

**1. CALL TO ORDER****1.1 O' Canada**

Warden Al Gillis called the June 20, 2018 Council session of the Municipality of the County of Cumberland to Order at 6:00 p.m. The meeting was held in the council chambers of the E.D. Fullerton Municipal Building, Upper Nappan. O'Canada was sung.

**1.2 Roll Call**

Municipal Clerk Brenda Moore, called the roll with the following Councillors present: Councillor Porter, Councillor Chase, Deputy Warden van Vulpen, Warden Gillis, Councillor Welton, Councillor Palmer, Councillor Rector, Councillor Gilbert, Councillor McLellan, Councillor Fletcher, Councillor Williams, and Councillor Jackson.

Absent with Regrets: Councillor Rafuse,

Staff present: Rennie Bugley, CAO; Steve Ferguson, Director of Community Development; Andrew MacDonald, Director of Finance; Justin Waugh-Cress, director of Engineering and Public Works; Michelle Byers, Community Economic Development Officer.

**2. ADMINISTRATIVE AND PROCEDURAL ISSUES****2.1 The agenda was approved with the following additions and deletions:**

Additions:	5.1	Property Assessed Clean Energy By-Law
	6.11	Grants
	6.12	Playground Equipment Request
	6.13	Streets – Springhill
	6.14	Recreation Programs – Springhill and Parrsboro
	7.4	Northport Wharf and Clamming on the Northumberland Shore

Deletion:	2.5	Public Hearings
	3.	Strategic Priority Issues
	4.	Major Organizational Issues

**2.2 Approval of Minutes of June 6, 2018 Council meeting.**

**IT WAS MOVED by Councillor Fletcher seconded by Councillor Gilbert to approve the minutes of the June 6, 2018 Council meeting.**

**MOTION CARRIED #18-106**

**2.3 Action List from the June 6, 2018 Council meeting and On-Going Action List**

The Action Lists were reviewed and Council was brought up to date on the status of the items.

**2.4 Delegations, Presentations, Petitions****(i) Cumberland Energy Authority – 3<sup>rd</sup> Annual Energy Symposium**

Ray Hickey, Executive Director of the Cumberland Energy Authority and Haley Tattrie, Energy Symposium Coordinator gave an update/summary of the 3<sup>rd</sup> annual Cumberland Energy Symposium held in Springhill on May 24, 2018. There was a brief question and answer period following the presentation. Warden Gillis thanked the presenters for the information and update.

**(ii) Wentworth Learning Centre**

Jordan Sprague, President and Jessica Kinnear, Secretary of the Wentworth Learning Centre were welcomed to Council by Warden Gillis. They proceeded to give Council an update on the events and programs that are provided at the Wentworth Learning Centre. A brief question and answer period followed the presentation. Warden Gillis thanked the presenters for the update.

**2.5 Public Hearings**

There were no public hearings for today's meeting.

**3. STRATEGIC PRIORITIES ISSUES**

There were no strategic priority issues for today's meeting.

**4. MAJOR ORGANIZATIONAL ISSUES**

There were no major organizational issues for today's meeting.

**5. ORGANIZATIONAL POLICY/BY-LAW ISSUES****5.1 Property Assessed Clean Energy By-Law**

**IT WAS MOVED by Councillor Fletcher seconded by Councillor Porter to approve the first reading of the Property Assessed Clean Energy By-Law.**

**PROPERTY ASSESSED CLEAN ENERGY BY-LAW****TITLE**

1. This Bylaw shall be known as "The Property Assessed Clean Energy Program" Bylaw.

**PURPOSE**

2. The purpose of this Bylaw is to enable financing of energy efficiency upgrades to qualifying residential properties within the Municipality.

**DEFINITIONS**

3. In this Bylaw:
  - (a) "Chief Administrative Officer" means the Chief Administrative Officer of the Municipality;
  - (b) "Director of Finance" means the Director of Finance of the Municipality;
  - (c) "Energy Efficiency Upgrade" means an installation that is permanently affixed to the property and which
    - i. Will result in improved energy efficiency and substantially reduced energy use;
    - ii. Meets or exceeds applicable energy efficiency standards established or approved by the Municipality; and
    - iii. Involves central ducted or ductless heat pumps or solar panels meeting specifications or having ENERGY STAR<sup>®</sup> certification, air sealing, insulating, ENERGY STAR<sup>®</sup> windows and doors, or such other energy efficiency upgrades as are approved and agreed in writing by the Municipality.
  - (d) "Municipality" means the Municipality of the County of Cumberland;
 

"PACE Customer Agreement" means the written, signed Property Assessed Clean Energy Efficiency Program Customer Agreement between the owner of a qualifying property and the Municipality for financing of an Energy Efficiency Upgrade to the property.
  - (e) "PACE Charge" means the Property Assessed Clean Energy improvement tax levied on the property pursuant to s.81A of the Municipal Government Act.
  - (f) "PACE Program" means the program established by the Municipality under which owners of Qualifying Properties may apply for and obtain financing for Energy Efficiency Upgrades.
  - (g) "Qualifying Property" means an owner-occupied residential property located within the Municipality but does not include multi-unit residential or non-profit owned buildings and does not include business or industrial premises.

**APPLICATION AND APPROVAL**

4. An owner of a Qualifying Property within the Municipality who is not otherwise in default of any municipal taxes, rates or charges, may apply for Municipal financing of Energy Efficient Upgrades to the property.
5. Financing shall be subject to Municipal approval and execution of a PACE Customer Agreement with the owner of the Qualifying Property.

**PAYMENT OF CHARGE**

6. The PACE charge shall become payable in full on completion of installation of the Energy Efficiency Upgrade in accordance with the PACE Customer Agreement.
7. The Director of Finance shall maintain a separate account of all monies due for PACE charges levied pursuant to this By-law, identifying:
  - a) The names of the property owners and assessment, PID and civic address information of the subject property;
  - b) The amount of the PACE charge levied on the property;
  - c) The amount paid on the PACE charge.

**LIEN**

8. On completion of an Energy Efficiency Upgrade pursuant to a PACE Customer Agreement, the PACE Charge shall be levied against the property.
9. A PACE Charge imposed pursuant to this Bylaw constitutes a first lien on the subject property and has the same effect as rates and taxes under the Assessment Act.
10. A PACE Charge pursuant to this Bylaw is collectable in the same manner as rates and taxes under the Assessment Act and, at the option of the Director of Finance, is collectable at the same time and by the same proceedings as taxes.

11. The lien provided for in this Bylaw shall become effective on the date on which the Chief Administrative Officer files with the Director of Finance a certificate that the agreed improvement has been completed.
12. The lien provided for in this Bylaw shall remain in effect until the total charge, plus interest, has been paid in full.

#### **INTEREST**

13. Interest will be charged on PACE Charges at a rate of Municipal cost of borrowing plus 1% per annum.
14. Interest shall accrue on any PACE Charge or portion thereof which remain outstanding from the date of billing.
15. Interest is payable annually on the entire amount outstanding and unpaid, whether or not the owner has elected to pay by installments.

#### **INSTALLMENT PAYMENTS**

16. The owner of a Qualified Property may elect to pay the PACE Charge by equal installment payments over a period or not more than 10 years, as set out in the PACE Customer Agreement.
17. In the event of default of any installment payment under the PACE Customer Agreement, the entire outstanding balance shall be immediately due and payable.

#### **EFFECTIVE DATE**

18. This By-Law shall come into effect on the day of publication.

**MOTION CARRIED /18-107**

#### **6. BUSINESS ISSUES**

- 6.1 2018 Emergency Management Plan  
**IT WAS MOVED by Councillor Gilbert seconded by Councillor Fletcher to approve the 2018 Emergency Management Plan.**

**MOTION CARRIED #18- 108**

- 6.2 River Hebert, Joggins and Area Development Association Community Garden Request  
**IT WAS MOVED by Councillor McLellan seconded by Councillor Jackson to approve the River Hebert Joggins and Area Development Association to use a 165'X40' area behind the former River Hebert Elementary School building until December 31, 2018, for the purpose of creating a community garden. This is on the municipally owned property identified as PID 25060997. This approval includes the stipulation that they do not remove or cut down any trees that measure more than 3 cm in diameter at 10 cm from the ground.**

**MOTION CARRIED #18-109**

- 6.3 Request for Extended Payment Arrangement  
**IT WAS MOVED by Councillor Williams seconded by Councillor Jackson that the Municipality remain in compliance with the Municipal Government Act and not enter into a payment plan to pay the back taxes owed on property identified as AAN#5413095.**

**MOTION CARRIED #18-110**

7 Yay Votes: Councillor Paul Porter; Deputy Warden van Vulpen; Warden Al Gillis; Councillor Don Fletcher; Councillor Barb Palmer; Councillor Doug Williams; Councillor Maryanne Jackson

5 Nay Votes: Councillor Marlon Chase; Councillor Lynne Welton; Councillor Dan Rector; Councillor Ernie Gilbert; Councillor Mike McLellan

- 6.4 Bankruptcy Request to Adjust Water Accounts  
**IT WAS MOVED by Deputy Warden van Vulpen seconded by Councillor Williams to write off the amounts of \$110.72 on water account #200334 and \$421.72 on account #201199.**

**MOTION CARRIED #18-111**

The Public Council Meeting adjourned at 7:22 p.m. to allow Council to convene In-Camera.

The Public Council Meeting reconvened at 7:31.

- 6.5 Miners Hall Lower Level Space Utilization  
It was the consensus of Council for staff to proceed with a public request for written Expressions of Interest for using the space in the lower portion of the Miners Hall.

- 6.6 Tax Collection Memo for May 2018  
A Tax Collection Report and a Tax Sale Update from Jennifer Moore, Revenue Officer were included in the meeting material. An additional memo was distributed to Council regarding the addressing Tax Levy Issue.
- 6.7 Nova Scotia Federation of Municipalities Board Report  
Included in the meeting material were the highlights of the NSFM Board Report from their June 8, 2018 meeting.
- 6.8 N.S. Border Committee Meeting Notes  
The approved meeting notes of the May 1, 2018 meeting of the N.S. Border Committee were included in the meeting material for Council's review.
- 6.9 Tourism Committee Update  
An information memo was included in the meeting material to provide an update on the work of the Tourism Strategic Planning Committee.
- 6.10 Appointment of Building Official/Fire Inspector  
**IT WAS MOVED by Councillor Gilbert seconded by Councillor McLellan to appoint Ms. Melissa Siddall as a Municipality of the County of Cumberland Fire Inspector.**  
**MOTION CARRIED #18-112**
- IT WAS MOVED by Councillor Rector seconded by Councillor Fletcher to appoint Ms. Melissa Siddall as a Municipality of the County of Cumberland Building Official.**  
**MOTION CARRIED #18-113**
- 6.11 River Hebert Former Elementary School Playground Equipment  
**IT WAS MOVED by Councillor McLellan seconded by Deputy Warden van Vulpen to donate the playground**  
**MOTION CARRIED #18-114**
- 6.12 Grant Requests  
**IT WAS MOVED by Councillor Williams seconded by Councillor Gilbert to deny Wentworth Valley Community Hall Association grant request.**  
**MOTION CARRIED #18-115**
- IT WAS MOVED by Councillor Gilbert seconded by Councillor Jackson to approve a grant in the amount of \$500 to the Cumberland Snowmobile Club. Funds to come from Regional Grant Funds.**  
**MOTION CARRIED #18-116**
- IT WAS MOVED by Deputy W van Vulpen seconded by Councillor Fletcher to approve a grant in the amount of \$500 to the Tidnish Crossroads & Area Community Association. Funds from District 3 Local Grant Funds.**  
**MOTION CARRIED #18-117**
- IT WAS MOVED by Deputy Warden van Vulpen seconded by Councillor Fletcher to approve a grant in the amount of \$600 to the Tidnish Bridge Fire Department to assist in covering the cost of liability insurance for the dock. The money will come from District 3 Local Grant Funds.**  
**MOTION CARRIED #18-118**
- IT WAS MOVED by Councillor Jackson seconded by Councillor Williams to approve a grant in the amount of \$900 for the Springhill Lions Club to assist with the 2018 Fill a Book Bag Campaign.**  
**Grant to be paid from the following Local Grant Funds: District 11 - \$450 and District 12 - \$450.**  
**MOTION CARRIED #18-119**

6.13 Streets – Springhill

The Director of Engineering and Public Works advised Council that Junction Road in Springhill will be put on the top of the list for asphalt patching.

6.14 Recreation Programs- Springhill and Parrsboro

Councillor Gilbert would like staff to address the fact that the recreation programs were not able to accommodate all the children that wanted to take part in the recreation programs this year. Staff will do cost analysis to determine if it possible to expand the program next year.

**7. INFORMATION ITEMS**

7.1 Bill Casey – Correspondence

M.P. Bill Casey provided information to Council regarding a new funding opportunity called the Disaster Mitigation and Adaptation Fund (DMAF). It is included in the meeting material

7.2 Cumberland County Transportation Society (CCTS) – Correspondence

Correspondence was received, and included in the meeting material, from the CCTS thanking Council for its continued financial assistance.

7.3 Joggins Fossil Institute Association Board

Minutes of the Annual General Meeting of May 18, 2018 and of the April 4, 2018 Board of Director's Meeting were placed in Councillor's mail boxes for review.

7.4 Northport Wharf and Clamming on the Northumberland Shore

An email from Deputy Warden van Vulpen was distributed to Council to keep them abreast of these issues.

**8. ADJOURNMENT**

8.1 The Queen

The meeting was adjourned at 8:07 p.m. The Queen was sung.

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Warden Alison Gillis

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Municipal Clerk Brenda Moore

**APPENDIX A**

**Emergency Management  
Plan**



**Cumberland  
Regional Emergency Management**



## PREFACE

The Regional Emergency Plan has been created in order to mitigate the effects of any disaster that may affect the Municipality of Cumberland, Towns of Oxford, or Amherst. It is intended to guide and assist the Regional Emergency Management Organization and emergency responders in our response to any real or anticipated disaster.

In addition to being a reference guide during Emergency Management operations, the plan is intended to be a learning tool for all those who could possibly play a significant role in these operations. Everyone who could be called upon to be a member of a disaster response team should periodically review this manual to ensure they are familiar with the Emergency Management procedures it contains as well as their own role and responsibilities.

The Regional Emergency Management Organization includes the Municipality of the County of Cumberland (which includes all of Cumberland County except for the Franklin Manor Indian Reserve), the Town of Amherst and Oxford.

## Cumberland County

Cumberland County is the second largest county in Nova Scotia, covering 4273 sq. km (nearly the size of Prince Edward Island).

Cumberland County has a population of about 30,005 persons residing in approximately 13,614 households. In addition, it is estimated that an additional 5,000 people occupy recreational or seasonal properties for at least part of the year.

## PART 1 – GENERAL

### 1.1. INTRODUCTION

The Municipal Councils of the County of Cumberland Town of Oxford and the Town of Amherst have adopted Emergency Management By-Laws which, as required by the Emergency Management Act, S.N.S 1990, c.8, sets out the mandate of the Municipalities to plan for and respond to disaster situations. The By-Laws and Provincial Statute are attached to this manual as Appendix A

### 1.2. OBJECTIVE

The objective of the Regional Emergency Plan is to limit damage to persons, property or the environment through prompt coordinated actions whenever, as a result of a real or anticipated disaster, normal emergency response procedures are not adequate.

This plan is intended to provide guidance and direction for responding to an emergency which may involve more than one site, response agency, and/or jurisdiction.

### 1.3. DEFINITIONS

#### Except where the context otherwise requires, in this Plan:

**“Activate”** and **“Activation”** mean to put in a “state of readiness”; to place designated employees on stand-by and to prepare the necessary equipment, facilities and other resources for use;

**“Alert”** means a process by which actions are taken to inform the general public of a real or potential danger;

**“AEC”** means Atomic Energy Canada

**“CAO”** means Chief Administrative Officer;

**“Command Post”** means a mobile centre housing the senior official(s) and support staff of an emergency service at an emergency site, where plans are developed and from which orders, instructions and communications are issued;

**“Critical Incident Stress (CIS)”** means the stress encountered by victims, their relations, the public at large, and emergency response personnel by a situation that causes or may cause people to have strong emotional and or physical reactions;

**“Crowd Control”** means the activities required to direct and control people who are at or may congregate at the site of an emergency so they do not interfere with emergency operations;

**“Designate”** means an individual to whom responsibility and authority for a particular function, normally performed by another individual, has been officially delegated;

**“Disaster”** means a serious event, actual or anticipated, which by its scale requires response beyond that normally provided by emergency responders, requiring inter-agency coordination and/or extraordinary measures, in order to prevent or limit death, injury, property damage, and/or harm to the environment;

**“EHS”** means Emergency Health Services;

**“EMC”** means Emergency Management Coordinator;

"**ECC**" means Emergency Coordination Centre;

"**IC**" means Incident Commander;

"**ESS**" means Emergency Social Services;

"**Emergency**"

A present or imminent event that requires prompt coordination of responses by agencies and personnel to protect the health, safety and welfare of people and to limit damage to property or the environment.

"**Emergency Management Coordinator**" means the appointed individual pursuant to the Emergency Management By-Laws and Inter-Municipal Emergency Service Agreement to be responsible for the planning and preparation necessary to ensure a prompt and coordinated response to an emergency or disaster;

"**Regional Emergency Management Advisory Committee**", is Council's committee to advise on the development of Emergency Management plans as referred to in the Emergency Management Act, Municipal Bylaws and the Inter Municipal Emergency Service Agreement.

"**Executive Committee**" means the entire Municipal Council of the respective Municipalities.

"**Emergency Management Plan**" means a plan, program or procedure prepared by the Province or a municipality, as the case may be, that is intended to mitigate the effects of an emergency or disaster, if necessary by invoking the extraordinary powers provided by the Emergency Management Act, in order to provide for the safety, health or welfare of the population and the protection of property and/or the environment in the event of such an occurrence.

"**Emergency Operations**" means those activities directed at preparing for an impending emergency or mitigating the effects of a current emergency; and it includes operations at the emergency site as well as command and support activities away from the site;

"**Emergency Coordination Centre (ECC)**" ECC means the physical location at which the coordination of information and resources to support incident management (on scene operations) activities normally takes place. An ECC maybe a temporary facility or may be located in a central or permanently established facility.

"**Emergency Coordination Centre Team (ECCT)**" means the, the ECC Commander, Public Information Officer, Liaison Officer and Safety Officer. General Staff of the Operations Chief, Planning Chief, Logistics Chief and Financial/Administration Chief.

"**Incident Site**" means the area designated by the Incident Commander as being directly affected by an emergency;

"**Incident Management Team**" means the leadership group responsible for the direction and conduct of emergency operations at an emergency site. The Incident Management Team mirrors the structure of the ECCT; and consists of such agency representatives and such other special expertise resources as Incident Commander may dictate in each particular circumstance;

"**Incident Commander (IC)**" means the individual designated to take overall control of the entire response team involved at an emergency or disaster site;

"**Evacuation**" means an operation whereby all or part of a particular population is temporarily moved, whether spontaneously or in an organized manner, from an area that has been struck by a disaster or is about to be struck by a disaster, to a place considered less dangerous;

"**Evacuation Plan**" means a plan used to identify and organize the various responses required to evacuate persons exposed to a threat and to transport them to a reception area, while ensuring essential services;

"**Mitigation**" means all activities aimed at eliminating or minimizing the negative effects of actual or anticipated emergencies;

"**Minister**" means the member of the Executive Council of the Province of Nova Scotia assigned the administration of the Emergency Management Act and Regulations;

"**Mobilization**" means a process whereby response resources are activated;

"**Multi-Agency Response**" means a coordinated and cooperative response to an emergency by more than one Municipal, Provincial or another emergency response agency;

"**Public Information Officer (PIO)**" means the individual responsible for all official communication with the public and the media on behalf of the Municipality and the Emergency Management Organization;

"**Public Inquiry Centre**" means a public call Centre which provides information and advice to those affected in any way by an emergency;

"**State of Emergency**" means a state of emergency declared by the Province or renewed by the Province pursuant to the Emergency Management Act;

"**State of Local Emergency**" means state declared by the Council or Warden when in their best judgment, an emergency exists or may exist within the Municipality that requires a coordinated response and/or the exercise of extraordinary powers as contemplated by this Plan and the Emergency Management Act and Municipal By-Law;

"**Support Role**" means the provision of assistance to a lead agency by an organization which does not come under the authority of the lead agency under daily normal activities and;

"**Telecommunications**" means the transmission and reception of information by electronic communication devices (e.g., radio, telephone, cellular phone, internet facsimile, etc.).



“**TIR**” means Transportation Infrastructure Renewal.

#### **1.4. EMERGENCY TITLES**

In order to avoid confusion during an emergency, and for purposes of efficiency, regular titles are used throughout this plan, with the following exceptions:

- The Chief Administration Officer or designate (CAO)/Clerk is also referred to as the Emergency Coordination Centre Commander; and
- The Regional Emergency Management Coordinator is also referred to as the Liaison Officer

#### **1.5. AUTHORITY AND AGREEMENTS**

The authorities and agreements listed below relate specifically to the development and implementation of the Cumberland Regional Emergency Plan, and are all contained in Appendix A:

- **Section 1** – Emergency Management Act of Nova Scotia
- **Section 2** – The Regional Emergency Management By-Laws for Amherst, Oxford and the County of Cumberland
- **Section 3** – Inter- Municipal Emergency Service Agreement.
- **Section 4 – MOU’s**
  - **(a)** Sackville NB MOU.
  - **(b)** Special Hazards Response Unit (SHRU), MOU
  - **(c)** Crombie REIT MOU – Comfort center for Highway Closure
- **Section 5** – Mutual Aid Agreements with other Municipalities – (developing)
- **Section 6** – Memorandum Regarding the Use of Schools As Group Lodging Facilities (developing)
- **Section 7**– Agreement between Red Cross & Social Services

**Of particular significance are the following provisions:**

- Section 10 of the Emergency Management Act sets out the duties of Municipalities to plan for Emergency Management situations; and
- Section 14 of the Act sets out extraordinary powers that can be exercised during a State of Local Emergency.

#### **1.6. COMMUNITY PROFILES**

##### **Amherst**

Amherst is a Town in northwestern Cumberland County, Nova Scotia. Amherst is located at the northeast end of the Cumberland Basin, an arm of the Bay of Fundy, and is strategically situated on the eastern boundary of the Tantramar Marshes 3 kilometers (1.9 mi) east of the interprovincial border with New Brunswick and 65 kilometers southeast of the city of Moncton. It is 60 kilometers (37 mi) southwest of the New Brunswick abutment of the Confederation Bridge to Prince Edward Island at Cape Jourimain. Amherst is the shire town and largest population center in Cumberland County. The town has 9413 residents residing in 4745 dwellings in an area of 12.07 KMs. The Town offices are located on Victoria St. in the center of the town.

##### **Oxford**

Oxford is located 32 KMs east of Amherst and at the junctions of three rivers, the largest of which is River Philip. It is also served directly by Routes 104, 204, 301, and 321 which extend to many other communities and villages in Cumberland County. Much of the town lies in a floodplain and floods are common during the springtime. Oxford has a population of 1190 residents, residing in 528 homes over a 110.6 Sq. km area. The Town office is located at the intersection of Water Street and Main Street.

##### **Municipality of The County of Cumberland**

The Municipality of the County of Cumberland is a large rural municipality located in the north central portion of Nova Scotia. It is the only land connection between the province and the rest of the country, bordering New Brunswick to the northwest at the Isthmus of Chignecto, and Colchester County to the east and south. Two other Municipalities are located within its boundaries: the towns of Amherst and Oxford. There are two villages in the Municipality of Cumberland – Pugwash and River Hebert, and a number of other residential clusters including Springhill, Parrsboro, Joggins, Wallace, Maccan, Port Greville, Advocate and the area around the Town of Amherst. The Municipality’s Office is located just to the south of the town of Amherst in Upper Nappan, near exit 4 of the Trans-Canada Highway (TCH 104).

### **Springhill**

The Community of Springhill is centrally located in Cumberland County, in the northern portion of Nova Scotia, approximately 32 km from the New Brunswick border, 25 km from Amherst, 51 km from the Town of Parrsboro, and 22 km from the Town of Oxford. Springhill lies 75 km from Moncton, NB and 90 km from Truro, NS. All road and rail traffic heading to the rest of Nova Scotia and Newfoundland passes within 4 km of their jurisdiction.

### **Parrsboro**

The community of Parrsboro is situated approximately 50 km from the Trans-Canada highway linking Nova Scotia and New Brunswick. The world's highest tides are in the Bay of Fundy, and the area around Parrsboro is known as a place to watch them sweep in and out. Parrsboro is also the location of the Tidal Power Project, "FORCE"

### **Transportation**

The Town of Amherst, Oxford and the Municipality of Cumberland are accessible by the following modes of transportation.

**Public Highways** – All major highways are owned and maintained by the Nova Scotia Department of Transportation and Infrastructure Renewal. The Trans-Canada Highway (104) is the main road access to Nova Scotia, and it passes through the entire breadth of the County.

**Buses** –Public Transportation is provided by a variety of localized taxi and busing services. Regional Bus Lines provides passenger and parcel service, to points east and west, with a limited number of stops in the County.

**Rail** – The main CN rail line from Nova Scotia to all points west also passes through the entire breadth of the County, carrying large volumes of goods of every description. The only passenger stops are in Amherst and Springhill Junction (upon request). There are a number of freight service locations.

**Air** - The nearest full-service airport is the Moncton Airport, located in Dieppe, New Brunswick, about 65 km. north of the Town of Amherst. There is a former military airstrip in Debert, Colchester County, about 20 km east of the eastern boundary of Cumberland County, near Highway 104. There are also small grass or dirt private runways near Amherst, Parrsboro and Apple River.

**Ports** – There are fishing wharfs, now or formerly owned by the government, at Advocate, Parrsboro, and Two Rivers (near Joggins) on the Fundy Shore, and at Northport, Pugwash, Wallace and Malagash on the Northumberland Strait. There is also a large commercial wharf operated by the Canadian Salt Company in Pugwash. K+S Windsor Salt Ltd

### **Educational Facilities**

#### Amherst

1 High school  
1 Junior High  
2 Elementary

#### Oxford

1 P to 12

#### County of Cumberland

2 P to 12 – Advocate and River Hebert  
3 7 to 12 – Parrsboro, Pugwash and Springhill  
6 Elementary, Brookdale, Pugwash, Springhill (2), Parrsboro and Wallace

Information relating to the facilities, such as their location and capacity is contained in Annex I – Evacuation Zones under the section entitled, "Schools".

### **Ambulance Services**

The Province of Nova Scotia provides ambulance and paramedic services through Emergency Health Services (EHS). Annex I, lists the Ambulance Services resources.

### **Hospital and Long-Term Care Facilities**

There are six hospitals in the area, five located within the Municipality of Cumberland, at Springhill, Parrsboro, Pugwash, Upper Nappan, Advocate and Sackville, NB:

<u>Location</u>	<u>Hospital</u>	<u>Number of Beds</u>	<u>Municipality</u>
Advocate	<i>Bayview Memorial Health Centre</i>	10	Cumberland County

<b>Harbour</b>			
<b>Parrsboro</b>	<i>South Cumberland Memorial Hospital</i>	<b>16</b>	<b>Community of Parrsboro</b>
<b>Pugwash</b>	<i>North Cumberland Memorial Hospital</i>	<b>4</b>	<b>Cumberland County</b>
<b>Sackville, NB</b>	<i>Sackville Memorial Hospital</i>	<b>24</b>	<b>Town of Sackville</b>
<b>Springhill</b>	<i>All Saints Hospital</i>	<b>20</b>	<b>Community of Springhill</b>
<b>Upper Nappan</b>	<i>Cumberland Regional Health Care Centre</i>	<b>72</b>	<b>Cumberland County</b>

### **Electricity and Natural Gas**

The main supplier of electricity for residential and commercial use in the county is the privately owned (and publicly traded) utility, Nova Scotia Power Incorporated.

A high-pressure natural gas transmission pipeline carrying gas from the offshore to New England passes through the Northern portion of the County and is managed by Maritime Northeast Pipeline. Heritage Gas provides local service to the Amherst & Oxford areas.

### **Media**

There are two public radio stations broadcasting from within the County – CKDH and CFTA. CKDH 101.7 FM, and CFTA at 107.9 FM can be heard County wide. Parrsboro has a local community radio station, CICR 99.1 FM and serves portions of the Minas Shore.

Television service is provided by cable (Eastlink Communications has a station in Brookdale, near Amherst) to some areas of the county. Many of the more rural areas of the county must rely on broadcast television signals from outside the county or on satellite services.

The local weekly newspaper is Amherst News and The Citizen Record. Circulation for this newspaper tends to be concentrated in Amherst and the surrounding area. Circulation is also in the form of an internet website and Facebook page for Cumberland News Now.com.

A list of media contacts is contained in Annex I. – Resource Directory

### **Municipal Governance**

#### **Amherst**

The Town of Amherst is comprised of 6 publicly elected councilors and 1 publicly elected Mayor. One councilor is also given the title of Deputy Mayor.

#### **Oxford**

The Town of Oxford has 6 Councilors and one Mayor who are all elected at large. As in Amherst one councilor is given the title of Deputy Mayor.

#### **County of Cumberland**

Cumberland Municipal Council is comprised of 13 publicly elected councilors, one for each Municipal District. Following each municipal election, the Councilors choose, from amongst themselves, a Warden and a Deputy Warden who serve as spokespersons for the Municipality and who chair most meetings.

### **Municipal Services**

The Municipalities in the Region are responsible for providing the following services to the public:

- **management of the Municipal financial and administrative services;**
- **fire protection;**
- **Emergency Management planning and response coordination;**
- **recreation funding;**
- **police protection (RCMP) in Oxford and Cumberland County while the Amherst police services are responsible for the Town of Amherst.**
- **community economic development;**
- **maintenance and operation of multiple sanitary sewer systems;**
- **solid waste collection and disposal;**
- **administration of planning regulations and policies;**
- **building inspection;**
- **street lighting (through N.S. Power);**
- **dangerous and unsightly property remediation;**
- **canine control;**
- **support for a variety of special projects; and**
- **development and enforcement of a variety of By-Laws.**

### 1.7. **EMERGENCY MANAGEMENT MANDATE**

The mandate of each municipality within the Province of Nova Scotia to plan for disaster response as set out in section 10 of the Emergency Management Act. Section 14 of the Act describes in detail the extraordinary powers that can be employed under a State of Emergency:

*“Upon a state of emergency being declared in respect to the Province or an area thereof, or upon a state of local emergency being declared in respect to a municipality or an area thereof, the Minister may, during the state of emergency, in respect of the Province or an area thereof, or the mayor or warden, as the case may be, may, during the state of local emergency, in respect of such municipality or an area thereof, as the case may be, do everything necessary for the protection of property and the health or safety of persons therein and, without restricting the generality of the foregoing, may:*

- (a) cause an Emergency Management plan or any part thereof to be implemented;*
- (b) acquire or utilize or cause the acquisition or utilization of personal property by confiscation or any means considered necessary;*
- (c) authorize or require a qualified person to render aid of such type as that person may be qualified to provide;*
- (d) control or prohibit travel to or from an area or on a road, street or highway;*
- (e) provide for the maintenance and restoration of essential facilities, the distribution of essential supplies and the maintenance and co-ordination of emergency medical, social and other essential services;*
- (f) cause or order the evacuation of persons and the removal of livestock and personal property threatened by an emergency and make arrangements for the adequate care and protection thereof;*
- (g) authorize the entry by a person into any building or upon land without warrant;*
- (h) cause or order the demolition or removal of any thing where the demolition or removal is necessary or advisable for the purpose of reaching the scene of an emergency, of attempting to forestall its occurrence or of combating its progress;*
- (i) order the assistance of persons needed to carry out the provisions mentioned in this Section;*
- (j) regulate the distribution and availability of essential goods, services and resources;*
- (k) authorize and make emergency payments;*
- (l) assess damage to any works, property or undertaking and the costs to repair, replace or restore the same;*
- (m) assess damage to the environment and the costs and methods to eliminate or alleviate the damage”.*

## **PART 2 – DISASTER RESPONSE ANALYSIS**

### 2.1. **HAZARD ANALYSIS BY TYPE**

An analysis of the hazards that have been identified as potentially affecting the Municipalities including possible effects and potential actions is contained in Annex B, Appendix 1. A Hazard analysis will be updated every 5 years with a review annually. The disasters analyzed in Appendix B include Section 1:

1. **Severe Storm – Hurricane**
2. **Accident Involving the Transport of Dangerous Goods by Rail**
3. **Accident Involving the Transport of Dangerous Goods by Road**
4. **Accident Involving the Transport of Dangerous Goods by Water**
5. **Accident Involving the Transport of Dangerous Goods by Pipeline**
6. **Severe Ice Storm**
7. **Severe Storm – Blizzard/Snow**
8. **Prolonged Power Failure**
9. **Forest Fire – Major Rural**
10. **Large Rail Accident – Numerous Casualties**
11. **Large Traffic Accident – Numerous Casualties**
12. **Industrial Accident – Fire or Explosion**
13. **Industrial Accident – Spill or Release of Dangerous Material**
14. **Flood**
15. **Explosive Material in Sewer**
16. **Major Search and Rescue Operation**
17. **Aircraft Crash**
18. **Disasters in Nearby Areas**
19. **Mine Disaster**
20. **Epidemic – Human or Animal**
21. **Nuclear Energy Incident**

Dangerous Goods Sites that have been identified within the Region are listed in Appendix B, Section 2.

## **2.2. STRATEGIC CONSIDERATIONS**

As in all municipalities, organizations with different jurisdictions (such as provincial and federal agencies) are also located in the Cumberland region. An effective emergency response can be provided only when organizations are aware of and respect the mandates and jurisdictions of other organizations responding to an emergency. It is important that all organizations be considered as potential resources during the planning, response and recovery phases of emergency preparedness. As much as possible these organizations have been incorporated in this Plan. As additional organizations are identified their roles and jurisdiction will be documented and incorporated in this plan.

### **Service to Unaffected Areas**

Members of the Regional Emergency Coordination Centre Team (RECCT) and employees of Cumberland County, Town of Amherst and Oxford should, at all times, be cognizant of the fact that unaffected areas of the region will still require service.

### **Reduction of Services**

Should the response to an emergency overwhelm available resources, consideration should be given to the reduction or temporary suspension of non-essential services.

### **Requesting Support**

Requests by the Region for additional resources and support from the Province or other agencies must be made by the Regional Emergency Operations Centre Manager (RECC Manager), regardless of whether a Mutual Aid Agreement is in effect.

Requests by the Region for assistance from the Provincial and Federal governments must be directed by the RECC Manager to the Province of Nova Scotia Emergency Management Organization (NSEMO). NSEMO is the single point of contact for such assistance ("single-window" approach).

### **Support to Other Municipalities**

Requests from other Municipalities for Emergency Management support should be made by way of an official request in writing from the RECC Manager of the affected municipality. If the affected municipality does not have an RECC Manager the request should come from that Municipality's Council, and if that is not possible, its senior elected official. All such requests must be handled by the Regional ECC Managers (or CAO's). If a Mutual Aid Agreement is not in effect with the requesting municipality, an agreement in writing with, or letter from, the requesting municipality confirming they will be fully responsible for, and will reimburse the Regional Emergency Management Organization for, any expenses incurred with the respect to the employment of the requested resources, should be in place prior to their use.

### **Direction from the Province to Provide Support**

The Minister of the Province's Executive Council assigned the administration of the Emergency Management Act can, when a State of Emergency has been declared; direct a municipality to provide support to another municipality or to the Province.

## **PART 3 – STATE OF LOCAL EMERGENCY**

A Declaration of a State of Local Emergency must be based on the following considerations:

- **Does a situation exist that constitutes a danger of major proportions to life property or the environment?**
- **Is the normal response capability of emergency responders adequate to deal with the situation?**
- **Are additional legal powers required to adequately respond to the situation?**

### **3.1 AUTHORITY FOR DECLARING A STATE OF LOCAL EMERGENCY**

**Section 12 (2) of the Emergency Management Act states:**

*"A municipal council may, when satisfied that an emergency exists or may exist in all or any area of that municipality, declare a state of local emergency in respect of that municipality or area thereof."*

**Furthermore, Section 12 (3) of the Act states:**

*"If a municipal council is unable to act promptly, the mayor or warden may exercise the authority of the municipal council contained in subsection (2) after consulting, if it is practical to do so, with a majority of the members of the councils committee to advise on the development of Emergency Management plans."*

In the Regional Emergency Management Organization members from each of the three Councils form the advisory committee which oversees the development of Emergency Management

plans. Where an emergency involves more than one municipality, the Advisory Committee Chair person may act on behalf of all affected municipalities in declaring a State of Local Emergency. The forms for a Declaration of a State of Local Emergency are included in Appendix C, Section 1.

### **3.2 TERMINATION OF A STATE OF LOCAL EMERGENCY**

Section 18 (2) of the Emergency Management Act authorizes a municipality to terminate a State of Local Emergency when *“in its opinion, an emergency no longer exists in such area.”*

#### **Section 20 of the Act also provides:**

*“(1) a state of local emergency terminates*

*(a) When the area identified by the municipality in its declaration of a state of local emergency is included in an area identified by the Minister in a declaration of a state of emergency;*

*(b) When it is terminated by the Minister or by the municipality;*

*(c) Seven days after the day on which it was declared unless it is renewed in accordance with this Act.*

*(2) A state of local emergency may be renewed by the municipality with the approval of the Minister”.*

### **3.3 NOTIFICATION OF AN EMERGENCY**

#### **Notification of ECCT Personnel**

In the event that a CAO or alternate is notified of a confirmed emergency that they believe may require an Emergency Management response, they shall activate the Electronic Mass Notification System as set out in Appendix D, Section 1.

An emergency call out procedure as a back up to the Mass Notification System is set out in Appendix D, Section 2

#### **Notification Source**

Notification that an emergency has occurred may be received from various sources such as the public, the media, an employee, or another organization. Should notification be received, the CAO of a Municipality should endeavor to confirm the validity of the information? In the event that confirmation is unavailable, the CAO should err on the side of caution and activate the Regional Emergency Coordination Centre to ensure that it is in a state of readiness if there is any reasonable possibility an Emergency Management response will be required.

In the event that (any staff) becomes aware of a potential threat to public safety they shall advise the appropriate Emergency Response Agency and their immediate supervisor with the intent that the Regional Emergency Management Coordinator is made aware of the potential threat.

The Emergency Management Coordinator, if necessary, shall ensure this information is shared with the emergency response agencies and CAO of the affected areas.

#### **Notification of EMPO (NS Emergency Measures Planning Officer)**

The Regional Emergency Management Coordinator (or Alternate) is responsible for contacting the EMPO as soon as practical and providing situational awareness on the emergency or threat to public safety.

#### **Notification – Information Required**

Upon notification that an emergency has occurred, as much information as possible is required to facilitate an effective emergency response and good decision making by members of the Regional Emergency Coordination Centre Group. At a minimum, the person receiving the notification should try to obtain the following information:

- **name and telephone number of the person calling in the emergency;**
- **nature of the emergency;**
- **scope of the emergency (preliminary damage assessment);**
- **location;**
- **injuries / fatalities;**
- **action taken; and**
- **assistance required (if any).**

#### **Reporting Location**

Those contacted through mass notification or the fan out procedure, as members of the Regional Emergency Coordination Centre Team (RECCT), or support staff, shall proceed

immediately to the primary Emergency Coordination Centre (ECC), or alternate ECC, as they are directed (See Part 5 – Emergency Operations Centre).

#### PART 4 – EMERGENCY MANAGEMENT

##### **4.1 REGIONAL EMERGENCY MANAGEMENT ORGANIZATION**

Normally, there is no requirement to change the structure of an organization. To do so has the potential to:

- **cause confusion; and**
- **result in responders assuming tasks for which they have no authority.**

In order to avoid confusion and the placement of personnel in positions they are not familiar with, this plan provides for the normal organizational structure of the Region to be retained as much as possible during Emergency Management operations.

##### **Temporary Duty Assignments for Designated Individuals**

All municipalities in the Cumberland Region are a relatively small organization from a staffing perspective. This poses some challenges during Emergency Management Operations as some key roles do not correspond well to the normal job duties of any employee.

As a result, those roles and responsibilities have been assigned to staff or other individuals that have been provided with special training for those roles. Staff from all three municipalities have been selected to hold positions within the ICS Command Structure to enhance ECC staffing resources and limit the impact on municipal operations.

Those staff who are identified to fulfill positions (noted below) in the emergency coordination center during an activation, shall no longer be responsible to their home municipality; and will be solely responsible and dedicated to the ECC commander for the duration of the ECC activation.

##### **Command Staff**

- **ECC Commander**
- **Liaison Officer**
- **Public Information Officer**
- **Safety Officer**

##### **General Staff**

- **Operations Section Chief**
- **Planning Section Chief**
- **Finance Section Chief**
- **Logistics Section Chief**

Additional information, including the RECC organizational chart and staffing assignments, can be found in Appendix D1 Section 3.

##### **Safety of Staff and Staff Relations**

Even during a disaster, the safety of response personal and support staff must not be compromised. It is particularly important to ensure that personnel performing tasks outside their normal responsibilities are properly trained and equipped for any tasks they are assigned. Regional Emergency Coordination Managers have a duty to consider the personal issues of ECC staff during ECC activations.

##### **4.2 ACTIVATION AND IMPLEMENTATION OF EMERGENCY PLAN**

##### **Activation of the Emergency Plan**

When made aware of a potential emergency that may involve an Emergency Management response by the Regional EMO, a CAO, REMC or their delegate will contact EMO Nova Scotia and advise of the emergency and determine the level of activation.

##### **Level's of Activation- See flow chart Appendix D1**

**Level 1** Active monitoring by member(s) of Command Staff  
ECC is not staffed.

**Level 2** Active monitoring/coordination by Command and General Staff.  
ECC is activated and staffed physically or virtually.

**Level 3** Active monitoring by all ECC staff.

ECC is activated and staffed physically or virtually.

Ongoing coordination of response activities.

#### **Implementation of the Emergency Plan**

The Regional Emergency Plan may be implemented, in whole or in part, with or without a formal Declaration of a State of Local Emergency, depending upon the severity and scope of the situation. For the Cumberland Region, there are three mechanisms whereby this emergency plan can be implemented:

- **A State of Local Emergency can be declared by Council, Mayor or Warden (see section 12 (2) and 12 (3) of the Emergency Management Act);**
- **A State of Emergency can be declared by the (Provincial Government) Minister responsible for the Emergency Management Act (section 12 (1) ); or**
- **A Municipality's Chief Administrative Officer, REMC or their delegates and in extraordinary situations the site incident commander, is authorized to activate the plan.**

#### **4.3 APPOINTMENT OF AN INCIDENT COMMANDER (IC)**

ECC Manager shall have overriding authority to appoint and/or replace a site Incident commander (IC).

#### **4.1 OPERATIONAL COORDINATION OF THE EMERGENCY RESPONSE**

The ECC Commander, in consultation with the Emergency Coordination Centre Group (ECCG), is responsible for overall direction and control of Emergency Management operations and resources within the Municipality. As a matter of standard procedure, the Warden/Mayor or alternate shall, when signing a declaration of a State of Local Emergency, authorize the ECC Commander to exercise all of the powers vested in the Warden/Mayor by virtue of Section 14 of the Emergency Management Act (see Section 15 (1) (b) of the Act). Individual response agencies shall, subject to overall direction from ECC Commander, retain control of their own personnel and resources.

It is important to note that for resources from outside organizations providing support to Cumberland REMO, the "direction and control" relates only to "what, where and when" needs to be done, but not "how". The reasoning is as follows:

- **the support agency has the authority and the expertise to do the tasks;**
- **the support agency has accountability for management of its resources**
- **the support agency leaves itself vulnerable to litigation should anything go wrong based on erroneous or inadequate direction and/or control from REMO**

#### **4.5 ROLES AND RESPONSIBILITIES – SUPPORT AGENCIES**

In the event of a disaster, one or more agencies, for the most part external to the Municipality, will be responsible for providing all of the emergency site response and much of the off-site response as well. A summary of the roles and responsibilities of each of these agencies is contained in Appendix D1, Section 6:

1. **RCMP/Amherst Town Police**
2. **Fire Department**
3. **Department of Natural Resources**
4. **Municipal Public Works**
5. **Special Hazards Response Unit**
6. **Canadian National Railway**
7. **Transport Canada**
8. **Nova Scotia Power Corporation**

This list is a sampling of the potential agencies could be involved.

#### **4.6 ROLES AND RESPONSIBILITIES – LOCAL PERSONNEL AND REGIONAL PARTNERS**

The Region of Cumberland, Town of Oxford and Amherst will respond to a real or apparent disaster within the limits of its resources and within its legal obligations. The roles and responsibilities of The Emergency Coordination Team and regional partners are contained in Annex D:

- **Executive Committee**
- **RECCG – members of the Emergency Coordination Centre Team;**
- **Incident Site – members of the Incident Management Team;**



- **Off-Site – municipal employees or other individuals whose response activities require that they work at locations other than the ECC or site; and**

Partners – associations and non-government organizations that provide support (including volunteer assistance).

#### **Alternate Designations**

The duration of an emergency may require multiple operational periods. Sufficient staffing must be identified to support the ECC, based on a 24/7 plan.

To provide for this eventuality, alternates have been designated for each position as described in Annex D.

#### **Executive Committee**

The roles and responsibilities of the Executive Committee are contained in separate appendices to Annex C which include the following

- Executive Committee roles and responsibilities
- Forms to declare a State of Local Emergency (Council and Mayor/Warden)
- Forms to Renew a State of Local Emergency (Council)
- Forms to Termination a State of Local Emergency (Municipal)

#### **Regional Emergency Coordination Centre Team (RECCT)**

The roles and responsibilities of each member of the RECCT are contained in separate appendices to Annex D. Each appendix also contains a departmental Fan-Out List.

The contents of Annex D1 are as follows:

##### Command Staff

- **Appendix 1** RECC Commander
- **Appendix 2** Public Information Officer
- **Appendix 3** Liaison Officer
- **Appendix 4** Safety/Security Officer

##### General Staff

- **Appendix 5** Operations Chief
- **Appendix 6** Planning Chief
- **Appendix 7** Logistics Chief
- **Appendix 8** Financial Chief

The RECCT collectively is responsible for acting on orders issued by the ECC Commander and coordinating the overall Emergency Management response.

#### **Incident Management Team (IM Team old Site Management)**

The roles and responsibilities of potential members of an Incident Management Team are contained in Annex D2 in the following Appendices:

- **Appendix 1**  
**Command Staff**
- Incident Commander (IC)
- Public Information Officer
- Safety Officer
- Liaison Officer
- **General Staff**
- Operations Section Chief
- Planning Section Chief
- Logistics Sections Chief
- Financial/Admin Section Chief
- **Appendix 9** Scribe

(Equipment and Additional Resources for each department are listed in Annex I.)

#### **Partners**

“Partners” are those organizations and agencies who are not part of the Regional Emergency Management Organization but who have a key Emergency Management response role. The roles and responsibilities of partners to the Regional Emergency Coordination Centre Group are contained in Annex E2 in the following appendices:

- **Appendix 1** Canadian Red Cross
- **Appendix 2** Director, Community and Social Services
- **Appendix 3** Emergency Planning Officers EMO NS
- **Appendix 4** Cumberland Amateur Radio Emergency Services (ARES)

- **Appendix 5 Ground Search and Rescue Teams (Pugwash, Springhill)**
- **Appendix 6 Hospital Administrator (Cumberland Regional Health (Care Centre))**
- **Appendix 7 Emergency Health Services (EHS)**
- **Appendix 8 Salvation Army**
- **Appendix 9 Superintendent, Chignecto Regional School Board**
- **Appendix 10 Nova Scotia Amateur Radio Association**

#### **Volunteers – Organizations and Individuals**

Emergency responders should bear in mind that volunteers play a significant role in responding to many emergencies – whether it be through an organization or as an individual. Volunteers should be directed to register at the Volunteer Registration Centre for coordination and assignment of tasks. The registration process will also provide valuable documentation for use after an Emergency Management operation is over.

#### **4.7 EVACUATION**

Given the very large area and relatively low density of population in the Municipality, details for an evacuation can best be developed when the specifics of a threat are known. To aid in this process detailed information regarding the demography, geography and physical infrastructure of each General Service Area in every Municipality will be gathered and recorded in Annex J. A “General Service Area”, or GSA, is the name given to each community in the region, including their surrounding areas, for the purpose of civic addressing. The authority to order an evacuation is found in section 14 (f) of the Emergency Management Act and can only be exercised by the Warden/Mayor or person directly authorized by the Warden/Mayor while a State of Local Emergency is in effect. Local Fire Chiefs also have Authority to evacuate under Municipal Law.

Any evacuation pursuant to an order will be organized and carried out by Incident Command with such assistance as they require. It is the responsibility of Incident Command to make sure all persons (and, if specified in the Order, livestock and personal property) leave the area, to provide or arrange for any assistance that may be required, to use force if necessary, and to secure the area evacuated. Ref to Annex F2

#### **4.8 CRITICAL INCIDENT STRESS MANAGEMENT (CISM)**

CISM is the process of assisting people in identifying and dealing with adverse psycho-social effects of critical incident stress. A critical incident is any situation that causes people to experience unusually strong emotional and/or physical reactions that may potentially interfere with their ability to function, either at the scene or at a later date. It is impossible to predict whether an incident will cause a critical stress reaction. Critical incidents range from mass casualty incidents to situations involving single victims. Managers should be aware that the following have a high probability of causing stress to people involved in or exposed to an incident:

- **serious injury or death of a colleague in the line of duty or in the workplace;**
- **mass casualty incidents;**
- **natural disasters;**
- **serious injury or death of a person while in an emergency responder’s care; and**
- **incidents where the person knows or identifies with the victim.**

All members of the emergency response team (including management) involved in a prolonged, or major incident will be required to attend a CISM debriefing even if stress is not evident, and even if they receive ongoing counseling from another agency.

Once the emergency plan is implemented, where and when required, the ECC Commander shall request CISM for anyone affected by an incident (victims, evacuees, responders, etc.)

For victims of the event, the Nova Scotia Department of Community Services (Emergency Social Services Branch) is responsible for making such arrangements.

#### **4.9 LEGAL ASPECTS – INDEMNIFICATION**

Section 21 of the Emergency Management Act states:

*“The Minister, a mayor or warden, a municipality, the Emergency Management Organization, a committee established pursuant to this Act or a member thereof, or any other person*

*(a) is not liable for any damage arising out of any action taken pursuant to this Act or the regulations; and*

*(b) is not subject to any proceedings by prohibition, certiorari, mandamus or injunction with respect to any action taken pursuant to this Act or the regulations.”*

#### **4.10 FINANCE**

##### **Accounting**

It is important that emergency-related costs are captured for possible reimbursement at a later date by the provincial or federal government. Applicable department codes shall be utilized for the REMO response to cover the expenditures identified below:

- **salary (regular and overtime);**
- **long distance telephone charges;**
- **courier and freight charges;**
- **purchase, rental, repair and maintenance costs for material and equipment;**
- **taxi and transportation (e.g., buses) costs; and**
- **other costs as agreed to by the RECC Commander under emergency signing authorities.**

##### **Emergency Signing Authorities**

Given that emergency management of an event is reflective of ICS, emergency signing authority will be consistent with the Inter Municipal Emergency Service Agreement and the approved signing authority of the respective municipalities.

##### **Disaster Assistance Funding**

The Liaison Officer is responsible for contacting the office of the Minister responsible for the Emergency Management Act in order to obtain current information and to apply for Disaster Assistance funding.

#### **PART 5 –EMERGENCY COORDINATION CENTRE**

The Regional Emergency Coordination Centre (ECC) is a multi-module facility designed and equipped to facilitate the response activities of the Regional Emergency Coordination Centre Team (RECCT). The RECC has various Modules as listed below:

- **Telecommunications Centre (also known as the Telecom Room);**
- **Separate operations offices for identified Emergency Management Response Agencies;**
- **Meeting/SITREP Room;**
- **Feeding area; and**
- **Rest area.**

Although each Module is independent, all operate under the authority of and in support of the Regional Emergency Coordination Centre Team. Administration of the primary, alternate and any co-located Emergency Coordination Centre's is the responsibility of the Regional Emergency Management Coordinator under the authority of the inter-municipal emergency services agreement.

##### **Mobile RECC kit**

The mobile coordination kit shall be used at all locations of the RECC. This kit shall consist of:

- Case for ECC commander
- Case for Safety Officer / PIO / Liaison
- Case for Operations
- Case for Planning
- Case for Logistics
- Case for Finance
- ICS command structure / quick reference guides (Laminated)

These cases shall contain:

- Operational forms
- Computer
- Document scanner
- Telephone
- Positional identification vests
- Desk nameplate
- Pens / Pencils / Paper / Dry erase markers / Permanent marker
- ICS command structure

### **5.1. LOCATION OF THE REGIONAL EMERGENCY COORDINATION CENTRE**

#### **Locations – Regional Emergency Coordination Centre (RECC)**

##### **The primary RECC's are located at:**

Municipality of the County of Cumberland  
E.D. Fullerton Building  
1395 Blair Lake Road  
Upper Nappan  
Amherst, NS B4H 3Z5

The RECC in this location consists of the upper level of the building including the Executive Boardroom, all the offices and all the other spaces and rooms on this level of the Building.

Town of Amherst  
Amherst Town Hall  
98 E Victoria St.  
Amherst NS  
B4H1X5

The RECC in this location consists of the main floor and offices of this building including the Executive Boardroom.

##### **The mobile RECC**

The RECC commander may locate the mobile coordination centre at any location throughout the region having due consideration for the situational factors.

##### **Mobile Command Post / Site Command Post**

The Regional Emergency Management Organization does not own a Mobile Command Post. Emergency Site Command post will be designated at the time of the emergency. It should be located as close to the emergency site as possible and must have an area large enough to accommodate the site incident command team.

### **5.2. HOURS OF WORK DURING EMERGENCY OPERATIONS**

During Emergency Management operations, the hours of work for all persons working in the Emergency Coordination Centre will be determined by the RECC Commander. Normal shifts will be to a maximum of 12 hours. The Planning Section Chief will be responsible for providing shift scheduling and changes for all RECC personnel in accordance with parameters set out by the RECC Commander. A copy of the Shift Schedule form is contained in the Annex H.

Incoming and outgoing members of the RECCT shall attend proper briefings and debriefings.

### **5.3. NOTIFICATION OF FAMILY MEMBERS**

Opportunity should be provided, during the first few hours of an emergency, to each member of the Regional Emergency Coordination Centre Team to inquire as to the safety of his or her family. A telephone line will be made available for this purpose. Family members will be provided with a brief status of the emergency situation and its possible duration. Major problems which may preclude an individual's continued presence in the RECC will be discussed with the RECC Commander. In the event of a telephone outage, a combination of two-way radio and messengers will be used to contact family members.

### **5.4. DOCUMENTATION AND REPORTS**

#### **Reports and Forms**

ICS Canada reports and forms to be used in the RECC are contained in Annex H. A three-day supply of these forms is to be kept in the **Mobile RECC kit**, as well at the primary RECC.

#### **Main Event Log**

A Main Event Log will be started as soon as the Regional Emergency Coordination Centre is activated. A visual display board will be provided for this purpose and should be strategically placed so that it is visible to all members at all times. The Planning Section Chief is responsible for assigning support staff to maintain the log. The Main Event Log is a chronology of major events or decisions made throughout the emergency. Every member of the RECC is responsible for ensuring that major events in his/her area of responsibility are provided to the support staff for recording. E Team data will also be used.

The Main Event Log is to be printed or written in a clear, concise and legible manner. Shorthand is discouraged. As each panel of the Main Event Log is completed, the Planning Section Chief will ensure that copies are made and distributed to appropriate members of the RECCT with one

copy to be retained for the official emergency record. A sample of the Main Event Log is included at Annex H, Appendix 4. E-Team Instructions are also included at Annex H, Appendix 4.

#### **Incident Action Plan (ICS 201)**

The Incident Action Plan (IAP) is for use when an incident occurs which will have a significant impact on the Regional Emergency Management response. This information must be shared immediately with the RECCT. Refer to Annex H, Appendix 5 for a sample.

#### **Message Form (ICS-213)**

The message form is used as an alternate type of communication. It can be dispatched by courier or sent to the Telecommunications Officer for transmission. A sample of the form is contained at Annex H, Appendix 6.

#### **Activity Log (ICS-214)**

Each member of the RECCT is responsible for maintaining an activity Log of emergency activities relating to his/her area of responsibility. The Log shall record what information has been received, when, how and from whom it was received, what decisions were made, what actions were taken and what instructions were issued.

Activity Logs will be closed at the end of each individual's shift and provided to the Planning Section Chief to be retained as part of the official emergency record. A sample of the Activity Log is included at Annex H, Appendix 7.

#### **Situation Report (SITREP)**

This report should be completed on a regular basis as established at the discretion of the RECC Commander. It is prepared as a result of an RECCT meeting as called by the RECC Commander. The SITREP provides a summary of activities to date, or from the last SITREP, as appropriate. A sample of a SITREP is included at Annex H, Appendix 8.

### **5.5. TELECOMMUNICATIONS-Cumberland County ECC**

The full Telecommunications Plan for Regional Emergency Management Organization is contained in Annex G to this Manual.

The primary methods of communicating to and from the RECC will be telephone (land line and cell), the internet (e-mail), and facsimile. During Emergency Management operations, the Telecommunication Centre (in the lower level at the Municipal Building) will support the RECC with radio communications, including use of the province's radio network (often referred to as the TMR system), the older provincial VHF radio system (usually referred to as the "Grid" system) and Amateur Radio.

There are approximately 20 existing telephone lines in the portion of the Municipal Building which will be used as the RECC. These lines will be available for Emergency Management use. Hard line and wireless Internet connections for e-mail and data transfer are available at the Fullerton building and Amherst town hall RECC locations.

There are facsimile machines available at all RECC locations.

Amherst Town ECC will use the existing phone lines as well as internet hard and wifi options available at the Town Hall. Radio Communications is possible with Municipal Police, Fire, Public works and Trunk Mobile Radio

Oxford ECC will use the existing phone and internet options available as well as Municipal Fire, Public Works and Trunked Mobile Radio.

### **5.6. STAFFING THE REGIONAL EMERGENCY Coordination CENTRE**

#### **During Normal Conditions**

The RECC is not staffed under normal conditions.

#### **During Transition from Normal to Emergency Conditions**

The Regional Emergency Management Coordinator will assume responsibility for the initial operation of the RECC until the RECC Commander arrives and is ready to assume responsibility.

#### **During Regional Emergency Management Operations**

The RECC Commander is responsible for the RECC operations (as well as the Emergency Management response in general) during Emergency Management operations.

**Security of the RECC**

To ensure that there is no interference with the emergency response activities, the Regional Emergency Coordination Centre is a restricted area, off limits for all except those with pre-designated emergency response roles and responsibilities within the RECC and any additional persons specifically authorized by the RECC Commander. To ensure this, members of the RECC including those added by the RECC Commander and support personnel will be required to wear photo ID or visitor ID card. Any persons added by the RECC Commander shall be required to sign in and sign out each time they enter or leave the RECC. The RECC Commander shall have full authority to have any person removed, by force if necessary, from the RECC.

Security of the RECC facilities, equipment, supplies and all records within the RECC is the primary responsibility of the RECC Commander; however, it is also the responsibility of all the members of the RECC.

**Authority to Activate the RECC**

The Warden/Mayor, the CAO, the REMC and their alternates or delegates have the authority to activate the RECC.

**Equipment and Supplies**

To ensure that the RECC is in a constant state of readiness, the REMC has been designated with the task of ordering, receiving, storing and processing emergency related equipment and supplies. An inventory of such equipment and supplies is contained in Annex I.

The REMC is also responsible for acquiring; distributing and servicing tools and portable non-expendable RECC equipment.

Section chiefs are responsible for advising logistics of their needs for supplies to sustain operational readiness, as required.

**PART 6 – COMMUNICATIONS / PUBLIC INFORMATION**

Information regarding a disaster is essential not only to emergency responders but also to other organizations and the public at large. A Media Centre and an Inquiry Centre when determined by the RECC commander will be set up in designated locations to meet these needs in the event of a Regional Emergency Management operation.

All news releases, news conferences and Public Service Announcements (PSAs), social media posts must be coordinated through the designated Public Information Officer. The Warden/Mayor and the RECC Commander will be provided with copies of all such information as soon as it is ready for release. The approval of the RECC Commander, or delegate, is required before any such releases or announcements are made public. The Warden/Mayor shall provide the information to the rest of the Executive Committee. Ref to Annex F6

**6.1. SPOKESPERSONS****Public Information Officer (PIO)/ECC and On-Site**

The Public Information Officer is responsible for media activities. Prior to any release, the information must be approved by the RECC Commander.

The PIO is the official spokesperson for the Regional Emergency Management Organization.

**RECC Commander**

No information or communication intended for the public shall be released without prior approval of the RECC Commander.

**6.2. INQUIRIES****Public Inquiries/Inquiry Centre**

Public inquiry telephone numbers will be broadcast to the public through Public Service Announcements.

Regional Emergency Coordination Centre numbers will *not* be given to the media or the public, and are to be treated as unlisted numbers for use by emergency responders only.

**Inquiry Centre**

The Inquiry Centre will keep the public informed, as appropriate, by providing information relating to issues that affect them such as the locations of Reception and Evacuation Centers, self-help instructions, updates on the status of the situation and any other relevant information.

When and where possible the use of social media will be used to keep the public updated on all aspects of response and recovery. The information provided will be subject to the approval of the ECC Commander.

**6.3. MEDIA CENTRE**

The location of the Media Centre will be determined by the RECC commander. This will be a location where news conferences can be held without interfering with ECC activities but will ensure an effective and prompt release of information to all the media at one time. Internet, both wireless and LAN, telephone and fax capabilities will be available from this room. This location has easy access to parking and public washrooms.

**PART 7 – PHASING-OUT OPERATIONS**

The RECC Commander is responsible, for consulting with the Command Staff, section chiefs, and the Regional Emergency Management Executive Committee before determining when emergency operations should cease. Employees will return to their regular employment duties once released by the RECC Commander. The RECC Commander may reduce staffing in the RECC prior to the official declaration of the termination of emergency Coordination, as appropriate. This would normally occur when a municipality's level of involvement in the emergency response has diminished.

**A State of Local Emergency terminates:**

- **after seven days, if it has not been renewed;**
- **if it is terminated by the Minister;**
- **if the Minister declares a State of Emergency covering the same area; or**
- **if it is terminated by the Municipality (Council).**

A debriefing which will focus on the strengths, weaknesses, opportunities and challenges of emergency response activities will occur within five working days of the official termination of an Emergency Management response. Recommendations must be documented and assigned for action within a reasonable timeframe with follow-up by the Regional Emergency Management Coordinator as appropriate. This Emergency Management Plan will be revised accordingly. Ref to Annex C

**PART 8 – REVIEW, UPDATE AND APPROVAL OF EMERGENCY PLAN**

The Regional Emergency Management Coordinator (REMC) is responsible for ensuring that this emergency plan is reviewed and updated on an annual basis. The review and update will consist of:

- **verifying and amending the names, positions, mailing address and telephone numbers of key officials identified on all Fan-Out Lists;**
- **verifying the continued availability of staff with emergency response duties and that plans are in place to ensure that training requirements are satisfied;**
- **verifying that the emergency roles and responsibilities are current and complete;**
- **reviewing potential hazards and dangerous goods sites; and**
- **verifying that holders of this plan are on the plan's distribution list.**

Any revisions to the main body of the Plan must be approved by Council. Upon completion of the update, the REMC will provide the Warden/Mayor's and the CAO's with an original updated copy. Copies will then be provided to those on the Distribution List.

**PART 9 - APPROVAL OF THE REGIONAL EMERGENCY PLAN****Municipality of Cumberland**

\_\_\_\_\_  
Chief Administrative Office/Clerk

\_\_\_\_\_  
Warden

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Town of Oxford**

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

**Town of Amherst**

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date