get warm/cool <input type="checkbox"/> Light refreshments <input type="checkbox"/> Charge electronic devices <input type="checkbox"/> Tea/coffee <input type="checkbox"/> Washroom facilities <input type="checkbox"/> Potable or Bottled Water <input type="checkbox"/> Share information/updates <input type="checkbox"/> Pre-packaged food <input type="checkbox"/> Other: <input type="checkbox"/> Prepared food		
Location of Emergency First Aid Kit?		Location of Automated External Defibrillator (AED)?

Physical Information				
Wheelchair Accessible		Washrooms Accessible	Elevators, chair lift, etc.?	
Yes	No	Yes	No	
Number of Washrooms?		Number of Showers?		
Male _____	Female _____	Unisex _____		
Physical Dimensions, Approx. Square Footage		Is there a room for comfort of animals (pets)?		
		Yes	No	
Water Source		If Well	Date Well Last Tested	
Municipal	Well (GPM) _____	Potable	Non-Potable	
Wastewater		Is the facility alarmed?	Is there an Emergency Evacuation Plan?	
Municipal Sewer	Septic		Yes	No

Kitchen Facilities							
Number of Fridges?		Number of Freezers?		Number of Stoves?		Number of BBQs?	
Gas	Electric	Gas	Electric	Gas	Electric	Gas	Electric
# of Tables			# of Chairs			Number of Sinks?	
Overall Kitchen Rating					Date of Health Inspection?		
Less than Residential		Residential		More than Residential			
Other Information Regarding the Kitchen							

Electrical					
Type/size of electrical panel (amp)			Number of 110V outlets		Circuit Breakers or Fuses?
200	400	600			Yes No
Generator	Type			Generator Testing	
Yes	Fixed	Manual Transfer Switch		Frequency:	
No	Portable	Automatic Transfer Switch		Last Tested:	
Capacity				Make, Model, Size:	
Full Building		Limited			
List the areas served including elevators, and lifts, rooms, etc.					

Miscellaneous						
Primary Heating Source		Electric	Propane	Natural Gas	Oil	Other
Times the Comfort Centre may be open if required during a long-term power outage				Any Hazardous Materials stored onsite (propane, glycol, etc.). If yes, explain.		
Are there any volunteers available and ready to assist should the Comfort Centre be required on short notice?				How do the volunteers get mobilized for the Comfort Centre?		
Yes		No				
Date Completed				Completed by (please print)		
Notes and special features or anything else related to the facility.						

Emergency Shelter Response Plan Activation Checklist

Before opening:

- Discuss the need for an Emergency Shelter with REMO to determine if a shelter is required by calling (902) 930-1085 or emailing info@emergencymeasures.ca.
- REMO will contact Red Cross for availability to service the shelter.
- REMO and the Facility Owner will agree on opening and closing times so info can be shared with media and residents.
- Volunteers to report to the location at least one hour before it is scheduled to open.
- Turn on the heat/air conditioning and other necessary equipment.
- Prepare any refreshments (tea, coffee, etc.) that will be offered.
- Check the washrooms to ensure they are clean and have an adequate supply of soap, toilet paper, and paper towels.

After opening:

- Department of Community Services and the Canadian Red Cross will come in to activate the Emergency Shelter. Generally, the Red Cross Shelter Manager will liaise with the Emergency Shelter for facility related issues and with a REMO representative for Emergency Management or community related issues.
- If you are unsure of a request made to the emergency shelter facility, please contact REMO by calling (902) 930-1085 or emailing info@emergencymeasures.ca.

Deactivation:

- The Shelter Manager will lead the deactivation process, supported by volunteers.
- Check the facilities, clean and replenish supplies as required.
- Clean up as required and place garbage, compost, and recycling in the appropriate places.
- Ensure all equipment has been turned off or unplugged and that the heat/air conditioning is re-set to the appropriate level.
- The Manager will host a debrief and all volunteers should participate in an after-action report.
- Tell your Manager if you need Critical Incident Stress Management.

ACTIVATION TRIGGERS

Following the international standard for emergency preparedness, it is recommended residents prepare personal preparedness kits for their family and pets to Shelter in Place for up to 72 hours. It is further recommended Comfort Centres open after 72 hours have passed. In extenuating circumstances, there may be a need to open a Comfort Centre prior to 72 hours.



Council

Item: #10.3.1 & 10.3.2

Date: February 11, 2020

Authorization: T. MacEwan

Municipality of the District of Lunenburg

210 Aberdeen Road Bridgewater Nova Scotia Canada B4V 4G8
Phone: 902-543-8181 / Fax: 902-543-7123 / Web Site: www.modl.ca

February 4, 2020

To Mayor Bolivar-Getson and
Municipal Councillors

Dear Council:

The Nominating Committee, in session on February 4, 2020, made the following recommendations to Council:

1. that Municipal Council approve the nomination of Sandra Statton as the Municipality of the District of Lunenburg's representative on the Board of the Western Regional Housing Authority for a three-year term and submits her name to the Province for consideration of the appointment.
2. that Municipal Council recognize Peter Simpson of Dayspring as the Provincial Volunteer Representative for the Municipality of the District of Lunenburg who would attend the Provincial Volunteer Ceremony in Halifax on April 27, 2020.

Respectfully submitted,

Chairman and Members
Nominating Committee



Municipality of the District of Lunenburg

210 Aberdeen Road Bridgewater Nova Scotia Canada B4V 4G8
Phone: 902-543-8181 / Fax: 902-543-7123 / Web Site: www.modl.ca

February 5, 2020

To Mayor Bolivar-Getson and
Municipal Councillors

Dear Council:

The Nominating Committee, in session on January 28, 2020, made the following recommendations to Council:

1. that Municipal Council approve the reappointment of Rick Hebb and Ernie Whynot to the Miller Point Peace Park Advisory Committee for a three-year term.
2. that Municipal Council approve the reappointment of Garth Bangay to the Sherbrooke Lake Stewardship Committee for a three-year term.

Respectfully submitted,

Chairman and Members
Nominating Committee

Municipal Joint Services Board

131 North St, PO Box 209, Bridgewater, NS B4V 2W8
Phone: (902) 543-2991 Fax: (902) 543-7960

Council
Item: #11.1.1
Date: February 11, 2020
Authorization: T. MacEwan

*A Joint
Services
Board*

MEMORANDUM

TO: Tom MacEwan, CAO
Dylan Heide, CAO
Tammy Crowder, CAO

FROM: Siew Secord, COO

DATE: January 23, 2020

SUBJECT: Safety and Procurement Shared Service Proposal

At the January 22, 2020 meeting of the Municipal Joint Services Board, the Board approved to forward the Safety and Procurement Shared Services proposal to all three partners' councils in order to proceed toward the 2020-21 budget preparation.

Attached is a copy of the proposal as discussed in the meeting. The proposal is based on a full costing model which includes overhead allocation for the cost administration currently borne by Solid Waste division. That is, the overhead is an internal transfer to account for all accounting, payroll, audit etc. performed by Admin and Finance. Therefore, these costs will be used to offset by Solid Waste Shared Service.

Please do not hesitate to contact me if you have any questions. I will be available to attend your council meeting if required.

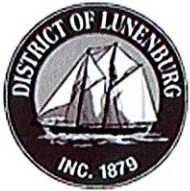
Thank you for your attention to this matter.



Siew Secord, COO

enclosed

SS/tf



Municipal Joint Services Board

131 North St, PO Box 209, Bridgewater, NS B4V 1B0
Phone: (902)543-2991 Fax: (902)543-7960

A Joint Services Board



17

Report to: Members of the MJSB
Submitted by: Siew Secord, Chief Operating Officer
Date: November 25, 2019
Subject: New Shared Services Potential: Procurement and Safety Officer

Decision [] **Direction** [X] **Information** []

Background

The Shared Services Committee met on April 10, 2019. Three potential projects were brought forward for discussion as followed:

- Procurement
- Safety Officer(s)
- Recreation Asset Study

Subsequent to the meeting of May 22, 2019, the Town of Bridgewater and the Municipality of the District of Lunenburg councils expressed (In camera) their support in consideration of the Procurement and Safety Officer shared services to be provided by the Board.

Discussion:

In the next stage of the proposed new Shared Services consideration is noted on the Section 4 of the MJSB agreement. The Board will provide a proposal to partners to review and consider. This includes benefits to be achieved through this shared service initiative the estimate cost to the partners.

Procurement

Currently, all partners do not have qualified procurement staff to assist with complex Request for Proposal/Interest/Quote processed. The complexity of the Procurement Act and the Trade Agreements for municipalities required a qualified and trained procurement specialist to ensure units fully in compliance with procurement processes as well as assist in risk mitigation.

A qualified and trained procurement specialist not only provide a high level of procurement services, S/he will assist in contract negotiation, policy and guideline development as well as identifies opportunity for collaboration purchasing. A well-qualified and experienced procurement officer will enhance the purchasing power by aligning timing of public call; full understanding of the season fluctuation and competition and market conditions. This understanding is important to the outcome of the public tendering process.

Similar to the current shared services model such as Solid Waste Management and Human Resource Shared Services, the procurement specialist will provide services to partners in accordance with their Procurement Policy. Similarly, the procurement Services will not be limited to partners of the MJSB only. This shared service can be utilized similar to the recent Request for proposal for the collection contract; other neighbouring municipalities are part cost saving joint effort.

The proposed Procurement Shared Services will form part of the current MJSB agreement; A schedule #4 will be created and attached to the MJSB agreement.



24



36

38

Safety Officer(s)

Safety Officer designs and promotes workplace safety strategies and to assist all level of management on the interpretation, implementation and administration of the Health and Safety Legislation, policy, and other related standards and practices. Serve as a consultant to the Occupational Health and Safety Committees, s/he provides research, advice and guidance to all level of management:

- development and implementation of an effective Occupational Health and Safety policy.
- To assist in designing of health and safety programs to eliminate high risk exposure accidents.
- To conduct workplace risk assessments and to design an internal safety audit program focusing on safe work practices.
- Investigates workplace accidents, develop guidelines and safe working practices aimed at reducing number workplace incidents and to ensure employers are in compliance with Standard Labour Code.
- To ensure workplace safety standard as well as act as the authority to suspend activities that pose the unreasonable risk to employees
- work closely with the organization Joint Occupational Health and Safety Committee (JOHSC) and ensure proper training and orientation for members of the JOHSC
- Provision and coordinate of JOHSC education and training to all level of employees.
- Ensure units are compliance with the requirements OHS standards or the *Occupational Health and Safety Act* as impose by Department of Labour.
- Conduct workplace or site assessments; liaise with government agencies, first responders for any emergency readiness.
- Ensure all fire suppression systems, advanced medical aid and supplies are up to date
- Maintain database for safety statistics, employee certifications.

Similarly, the Safety Officer shared services model will be comparable to that of Procurement Shared Services. The safety officer will provide services to partners and non-partners such as Municipality of the District of Chester and Town of Lunenburg. Given every facilities and municipalities are subject to OHS standards or the *Occupational Health and Safety Act* as impose by Department of Labour.

The proposed Safety Officer Shared Services will form part of the current MJSB agreement; A schedule #5 will be created and attached to the MJSB agreement.

Appendix A - Analysis of the Service Delivery Models Appendix B – Financial Analysis

Appendix A Service Delivery Model Analysis

	Procurement and Safety Officer Shared Services
<p>a. Provision of Service by MJSB</p>	<p>MJSB Governance Structure already in place. Board has control over the outcomes of the services provided by MJSB</p> <p>Admin function can support added initiatives with minimal added costs</p> <p>Current structure works and has proven cost savings to all partners units</p> <p>Joint effort in provision of Specialized services with ability to make independent decision by each unit</p> <p>Cost effectiveness – shared cost and shared revenue (e.g. collection contract, insurance RFP)</p> <p>Partners are in control of the shared services budget and service level. Full on-going input from partners and customers</p>
<p>b. Joint contracting with a 3rd party provider</p>	<p>Like all contracted services, partners have minimum control over the services level; or negotiation of the service level can be complex and difficult to define.</p> <p>May not get what you paid for in term of service delivery.</p> <p>Off-site services are not practical to meet complexity of the local government services</p> <p>Cost effectiveness – unknown at this time</p> <p>Demand vs Supply – Available suppliers for these services is unknown - larger municipality (i.e. HRM) or Province. This is a specialized service for local Government entities. Procurement consultants are not familiar with public service body public requirements/policy/Procurement Act, etc.</p>

<p>c. Provision of Service by one of the partners</p>	<p>Unable to analyze cost effectiveness on behalf of the partners without a thorough review. At minimum, cost identified in the Appendix B will be incurred by the supplier Municipality – most lightly to be more due to differences in salary/benefits.</p> <p>Contracting municipality will full access and control to the appointed staff on-site</p> <p>Unlike an independent body such as MJSB, a purchased service from one partner does not provide control and transparency to the receiving partners. Receiving partners often are not party to underlying decisions made including staffing, compensation and workload of the shared services staff</p> <p>Assuming the supplier partners are open to cost sharing, thus, cost savings, it can work similar to option (a) but often work as a purchase service, therefore, cost saving is limited to purchase partners. i.e. Shelburne vs Queen</p> <p>This option is frequently used by some rural municipalities and can be successfully implemented as long as there is a well-executed agreement among the parties.</p>
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Appendix B Proposed Operating Budget

	Procurement	Safety	
Revenue*			
Fees - TOB	47,074	22,324	<i>Estimate for Budget purpose.</i>
Fees – MODL	47,074	21,780	<i>Partner’s contribution will be based on</i>
Fees - TOMB	4,379	2,178	<i>Actual hours usage – to be reconciled at YE</i>
Internal Transfer	10,947	8,167	<i>Estimate share of the Procurement service by MJSB</i>
	<hr/>	<hr/>	
Total Revenue	109,474	54,449	
Expenses			
Wages & Benefits	86,651	35,999	<i>SASS delay 6 months implementation</i>
Training & Travel	1,500	2,000	<i>Included share of the Admin Assistant expense</i>
Office Expenses	8,050	7,600	<i>Travel and Profession Development</i>
	<hr/>	<hr/>	
	96,201	45,599	<i>Included startup cost (rental, It, cell & furniture)</i>
Overhead Allocation	13,273	8,850	<i>Share of the Amin/Accounting cost (SASS 3%, PrSS 4%)</i>
	<hr/>	<hr/>	
Total Expense	109,474	54,449	

- 1 cost to each partners are based on actual usage hours calculated based on net revenue**
- 2 Cost to non-partners will be billed \$65/hr for PRSS and \$60/hr for SASS**

Request for Agenda Items under Mayor's/Deputy Mayor's/Councillors' Matters

TO: Chief Administrative Officer
FROM: Michael Ernst
DATE: February 3, 2020

Council
Item: #12.2
Date: February 11, 2020
Authorization: T. MacEwan

1. Agenda Item – Request that the Municipality of the District of Lunenburg not support the development of open pen fish farms in District 8, Mahone Bay, as defined on the attached map.
 2. On what agenda do you want the item placed? Council February 11, 2020
 3. Do you have written material to circulate with the agenda? Yes – See attached map for Districts 8 showing where it borders on Mahone Bay and chart of greater Mahone Bay.
 4. What is its relevance to Council or the committee?
The possible establishment of open pen fish farms is an important issue to many District 8 residents.
-
5. What outcome(s) are you seeking?
 - A. That Council support this request.
 - B. If other Councillors representing coastal areas of the Municipality wish to amend this motion to include the coastal areas in their districts they may do so.

Councillor's Signature 

Date February 3, 2020

Approval for agenda: Yes No

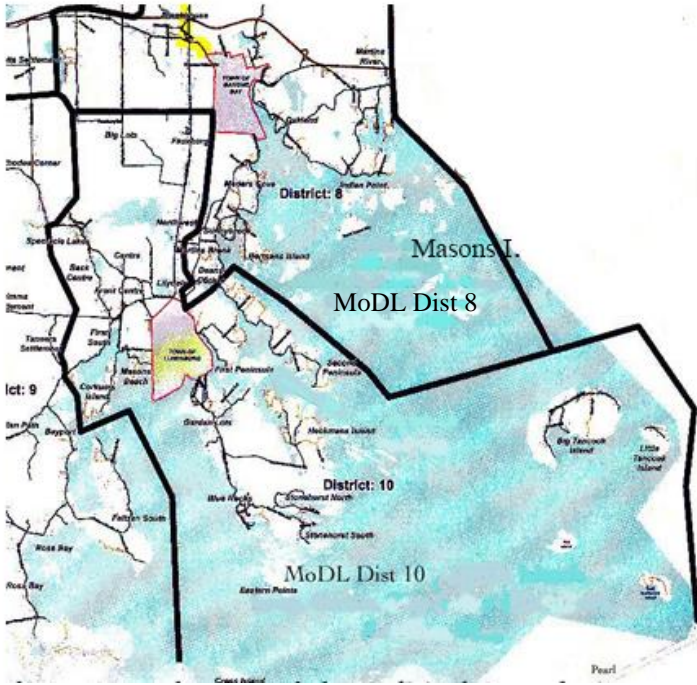
Reason for Denial:



Mayor or Chair of Committee

Feb 5/20

Boundaries for Districts 8 and 10 in Southwest Mahone Bay



Greater Mahone Bay

