

WEST HANTS REGIONAL MUNICIPALITY

Committee of the Whole - Meeting Agenda **AMENDED**

March 12th, 2024 - 6:00 p.m.

In-person Sanford Council Chambers, 76 Morison Dr, Windsor, NS

Virtual via Zoom (also FB Livestream)

Agenda is subject to change due to additions that may not be able to be reflected until after the meeting.



West Hants
something inspiring awaits

1. Call to Order
2. Attendance
3. Approval of the Agenda, including additions or deletions
 - a) Dashboard Action Items – Information Log
 - b) Dashboard Action Items – Dangerous or Unsightly Premises
4. Declaration(s) of Conflict of Interest
5. Announcements
6. Approval of Previous Meeting Minutes
 - a) 2024-02-13 Committee of the Whole Minutes
7. Presentations
 - a) Accessibility Assessment of 76 Morison Drive – Michel Bourgeois (Accessibility Advisory Committee Member)
 - b) Hantsport & Area Community Strategic Planning – Glyn Bissix, Ph. D
 - c) HCCC#1 Board of Directors – Funding Request for Bridge Repairs associated with the July floods.
 - d) **Procurement Policy Recommendation Report - Manager Gibson**
 - e) **Parks & Grounds Equipment Pre-approval Recommendation Report – Manager Bennett**
8. Unfinished Business/Postponed Motions
 - a) Home Flood Resilience Program Information Report – Coordinator Ogilvie
 - b) Payzant/King extension discussion/update – Councillor Bob Morton
 - c) Payzant Round-a-bout discussion – Councillor Sherman
 - d) ~~Water Utility and Sewer Rates Report – Councillor Ivey~~
 - e) Emergency Plan for Flood Zones Information Report – Director Richard/Manager Burgess
 - f) Judicial Review Costs Information Report - Permit D2023-019 – Director Poirier
 - g) Peace and Good Order By-Law Information Report – Clerk Snair
 - h) Notice to Rescind Stormwater Management RFP Motion – Clerk Snair

9. Reports
 - a. CAO Activity Update - Information Report
 - b. Financial Update Ending January 31, 2024 - Director Rochon
10. Correspondence
 - a. Information
 1. Avon Causeway Activity Log as of March 12th, 2024
 - a) Denise Forand Re Causeway a growing political embarrassment.
 2. Correspondence Received Ledger as of March 12th, 2024
 - a) HCCC#1 Board of Directors Re Canyon Point Road Community Temporary Laneway Flooded
 - b) Peter Moore Re Capped Property Assessment (WHRM copied)
 - c) Randy Hussey Re Underwood Road Traffic Safety Issue
 - d) Jennifer Moore Re Home Flood Protection Program Information Report
 - b. Request(s)
 - c. Out-going Correspondence Ledger as of March 12th, 2024 - None
11. New Business
 - ~~a) Procurement Policy Recommendation Report – Manager Gibson~~
 - b) Temporary Borrowing Resolution Recommendation Report – Director Rochon
 - ~~c) Parks & Grounds Equipment Pre-approval Recommendation Report – Director Kehoe~~
 - ~~d) One (1) 5500 Series Truck Purchase for Summerville Fire Department Supplementary Recommendation Report – Municipal Operations Supervisor Thornton~~
 - e) Third (3rd) Process Train Windsor WTP Detailed Design Recommendation Report – Director Richard
 - f) Two (2) 5500 Series Truck Purchases Recommendation Report – Director Richard
 - g) Mills Lake Watershed Advisory Committee Landowner Appt Recommendation Report – Clerk Snair
12. Public Participation Period
13. In-Camera
14. Next Meeting Date / Adjournment – March 26th Council Meeting at 6 p.m.

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
Pedestrian Signage and Barriers - Have consistent and align with Branding outcomes. Staff prepare report for 2021/22 Capital & Operating budgets. (These items should be incorporated into our growth centres). Staff report back.	2020-09-22	On-going	Beautification Strategy presentation provided at Nov, 2023 COTW mtg. PRIME has been engaged to create how the signs will look and are working on gathering suitable photos for Hantsport, Windsor and West Hants.	PW/Comm. Dev
W. B Stephens Building Design Project Management Tender Award (Municipal Office) - Draft an RFP that will look at A) the 100 King Street Building B) The 76 Morison Building and C) or an alternative new location is required to facilitate the needs of the Municipality.	2020-10-27	2022-on going Late Spring/Summer 2024	Ongoing - RFP pending	CAO
Panuke Rd Event - Event to be arranged by Mayor	2021-03-09		On-going, an event will be scheduled this year.	Mayor
Glooscap First Nation & WHRM Council Meeting - Send formal invite for a meeting to discuss many topics including reconciliation.	2021-06-22		On-going, Item remains on the Dashboard, Awaiting mtg dates from Glooscap	Mayor
Request to Meet with Avon Causeway Gate Stakeholders - Send letter to Glooscap First Nation requesting immediate joint council mtg. to discuss Avon River Causeway/Aboiteau Gate System and Ministerial Order	2021-06-22	Unknown	Item remains on the Dashboard, Mayor will follow up.	Mayor/CAO
Subdivision Street Lighting - Create a policy to come back to Council for review.	2023-01-10	2024	Report at October COTW, More information will be presented to Council for discussion/decision.	PW
Waste Collection By-Law - initiate the process for consolidating the Windsor and West Hants waste by-law to remove the disparities that exist between the two.	2023-03-28	2024	Approved, staff are gathering information, a report will follow.	PW

Matter	Start Date	Deadline / Update	Status/Progress Updates	Resp.
Sidewalk Extension from Wentworth Road to the WH Sports Complex - prepare a report on what is required to extend the sidewalk from Wentworth Rd. to the WH Sports Complex and as a second step to include extending the sidewalk to the end of the block (intersection of Wentworth and Tregothic).	2023-04-11	2024	Approved, Report to follow	PW
Noise By-Law/Peace and Good Order - staff revisit the Noise By-Law/Peace and Good Order.	2023-09-12	2024	Approved, Draft By-law and Report to follow in March	CAO
Sewer Odours - staff explore options on masking sewer odours arising from the Combined Storm/Sewer System & report back to Council with recommendations.	2023-10-10	2024	Approved, Report to follow	PW
Fresh Water Resources/Explore Ownership of the pond - staff determine if the property known as Town Pond is or was ever a public resource, further if it was a public resource but is no longer, then when and how did it transition from public to private ownership.	2023-10-10	2024	Verbal update provided. Will remain on the agenda until follow up completed.	PW/PLAN/CAO
Dykeland Lodge Request - staff review possible options for an alternate route in and out of College Road.	2023-11-28	2024	Approved, Pending a report	PW
Bulk Water and Sewer Rebate - 1. Staff create a regional sewer rebate in the same manner as the low income residential tax rebate that includes a \$50/quarter rebate with funding avenues to be presented by staff. 2. Staff create a regional bulk water rebate that would be similar to the low income residential tax rebate that includes a \$200/yr/residential property owner to be funded through avenues presented by staff.	2023-12-12	2024	Approved, Pending report	Finance

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
Stormwater Management - Staff come back with more information including a suggested RFP for Council to review utilizing the CBCL report and that the RFP identifies developing a stormwater mitigation plan identifying both short and longer term phased in solutions.	2023-12-19	2024	Approved, See updated motion to reflect alternate procurement being used for CBCL to complete the work. Motion will be rescinded at the March COTW.	PW
Floodzones - staff create a "Home Flood Protection Program" to present to Council by the March COTW meeting for viewing and or approval for budgetary implications.	2024-01-09	2024	Approved, report to follow	PW
Floodzones - develop an Emergency plan for Windsor and Hantsport Floodzones and could encompass all areas that flood (intended to be a Regional program) and may include diverting of waters from residences and present it to Council by the March COTW meeting.	2024-01-09	2024	Approved, Motion was amended. Report to follow	PW
Windsor Stormwater Management - staff meet with CBCL to expand on the initial work completed to expand the project into a phase 2 stage in the interest of accelerating the process to determine next steps and analysis of work needing to be done for a broader Windsor Storm Water Management plan.	2024-01-09	2024	Approved, Pending a report	PW
Windsor and WH Water Utilities Detailed Audit - CAO to secure an independent firm to undertake a detailed operational and financial audit of WH and Windsor water utilities.	2024-01-23	2024	Approved, Pending an audit report	CAO/Fin

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
2024 Municipal and CSAP Election Appoint a Returning Officer - 1.Council appoint Debi Fitzpatrick as the Returning Officer for the 2024 Nova Scotia Municipal and Conseil scolaire acadien provincial (CSAP) elections setting the fee for the Returning Officer to a maximum of \$32,500 (based on hours worked) and further that any expenses incurred in the 2023/24 fiscal year be funded through the Regional Elections Reserve. 2.Council gives authority to the CAO to appoint Assistant Returning Officer(s).	2024-02-13	2024-02-27	Approved	CAO
Insurance RFP - approves the award of Request for Proposals Tender #WHRMFS23-01 for General Insurance and Risk Management Services to Intact Public Entities Inc., in partnership with Brokerlink Inc.	2024-02-13	2024-02-27	Approved	Fin
Windsor Hockey Heritage Change of Grant Request - approve the Change of Grant Request for the Windsor Hockey Heritage Society to allow them to utilize the previously approved 2023 Municipal Grant for the Windsor Hockey Heritage Society fundraising dinner to be held in April 2024.	2024-02-13	2024-02-27	Approved	Comm Dev.
Land Matter PID 45054707 - staff be directed to negotiate with the owners of PID 45054707 Re: the purchase of a portion of that property as directed in-camera.	2024-02-13	2024-02-27	Approved	PW
Birthplace of Hockey Tournament - In kind Donation - a \$1,500 in kind donation of ice rental waving of the fee be approved.	2024-02-13	2024-02-27	Approved	CD/Fin

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
Zwicker Lake - Decision Permit D2023-019 - CAO be directed to engage staff to provide Council with a summary outline of the total cost of legal services incurred by WHRM relating to the Zwicker Lake property land use issue for permit D2023-019.	2024-02-13	2024-03-12	Approved, Report to follow	CAO/Fin/Plan
WHMPS and WHLUB Amendment Request: Wind Farm Policies - direct staff to follow the planning process to amend the planning documents to include a 4 km setback for wind turbines from residential dwellings.	2024-02-27	2024	Approved, Report to follow	Plan

West Hants Regional Municipality In-Camera Dashboard (Action List)

March 12, 2024

Green - Complete

Yellow - In-progress

Red - Not started

[illegible]



Accessibility Overview

Main Entrance/Service Counter

76 Morison Dr





Building Function: WHRM Administration Offices, Council Chambers, Customer Service



Expected users: WHRM staff, Members of Regional Council, General Public



Expected Hours of Operation: During the day, with potential for use in hours of darkness for meetings.



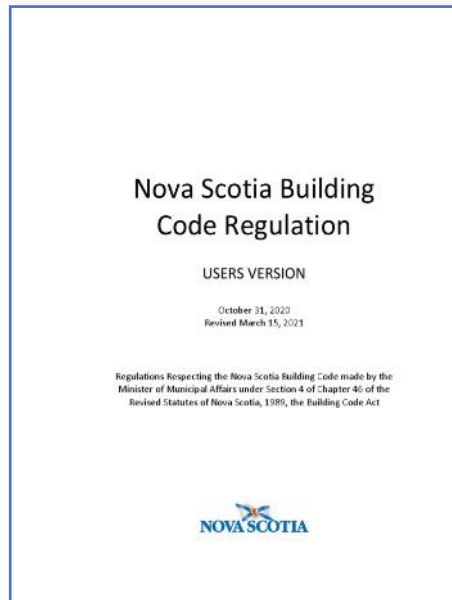
Assessment Scope: Accessible parking, main public entrance and public Customer Service area of 76 Morison Dr. This does not include the washroom interiors, Council Chambers or staff areas and makes no recommendations regarding those spaces.



Date of site visit: Jan 23-25, 2024



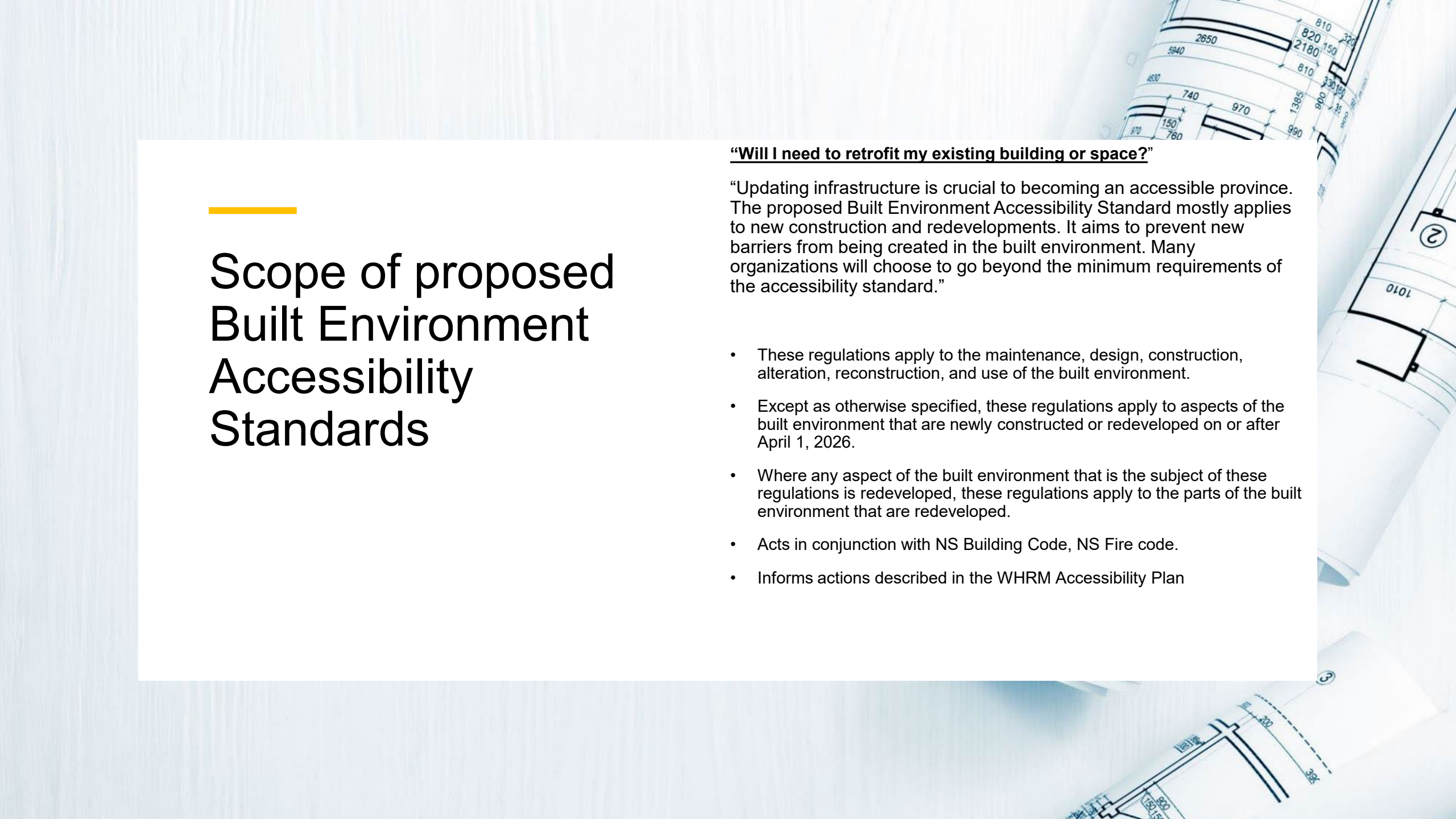
**This review is conducted by the WHRM Accessibility Advisory Committee for information purposes only and is non-binding.*



Reference Material :

- CSA B651:23
- NS Building Code
- Built Environment Accessibility Standard Package (Draft)
- WHRM Accessibility Plan





Scope of proposed Built Environment Accessibility Standards

“Will I need to retrofit my existing building or space?”

“Updating infrastructure is crucial to becoming an accessible province. The proposed Built Environment Accessibility Standard mostly applies to new construction and redevelopments. It aims to prevent new barriers from being created in the built environment. Many organizations will choose to go beyond the minimum requirements of the accessibility standard.”

- These regulations apply to the maintenance, design, construction, alteration, reconstruction, and use of the built environment.
- Except as otherwise specified, these regulations apply to aspects of the built environment that are newly constructed or redeveloped on or after April 1, 2026.
- Where any aspect of the built environment that is the subject of these regulations is redeveloped, these regulations apply to the parts of the built environment that are redeveloped.
- Acts in conjunction with NS Building Code, NS Fire code.
- Informs actions described in the WHRM Accessibility Plan

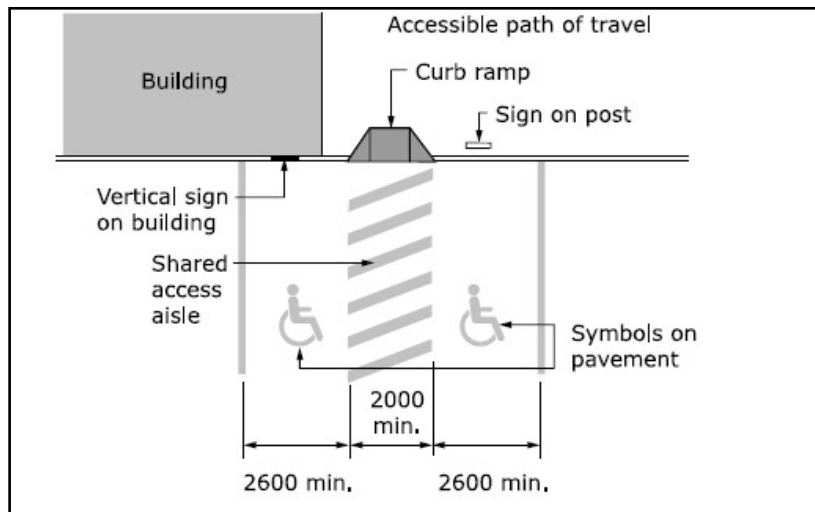


Accessible Parking

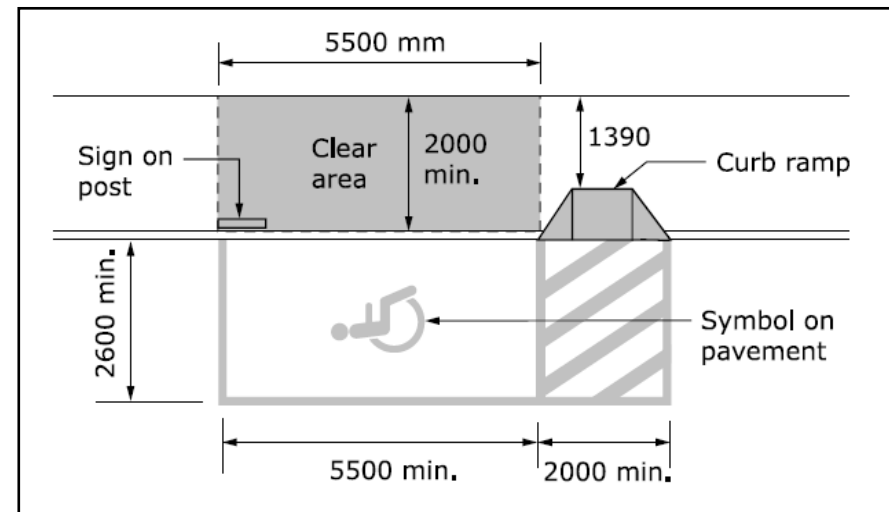
- Determine number and location of designated spaces
- Cross slope ($< 5\%$) of accessible parking facing Morison Dr. prevents use. (B651:23 Sec 9.4.1 specifies a level surface)
- Area directly in front of building may lack sufficient width (B651:23 Sec 9.4.1 specifies 2600mm width with an additional 2000mm clear area)
- Signage
- Pavement Marking
- Illumination

Accessible parking

Perpendicular



Parallel



Entrance



Areas of Success

- Power operated doors
- Firm and stable pathway to main entrance
- Door operator button 900mm from floor

(spec is 900-1100mm)

- Bike rack present
- Partial handrail on exterior approach

Areas for review

- Door opening clear width 825mm (B651:23 Sec 5.2 specifies 850mm)
- Fire Pull 1400mm from floor (B651:23 Sec 4.3.1 specifies 1200mm)
- Hand Sanitizer 1300mm from floor (B651:23 Sec 4.3.1 specifies 1200mm)
- Recycle bins block fire alarm pull, hand sanitizer and light switch (B651:23 Sec 4.3.2 specifies 820mm x 1390mm clear approach space)
- Door Spacing in vestibule door may not meet new standard (details next slide)
- Potential obstruction caused by bike rack location (B651:23 Sec 8.6.9)
- Termination of railing
- Consider TWSI (Tactile Walking Surface Indicator) where concrete walkway meets asphalt (B651:23 Sec 8.2.1)
- Loose floormats can be a trip hazard (B651:23 Sec 4.3.3)

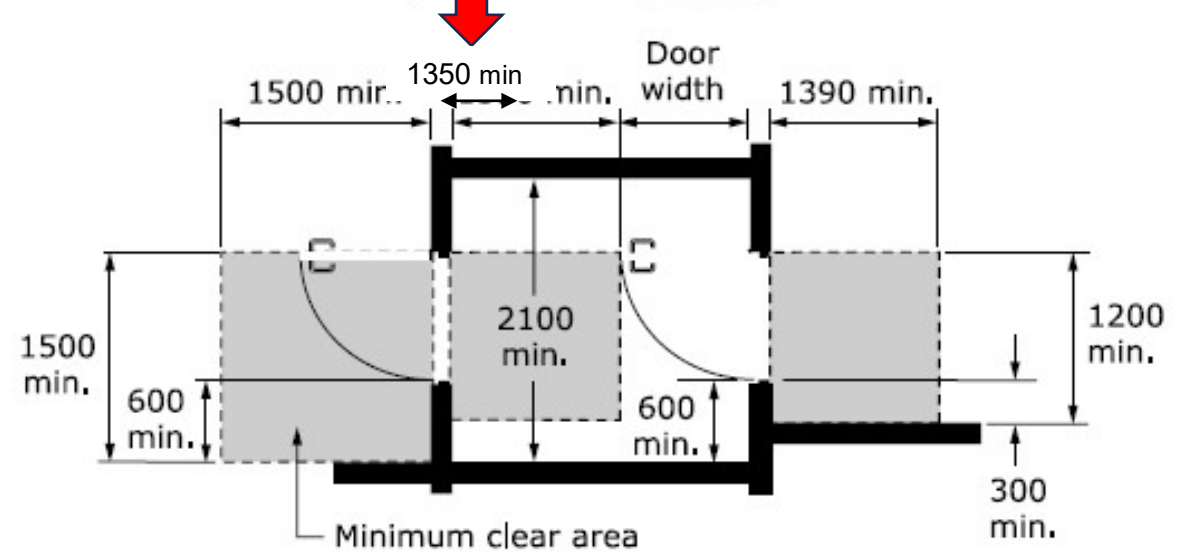
Doors/Vestibule

Proposed NS Standard (B651:23 Section 5.2.5)

“A vestibule located in a *barrier-free* path of travel shall be arranged to allow the movement of wheelchairs between doors and shall provide a distance between 2 doors in series of not less than **1350 mm** plus the width of any door that swings into the space in the path of travel from one door to another.”

The area between the two entrance doors, measured when the innermost door is in the open position is **1040 mm**.

Figure 21 a)
Manoeuvring area at parallel swinging doors
(See Clause [5.2.5.](#))



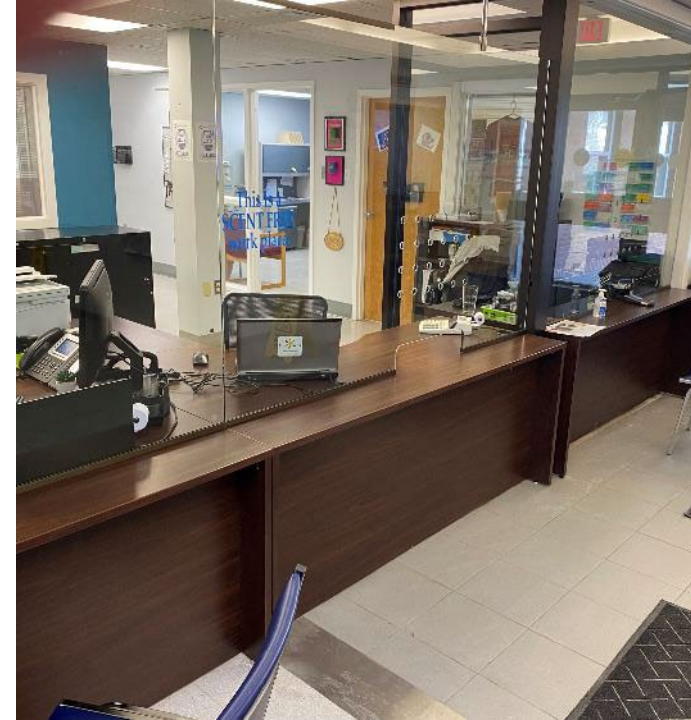
Counter/Service Area

Areas of Success

- Excellent color contrast between floor/walls and service counter
- Area is well illuminated with minimal glare from surrounding surfaces
- Countertop knee height clearance is 740mm
(B651:23 Sec 6.7.1.2 specifies 730-860mm)

Areas for review

- Knee clearance depth is 120mm
(B651:23 Sec 6.7.1.3 specifies 480mm for a front approach)
- Chairs are potential obstacles at two windows
(B651:23 Sec 6.7.1.1 specifies 800mm x 1350mm clear space)
- Consider a standing height or adjustable counter section when exploring design options

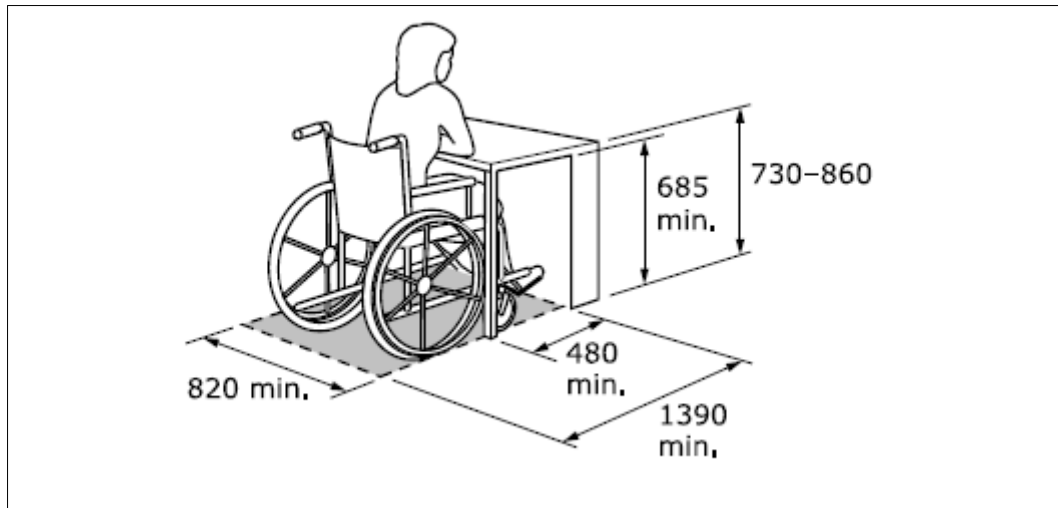


Counter approach

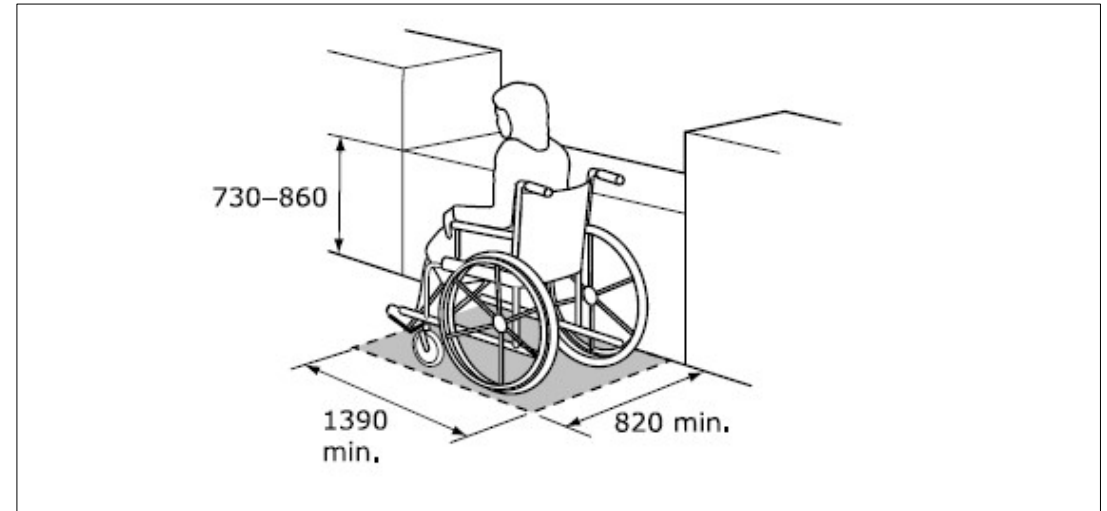
*Front approach provides a more natural position for users with reduced reaching or twisting.

*Parallel approach requires additional clear space to facilitate approach.

Front Approach



Parallel Approach



Signage

Areas of success:

- AED Signage is excellent

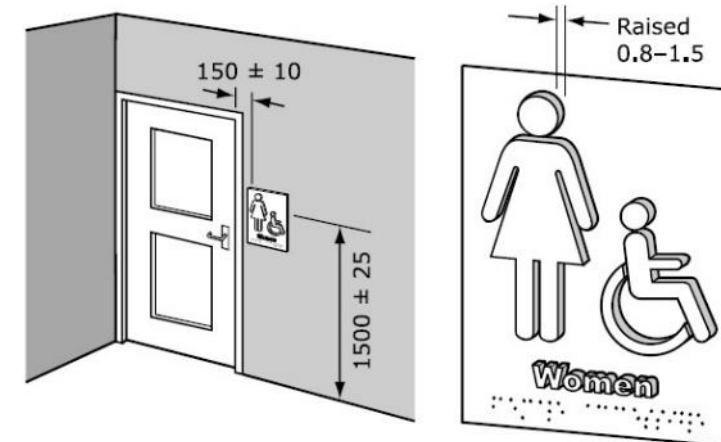
Areas for review

- Lack of exterior signage at main entrance
- Lack of wayfinding signage for washrooms
- Lack of tactile wall mounted signage for washroom or Council Chambers
- Existing washroom signage mounted on the door.

Proposed NS Standard (ref B651:23 Sec 4.6)

“For all amenities where a door is present such as washrooms, stairwells, rest areas, elevators there will be a tactile pictogram and name wall mounted signs.”

‘Building interiors should have a barrier-free path of travel with accompanying signage , ensuring all users are able to easily locate and access key facilities, including, an information desk, elevators and washrooms.’



Drinking Fountain

Areas of success

- Fountain spout is 750mm from the floor at the front of the unit.

(B651:23 Sec 6.1.2 specifies 750-900mm high)

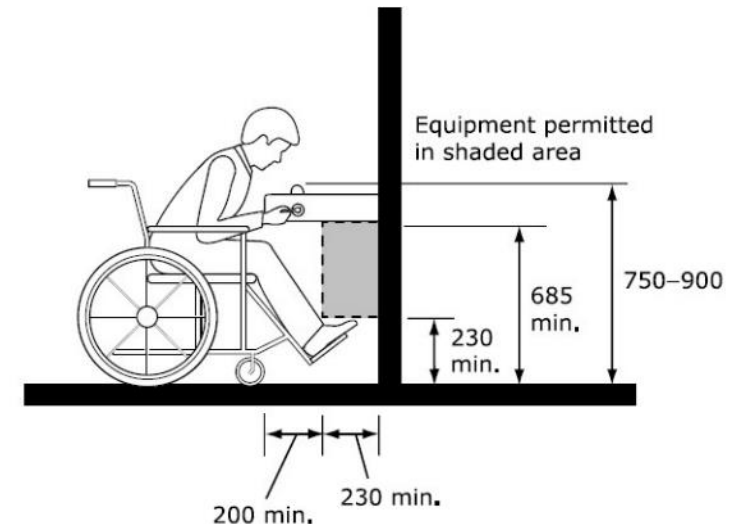
- Lever control easy to operate with a closed hand
- Adequate clear approach area
- Hand sanitizer within spec at 1200mm above floor

Areas for review

- Bottom of fountain is 650mm above the floor

(B651:23 Sec 6.1.6 specifies knee space of 685mm)

- B651:23 Sec 6.1.1 specifies capacity to fill bottles
- B651:23 Sec 6.1.3 specifies 30% color contrasted handle to unit
- Color contrast on wall could assist persons with low vision



Miscellaneous



Areas of Success

- AED present with blade signage
- Recycling program in place

Areas that may require review

- AED handle is 1400mm above the floor
(B651:23 Sec 4.3.3 specifies 1200mm)
- Obstructions in path of travel and at building controls
(B651:23 Sec 4.3.2 specifies 820mm x 1390mm)



Areas of success summary:

Pathway to main entrance is stable, firm and well maintained

Power operated doors with low threshold at main entrance

Good colour contrast between walls, floor and service counter

Reception area provides a firm and stable surface with room for facility users to circulate freely

Interior illumination is excellent

AED is present with clear signage



Opportunities Summary

Accessible Parking (number of spaces, location, signage and pavement markings)

Location of bike rack relative to path of travel

Signage; Exterior entrance & interior room identifier/wayfinding signage

Extension of existing handrail to tie into entrance

TWSI where concrete walkway intersects parking area

Front approach vs side approach for service counter. A standing/variable height counter could also be included in future designs.

Placement of chairs at staffed counter(s) vs dedicated accessible counter

Ongoing awareness of items placed in path of travel

Explore Assistive Listening technology

Location of recycling receptacles

Consider changing door handle to Council Chambers to a lever type

Height of various building controls and features (AED, hand sanitizer etc.).

Wireless debit transaction terminals

Relief Area for Service Animals

Hantsport & Area Community Strategic Planning Project Presentation West Hants Regional Municipality Council: Committee of the Whole

Department of
Development Community,
Acadia University
March 12, 2024
Della Alderson & Glyn Bissix

Hantsport Area, West Hants Regional Municipality



Community Case Study

Hantsport, West Hants Regional Municipality
Shasta Grant, BCD and Josie Rafuse (BCD with Co-op: Class of 2024)
With Glyn Bissix, Ph.D
December, 2023
Department of Community Development
Acadia University, Wolfville, Nova Scotia

CODE 4013: Strategic Planning for Communities

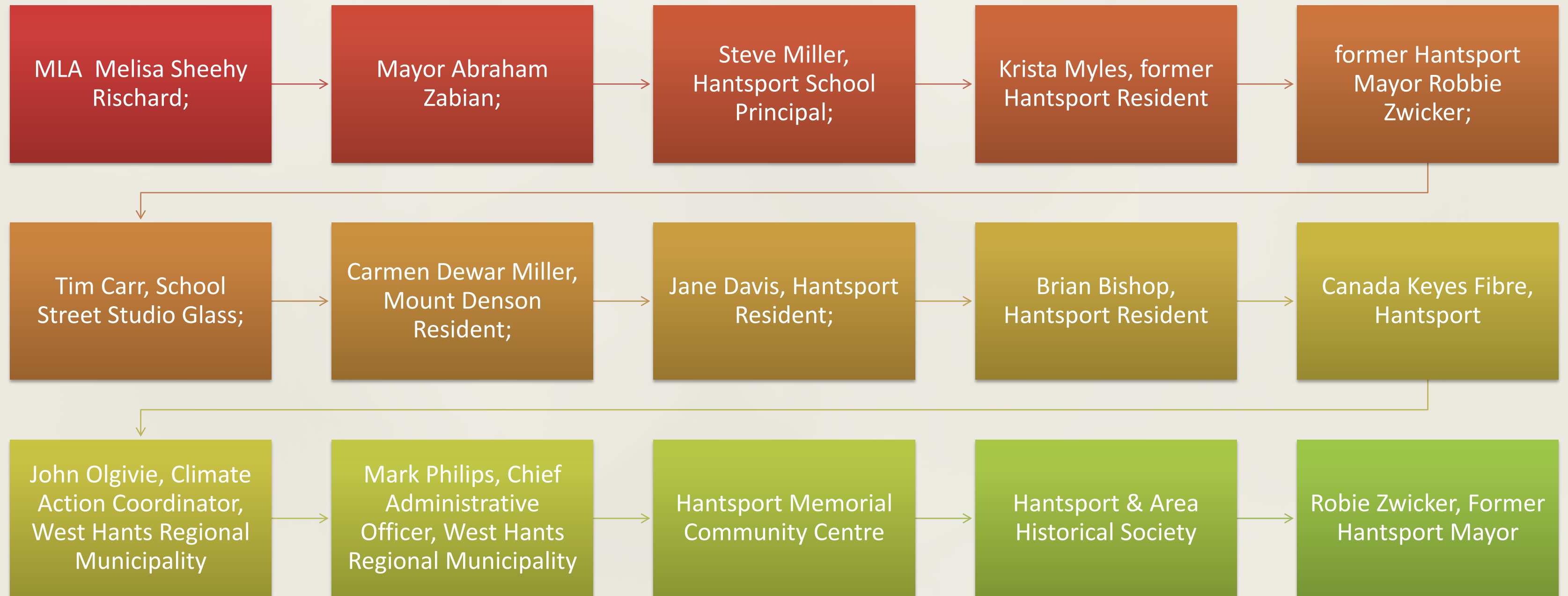
Two Weeks and Two Days Block Teaching
Experience with 19 graduating students
divided into five consultancy teams.

Two objectives:

To Learn the Procedural Theory of
Strategic Planning by applying it to a
Community with Real Issues and
Aspirations

To leave something of value with the
cooperating community (a Foundation
Case Study and Five Reports). The
community might even adopt some of
the recommendations we provide.

Thanks to: Councilor Paul Morton: Our Community Liaison
Jud Porter: President – Hantsport and Area Historical Society
Our Community Field Visit Guide
and Apologies to those we missed talking to.



Our Team at Tidal Assets



DELLA ALDERSON

VP Inclusion



VALERIE CAMPBELL

VP Community Relations



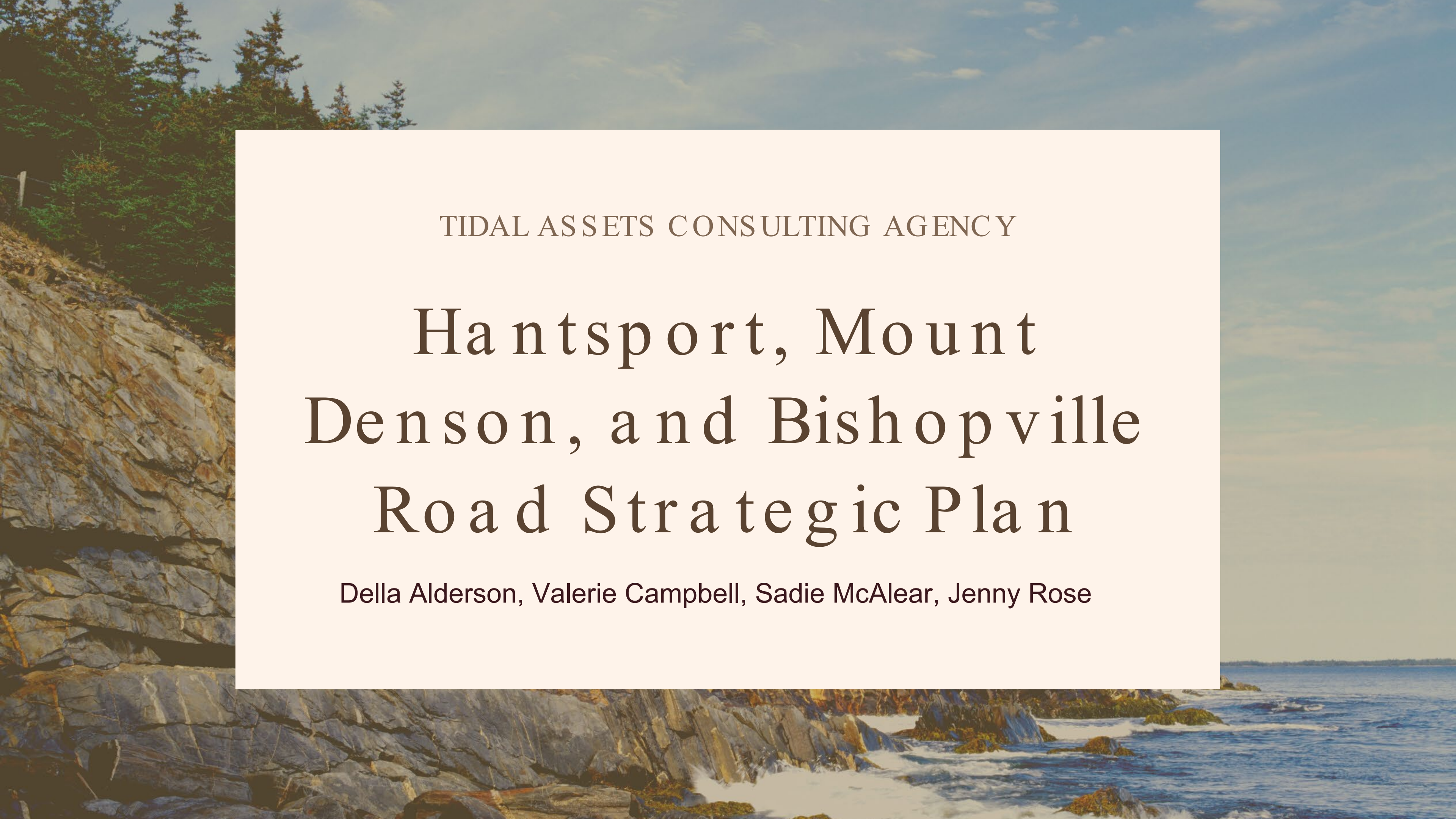
SADIE MCALEAR

VP Government Relations



JENNY ROSE

VP Environmental



TIDAL ASSETS CONSULTING AGENCY

Hantsport, Mount Denson, and Bishopville Road Strategic Plan

Della Alderson, Valerie Campbell, Sadie McAlear, Jenny Rose

Consultation Framework

INITIAL CASE STUDY

An in-depth analysis recognizing internal and external elements as well as past and current information - providing a detailed initial impression of Hantsport & Area.

COMMUNITY FIELD VISIT

A physical field visit supporting a deeper sense of the built and natural environment of the community.

TEAM INTERVIEWS

Each team member conducted one interview with a different individual holding a personal connection to Hantsport & Area.

INTERVIEW SUMMARIES

Interview summaries provided by each Strategic Planning Group were used to garner common themes and results.



(Photo from Marinas.com)

A Vision for 2030

- The Hantsport, Mount Denson, and Bishopville Road community is working to be a **vibrant** and **inclusive** hub of **economic, recreation, and cultural** activity. The relationships within the community and the **partnerships** with West Hants Regional Municipality, Glooscap, and other neighbours are being built in **trust** and **strength**, leading to exciting and **sustainable development** for the region.

Key Issues and Sub-Visions: Climate Change



COASTAL EROSION

Residents of Hantsport and their properties are protected from erosion. Provincial and Federal governments are assisting in the financial cost of climate-resilient infrastructure.



FLOODING

Flood-prone areas have been identified, and flood infrastructure and procedures are implemented to keep residents and property safe from damage.

Key Issues and Sub-Visions: Community Health & Vibrancy



RECREATION & LEISURE

The community spaces are well-used and bring a sense of pride and ownership to residents. Hantsport offers more opportunities for independent and programmed recreation.



CURB APPEAL

There are lively community spaces for all to enjoy and fewer unused industrial spaces. Community spaces foster the built, natural, human, and social capital within the community.

Key Issues and Sub-Visions: Accessibility & Infrastructure



WATER INFRASTRUCTURE

The system is reinforced to handle increased capacity to prevent future incidents. The roads, emergency services, and local businesses are kept operational and uninterrupted.



SIDEWALKS

Sidewalks are physically accessible with green spaces, platforms for benches, and systems to manage stormwater runoff.

Key Issues and Sub-Visions: Economic and Civic Engagement



EMPLOYMENT

The community and municipality support the establishment of new businesses.

Those employed in the community receive livable wages in jobs that align with their work preferences.



CIVIC ENGAGEMENT

The municipality demonstrates commitment to community engagement with transparent practices, fostering trust between the leadership and the residents of Hantsport and Areas.



IMPLEMENTATION & ACTION PLAN

“Without action, a
strategic plan is
nothing more than
words on paper.”

TIDAL ASSETS CONSULTING



THANK YOU FOR YOUR TIME AND CONSIDERATION

At this time, we welcome you to please ask any questions and provide any feedback you may have garnered throughout the presentation.

Presentation to West Hants Municipal Council

March 12, 2024



History of Canyon Point Resort

- HCCC#1 commonly referred to as Canyon Point Resort is a bare land condominium property located in Vaughan, NS and has been in effect since 2005.
- It has 59 homes half of which are full time residences. There are also residents who are long term renters.
- Condo fees paid by the owners go towards the upkeep of Canyon Point Resort including the bridge at the entrance to the property which links the residents to Pioneer Drive. In addition to condo fees, each homeowner contributes road fees to FLWOA for the maintenance of Pioneer Drive.
- The former bridge was a single lane roadway, with a 20 feet span with a galvanized steel primary structure, bridge railings, approach railings and reinforced concrete abutments. The bridge has a wood deck and asphalt wearing surface which is covered by gravel.

Canyon Point Resort Bridge



2023 Assessment of Canyon Point Bridge

- In the spring of 2023, the former Canyon Point Bridge was examined and assessed by an engineering firm.
- The assessment report stated that all concrete, steel and timber elements were in good condition.
- That with proper maintenance of the bridge deck (every 15 years) the bridge was assessed to have an indefinite service life.

Timeline of Events

- On July 22, 2023, an intense rain and thunderstorm resulted in massive flooding in West Hants, NS.
- A result of this flooding was critical damage to the Canyon Point Bridge leaving residents stranded in their community and other residents unable to access their properties.
- On July 24 & 25, 2023 a temporary laneway was constructed allowing residents to access Pioneer Drive. It also allowed emergency services, NSP and various other agencies access to Canyon Point Resort.
- On August 1, 2023, a structural engineer deemed the bridge to be unsalvageable and therefore a total loss.
- On August 2, 2023, we engaged with a qualified licensed person to create a water diversion plan and erosion control measures. An application for in-stream structure removal was submitted to the Department of Environment and the Department of Fisheries.

Timeline of Events Continued

- On August 9, 2023, we submitted permit applications to the Department of Environment & the Department of Fisheries and Oceans.
- On August 14, 2023, an application for funding was made to EMO for the Disaster Financial Assistance program.
- On August 25, 2023, a permit was granted from the Department of Environment for removal of the existing in-stream structure (collapsed bridge) as well as the eventual removal of the temporary laneway.
- On September 8, 2023, the asphalt topping, timber decking and steel substructure of the bridge were removed.
- On September 11, 2023, a permit was granted from Department of Fisheries & Oceans for the removal of existing in-stream components (concrete foundations) as well as the eventual removal of the temporary laneway.
- On September 12, 2023, a consultant was engaged to perform all required regulatory surveys, studies, preliminary & detailed design drawings, cost estimate and Engineer of record services.

Bridge Damage



Bridge Damage



Bridge Damage



Bridge Damage



Temporary Laneway



Bridge Deconstruction



Bridge Deconstruction



Bridge Deconstruction



Financial Impact from Bridge Destruction

- To date, Canyon Point Resort has spent and /or committed to approximately \$130,000.00 to costs associated with the bridge replacement.
- The current high-level budget for the replacement of this bridge is approximately \$650,000.00. This budget was prepared by the HCCC#1 board in consultation with an engineering firm and estimates from local vendors and includes costs for geotechnical surveys, hydrological studies, and design costs, along with the costs to have the temporary laneway removed, footings installed for the new bridge replacement.
- Canyon Point Resort has received \$77,966 through the Disaster Financial Assistance Fund and has also spent \$48,000 of our own resources after having the reserve fund study redone to free up those additional funds.
- Without financial assistance, additional owner cost could be \$9,000 or more per residence, causing significant financial hardship to many homeowners in the community.

How Can the Municipality of West Hants Assist Us

- Advocate on our behalf to EMO for full payment of the \$200,000 in Disaster Financial Assistance (this would result in an additional \$122,000 to the community for use in the bridge replacement).
- A financial contribution towards the cost of the replacement of the bridge.
- Defer property taxes paid by residents of Canyon Point Resort into a special fund and allow those funds to be used towards the cost of the bridge replacement.
- Finance the bridge replacement and recoup the costs through direct taxation of Canyon Point Resort community members over a period of 5-7 years.
- Waive all building/development fees.
- Help by providing equipment/resources for the bridge project and waive tipping fees for construction material removed when the temporary laneway is dismantled.

Urgency- Time is of the Essence

- On Thursday, February 29, 2024, the temporary laneway currently in place in lieu of the bridge flooded again, effectively making it impossible to leave the community of Canyon Point Resort. Approximately 30 people were trapped with no way out, and conditions were very dangerous until the water subsided enough to allow repair work to be completed so that the laneway could be used again.
- DFO has issued a permit requiring the bridge replacement and all associated work to be completed by the end of 2025. Per the Department of the Environment guidelines, work being done in/on/around any waterway in Nova Scotia can only take place between June 1st and September 30th, so we have limited time to complete this project, and the temporary laneway cannot be a long-term solution without significant risk of failure. Bridge components must also be ordered before starting construction, and a minimum 30% payment of the costs of these components will have to be paid up front, with the balance of 70% owing once construction begins.

February 29, 2024, Laneway Flooding



February 29, 2024, Laneway Flooding



February 29, 2024, Laneway Flooding



February 29, 2024, Laneway Flooding



February 29, 2024, Laneway Flooding



Impact & Necessity

- The bridge allows access into the community of Canyon Point and its necessity cannot be stressed enough. Allowing residents access to assistance in the event of a medical emergency, fire, police, NSP and employment as well as providing them with a safe exit in the event of wildfire is of extreme importance.
- The residents of Canyon Point Resort support the Municipality of West Hants not only with their tax dollars, but also local businesses and contractors. Anything from groceries, clothing, hardware, furniture, restaurants and gasoline are more than likely purchased within the municipality.
- The construction work that will be done to replace the bridge is being contracted primarily through local contractors, and all bridge components will be manufactured in Nova Scotia as well.

LEGEND

SYMBOL	DESCRIPTION
[Symbol]	EXISTING ROAD
[Symbol]	PROPOSED ROAD
[Symbol]	PROPOSED BRIDGE
[Symbol]	PROPOSED CULVERT
[Symbol]	PROPOSED DRAINAGE
[Symbol]	PROPOSED FENCE
[Symbol]	PROPOSED SIGN
[Symbol]	PROPOSED LIGHTING
[Symbol]	PROPOSED LANDSCAPING
[Symbol]	PROPOSED UTILITIES
[Symbol]	PROPOSED EROSION CONTROL
[Symbol]	PROPOSED RETENTION WALL
[Symbol]	PROPOSED PAVEMENT
[Symbol]	PROPOSED CURB
[Symbol]	PROPOSED GUTTER
[Symbol]	PROPOSED SIDEWALK
[Symbol]	PROPOSED BIKEWAY
[Symbol]	PROPOSED TRAIL
[Symbol]	PROPOSED FENCE
[Symbol]	PROPOSED SIGN
[Symbol]	PROPOSED LIGHTING
[Symbol]	PROPOSED LANDSCAPING
[Symbol]	PROPOSED UTILITIES
[Symbol]	PROPOSED EROSION CONTROL
[Symbol]	PROPOSED RETENTION WALL
[Symbol]	PROPOSED PAVEMENT
[Symbol]	PROPOSED CURB
[Symbol]	PROPOSED GUTTER
[Symbol]	PROPOSED SIDEWALK
[Symbol]	PROPOSED BIKEWAY
[Symbol]	PROPOSED TRAIL

DRAFT
NOT FOR CONSTRUCTION

DESIGNPOINT
engineering • surveying • solutions

CANYON POINT RESORT

CANYON POINT ROAD BRIDGE REPLACEMENT

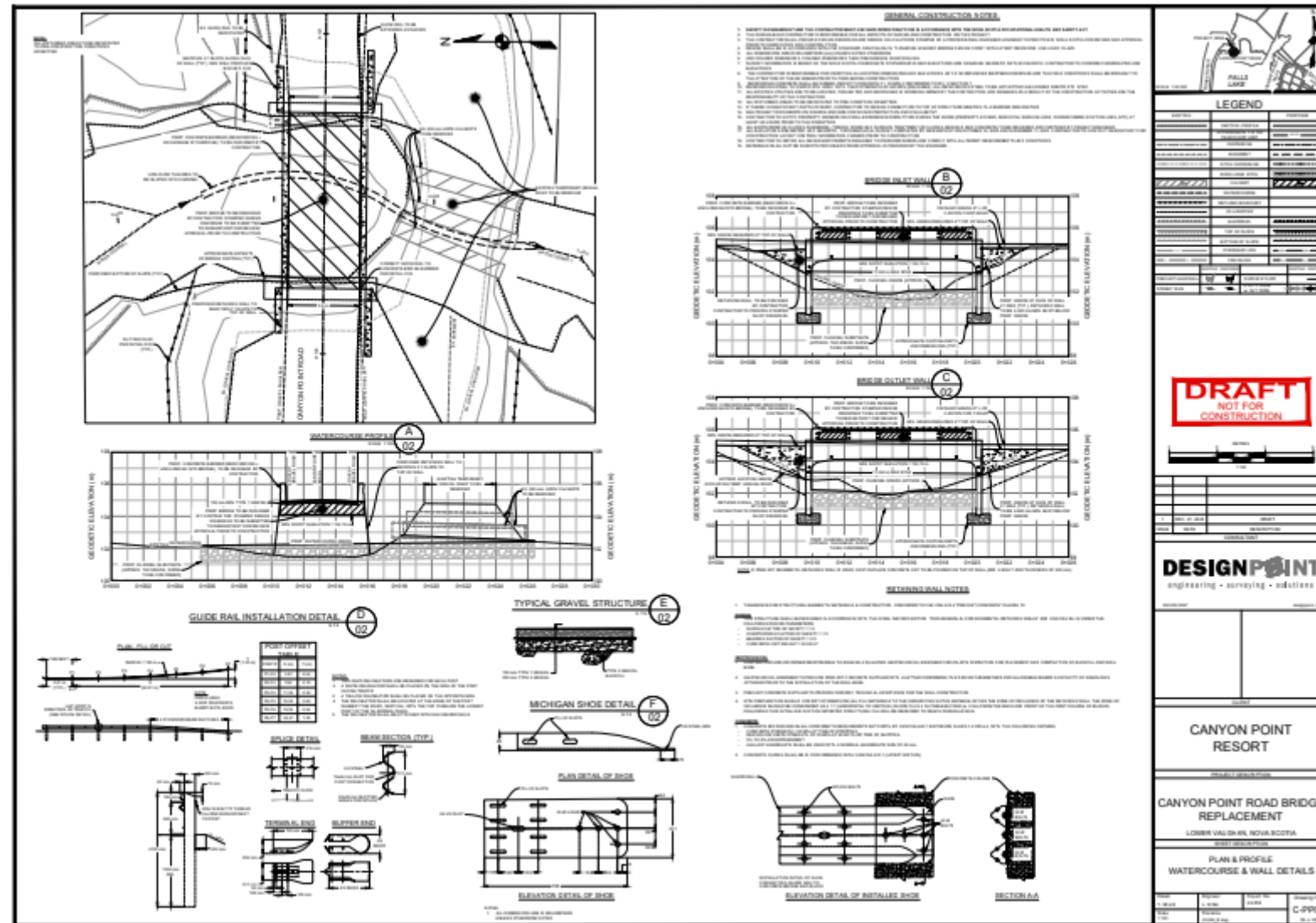
LOWER VALLEY OF THE NOVA SCOTIA

PLAN & PROFILE
CANYON POINT ROAD RAISING
STA. 0+000 TO 0+300

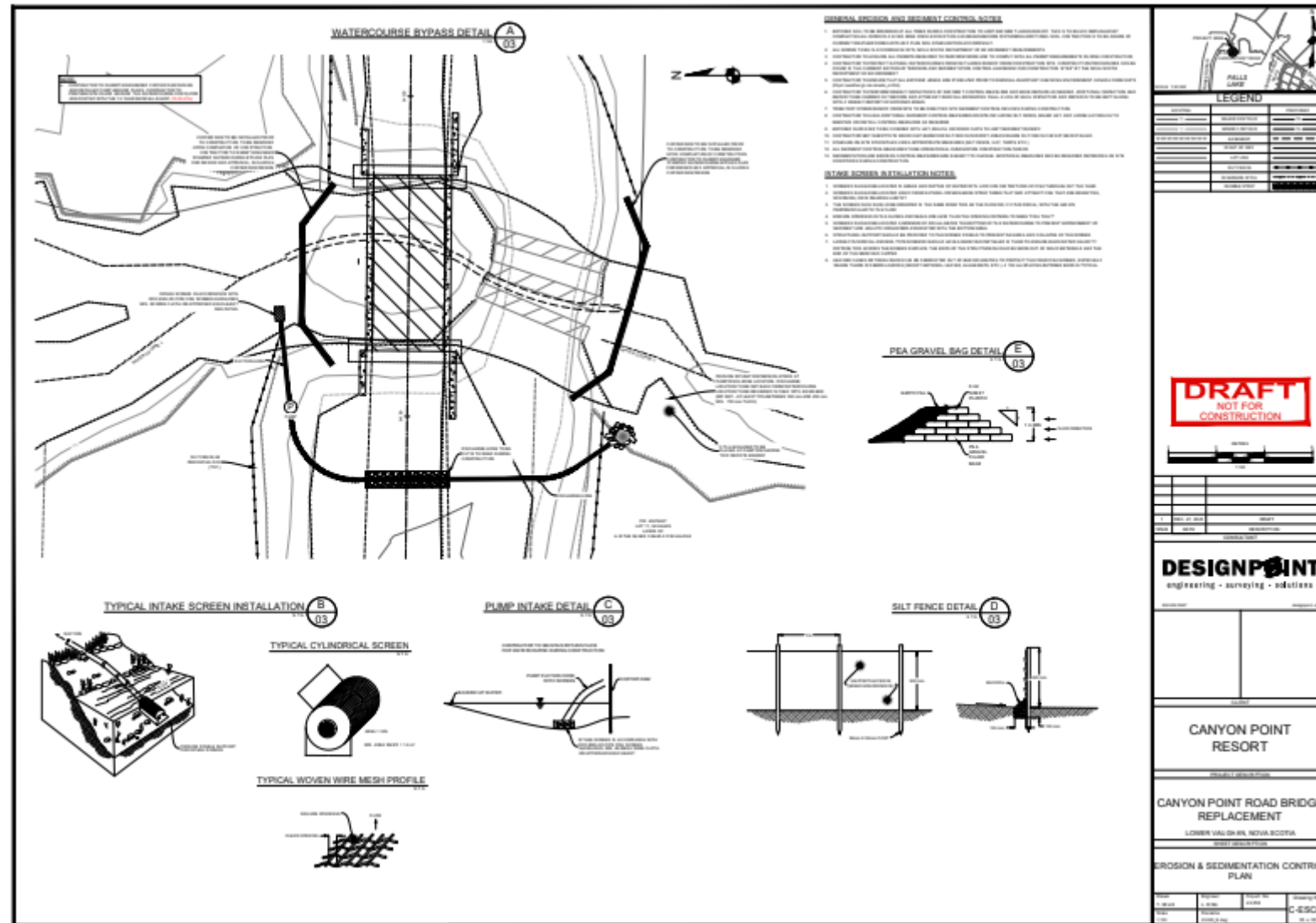
DATE: 11/11/11
PROJECT: 11-01-01
DRAWN BY: [Name]
CHECKED BY: [Name]
APPROVED BY: [Name]

Sheet No. C-PP01

Plans for New Canyon Point Bridge



Plans for New Canyon Point Bridge



Thank you for your time.
The HCCC1 Board of
Directors and the residents
of Canyon Point Resort.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☒	Recommendation ☐	Decision Request ☐	Councillor Activity ☐
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To: Mayor Zebian and Members of West Hants Regional Municipality Council

Submitted by: _____
John Ogilvie, Climate Action Coordinator

Date: 2024-03-12

Subject: Information Report: Home Flood Protection Program

LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) Sections 81A (1) and 65A, C

DECISION REQUEST

Staff require Council direction on program intent and funding commitment.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☒	Social ☐	Economic ☒	Councillor Activity ☐
--	--	---	---------------------------------	--	---

At the January 23, 2024, Council meeting, Council passed the following motion:

“Council direct staff to create a home flood protection program and present it to Council by the March Committee of the Whole meeting for viewing and/or approval for budgetary implications”.

Based on this motion, staff gathered information and prepared this report to provide Council additional information on a home flood protection program and to gather further feedback from Council such as program intent and funding commitment, to create a complete program for recommendation.

DISCUSSION

Legislative Authority

Upon review of the *MGA*, staff have determined two avenues for a home flood protection program for residents. The first would be to use Section 81A of the *MGA* to allow the Municipality to provide a loan to property owners for specific items mentioned in Sections 81 (1) (c, d). The second option is to create the program as a grant to property owners that meet specific criteria, as determined by Council.

Section 81A (1) of the *MGA* states the following:

“The council may make by-laws imposing, fixing, and providing methods of enforcing payment of charges for the financing and installation of any of the following on private property with the consent of the property owner:

- a) energy-efficiency equipment;
- b) renewable energy equipment;
- c) equipment for the supply, use, storage, or conservation of water; and
- d) on-site sewage disposal equipment”.

This section of the Act provides the legislative authority for the Property Assessed Clean Energy (PACE) program, Switch West Hants. Switch West Hants pays for residential home upgrades directly and enables homeowners to repay the cost of the upgrades over 10-year terms, with an interest rate to cover the cost of financing. Specifically using subsection (c), the same mechanism could be used to finance a specific subset of upgrades that store water and encourage infiltration/absorption, such as rain gardens and bioswales. Subsection (d) may be applicable to items such as backflow prevention valves, which would be beneficial for areas with municipal sewer collection. Borrowing for a home flood protection program will impact the Municipality’s borrowing ratios and debt servicing, depending on program uptake.

Section 65A of the *MGA* gives Council the authority to spend money on items that are included in the Operating or Capital Budgets. Section 65C of the *MGA* states the following regarding grant disclosure policies:

- “1) The council shall adopt a policy that requires the municipality to disclose to the public a list of recipients of grants made by the municipality and the amounts of those grants.
- 2) A policy adopted under subsection (1) must include the
- a) frequency and timing of disclosure;
 - b) content to be included in a disclosure; and
 - c) form in which the disclosure must be made.
- 3) A policy adopted under subsection (1) may include any other matter that the council considers necessary or advisable to carry out effectively the intent and purpose of the policy.”

This section of the Act requires the Municipality to publicly disclose the recipients of grants, and the amount of the grants. Grants could be used to provide home flood risk assessments to residents, which would be the first step in determining potential upgrades to make homes more resilient to flooding.

Programs in Other Jurisdictions

There are various programs other municipalities created to address flooding and erosion damage on private properties, some within Nova Scotia and others across the country.

Colchester County Small Flood Damage Reduction

- Guided by a municipal policy (Attachment A) and overseen by the Flood Advisory Committee.
- Provides cost-sharing on projects based on the property type i.e. residential, commercial, farmland, etc. The percentage of municipal contribution is 75% for residential projects and decreases to a low of 10% for projects that protect vacant land.
- Property owner's contribution constitutes a first lien on the property and is collectible like taxes.
- One-year repayment plan is offered for the participants' contribution.
- Annual municipal budget of ~\$100,000.

Resilient Home Retrofits

- A pilot program offered in the Town of New Glasgow and Spryfield and Upper Hammonds Plains of Halifax Regional Municipality in partnership with Clean Foundation.
- Offers free home flood risk assessments along with home energy assessments for up to 20 households.
- Provides free upgrades to selected homeowners such as repairing foundation cracks, bioswales, rain gardens, gutter alignment, and more.
- Funded by the Province with ~\$400,000.

City of Windsor, Ontario, Home Flood Protection Program

- A pilot program offering subsidized home flood protection assessments to up to 100 households.
- Resident applicants must provide a \$200 refundable security deposit, which is returned following implementation of some recommended upgrades/actions.
- Provided in partnership with AET, an environmental consulting firm.
- Offers a detailed report to homeowners of actions that can be taken.

City of Burlington, Ontario, Home Flood Protection

- Offers subsidized in-person or virtual home flood protection assessments.
- The City provides up to 50% of the cost of the assessment, making homeowner contributions \$212.50 for virtual assessments and \$237.50 for in-person assessments.
- Provided in partnership with AET, an environmental consulting firm.
- Maximum of 20 applicants for the subsidy.

- The City also offers a plumbing permit fee grant program to waive building permit fees associated with installing sump pumps, backwater valves, and repair/replacement of a sanitary line when including installation of a backwater valve. WHRM does not require permits for sump pumps or backwater valves, and so this type of support is not needed.

The Province also has various programs to assist homeowners who meet specific income thresholds. The programs include Homeowner Residential Rehabilitation Assistance, Emergency Repair Program (for rural households), Provincial Housing Emergency Repair Program, and the Small Loans Assistance Program. These programs offer grants or low-interest loans for home repairs related to health and safety, which can include basement foundation and roofing repairs to mitigate water infiltration. Other possible repairs are numerous, and a municipal home flood protection program should complement these existing programs.

Governance and Administration

The establishment of a holistic residential home flood protection program may require an enabling by-law and policy to govern participant eligibility, eligible upgrades, and an outline of the program process. Administering a home flood protection program would require dedicated staff or third-party resources to inspect homes and provide recommendations. As noted above, both the City of Windsor and the City of Burlington have partnered with environmental consulting firm AET to perform home inspections and draft recommendations for homeowners. This process is very similar to home energy assessments performed for the PACE program, which qualify participants for federal and provincial grants/rebates.

Absent a by-law and policy, WHRM is well-placed to amplify messaging about actions homeowners can take to become more resilient to flooding. This could include using the extensive reach of the municipal Facebook page, monthly email updates, quarterly newsletters, and water utility bills. This is currently done but a more dedicated focus on communication would be an immediate action to improve homeowner awareness of flood resiliency, before launching a holistic municipal program.

Homeowner Eligibility

A home flood protection program for the Municipality should include homeowner and property eligibility. These eligibility requirements could consider:

- 1) That the home is located within WHRM;
- 2) Eligibility for existing residential construction (dated as of program launch);
- 3) That the homeowner is in good standing with respect to all municipal taxes, rates, or charges;
- 4) The flood history of a specific area/community;
- 5) The flood history of the applicants' home; and
- 6) That the flooding is specifically impacting homes, not land such as fields, lawns, etc.

These eligibility criteria would help make best use of limited municipal resources and ensure that residents who are the most affected by flooding can get assistance as needed. By excluding new construction, WHRM will not be incentivizing construction that is at risk of flooding; this

will complement any upcoming changes during the Plan Review that discuss coastal protection and potential development restrictions in at-risk areas.

Home Flood Risk Assessment

A municipal home flood protection program should prioritize offering grants to residents for a free home flood protection assessment, as a pilot project. An assessment would review the homeowner's property for opportunities to reduce the risk of flooding and provide a list of suggested upgrades. The report for the homeowner presents projects the homeowner can undertake to reduce flooding risk, the homeowner will select the upgrades they want to undertake, and then get quotes from qualified contractors for the projects. The pilot program could operate for a specific period as determined by Council. If Council opts to provide grants for upgrades that reduce the impacts of flooding to a homeowner, the eligibility should be based on recommendations of the home flood protection assessment.

Offering a pilot project to a specific number of residential properties will allow Council and staff to assess the feasibility of continuing and/or growing the program.

Home Upgrades and Impacts

Possible home upgrades range from low cost with minimal intervention to high cost with greater intervention (Table 1).

Table 1: Home Upgrades to Enhance Flood Resiliency

Low Cost, Potentially Small Intervention	High Cost, Potentially Large Intervention
	Eavestrough improvements/repositioning
Backwater valve	French drains
Window well covers	Bioswales and rain gardens
Flood alarms	Repairing foundation cracks
	Sump Pump
Sealing building envelope	

Many upgrades will have small individual impacts, but when implemented on a community-level scale they can create measurable differences. Upgrades such as sealing the building envelope, backwater valves, sump pumps, and window well covers will help keep water out of homes during rain and flooding events. Larger upgrades such as bioswales and rain gardens are considered green infrastructure that can improve absorption of rain and flood water; these upgrades are generally more feasible on residential properties with enough vacant space to construct these improvements. None of these improvements listed above are mutually exclusive, and they will complement each other.

Funding

As noted elsewhere, home flood protection assessments in Ontario cost approximately \$500. Detailed discussions with qualified home flood risk assessors within Nova Scotia would provide a better cost estimate locally. Starting with a program to provide free home flood protection assessments would give Council and staff an indication of budgetary requirements and program interest, as well as provide recommendations for homeowners to make their own changes. As an example, if Council allocated \$25,000 for a pilot project, WHRM could provide up to 50 home flood protection assessments as long as the cost remains similar to Ontario. Lower-cost upgrades such as a sump pump can range from approximately \$100 to more than \$700, depending on the pump capacity. High-cost upgrades such as drainage improvements would depend on excavation and labour costs but would likely be thousands of dollars.

External funding opportunities may exist for this type of program, such as the Nova Scotia Sustainable Communities Challenge Fund. This fund has a stream for adaptation projects, and I expect it to open for another round of applications this spring. This would require detailed discussions with fund staff to confirm WHRM's project eligibility.

NEXT STEPS

Council needs to provide direction to staff on program intent and funding commitment for staff to continue the development of a municipal home flood protection program.

If Council directs staff to continue exploring a home flood protection pilot program, beginning with home flood risk assessments, staff anticipate:

- Discussing with potential program partners to perform home flood protection assessments, including determining the cost of assessments;
- Drafting an enabling by-law and policy as needed for approval by Council; and
- Exploring external funding opportunities to offset or enhance the Municipal contribution to such a program.

Staff will continue to amplify messaging from other sources about flood risk and resilience.

FINANCIAL IMPLICATIONS

As noted above, based on the examples from Ontario, providing home flood risk assessments may cost \$500 each. A pilot project could be to provide free assessments to up to 50 homes within the Municipality, which would cost approximately \$25,000. These flood risk assessments will provide an indication of the options for residents to mitigate the impacts of flooding and quotes would indicate the costs involved for each project. This information will help Council and staff develop a home flood risk assessment program budget and potential cost-sharing framework.

Staff need to investigate if there are any external funding opportunities available to help pay for a home flood resilience program, which could significantly reduce the impacts on municipal finances.

Depending on Council's direction, any potential costs associated with this program and potential funding sources will need to be added to the operating budget during the 2024-25

budget deliberations. Borrowing for a home flood protection program will impact the Municipality's borrowing ratios, debt servicing, and may limit future borrowing capacity depending on program uptake.

ALTERNATIVES

Council may:

- direct staff to develop a home flood resilience program for approval, beginning with a pilot project offering home flood risk assessments;
- direct staff to continue exploring a home flood resilience program, offering both home flood risk assessments and grants for eligible upgrades;
- request further information on a specific topic; or
- maintain the status quo of staff sharing information from various sources such as Environment and Climate Change Canada.

ATTACHMENTS

Attachment A Colchester County Small Flood Damage Reduction Projects Policy

Attachment B Sample Home Flood Protection Assessment Package

CHIEF ADMINISTRATIVE OFFICER REVIEW

The coordinator's report has been well researched and provides plenty of considerations for Council to review. Loans vs grants or a hybrid, resources required to deliver the program, and applicant eligibility are some of the key topics for discussion. Staff are requesting specific direction or a comment from Council that we are on the right track with this proposed program.

I support the suggestion that a home risk assessment be the foundation for assessing the need for a more encompassing program (a place to start) or as the mandatory requirement as part of a wider scale program (something bigger). The eligibility section highlights six (6) criteria as preliminary considerations. This section and any additional criteria ensure that those having a greater need for assistance are addressed more immediately.

We look forward to Council's comments on the coordinator's work to-date.

Report Prepared by: _____
John Ogilvie, Climate Action Coordinator

Report Reviewed by: _____
Sara Poirier, Director of Planning and Development

Report Reviewed by: _____
Carlee Rochon, Director of Financial Services

Report Approved by: 
Mark Phillips, Chief Administrative Officer

Attachment A
Municipality of the County of Colchester
Small Flood Damage Reduction Projects Policy

1. Introduction

The Flood Advisory Committee approves and manages small flood damage reduction projects in the County on an annual basis. The Committee has limited resources and as such feels it is important for property owners who benefit from this Policy to cost share in projects. This will allow for the completion of more projects per year. The following Policy outlines the process for applying for a small flood damage reduction project as well as the available cost reduction options available to the various landowners.

2. Definitions

In this Policy:

- a. “Active Farmland” is property which is identified as farmland on the Assessment Roll and is currently being farmed.
- b. “Commercial Property” is property which is identified as commercial on the Assessment Roll and has a business located on the property.
- c. “Flood Advisory Committee” is a Committee of Council (the “Committee”).
- d. “Non-Municipal Infrastructure” is infrastructure that is privately owned or publicly owned (by the Province or Federal Government) and which serves the general public, including but not limited to, railway infrastructure and properties, bridges, electric power supply grids, and cable-TV service infrastructure.
- e. “Owner” includes:
 - (i) the person assessed for the property;
 - (ii) a person who holds title to the property including a part owner, joint owner, tenant in common, or joint tenant of the property;
 - (iii) a person having the care or control of the property through adverse possession; and
 - (iv) a person with a life interest in the property.
- f. “Principal Residence” is a family home ordinarily inhabited by owner and which owner has designated as principal residence for legal and tax purposes.
- g. “Residential Property” is property which is identified as residential on the Assessment Roll and is occupied by the owner as the owner’s principal residence.
- h. “Shoreline” is any area which is exposed to the influence of saltwater, including the downstream areas of watercourses which are influenced by the tide.

- i. “Small Flood Damage Reduction Project” is a project which will mitigate or eliminate the negative effects of flooding and erosion on a property and which takes place:
 - (i) Along a watercourse, or
 - (ii) Along a defined stormwater drainage course which carries water from a public road right of way.
- j. “Stormwater” is defined as the runoff generated from precipitation events such as rain and snow melt which flows over land or impervious surfaces and does not soak into the ground.
- k. “Vacant Land” is property which may be identified as residential, commercial or farmland on the Assessment Roll, but which has no principal residence or business located on the property and is not actively being used for farming.
- l. “Watercourse” is the bed and shore of every river, stream, lake, creek, pond, spring, lagoon or any other natural body of water and the water therein, whether it contains water or not. When the presence of a watercourse is unclear, the matter shall be referred to Nova Scotia Environment for a final decision.

3. Budget Amount

On an annual basis, the Municipality will identify an amount to be allocated for Committee projects.

4. Application Process

‘Request for Work’ forms are available from the Municipal Office, 1 Church Street, Truro, or from the Mayor or Councillors. Completed forms must be returned to the Municipality c/o the Committee, for consideration. Applications received after April 30 may not be considered for inclusion in the list of projects for that year and the applicants may be required to re-apply for consideration in subsequent or future year(s).

- a. Members of the Committee and Municipality staff shall carry out site visits to assess the work to be carried out under each proposed project for valid applications received under this Policy.
- b. Following site visits, staff shall process the applications received and prepare a priority list of all proposed projects for applications received under this Policy and present them to the Committee for approval, and for inclusion in an invitation for bids for the work required for the approved projects. Bids for work for the projects shall be invited in accordance with the Municipality’s Policy on Purchasing and Tendering for Goods, Services and Construction Projects and announced through the Municipality’s website and/or local print media. Depending upon budgetary constraints, the Committee may or may not include all projects listed in the priority list in the information package for bidders of work for the calendar year. Any projects that could not be included in the tender announcement shall be carried over to the priority list for the succeeding year and re-prioritized with the project applications received in that year. The Committee may also elect to seek

competitive bids on an hourly rate basis, to be applied to all approved projects within a given fiscal year.

- c. Applicants whose applications have been shortlisted for inclusion in the priority list of projects that will be carried out in the current year shall be advised in writing of the total cost of the project and the applicant's share of the cost of the project determined in accordance with Section 7 of this Policy. Applicants will have two weeks from the date of the letter advising of the approval and cost of the project to:
 - (i) Withdraw their application in writing; or
 - (ii) Confirm their acceptance of the project costs in writing, and to execute the "Agreement for Cost Sharing Expenses" and the "License to Enter upon Land and Release from Liability." If the project is not accepted in writing and if the Agreement and the Liability Release documents are not executed by the date stipulated in this Section, the project will be considered to have been withdrawn by the applicant and will be removed from the priority list of projects to be carried out.
- d. Following response from applicants as required by Section 4(c), staff will present the final priority list of projects for the year to the Committee for approval. Construction work will be awarded to successful bidders based on the final approved priority list of projects under the Policy.

5. Criteria

- a. The Committee will not consider, except in emergency situations, the following:
 - (i) Projects on resource or forest land;
 - (ii) Projects that threaten non-municipal infrastructure;
 - (iii) Projects on property owned by another level of government;
 - (iv) Projects whose purpose is to alter a naturally changing watercourse in which no flooding is threatened; or
 - (v) Projects necessitated due to shoreline erosion.
- b. The Committee will have the authority to pay:
 - (i) The full cost of any approved project(s) submitted by not-for-profit organizations for work on their property; and
 - (ii) The full cost of any approved project the Committee deems appropriate.

6. Prioritizing Projects

- a. In order to assist the Committee in the recommendation process, applications will be prioritized as follows:

Type of Property Threatened	Priority
residential property	1
commercial property	2
active farmland	3
vacant land	4

7. Project Cost Reduction

- a. Once projects have been approved by the Committee, the following reductions will be applied to the final project cost, reducing the portion of the cost payable by the applicant:

Property Type Threatened	Available Reduction in Applicant's Costs
residential property	75%
commercial property	50%
active farmland	25%
vacant residential land	10%
vacant commercial land	10%
vacant farmland	10%

- b. Other public funding:

- (i) It is the intent of this Policy that the Municipality will provide funding up to the maximum reduction in costs as set out in this Policy. The Applicant's costs will be those costs not covered by the Municipality's funding ("Applicant's Costs"). Should the Applicant receive funding for the approved work from another public agency(ies), the Applicant may apply that funding to the Applicant's Costs provided the amount of funding does not exceed the total of the Applicant's Costs. If the funding available to the Applicant from another public agency(ies) exceeds the Applicant's Costs, then the Municipality's costs shall be reduced by the full amount of excess funding or if the costs have already been paid the Applicant shall reimburse the Municipality the full amount of excess funding.
- (ii) The Applicant shall immediately advise the Municipality of other sources of public funding available for the approved work, whether the funding is received before or after signing the Cost Sharing Agreement.
- (iii) In all cases, and regardless of the total cost of the project, if the structure being threatened is a principal residence, the property owners will not be required to pay more than \$2,500 for the project.

- c. Applicants will be required to execute an “Agreement for Cost Sharing Expenses” to receive a reduction in accordance with this section.

8. Payment of Costs by Property Owners

- a. Property owners will be notified, in writing, of their actual cost of the project, based on staff estimates or bids received and as calculated in Section 7. Should the property owners accept the costs and agree to sign the “Agreement for Cost Sharing Expenses” and the “License to Enter upon Land and Release from Liability” as per Section 4(c) of the Policy, property owners shall be required to:
 - (i) Pay 50% of their share before any work is carried out on their property,
 - (ii) Pay the remaining 50% of their share of the project cost in a lump-sum amount if they have opted for the single lump-sum payment plan in the “Agreement for Cost Sharing Expenses”, or
 - (iii) Pay the first installment of the remaining 50% of their share of the project cost if they have opted for the one-year repayment plan in the “Agreement for Cost Sharing Expenses.”
 - (iv) If the Applicant(s) receive funding from another public agency(ies) in advance of the approved work being carried out, they will be required to deposit the entire amount of public funding received in lump sum from the third party at the time of signing of the “Agreement for Cost Sharing Expenses.” The applicant(s) will have the option to pay the balance amount of their share of the project cost either in a lump sum amount or in installments as specified in (ii) and (iii) above. The amount deposited against third-party assistance received by the applicant(s) shall not count towards the first installment if the applicant(s) decide to exercise their option as per (iii) above.
- b. Property owners shall be required to pay their share of the costs of the project as per Section 8(a) by March 1 in the fiscal year the project is completed. Should property owners fail to meet this deadline, the outstanding amounts shall be placed as a lien on the property.

9. First Lien

- a. The property owner’s outstanding cost for a project shall constitute a first lien against the property from the time the cost is due on March 1 in the fiscal year the project is completed, and is collectible in the same manner as other taxes, and, at the option of the Municipal Treasurer may be collected at the same time and in the same proceedings as other taxes. The lien remains in effect until the costs, and any interest thereon, has been paid in full.
- b. In the event of subdivision after a first lien comes into being, the lien shall attach to the lot or parcel bearing the same Property Identification Number as the original property, or to such other property as may be determined or deemed by the Municipality to be the successor property.

10. Payment of Costs over Time and Interest

- a. If the property owner(s) opt to pay their remaining 50% share of the total project costs in installments as permitted by Section 8, the costs may be paid in 1 to 12 monthly installments together with interest on the unpaid balance at 7% per annum or such other interest rate determined by Council by resolution, compounded annually, computed from March 1 in the fiscal year the project is completed, subject to the provisos that:
 - (i) In the event of default of payment of any installment, the entire unpaid balance, including interest, becomes due and payable;
 - (ii) In the event of default of payment of any installment, the interest on the amount of the default shall be computed at the same rate prescribed for the late payment of other real property taxes payable to the Municipality; and
 - (iii) A property owner may pay off their cost of the project and extinguish the lien at any time by paying the entire balance, including interest.

Clerk's Annotation For Official Policy Book

~~Date of Notice to Council Members of Intent to Consider (7 days minimum):~~ January 10, 2022

Date of Passage of Current Policy: January 27, 2022

I certify that this Policy was adopted by Council as indicated above.

Rob Simonds
Municipal Clerk

February 15, 2022
Dated

*amended January 27, 2022
amended November 28, 2019
amended January 31, 2019
amended January 29, 2015
amended November 24, 2011
originally approved September 24, 2009*

Attachment B

Prepared for
Sally Homeowner
113 Lucky Lane, Kitchener, ON



Date Completed: November 15, 2018
Assessor Name: Sample Assessor
Assessor Email: sample@aetgroup.ca
1-519-123-4567

Prepared on behalf of AET Group
www.aet98.com
1-877-876-9235

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2. Definition of Terms
4. Outside Assessment Summary
8. Inside Assessment Summary
15. Additional Flood Protection Resources
16. Appendices
16. Client Information Summary
17. Reported Past Water Damage Summary
18. Outside Assessment Form
25. Inside Assessment Form

INTRODUCTION TO REPORT

What Does This Report Include?

This report includes an easy to read summary of top ranked items for priority action that have received a “poor/ needs further investigation” score or require specific mention based on questions asked by the homeowner. It also provides a record of all gathered information and provides additional helpful resources to help homeowners take action to reduce flood risk.

How Are Assessed Features Scored?

Assessors use the standardized assessment tool provided to guide them through a visual assessment of the property and to ask a list of preventative maintenance questions to homeowners. The information gathered is then compared to the tool’s scoring definitions, developed by the University in Waterloo in concert with a wide variety of national experts in the area of basement flood risk reduction. Assessed Features are assigned scores of “Good- Best Practice”, “Intermediate” or “Poor/ Needs Further Investigation” based on where they fall within these definitions. Any Assessed Features not accessible for observation and any preventative maintenance questions that are not completed by the homeowner are marked “Not Recorded.”

What Does This Report Not Include?

Beyond summarizing the report findings related to assessed items that received a score of “poor/needs further investigation” or require specific mention based on questions asked by the homeowner the report does not formally state a prioritized approach for addressing deficiencies. It is up to Homeowner to decide which actions they will take and in what order.

To ensure program impartiality the report does not recommend specific contractors, suppliers or products. The report also does not provide in-depth drawings or tailored step-by-step instructions to complete projects at the home to address deficiencies.

How Was Information for this Report Gathered?

The contents of this report have been gathered by examining the physical condition of a variety of features inside and outside the home using simple tools such as a moisture meter, humidity gauge, flashlight and measuring tape. A verbal preventative maintenance questionnaire has also been completed with the homeowner or their designate.

Reporting Time Frame

This report documents the observed condition of physical features of the home and the preventative maintenance information gathered from the Homeowner on the day of the Assessment only.

Follow-Up Support Provided

Your assessment fee includes the equivalent of a 15 minute email follow-up conversation with your Assessor. Our customer service team can also answer your basic questions at 1-877-876-9235. For ongoing support, visit homefloodprotect.ca to register for our e-newsletter that includes important preventative maintenance reminders. For do-it-yourself tips and Homeowner Success stories, like us on Facebook@HomeFloodProtect.

What is Included in the Additional Resources Section?

A list of easy to read, highly practical, online links is provided to help Homeowners take action to reduce flood risk. These include how-to fact sheets and videos, local subsidy information, questions to ask your insurance provider and tips about hiring contractors.

DEFINITION OF TERMS

Scoring of Assessment

Each assessed item is assigned a score based on the standardized criteria laid out in the Home Flood Protection Assessment ranking system.

Score	Description
Good – Best practice	Observed or reported in good condition or reported maintenance practice
Intermediate	Observed or reported in intermediate condition or reported maintenance practice
Poor / Needs Further Investigation	Observed or reported in poor condition or reported maintenance practice or needs further investigation
Not Reported	Unobserved or unreported observed condition or reported maintenance practice
Out of Scope	Out of scope for this assessment but worthy of further consideration

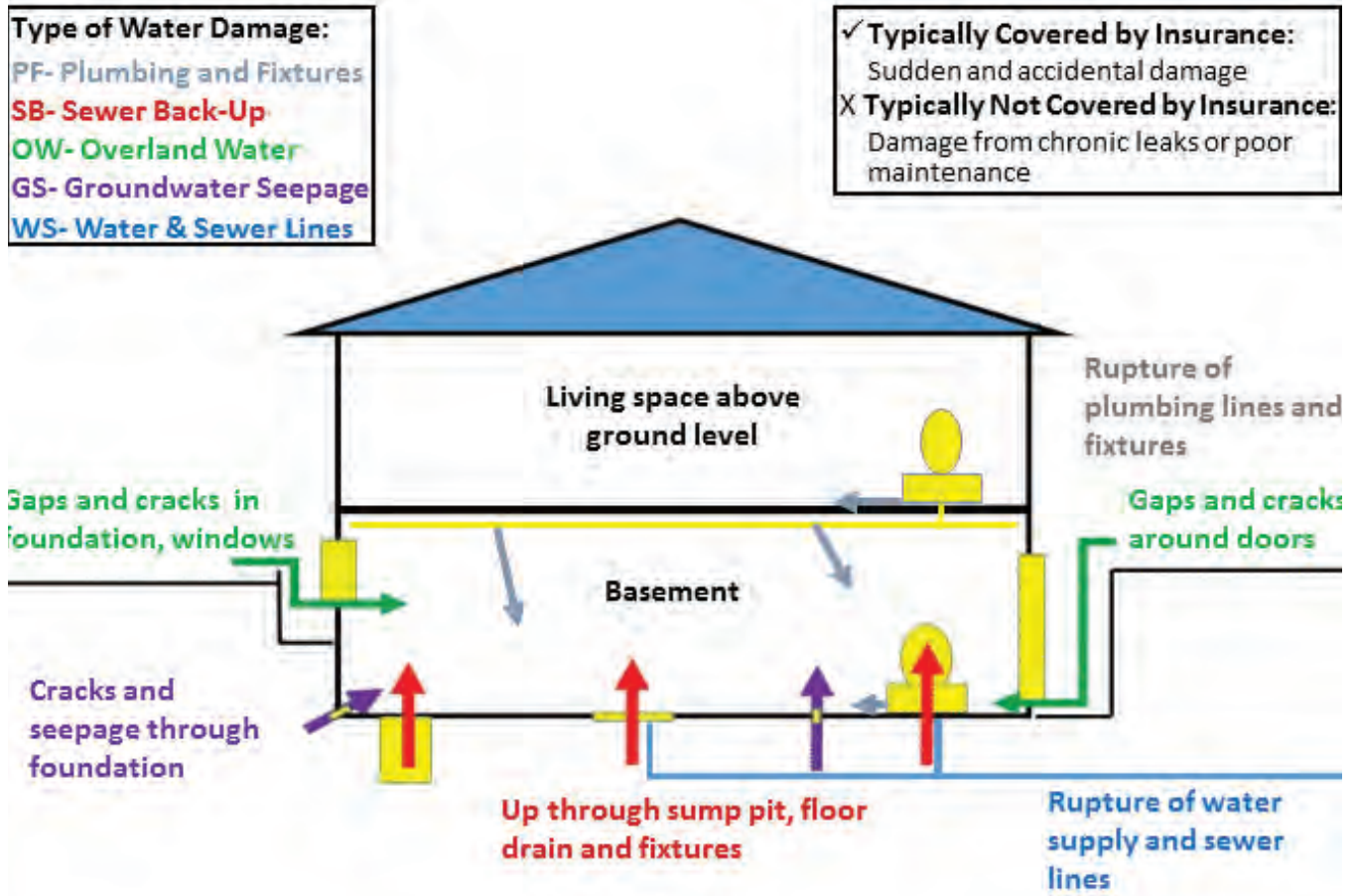
UNDERSTANDING DIFFERENT TYPES OF WATER DAMAGE RISKS AT YOUR HOME

The diagram and the definitions below are provided to help you understand the types of water damage that may affect any home due to deterioration of physical features, lack of preventative maintenance or water backup from municipal sewer systems during extreme weather events.

These water damage types are referenced in your Home Flood Protection Assessment Report to help you understand the types of water damage risks that have been identified at your home and your opportunities to reduce risk. Please see the customized list of maintenance best practices listed in your report to help you develop your preventative maintenance routine.

Insurance Coverage Considerations:

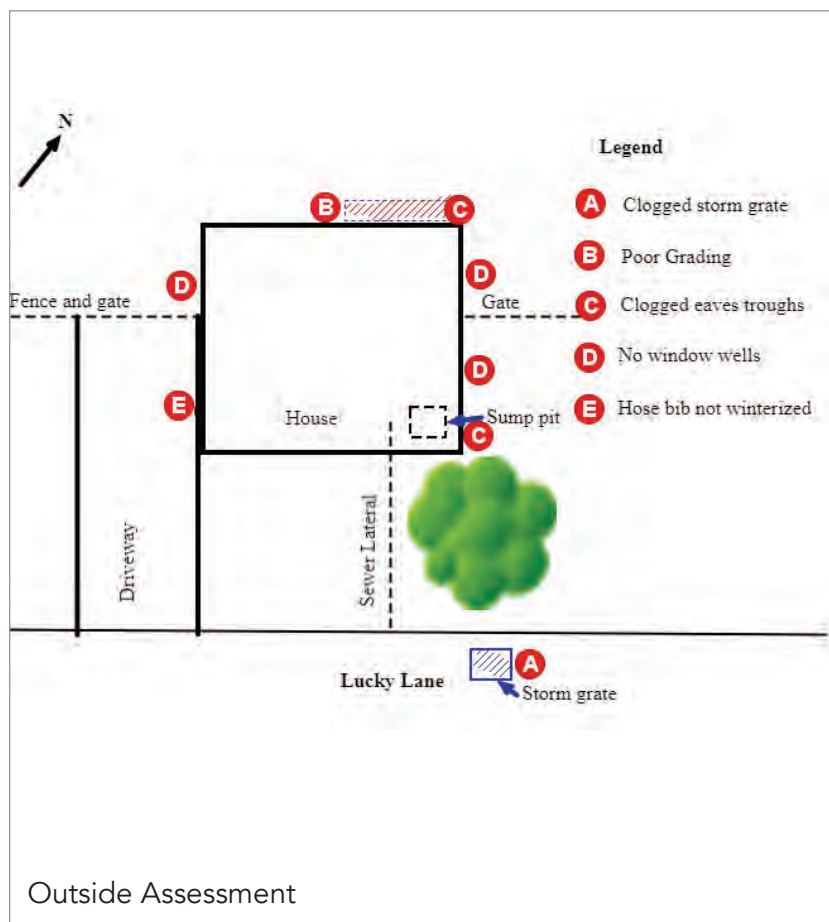
Sudden and accidental water damage is typically covered by insurers, however damage due to slow leaks or lack of preventative maintenance is typically not covered. Since there is no industry-wide, standard language used to define water damage types you may find using the terms and descriptions in this document helpful when working with your insurer to determine which coverage is best for you. Please note that not all insurance companies provide all types of coverages for all homes. See the “Questions for Your Insurance Provider” document in the Additional Resources section of the report for additional information.



Typical Insurance Policy Coverage for Sudden and Accidental Damage	Code	Type of Water Damage	Simple Definition
Included	PF	Plumbing and Fixtures	Water that enters your home from a tear or rupture of plumbing pipes or fixtures (e.g. toilets, hot water heaters, dish washers)
Optional	SB	Sewer Back-Up	Water that flows from the sanitary or storm sewer or your home's foundation drains and backs up into your home through the sump pit, toilets and drains
Optional	OW	Overland Water	Water that flows from a lake or river, heavy rain or rapid snow melt and enters through cracks and gaps in your home's exterior from a point at or above ground level
Optional	GS	Ground Water	Water that has saturated the ground and enters your home below ground level through gaps, cracks and seepage through your home's foundation
Optional	WS	Water and Sewer Lines	Water that enters your home due a tear or rupture of a water supply and/or sewer lines

OUTSIDE ASSESSMENT SUMMARY TOP-RANKED OPPORTUNITIES TO REDUCE FLOOD RISK

All features and maintenance practices that were assessed as “poor/ needs further investigation”, require specific mention based on questions asked by the homeowner or are marked as “out of scope” but deserve further consideration, have been compiled into this summary.



ASSESSED FEATURES

Fig	Assessed Feature and Best Practice	Type of Water Damage	Assessment	Opportunity to Reduce Risk
B	Grading at foundation- After a heavy rain, does the grading within 1.8m (6') of your foundation walls direct water away or do you see water pooling? The grading within 1.8 m (6') of the foundation walls slopes a minimum of 5% to direct water away from the foundation. The foundation surface does not easily soak up water.	OW, GS	The grading is flat or slopes toward the foundation OR The foundation surface is highly water absorbent OR Needs further investigation.	See B on Outside Assessment diagram. The grading beside your home directs water toward the foundation. The line in the soil indicates eaves troughs are overflowing and adding additional risk. Correct grading to achieve at least a 5% slope away from the foundation. Consider replacing the surface with non-water absorbent material. See comments related to eaves trough maintenance.
D	Window wells - Are window wells installed in such a way that they reduce flood risk? For each window that is less than 10-15cm (4-6") above the ground surface, a window well is present and sits at least 10-15cm (4-6") above grade. The window well is sealed at the foundation and the grading adjacent to wells slopes away from the home at a minimum of 5%. Consider installing window wells covers to further reduce risk.	OW	For each window that is less than 10-15cm (4-6") above the ground surface, a window well is not present. OR Window wells sit less than 10-15cm (4-6") above grade or are not sealed at foundation or grading at the window wells does not slope away from home at a minimum of 5%. Window well covers are not present OR Requires further investigation.	See D on Outside Assessment diagram. The windows are only 2.5 cm above grade and there is no formal window well, placing windows at higher risk of water inflow during heavy rains and spring melts. Work with a qualified professional to install a window well with adequate drainage. Correct grading adjacent to the window wells to slope 5% away from home. Consider installing window well covers to further reduce risk.

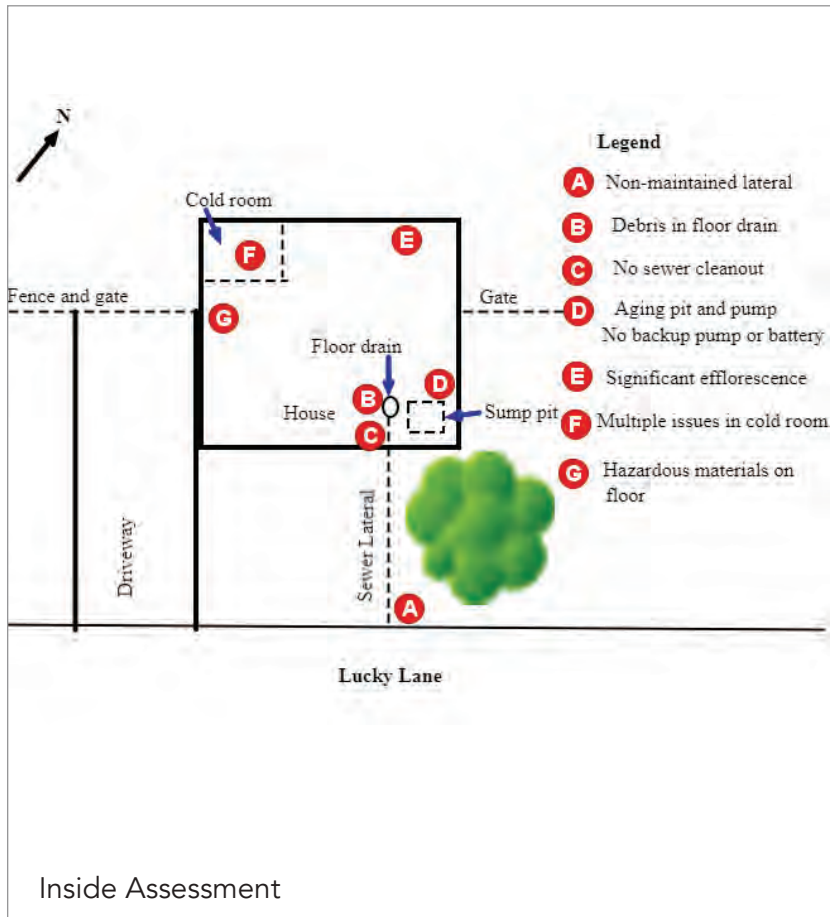
ASSESSED MAINTENANCE

Fig	Maintenance Feature and Best Practice	Type of Water Damage	Assessment	Opportunity to Reduce Risk
A	Overland drainage maintenance – Once per season or when major storm events are predicted, the homeowner checks for and removes debris and obstructions from the water flow paths including swales, nearby storm drains, culverts and drainage ditches.	OW	The homeowner never checks for or removes debris and obstructions from the water flow paths including swales, nearby storm drains, culverts and drainage ditches.	See A on Outside Assessment diagram. Once per season or when major storm events are predicted, check for and remove debris and obstructions from the water flow paths including swales and nearby storm drains. If nearby storm drains are free of debris but are still not draining within 24 hours, contact the government department with jurisdictional authority.
	Grading at foundation maintenance – Each season the homeowner checks for signs of water pooling or ice formation and corrects grading to achieve at least 5% slope away from the foundation	OW, GS	The homeowner never checks for signs of water pooling or ice formation nor corrects grading to achieve at least 5% slope away from the foundation.	Each season, check for signs of water pooling or ice formation at foundation. Correct grading to achieve at least 5% slope away from foundation.

C	Eaves trough maintenance – Each season during heavy rainfalls, the homeowner checks the eaves troughs for leaks, debris and blockage. Repairs and debris removal are completed as needed.	GS	The homeowner never checks the eaves troughs for leaks, debris and blockage. Repairs and debris removals are not completed as needed.	See C on Outside Assessment diagram. Each season during heavy rainfalls, check for leaks, debris and blockage. Repair, replace and clean out as needed.
	Downspout maintenance – Once per season the homeowner checks to make sure the downspout extensions are secured, free of leaks, depositing water at least 1.8m (6') from the foundation or to a drainage swale and that water is not flowing onto adjacent properties	GS	The homeowner never checks to make sure the downspout extensions are secure, free of leaks, depositing water at least 1.8m (6') from the foundation or to a drainage swale and that water is not flowing onto adjacent properties.	Once per season check to make sure the downspout extensions are secure, free of leaks, deposit water at least 1.8m (6') from the foundation or to a drainage swale and that water is not flowing onto adjacent properties.
	Window maintenance – Once per season the homeowner checks the condition of the frames, glass and seals, and completes repairs as necessary.	OW	The homeowner never checks the condition of the frames, glass and seals, or completes repairs as necessary.	Once per season check the condition of the frames, glass and seals. Repair as necessary.
	Hose bib maintenance – Spring, summer and fall the homeowner checks for leaks and completes repairs as necessary. Before winter, the outdoor water supply is shut off and the water line is drained. The hose is drained and removed.	OW, GS	The homeowner never checks for leaks or completes repairs as necessary. They never shut off the exterior water supply, drains the line or remove the hose.	See E on Outside Assessment diagram. Spring, summer and fall check for leaks and complete repairs as needed. Before winter freeze up shut off the outdoor water supply and drain the water line. Drain and remove the hose.

INSIDE ASSESSMENT SUMMARY TOP-RANKED OPPORTUNITIES TO REDUCE FLOOD RISK

All features and maintenance practices that were assessed as “poor/ needs further investigation”, require specific mention based on questions asked by the homeowner or are marked as “out of scope” but deserve further consideration, have been compiled into this summary.



ASSESSED FEATURES

Fig	Assessed Feature and Best Practice	Type of Water Damage	Assessment	Opportunity to Reduce Risk
	Sanitary sewer lateral- Is your sanitary sewer lateral in good condition and is it free of blockages? Inspection of sanitary sewer lateral with a closed circuit television (CCTV) is best practice if a home is over 25 years old, if the home has experienced sewer backup or if the home experiences chronic drain backup. Note: Determining the condition of the sewer lateral is outside the scope of this assessment. Consult a qualified professional.	SB, WS	Note: Only a qualified professional can formally identify the condition and the connection status of this item. Note: Work with a qualified professional and check with the government department having jurisdictional authority to determine the availability and your eligibility for any subsidies.	You have noted that you sometimes get drain backups when you do laundry. This indicates restricted flow through your lateral. Consider a closed circuit television (CCTV) inspection by a qualified professional for assessment and repair or replacement to address this issue.
	Basement sanitary sewer lateral cleanout – A basement sanitary sewer lateral cleanout is present and easily accessible.	SB	A basement sanitary sewer lateral cleanout is not accessible OR not present OR Needs further investigation.	See C on Inside Assessment diagram. Consider working with a plumber to install an easily accessible hatch to improve inspection and maintenance access. This will make it more cost-effective for regular inspection, maintenance and repair.
	Backwater valve- Is a backwater valve appropriate for use in your home or if it is in place, is it in good condition? Consider working with a qualified professional to determine if a backwater valve is suitable for your home or to evaluate the condition of your backwater valve. If you have a backwater valve or install one, consider installing an alarm to let you know when the valve is closed to prevent flooding from in-home sources. Note: This item is outside of scope of this assessment. Consult a qualified professional.	SB	Note: Only a qualified professional can formally identify if a backwater valve would be right for your home and the condition of an existing unit. Note: Check with the government department having jurisdictional authority to determine the availability of a subsidy for installation and your eligibility.	Consider working with a qualified professional to determine if a backwater valve is suitable for your home. If you install a backwater valve remember to complete seasonal maintenance and consider installing a backwater valve alarm to let you know when the valve is closed to prevent flooding from in-home sources. Check with your insurance provider regarding eligibility for premium discounts for installing a backwater valve and/or an alarm.

	Foundation drain- Is a foundation drain (weepers) present? Is foundation drain functioning properly to drain water away from your foundation? Note: Foundation drains are not common before 1960. Depending on the age of your house it may or may not have a foundation drain or it may have a drain that is old and in poor condition. Missing or clogged drains increase the risk of basement infiltration flooding. Foundation drains that are connected to sanitary or storm sewers increase the risk of sewer backup related flooding. Note: Determining the condition and the plumbing connection of the foundation drain is outside the scope of this assessment. Consult a qualified professional	GS, OW, SB	Note: Only a qualified professional can formally identify the condition of this item or recommend if one would be right for your home. Note: Check with the check with the government department having jurisdictional authority to determine the availability of a subsidy and your eligibility.	The foundation weepers that enter your sump pit are made of clay. It is likely that these are over 50 years old. Symptoms such as dampness where the basement wall meets the floor are common when these are in poor condition so please monitor these areas regularly. Consider working with a qualified professional to inspect and/or repair your foundation drains to improve the rate of removal of water from your foundation. Check with the government department having jurisdictional authority to determine the availability of subsidy and your eligibility.
D	Sump pit- Does your sump pit have a sealed cover and is it in good repair? The sump pit has a sealed cap, is in good condition (free of cracks and holes) and is free of debris.	SB	The sump pit is in poor condition (cracks, holes greater than 6mm (1/4") present), there is no sealed cap, a large amount of debris is evident OR Needs further investigation.	See D on Inside Assessment diagram. You have an older sump pit without plastic walls and without a sealed plastic lid. Consider upgrading your sump pit to improve storage capacity and to decrease humidity levels in the basement by installing a unit with a sealable lid. Work with a qualified professional to complete this work.
	Sump pump- Is your sump pump in good condition and does it run infrequently? A sump pump is present and the homeowner reports it is functioning well and runs a maximum of 5 times per year. Consider installing an alarm to reduce flood risk.	SB	A sump pump is present and the homeowner reports it is not functioning well. AND/ OR The sump pump runs more than 10 times per year OR Needs further investigation.	Your sump pump is over 20 years old and you report that it does not always function well. Consider replacing your sump pump. Consider installing a ground fault interrupter (GFI) outlet to reduce the risk of electric shock. Hire a qualified professional for installation. Consider installing and maintaining alarms to reduce flood risk. Note: Check with the government department with jurisdictional authority regarding availability and eligibility for subsidy. Also check regarding plumbing permits requirements. Check with your insurance provider about discounts for installing alarm systems.

	Back-up sump pump- Is there a backup sump pump and is it in good condition? A back-up sump pump is present and the homeowner reports it is functioning well.	SB	A back-up sump pump is NOT present OR Back-up sump pump is present but the homeowner reports it is not functioning well OR Needs further investigation.	Purchase a back-up sump pump. Consider hiring a qualified professional for installation.
	Back-up power source – A back-up battery or generator is present, can generate electricity for a minimum of 72 hours and is reported by the homeowner to be functioning properly. A backup power source is elevated above anticipated flood levels. Consider installing an alarm to further reduce risk.	SB	There is no back-up power supply. OR A back-up battery or generator is present and is reported by homeowner to be functioning poorly AND/OR it is not elevated above the anticipated flood level OR Needs further investigation.	Purchase and install a 72 hour back-up power supply and maintain it each season. Raise the power source above the anticipated flood level. Consider installing and maintaining an alarm to reduce flood risk. Check with your insurance professional about discounts for installing sump pump backup batteries and alarm systems.
E	Unfinished wall efflorescence- Is there evidence of efflorescence on your walls, indicating water movement through the foundation? Foundation walls are free of efflorescence.	GS	There is significant evidence of efflorescence (large areas of solid coverage of white flakes) OR Needs further investigation.	See E on Inside Assessment diagram. Significant evidence of efflorescence was noted at the rear of the house where the grading is poor. Correct drainage, clean out eaves troughs and remove snow in winter. Remove efflorescence and seal the surface with masonry waterproofing paint.
F	Cold Rooms- Are cold rooms properly ventilated, with all surfaces maintaining consistent temperature to reduce mold and mildew risk? The door, frame and seals are all in good condition and there is no evidence of water entry. The door is adequately insulated. The air circulation level is good with adequate venting and all items are off the floor and away from walls by at least 15cm (6"). Space is unheated.	OW	Door, frame and seals are in poor condition, evidence of significant water entry and/or door is not insulated, air circulation is poor with restricted venting and items are stored against the walls or on the floor OR Needs further investigation.	See F on Inside Assessment diagram. Seal cracks in the door, frame and repair/replace seals. Improve insulation of the door or consider replacing them. Improve ventilation and raise items off of floor and away from walls by a minimum 15cm (6"). Consider working with a qualified contractor to remove plywood from the walls, to examine and address sources of water infiltration.

	Finished walls- Are water stains or high moisture levels indicating source of water infiltration? Walls are free of water stains. There is no evidence of mold (smell or visual evidence). The audible moisture meter indicates no concerns	GS	Walls show major evidence of water entry, clear evidence of mold (smell or visual evidence), moisture meter indicates higher concern OR Needs further investigation.	Major evidence of moisture has been noted on plywood walls inside cold room. Remove the source of water buildup at the foundation as needed (correct drainage, repair eaves troughs and/or remove snow in winter, seal foundation from outside in extreme cases). Remove and replace damaged materials. Consult a professional if you are concerned about mold. If you are considering refinishing your basement, refer to Water-Resistant Building Materials fact sheet.
	Furniture and electronics- Are furniture and electronics at risk of damage in the event of a flood? Furniture items have non-absorbent surfaces up to 30cm (12") and electronics are stored at least 30cm (12") off the floor (or to exceed anticipated flood levels).	N/A	Furniture items have absorbent surfaces in contact with the floor and electronics are stored on the floor OR Needs further investigation.	Carpet on floors, couches with absorbent legs and electronics on the floor are at risk of damage in the event of a flood. Select furniture items that have non-absorbent surfaces up to 30cm (12") and store electronics at least 30cm (12") off the floor (or to exceed anticipated flood levels).
	Relative humidity, air movement and temperature - Are the moisture, humidity and temperature levels in your basement optimum to reduce mold and mildew risk? A 30-50% relative humidity reading is taken in the basement. Air circulation is good. A minimum regular temperature above 15C (60F) is maintained.	N/A	Over 60% relative humidity reading is taken in basement OR Air movement is highly restricted OR The temperature is kept below 10C (50F) OR Needs further investigation.	The relative humidity reading is 65. This exceeds the recommended maximum of 50%. Reduce sources of moisture and run one or more dehumidifiers to maintain 30-50% relative humidity. Improve air circulation. Maintain minimum temperature of 15C (60F).
G	Hazardous materials- Are hazardous materials stored in a way that represents a contamination risk during a flood? No hazardous materials are stored in the basement and/or materials are stored in waterproof containers at least 30 cm (12") off the floor (or to exceed anticipated flood levels). Heating fuel tanks are secured to the floor.	N/A	Hazardous materials are not sealed in waterproof containers and/or are stored on the floor and/or heating fuel tanks are not secured to the floor OR Needs further investigation.	See G on Inside Assessment diagram. Remove paint, chemicals and other hazardous material from basement or seal hazardous materials in waterproof containers and store at least 30 cm (12") off the floor (or to exceed anticipated flood levels).

ASSESSED MAINTENANCE

Fig	Maintenance Feature and Best Practice	Type of Water Damage	Assessment	Opportunity to Reduce Risk
	Sanitary sewer lateral maintenance – If the home is over 25 years of age, has experienced sewer backup or has experienced chronic drainage issues, the homeowner has completed closed circuit television (CCTV) inspection of the sanitary sewer lateral. Based on recommendations of a qualified professional, the homeowner has cleaned out, lined or replaced damaged lateral as needed. The homeowner prevents clogging by preventing fats, oils, flushable wipes and grease from going down the drain.	SB, WS	Homeowner has a sanitary sewer lateral that is over 25 years old AND/OR has experienced sewer lateral backup but has not completed a camera inspection or related repairs and upgrades. OR Needs further investigation. The homeowner regularly puts fats, oils, flushable wipes and grease down the drain.	See A on Inside Assessment diagram. Once a home has reached 25 years of age, a camera inspection of the sanitary sewer lateral is recommended every 5-10 years as a preventative measure. Based on the recommendations of a qualified professional, clean out, line or replace a damaged lateral as needed. Prevent clogging by preventing fats, oils, flushable wipes and grease from going down the drain.
B	Floor drain maintenance – Each season the homeowner removes obstacles to water flowing freely to the drain, tops up standing water in the trap and removes any debris from the drain. In case of blockage, strange smell, lack of water in trap, the homeowner contacts a licensed plumber.	SB	The homeowner never removes obstacles to water flowing freely to the drain, tops up standing water in trap or removes any debris from the drain. In case of blockage, strange smell, lack of water in trap, they do not contact a licensed plumber.	See B on Inside Assessment diagram. Each season remove obstacles that prevent water from flowing freely to the drain, top up standing water in the trap and remove any debris from the drain. In case of blockage, strange smell and/or lack of water in trap, contact a licensed plumber.
	Sump pit maintenance – Each season the homeowner checks the sump pit, repairs cracks or damage, and removes debris.	SB	The homeowner never checks the sump pit, repairs cracks or damage or removes debris.	Each season check the sump pit, repair cracks or damage and remove debris.

Sump pump(s) maintenance – Each season, before vacation and when an extreme rain or melt event predicted, sump pump(s) and alarms are tested, repaired or replaced as required.	SB	Sump pump(s) are never tested, repaired or replaced as required.	Each season, before vacation and when an extreme rain or melt event is predicted, test the sump pump(s). Clean, repair or replace these items as required. Consider installing and maintaining an alarm each season to further reduce risk.
Unfinished wall efflorescence maintenance – Once per season the homeowner checks for evidence of efflorescence, addresses sources of water buildup at foundation, and cleans and repaints with masonry waterproofing paint as required.	GS	The homeowner never checks for evidence of efflorescence, addresses the sources of water buildup at the foundation, cleans and repaints the surface with masonry waterproofing paint as required.	Once per season check for evidence of efflorescence. Address sources of water buildup at the foundation. Clean and repaint the surface with masonry waterproofing paint as required.
Finished wall maintenance – Each season homeowner checks for high levels of moisture and water stains. If high levels of moisture or water damage and/or mold is evident, consults a professional for remediation. Monitor during heavy downpours and spring melts for signs of dampness.	GS	The homeowner never checks for high levels of moisture and water stains. If high levels of moisture or water damage and/or mold is evident, they do not consult a professional for remediation. The homeowner does not monitor for signs of dampness during heavy downpours and spring melts.	Each season check for high levels of moisture and water stains. If high levels of moisture or water damage and/or mold is evident, consult a professional for remediation. Monitor for signs of dampness during heavy downpours and spring melts.
Indoor plumbing and fixtures maintenance – Each season toilets, taps, pipes and water heaters are inspected by the homeowner and are repaired by a plumber as needed. Consider installing and maintaining flood alarms.	PF	Toilets, taps, pipes and water heaters are not inspected by the homeowner or repaired by a plumber as needed.	Each season inspect toilets, taps, pipes and water heaters for leaks and signs of wear. Repair or replace items with the assistance of a plumber as needed. Consider installing and maintaining flood alarms to reduce flood risk. Check with your insurance professional about discounts for installing alarm systems.

ADDITIONAL FLOOD PROTECTION RESOURCES

Regional Resources

[Saskatoon Key Flood Protection Resources](#)

[Saskatoon Contractor List](#)

[Burlington Key Flood Protection Resources](#)

[Burlington Contractor List](#)

[Toronto Key Flood Protection Resources](#)

[Get Emergency Ready Guide- City of Toronto](#)

[Toronto Contractor List](#)

[Oakville Key Flood Protection Resources](#)

[Hamilton Key Flood Protection Resources](#)

[Waterloo Region Flood Protection Resources](#)

National Resources

[Self-Help Resources for Outside and Inside the Home](#)

[Seasonal Maintenance Checklist](#)

[Infographic- Top Tips For Reducing Flood Risk](#)

[Infographic- Understanding Flood Insurance Coverage](#)

[Questions to Ask Your Insurance Providers](#)

[Estimated Cost Ranges for Completing Flood Protection Projects](#)

[Water Resistant Building Materials for Your Basement](#)

[Temporary Flood Barriers for Your Home](#)

[CMHC Guide for Understanding and Fixing Interior Moisture Problems](#)

[Emergency Preparedness Resources](#)



APPENDICES

Appendix A. Client Information Summary

Type of Home	Single Detached
Ownership	Owner
Type of Ownership	Freehold
Consents To Study	No
Length of Time in Home	0-5 years
Plan to Stay in Home	Over 10 years
Year Home Was Built	1950
Era of Neighbourhood development	Between 1940 and 1970
Home Layout	1.5 Storey
Home Size	Between 1000 to 2000 sq ft
Lot Size	Between 1/4 acre and 1/2 acre
Basement Type	Partly finished
Foundation Type	Rubble
Soil Type	Sand
Property within CA Regulated Area	No
Water Supply	Municipal
Sewage Service	Municipal
Weather Conditions	Clear and 5C

Appendix B. Reported Past Water Damage Summary

Past Water Damage to Your Lot and Exterior Structures	
Have you experienced any type of water damage to your lot and/or exterior structures (decks, garages, sheds) in the past?	No
What was the cause of the water damage?	
What category would the water damage fit into (total damage to structures or content)	\$0
What actions did you take to reduce your risk of future water damage outside your home?	
What is your level of concern about experiencing water damage to your lot or exterior structures in the future?	Low
Please list your top 2 water damage-related questions you have about your lot or exterior structures	Is there anything I should do to protect my windows from leaking? How often should I clean out my eaves troughs?
Past Water Damage To Your Home	
Have you experienced water in your basement or any type of water damage inside your home in the past?	Yes
What was the cause of the water damage?	Leaking pipes or appliances, Sewer backup through toilet or drains, Sump pump failure, High humidity causing mould or mildew growth.
What category would the water damage fit into (Total damage to structures or content)	Under \$5,000
What actions did you take to reduce your future risk of indoor water damage?	Completing maintenance activities.
What is your level of concern about experiencing water damage to your home is in the future?	Medium
Please list top 2 water-damage related questions you have about your home	How do I keep water from backing up through my floor drain? How do I make sure my sump pump will work when I need it in the spring?

Appendix C. Outside Assessment Form

Assessed Feature and Best Practice	Type of Water Damage	Assessment	Opportunity to Reduce Risk
Overland Drainage of Property			
Overland drainage of property – Twenty four hours after a heavy rain do you see ponding or pooling on your property or in nearby storm drains or drainage ditches? Twenty four hours after a heavy rain, water does not pool on the subject property or in nearby storm drains or drainage ditches. If drainage swales are present on the property they are unblocked and are at least 15cm (6”) deep.	OW	Twenty four hours after a heavy rain, some water pooling is seen on the subject property or in nearby storm drains or drainage ditches. If drainage swales are present on the property, they are unblocked and are at least 15cm (6”) deep.	Homeowner reports water pooling near the storm drain for several hours after a heavy rain. Contact the government department with jurisdictional authority if storm drain is not emptying within 24 hours. Please see preventative maintenance comment below.
Overland drainage maintenance – Once per season or when major storm events are predicted, the homeowner checks for and removes debris and obstructions from the water flow paths including swales, nearby storm drains, culverts and drainage ditches.	OW	The homeowner never checks for or removes debris and obstructions from the water flow paths including swales, nearby storm drains, culverts and drainage ditches.	See A on Outside Assessment diagram. Once per season or when major storm events are predicted, check for and remove debris and obstructions from the water flow paths including swales and nearby storm drains. If nearby storm drains are free of debris but are still not draining within 24 hours, contact the government department with jurisdictional authority.

Landscaping			
Condition and location of trees – Would falling limbs due to strong winds or ice accumulation pose any risk of property damage to the home or hydro lines? Does their location pose potential risk to the home's foundation or sewer lateral? Trees appear to be in good condition. Their limbs do not hang over the home, driveway or hydro lines. Trees are in a position where the risk of root damage to the home's foundation or sewer lateral is unlikely.	SB, WS, GS	Trees appear to be in good condition. Their limbs do not hang over the home, driveway or hydro lines. Trees are in a position where they likely do not pose a root damage risk to the home's foundation or sewer lateral.	No action is required.
Tree maintenance – Once per season, the homeowner checks the condition of trees, prunes as required and waters during drought periods.	SB, WS, GS	Once per season the homeowner checks the condition of trees, prunes as required and waters during drought periods.	Once per season, check the condition of trees and prune as required. Water during drought periods. If concerned about a tree on public property, contact the government department with jurisdictional authority for assistance. If concerned about a tree on your property, contact a certified arborist for help.
Garden beds adjacent to home – Do garden beds leave a minimum of 20 cm (8") of your foundation exposed? Do foundation plantings provide adequate light exposure and air movement to foundation? Foundation plantings provide good light and air circulation between the plantings and the foundation. A minimum 20 cm (8") of foundation remains exposed. Trees that will reach a height of 10m (30') or more are a minimum of 5m (15') from the foundation and shrubs are a minimum of 1.8m (6') from the foundation. Water drains freely away from the foundation.	GS	Foundation plantings allow for good light and air circulation between the plantings and the foundation. A minimum 20cm (8") of foundation remains exposed. Trees that will reach a height of 10m (30') or more are minimum of 5m (15') from the foundation and shrubs are minimum of 1.8m (6') from the foundation. Water drains freely away from the foundation.	No action required

Landscaping maintenance – Once per year the homeowner removes barriers which impede water flowing away from the foundation. Consider applying mulch to garden beds and aerating the lawn to improve the ability of the soil to soak up water.	GS	Once per year homeowner removes barriers which impede water flowing away from foundation.	Once per year remove barriers which impede water from flowing away from the foundation. Consider applying mulch to garden beds and aerating lawns to improve the ability of the soil to soak up water.
Driveways, Walkways and Patios			
Impermeable (waterproof surface such as asphalt and interlocking pavers) driveway – Is your driveway free of cracks and does it slope away from your home at a minimum of 1-2%? The driveway is sloped away from the foundation walls at a slope of 1-2% and is free of cracks and gaps.	GS	The impermeable driveway directs water away from the foundation (1-2% slope) and is free of cracks and gaps.	No action is required.
Impermeable (waterproof) driveway maintenance – Once per season the homeowner checks for evidence of pooling and ice buildup, repairs grading, seals cracks, fills gaps and removes weeds.	GS	Once per season the homeowner checks for evidence of pooling and ice buildup, repairs grading, seals cracks, fills gaps, and removes weeds.	Once per season check for evidence of pooling and/or ice buildup. Repair grading, seal cracks, fill gaps and remove weeds.
Walkways and patios – Do your walkways and patios slope a minimum of 1-2% away from foundation walls? Are they free of cracks and gaps? The walkway slopes a minimum of 1-2% to direct water away from foundation and is free of cracks and gaps.	OW, GS	Walkway slopes a minimum 1-2% to direct water away from the foundation and is free of cracks and gaps.	No action is required.
Walkways and patios maintenance – Once per season the homeowner checks for evidence of pooling and ice buildup. Grading is repaired, cracks and gaps are sealed, and weeds are removed.	OW, GS	Once per season the homeowner checks for evidence of pooling and ice buildup. They repair grading, seal cracks, fill gaps and remove weeds.	Once per season check for evidence of pooling and/or ice buildup. Repair grading, seal cracks, fill gaps and remove weeds. Replace if the surface is in very poor condition.

Grading at Foundation			
Grading at foundation – After a heavy rain, does the grading within 1.8m (6') of your foundation walls direct water away or do you see water pooling? The grading within 1.8 m (6') of the foundation walls slopes a minimum of 5% to direct water away from the foundation. The foundation surface does not easily soak up water.	OW, GS	The grading is flat or slopes toward the foundation OR The foundation surface is highly water absorbent OR Needs further investigation.	See B on Outside Assessment diagram. The grading beside your home directs water toward the foundation. The line in the soil indicates eaves troughs are overflowing and adding additional risk. Correct grading to achieve at least a 5% slope away from the foundation. Consider replacing the surface with non-water absorbent material. See comments related to eaves trough maintenance.
Grading at foundation maintenance – Each season the homeowner checks for signs of water pooling or ice formation and corrects grading to achieve at least 5% slope away from the foundation.	OW, GS	The homeowner never checks for signs of water pooling or ice formation nor corrects grading to achieve at least 5% slope away from the foundation.	Each season, check for signs of water pooling or ice formation at foundation. Correct grading to achieve at least 5% slope away from foundation.
Eaves Troughs and Downspouts			
Eaves troughs – Are eaves troughs adequately sized and in adequate condition to reduce flood risk? Eaves troughs wrap around the entire building, are in good repair and have downspouts placed a minimum of 9-12m (30-40'). Eaves trough of 13cm (5") are present for asphalt shingles or 15cm (6") for a metal roof.	GS	Eaves troughs wrap around the entire building, are in good repair, and have downspouts placed a minimum of every 9-12m (30-40'). Eaves trough of 13cm (5") is present for asphalt shingles or 15cm (6") for metal roof.	No action is required.
Eaves trough maintenance – Each season during heavy rainfalls, the homeowner checks the eaves troughs for leaks, debris and blockage. Repairs and debris removal are completed as needed.	GS	The homeowner never checks the eaves troughs for leaks, debris and blockage. Repairs and debris removals are not completed as needed.	See C on Outside Assessment diagram. Each season during heavy rainfalls, check for leaks, debris and blockage. Repair, replace and clean out as needed.

Disconnected downspouts – Are downspouts (that are not presently connected into underground pipes) directing water at least 1.8m (6') away from your home or the nearest drainage swale? For downspouts that have been disconnected, caps are securely in place to block the movement of water into underground pipes. The downspouts extend at least 1.8m (6') away from the foundation or to a drainage swale. Water is not directed onto hard surfaces or adjacent properties.	GS	For downspouts that have been disconnected, caps are securely in place to block the movement of water into underground pipes. Downspouts extend at least 1.8m (6') away from the foundation or to a drainage swale. Water is not directed onto hard surfaces or adjacent properties.	Consider connecting downspouts to a French drain, rain garden, bioswales or infiltration gallery to soak up water at least 5m (15') away from foundation. Check with government department with jurisdictional authority about drainage by-laws if any significant change to grading or drainage of property is being considered.
Downspout maintenance – Once per season the homeowner checks to make sure the downspout extensions are secured, free of leaks, depositing water at least 1.8m (6') from the foundation or to a drainage swale and that water is not flowing onto adjacent properties.	GS	The homeowner never checks to make sure the downspout extensions are secure, free of leaks, depositing water at least 1.8m (6') from the foundation or to a drainage swale and that water is not flowing onto adjacent properties.	Once per season check to make sure the downspout extensions are secure, free of leaks, deposit water at least 1.8m (6') from the foundation or to a drainage swale and that water is not flowing onto adjacent properties.
Foundation			
Foundation structure – Is your foundation free of cracks and gaps? The foundation appears to be in good condition and is free of cracks and finishing gaps (e.g. missing parging). Foundation penetrations are well sealed and sit above anticipated flood levels.	GS	The foundation appears to be in good condition and is free of cracks and finishing gaps (e.g. no missing parging). The foundation penetrations are well sealed and sit above anticipated flood levels.	No action is required.
Foundation structure maintenance – Once per season the homeowner checks for cracks and gaps, and completes repairs as required.	GS	Once per season the homeowner checks for cracks and gaps, and completes repairs as required.	Once per season check for cracks and gaps, complete repairs as required. Contact a qualified foundation repair contractor to repair cracks greater than 6mm (1/4").

Foundation clearance maintenance – Stored items are kept at least 15cm (6”) from the foundation. As dictated by snow storm events, the homeowner clears snow 1m (3’6”) away from the foundation, keeps window openings clear of snow and ensures that vents are clear.	GS	Stored items are kept at least 15cm (6”) from the foundation. As dictated by snow storm events, the homeowner clears snow 1m (3’6”) away from the foundation, keeps window openings clear of snow piles and ensures that vents are clear.	Store item at least 6” from foundation. At intervals dictated by snow storms, regularly keep snow piles 3’ (1m) away from foundation and keep window openings clear of snow piles. Ensure vents are clear.
Foundation efflorescence – Are there signs of efflorescence on the foundation that could indicate moisture problems? Efflorescence (mineral deposits) indicate water moving through masonry, evaporating and leaving minerals behind. The presence of efflorescence can indicate water issues that can lead to spalling or structural damage.	GS	There is minor evidence of efflorescence.	Reduce the flow of water to the masonry by correcting the grading, maintaining eaves troughs, repairing foundation drains, sealing cracks on driveway, shoveling snow away from the walls in the winter, and minimizing salt use.
Efflorescence maintenance – Once per season the homeowner checks for evidence of efflorescence, addresses the sources of water buildup at foundation, and cleans and repaints the surface with masonry waterproofing paint as required.	GS	Once per year the homeowner checks for evidence of efflorescence, addresses the sources of water buildup at the foundation, and cleans and repaints the surface with masonry waterproofing paint as required.	Once per season check for evidence of efflorescence. Address the sources of water buildup at the foundation. Clean and repaint the surface with masonry waterproofing paint as required.
Foundation moisture content – Is your foundation showing high levels of water retention? Low levels of moisture at the surface are indicated.	GS	Moderate levels of moisture at the surface are indicated.	Reduce the flow of water to masonry by correcting the grading, maintaining eaves troughs, repairing foundation drains, sealing cracks on driveway, and shoveling snow away from walls in the winter. Improve drying of the foundation by referring to the landscaping best practices. Contact a qualified foundation repair contractor if the problem persists.
Windows			
Condition of windows – Are windows in adequate condition to help reduce risk of basement flooding? Frames, glass and seals are all in good condition.	OW	Frames, glass and seals are all in good condition.	No action is required.

Window maintenance – Once per season the homeowner checks the condition of the frames, glass and seals, and completes repairs as necessary.	OW	The homeowner never checks the condition of the frames, glass and seals, or completes repairs as necessary.	Once per season check the condition of the frames, glass and seals. Repair as necessary.
Window wells – Are window wells installed in such a way that they reduce flood risk? For each window that is less than 10-15cm (4-6”) above the ground surface, a window well is present and sits at least 10-15cm (4-6”) above grade. The window well is sealed at the foundation and the grading adjacent to wells slopes away from the home at a minimum of 5%. Consider installing window wells covers to further reduce risk.	OW	For each window that is less than 10-15cm (4-6”) above the ground surface, a window well is not present. OR Window wells sit less than 10-15cm (4-6”) above grade or are not sealed at foundation or grading at the window wells does not slope away from home at a minimum of 5%. Window well covers are not present OR Requires further investigation.	See D on Outside Assessment diagram. The windows are only 2.5 cm above grade and there is no formal window well, placing windows at higher risk of water inflow during heavy rains and spring melts. Work with a qualified professional to install a window well with adequate drainage. Correct grading adjacent to the window wells to slope 5% away from home. Consider installing window well covers to further reduce risk.
Exterior Water Sources			
Hose bib maintenance – Spring, summer and fall the homeowner checks for leaks and completes repairs as necessary. Before winter, the outdoor water supply is shut off and the water line is drained. The hose is drained and removed.	OW, GS	The homeowner never checks for leaks or completes repairs as necessary. They never shut off the exterior water supply, drains the line or remove the hose.	See E on Outside Assessment diagram. Spring, summer and fall check for leaks and complete repairs as needed. Before winter freeze up shut off the outdoor water supply and drain the water line. Drain and remove the hose.
Sump pump discharge – Does your sump pump drain pipe deposit water at least 1.8m (6') from foundation or to the nearest drainage swale? Does pipe exit the home's exterior above anticipated flood levels? Sump pump drain pipe is present and deposits water at least 1.8m (6') from foundation or to drainage swale. It does not direct water onto a hard surface or onto adjacent property. The discharge pipe's exit point through the home's exterior is above anticipated flood levels.	OW, GS	Sump pump drain pipe is present and deposits water at least 1.8m (6') from foundation or to drainage swale and is not directing water onto a hard surface or adjacent property. The discharge pipe's exit point through the home's exterior is above anticipated flood levels.	No action is required.

Appendix D. Inside Assessment Form

Assessed Feature and Best Practice	Type of Water Damage	Assessment	Opportunity to Reduce Risk
Sewer and Storm Lateral			
Sanitary sewer lateral – Is your sanitary sewer lateral in good condition and is it free of blockages? Inspection of sanitary sewer lateral with a closed circuit television (CCTV) is best practice if a home is over 25 years old, if the home has experienced sewer backup or if the home experiences chronic drain backup. Note: Determining the condition of the sewer lateral is outside the scope of this assessment. Consult a qualified professional.	SB, WS	Note: Only a qualified professional can formally identify the condition and the connection status of this item. Note: Work with a qualified professional and check with the government department having jurisdictional authority to determine the availability and your eligibility for any subsidies.	You have noted that you sometimes get drain backups when you do laundry. This indicates restricted flow through your lateral. Consider a closed circuit television (CCTV) inspection by a qualified professional for assessment and repair or replacement to address this issue.
Sanitary sewer lateral maintenance – If the home is over 25 years of age, has experienced sewer backup or has experienced chronic drainage issues, the homeowner has completed closed circuit television (CCTV) inspection of the sanitary sewer lateral. Based on recommendations of a qualified professional, the homeowner has cleaned out, lined or replaced damaged lateral as needed. The homeowner prevents clogging by preventing fats, oils, flushable wipes and grease from going down the drain.	SB, WS	Homeowner has a sanitary sewer lateral that is over 25 years old AND/OR has experienced sewer lateral backup but has not completed a camera inspection or related repairs and upgrades. OR Needs further investigation. The homeowner regularly puts fats, oils, flushable wipes and grease down the drain.	See A on Inside Assessment diagram. Once a home has reached 25 years of age, a camera inspection of the sanitary sewer lateral is recommended every 5-10 years as a preventative measure. Based on the recommendations of a qualified professional, clean out, line or replace a damaged lateral as needed. Prevent clogging by preventing fats, oils, flushable wipes and grease from going down the drain.

Floor Drain			
Floor drain – Is your floor drain clear of physical barriers to water flow and in adequate condition to reduce flood risk? Note: Some homes built before 1950 do not have a floor drain. A floor drain is present and demonstrates a clear flow path of water to the drain. The drain is in good condition, free of debris and standing water is present in trap.	SB	A floor drain is present but demonstrates a partly blocked water flow path to the drain. The drain appears to be in moderate condition, minor debris is evident, and standing water is present in the trap.	Some minor debris was seen in the floor drain and an oily film water noted on the surface of the water. Remove stored boxes blocking path of water flow to drain, clean out debris in trap. Repair the drain as needed.
Floor drain maintenance – Each season the homeowner removes obstacles to water flowing freely to the drain, tops up standing water in the trap and removes any debris from the drain. In case of blockage, strange smell, lack of water in trap, the homeowner contacts a licensed plumber.	SB	The homeowner never removes obstacles to water flowing freely to the drain, tops up standing water in trap or removes any debris from the drain. In case of blockage, strange smell, lack of water in trap, they do not contact a licensed plumber.	See B on Inside Assessment diagram. Each season remove obstacles that prevent water from flowing freely to the drain, top up standing water in the trap and remove any debris from the drain. In case of blockage, strange smell and/or lack of water in trap, contact a licensed plumber.
Basement sanitary sewer lateral cleanout – A basement sanitary sewer lateral cleanout is present and easily accessible.	SB	A basement sanitary sewer lateral cleanout is not accessible OR not present OR Needs further investigation.	See C on Inside Assessment diagram. Consider working with a plumber to install an easily accessible hatch to improve inspection and maintenance access. This will make it more cost-effective for regular inspection, maintenance and repair.
Backwater Valve			
Backwater valve – Is a backwater valve appropriate for use in your home or if it is in place, is it in good condition? Consider working with a qualified professional to determine if a backwater valve is suitable for your home or to evaluate the condition of your backwater valve. If you have a backwater valve or install one, consider installing an alarm to let you know when the valve is closed to prevent flooding from in-home sources. Note: This item is outside of scope of this assessment. Consult a qualified professional.	SB	Note: Only a qualified professional can formally identify if a backwater valve would be right for your home and the condition of an existing unit. Note: Check with the government department having jurisdictional authority to determine the availability of a subsidy for installation and your eligibility.	Consider working with a qualified professional to determine if a backwater valve is suitable for your home. If you install a backwater valve remember to complete seasonal maintenance and consider installing a backwater valve alarm to let you know when the valve is closed to prevent flooding from in-home sources. Check with your insurance provider regarding eligibility for premium discounts for installing a backwater valve and/or an alarm.

Foundation Drain (Weepers)			
Foundation drain – Is a foundation drain (weepers) present? Is foundation drain functioning properly to drain water away from your foundation? Note: Foundation drains are not common before 1960. Depending on the age of your house it may or may not have a foundation drain or it may have a drain that is old and in poor condition. Missing or clogged drains increase the risk of basement infiltration flooding. Foundation drains that are connected to sanitary or storm sewers increase the risk of sewer backup related flooding. Note: Determining the condition and the plumbing connection of the foundation drain is outside the scope of this assessment. Consult a qualified professional.	GS, OW, SB	Note: Only a qualified professional can formally identify the condition of this item or recommend if one would be right for your home. Note: Check with the check with the government department having jurisdictional authority to determine the availability of a subsidy and your eligibility.	The foundation weepers that enter your sump pit are made of clay. It is likely that these are over 50 years old. Symptoms such as dampness where the basement wall meets the floor are common when these are in poor condition so please monitor these areas regularly. Consider working with a qualified professional to inspect and/or repair your foundation drains to improve the rate of removal of water from your foundation. Check with the government department having jurisdictional authority to determine the availability of subsidy and your eligibility.
Sump Pit and Pump			
Sump pit – Does your sump pit have a sealed cover and is it in good repair? The sump pit has a sealed cap, is in good condition (free of cracks and holes) and is free of debris.	SB	The sump pit is in poor condition (cracks, holes greater than 6mm (1/4”) present), there is no sealed cap, a large amount of debris is evident OR Needs further investigation.	See D on Inside Assessment diagram. You have an older sump pit without plastic walls and without a sealed plastic lid. Consider upgrading your sump pit to improve storage capacity and to decrease humidity levels in the basement by installing a unit with a sealable lid. Work with a qualified professional to complete this work.
Sump pit maintenance – Each season the homeowner checks the sump pit, repairs cracks or damage, and removes debris.	SB	The homeowner never checks the sump pit, repairs cracks or damage or removes debris.	Each season check the sump pit, repair cracks or damage and remove debris.
Sump pump connection – Does your sump pump discharge water to the surface of your property and does it have a backflow valve? The sump pump discharges water to the lot surface and has a backflow preventer installed.	OW, GS	The sump pump discharges water to the lot surface and has a backflow preventer installed.	No action required.

Sump pump – Is your sump pump in good condition and does it run infrequently? A sump pump is present and the homeowner reports it is functioning well and runs a maximum of 5 times per year. Consider installing an alarm to reduce flood risk.	SB	A sump pump is present and the homeowner reports it is not functioning well. AND/ OR The sump pump runs more than 10 times per year OR Needs further investigation.	Your sump pump is over 20 years old and you report that it does not always function well. Consider replacing your sump pump. Consider installing a ground fault interrupter (GFI) outlet to reduce the risk of electric shock. Hire a qualified professional for installation. Consider installing and maintaining alarms to reduce flood risk. Note: Check with the government department with jurisdictional authority regarding availability and eligibility for subsidy. Also check regarding plumbing permits requirements. Check with your insurance provider about discounts for installing alarm systems.
Back-up sump pump – Is there a backup sump pump and is it in good condition? A back-up sump pump is present and the homeowner reports it is functioning well.	SB	A back-up sump pump is NOT present OR Back-up sump pump is present but the homeowner reports it is not functioning well OR Needs further investigation.	Purchase a back-up sump pump. Consider hiring a qualified professional for installation.
Sump pump(s) maintenance – Each season, before vacation and when an extreme rain or melt event predicted, sump pump(s) and alarms are tested, repaired or replaced as required.	SB	Sump pump(s) are never tested, repaired or replaced as required.	Each season, before vacation and when an extreme rain or melt event is predicted, test the sump pump(s). Clean, repair or replace these items as required. Consider installing and maintaining an alarm each season to further reduce risk.
Back-up power source – A back-up battery or generator is present, can generate electricity for a minimum of 72 hours and is reported by the homeowner to be functioning properly. A backup power source is elevated above anticipated flood levels. Consider installing an alarm to further reduce risk.	SB	There is no back-up power supply. OR A back-up battery or generator is present and is reported by homeowner to be functioning poorly AND/OR it is not elevated above the anticipated flood level OR Needs further investigation.	Purchase and install a 72 hour back-up power supply and maintain it each season. Raise the power source above the anticipated flood level. Consider installing and maintaining an alarm to reduce flood risk. Check with your insurance professional about discounts for installing sump pump backup batteries and alarm systems.
Exposed Foundation Walls, Floors and Cold Rooms			
Unfinished wall cracks – Are your foundation walls free of cracks and stains? Foundation walls are free of cracks and water stains.	GS	The foundation walls are free of cracks and water stains.	No action is required.

Unfinished wall crack maintenance – The homeowner checks for cracks once per season, fills cracks and removes sources of water buildup at the foundation as needed (corrects drainage, repairs eaves troughs and/or removes snow in winter, seals foundation from outside in extreme cases). The homeowner consults with a qualified professional in case of major problems.	GS	Once per year the homeowner checks for cracks, fills cracks and removes the sources of water buildup at the foundation as needed (corrects drainage, repairs eaves troughs and/or removes snow in winter, seals foundation from outside in extreme cases). The homeowner consults with a professional in case of major problems.	Once per season, check for cracks, fill cracks and remove sources of water buildup at the foundation as needed (correct drainage, repair eaves troughs and/or remove snow in winter, seal foundation from outside in extreme cases). Consult with a qualified professional in case of major problems.
Unfinished wall efflorescence – Is there evidence of efflorescence on your walls, indicating water movement through the foundation? Foundation walls are free of efflorescence.	GS	There is significant evidence of efflorescence (large areas of solid coverage of white flakes) OR Needs further investigation.	See E on Inside Assessment diagram. Significant evidence of efflorescence was noted at the rear of the house where the grading is poor. Correct drainage, clean out eaves troughs and remove snow in winter. Remove efflorescence and seal the surface with masonry waterproofing paint.
Unfinished wall efflorescence maintenance – Once per season the homeowner checks for evidence of efflorescence, addresses sources of water buildup at foundation, and cleans and repaints with masonry waterproofing paint as required.	GS	The homeowner never checks for evidence of efflorescence, addresses the sources of water buildup at the foundation, cleans and repaints the surface with masonry waterproofing paint as required.	Once per season check for evidence of efflorescence. Address sources of water buildup at the foundation. Clean and repaint the surface with masonry waterproofing paint as required.
Unfinished wall moisture – Are there high levels of moisture on the surface of your walls below windows, near cracks and where walls meet floor? Low moisture levels are indicated on all tested areas of the wall surface. Monitor for signs of dampness during heavy downpours and spring melts.	GS	Moderate moisture levels are present on noted areas of the wall surface.	Moderate moisture levels were noted where the wall meets the floor at the rear of the home. Examine sources of moisture from inside and outside the home. Hire a qualified professional as needed to diagnose and repair moisture or mold problems. Monitor for signs of dampness during heavy downpours or spring melts.
Unfinished floor cracks – Are there cracks in your floor that provide potential water entry sites to your basement? Unfinished floors are free of cracks and water stains.	GS	Unfinished floors are free of cracks and water stains.	No action is required.

Unfinished floor crack maintenance – Once per season homeowner checks for cracks, fills cracks, removes source of water buildup at foundation as needed (corrects drainage, repairs eaves troughs and/or removes snow in winter, seals foundation from outside in extreme cases). Homeowner consults with professional regarding major concerns.	GS	The homeowner checks for cracks once per season, fills cracks and removes source of water buildup at the foundation as needed (corrects drainage, repairs eaves troughs and/or removes snow in winter, seals foundation from outside in extreme cases). The homeowner consults with a qualified professional regarding major concerns.	Check for cracks once per season, fill cracks, and remove the source of water buildup at the foundation as needed (correct drainage, repair eaves troughs and/or remove snow in winter, seal foundation from outside in extreme cases). Check with a qualified professional regarding major concerns.
Unfinished floor efflorescence – Is there evidence of efflorescence on floors, indicating water movement through the foundation? Floors are free of efflorescence.	GS	Floors are free of efflorescence.	No action is required.
Unfinished floor efflorescence maintenance – Once per season the homeowner checks for evidence of efflorescence, addresses sources of water buildup at foundation, and cleans and repaints with masonry waterproofing paint as required.	GS	Once per year the homeowner checks for evidence of efflorescence, addresses sources of water buildup at foundation, cleans and repaints with masonry waterproofing paint as required.	Once per season check for evidence of efflorescence. Address sources of water buildup at the foundation. Clean and repaint with masonry waterproofing paint as required.
Unfinished floor moisture – Are there high levels of moisture, indicating water entry into the basement? Low moisture levels are present on the floor surface. Monitor for signs of dampness during heavy downpours and spring melts.	GS	Low moisture levels are present on the floor surface.	Monitor for signs of dampness during heavy downpours and spring melts.
Cold Rooms – Are cold rooms properly ventilated, with all surfaces maintaining consistent temperature to reduce mold and mildew risk? The door, frame and seals are all in good condition and there is no evidence of water entry. The door is adequately insulated. The air circulation level is good with adequate venting and all items are off the floor and away from walls by at least 15cm (6"). Space is unheated.	OW	Door, frame and seals are in poor condition, evidence of significant water entry and/or door is not insulated, air circulation is poor with restricted venting and items are stored against the walls or on the floor OR Needs further investigation.	See F on Inside Assessment diagram. Seal cracks in the door, frame and repair/replace seals. Improve insulation of the door or consider replacing them. Improve ventilation and raise items off of floor and away from walls by a minimum 15cm (6"). Consider working with a qualified contractor to remove plywood from the walls, to examine and address sources of water infiltration.

Finished Walls and Floors			
Finished walls – Are water stains or high moisture levels indicating source of water infiltration? Walls are free of water stains. There is no evidence of mold (smell or visual evidence). The audible moisture meter indicates no concerns.	GS	Walls show major evidence of water entry, clear evidence of mold (smell or visual evidence), moisture meter indicates higher concern OR Needs further investigation.	Major evidence of moisture has been noted on plywood walls inside cold room. Remove the source of water buildup at the foundation as needed (correct drainage, repair eaves troughs and/or remove snow in winter, seal foundation from outside in extreme cases). Remove and replace damaged materials. Consult a professional if you are concerned about mold. If you are considering refinishing your basement, refer to Water-Resistant Building Materials fact sheet.
Finished wall maintenance – Each season homeowner checks for high levels of moisture and water stains. If high levels of moisture or water damage and/or mold is evident, consults a professional for remediation. Monitor during heavy downpours and spring melts for signs of dampness.	GS	The homeowner never checks for high levels of moisture and water stains. If high levels of moisture or water damage and/or mold is evident, they do not consult a professional for remediation. The homeowner does not monitor for signs of dampness during heavy downpours and spring melts.	Each season check for high levels of moisture and water stains. If high levels of moisture or water damage and/or mold is evident, consult a professional for remediation. Monitor for signs of dampness during heavy downpours and spring melts.
Finished floors – Are there high levels of moisture, indicating water entry into basement? Low levels of moisture are present, there is no evidence of mold or mildew and no musty smell is present.	GS	Low levels of moisture are present on floors, no evidence of mold or mildew I present and no musty smell is present.	No action is required. If you are considering refinishing your basement, refer to Water-Resistant Building Materials fact sheet.
Finished floor maintenance – Each season homeowner the checks for water damage and signs of mold growth. If water damage and/or mold is evident, the homeowner consults with a professional for remediation.	GS	Each season the homeowner checks for water damage and signs of mold growth. If water damage and/or mold is evident, they consult a professional for remediation.	Each season check for water damage and signs of mold growth. If water damage and/or mold are evident, consult a professional for remediation.
Windows			
Basement windows – Are windows in adequate condition to reduce risk of overland flooding? Glass, frames and seals are all in good condition and there is no evidence of water entry.	OW	Glass, frames and seals are all in good condition. There is no evidence of water entry.	No action is required.

Basement window maintenance – The homeowner checks once per season for cracked glass, broken seals and rotting frames. They repairs and/or replaces these as required.	OW	The homeowner checks once per year for cracked glass, broken seals and rotting frames, repairs AND/OR replaces these as required.	Once per season check for cracked glass, broken seals and rotting frames. Repair AND/OR replace these as required.
Plumbing Fixtures			
Indoor plumbing and fixtures maintenance – Each season toilets, taps, pipes and water heaters are inspected by the homeowner and are repaired by a plumber as needed. Consider installing and maintaining flood alarms.	PF	Toilets, taps, pipes and water heaters are not inspected by the homeowner or repaired by a plumber as needed.	Each season inspect toilets, taps, pipes and water heaters for leaks and signs of wear. Repair or replace items with the assistance of a plumber as needed. Consider installing and maintaining flood alarms to reduce flood risk. Check with your insurance professional about discounts for installing alarm systems.
Additional Considerations for Limiting Risk of Water Damage, Mold and Mildew Growth			
Furniture and electronics – Are furniture and electronics at risk of damage in the event of a flood? Furniture items have non-absorbent surfaces up to 30cm (12") and electronics are stored at least 30cm (12") off the floor (or to exceed anticipated flood levels).	N/A	Furniture items have absorbent surfaces in contact with the floor and electronics are stored on the floor OR Needs further investigation.	Carpet on floors, couches with absorbent legs and electronics on the floor are at risk of damage in the event of a flood. Select furniture items that have non-absorbent surfaces up to 30cm (12") and store electronics at least 30cm (12") off the floor (or to exceed anticipated flood levels).
Stored valuables – Are your valuables at risk of damage during a flood or at risk of mold and mildew growth? Valuables are stored in sealed, non-absorbent containers at least 30cm (12") off the floor (or to exceed anticipated flood levels), at least 15cm (6") away from walls to provide good air circulation OR no valuables are stored in the basement.	N/A	Valuables are stored in sealed, non-absorbent containers at least 15cm (6") off the floor, at least 10cm (3") away from walls that provide moderate air circulation.	Store items in sealed, non-absorbent containers at least 30 cm (12") off the floor (or to exceed anticipated flood levels) and 15 cm (6") away from walls. Consider moving most valuable items above the basement.
Relative humidity, air movement and temperature – Are the moisture, humidity and temperature levels in your basement optimum to reduce mold and mildew risk? A 30-50% relative humidity reading is taken in the basement. Air circulation is good. A minimum regular temperature above 15C (60F) is maintained.	N/A	Over 60% relative humidity reading is taken in basement OR Air movement is highly restricted OR The temperature is kept below 10C (50F) OR Needs further investigation.	The relative humidity reading is 65. This exceeds the recommended maximum of 50%. Reduce sources of moisture and run one or more dehumidifiers to maintain 30-50% relative humidity. Improve air circulation. Maintain minimum temperature of 15C (60F).

Indoor Sources of Moisture–Are indoor sources of moisture limited to reduce mold and mildew risk? If a bathroom with a shower is present, a fan is present and when it is running it is strong enough to hold a piece of tissue. Fan is run for 30-60 minutes after a bath or shower. Furnace humidifiers do not operate in the summer. Wood is not stored, laundry is not hung, boots are not dried etc. in the basement.	N/A	If a bathroom with a shower is present, a fan is present and when running it is strong enough to hold a piece of tissue. The fan is run for 30-60 minutes after bath or shower use. Furnace humidifiers do not operate in the summer. Wood is not stored, laundry is not hung, boots are not dried etc. in the basement.	No action required.
Hazardous Materials			
Hazardous materials – Are hazardous materials stored in a way that represents a contamination risk during a flood? No hazardous materials are stored in the basement and/or materials are stored in waterproof containers at least 30 cm (12”) off the floor (or to exceed anticipated flood levels). Heating fuel tanks are secured to the floor.	N/A	Hazardous materials are not sealed in waterproof containers and/or are stored on the floor and/or heating fuel tanks are not secured to the floor OR Needs further investigation.	See G on Inside Assessment diagram. Remove paint, chemicals and other hazardous material from basement or seal hazardous materials in waterproof containers and store at least 30 cm (12”) off the floor (or to exceed anticipated flood levels).



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information X	Recommendation ☐	Decision Request ☐	Councillor Activity ☐
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To: West Hants Regional Municipality Council

Submitted by: _____
Troy Burgess, Manager of Operations

Date: March 12, 2024

Subject: Emergency Flood Response Plan

LEGISLATIVE AUTHORITY

RECOMMENDATION or DECISION REQUEST

This report is being provided for information purposes only.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social	Economic	Councillor Activity X
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On February 6, 2024, Committee of the Whole approved the following motion to be ratified February 20, 2024

MOVED BY DEPUTY MAYOR P. MORTON AND COUNCILLOR FRANCIS THAT COUNCIL DIRECT STAFF TO DEVELOP AN EMERGENCY PLAN FOR THE WINDSOR AND HANTSPORT FLOODZONES (AND COULD ENCOMPASS ALL THE AREAS THAT FLOOD) AND MAY INCLUDE THE DIVERTING OF WATERS FROM RESIDENCES AND PRESENT IT TO COUNCIL BY THE MARCH COMMITTEE OF THE WHOLE MEETING FOR VIEWING AND/OR APPROVAL FOR BUDGETARY IMPLICATIONS, MOTION CARRIED UNANIMOUSLY

DISCUSSION

The West Hants Regional Municipality's Standard Operating Procedure "Public Works Emergency Flood Plan" is attached. This does not include diversion of water from Public or Private property.

NEXT STEPS

None

FINANCIAL IMPLICATIONS

Staff operate within the approved Operating Budgets approved each year.

ALTERNATIVES

N/A

ATTACHMENTS

Attachment A WHRM Standard Operating Procedure “Public Works Emergency Flood Plan”

Attachment B WHRM Emergency Management Plan , 2021

CHIEF ADMINISTRATIVE OFFICER REVIEW

The report and attached standard operating procedures (SOP) highlight the resources of the municipality, specifically Public Works, and the activities carried out prior to, during and post events. Much of the SOP is carried out during normal weather events as well as local and broader states of emergencies.

In addition to the SOP, attached to the report is the WHRM Emergency Management Plan. The development of this plan included an analysis of potential hazards that could affect our region and an assessment of our capabilities to deal with these potential hazards. A comprehensive emergency management approach is taken to emphasize the interrelationship of activities, functions, and expertise necessary to deal with emergencies. All departments of the municipality as well as multiple provincial departments and other NGOs collaboratively play their part in responding to emergency events in alignment with the Emergency Management Plan.

With respect to the diversion of water third party consulting firm CBCL continue to be engaged to evaluate and plan for short-term infrastructure improvements that will contribute positively towards the larger storm water management plan presented to Council reflecting a larger solution. In the interim staff will continue to evaluate and improve SOPs where possible until infrastructure projects are presented, approved and carried out. Continuing to ensure the existing systems are performing at the highest level will be the priority.

A Home Flood Resiliency Program is being drafted for Council's review which is aimed at supporting homeowners through increased education, home evaluation and potential home improvement grants or loans attempting to make homes more resilient to heavy rains and flash floods.

Report Prepared by: _____
Troy Burgess, Manager of Operations

Report Reviewed by: _____
Todd Richard, Director of Public Works

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer

WEST HANTS REGIONAL MUNICIPALITY



Standard Operating Procedures Public Works Emergency Flood Operations Plan

Developed by: T. Burgess	Approved by: T. Richard
Approved Date: December 2023	

PRIMARY AGENCY: West Hants Public Works Department (WHPW)

INTRODUCTION: Public Works Activities for the purpose of this document refer to protection of Municipal Infrastructure and the Environment in relation to Flood events.

FLOOD EVENT: A Public Works Flood Event - an event caused by increased water from natural causes or otherwise that causes Municipal Infrastructure to not function as intended, causes dangerous conditions, potential damage or damage of Municipal Infrastructure or damage or potential damage to the environment as a result of Municipal Infrastructure failure or processes.

PUBLIC WORKS EMERGENCY: A potential or ongoing situation or occurrence, natural or otherwise threatening the Structure of Public Infrastructure, the well being of the Environment or the Life Safety of individuals on or in Municipal Infrastructure. Work or conditions outside of Municipal Infrastructure is the responsibility of other agencies, i.e. Police, Fire, EHS, EMO, or Private Property Owners.

COMMAND: Overall direction of all Public Works Operations activities for the WHRM is vested with the Public Works Director or their designate.

EXECUTION: This document is intended to serve as the normal operating procedures for Public Works for preparation of work during and after flood events for the WHRM Staff.

EQUIPMENT: The Manager of Operations and the Supervisors in the Operations group utilizes all the assets and staff of the department as needed to address emergency and non-emergency tasks. When needed and available contractors are used to supplement.

STAFF: WHPW Operations has fourteen full-time personnel plus three Supervisors and the Manager of Operations assigned to its Public Works operations. As needed and available, contractors are called upon.

WEST HANTS REGIONAL MUNICIPALITY



Standard Operating Procedures Public Works Emergency Flood Operations Plan

RESPONSIBILITIES: Some of the assets WHPW Operations Staff operates and maintains 24/7/365 are as follows; 132 km of watermain, 105 km of wastewater main, 507 Fire Hydrants, 1250 water main valves, 940 Manholes, 720 Catch Basins, 31 sewer lift station, 4 Pressure Reduction Chambers, 1 water booster station, 53 km of road, 31 km of sidewalk, 8900 Green Bins, 12 Facilities, 11 facility generator, 5 mobile generators and the WHRM Fleet for multiple departments.

ON-GOING: Preventative maintenance and reactive maintenance on all WHRM assets listed in “Responsibilities” as budgets and Staff capacity allow. Completed by Staff and contractors if they are available.

PRE-EVENT:

- EMO weather packages are monitored as well as weather models from multiple other agencies by WHRM Staff trained in “Advanced Weather Interpretation”.
- Staff are scheduled based on weather forecast and analysis.
- Visual checks are done in vulnerable areas first within serviced areas.
- Cleaning and repairs are undertaken as prioritized based on low lying areas prone to flooding and based on risk.
- Additional pre-event function tests of equipment (generators, pumps, fleet, etc.)

DURING EVENT:

- Staffed 24/7
- EMO weather packages are continuously monitored as well as weather models from multiple other agencies by WHRM trained in “Advanced Weather Interpretation”.
- Additional Staff are called in as needed based on event development and weather analysis.
- All lift stations are monitored via SCADA and onsite inspections.
- WHRM Facilities are checked via Cameras and onsite inspections.
- WHRM roads are checked for washouts and flooding via cameras and onsite inspections.
- Backup generators are put into service during power outages when required.
- Various equipment is deployed for multiple reasons as determined by staff, during and after an event.

WEST HANTS REGIONAL MUNICIPALITY



Standard Operating Procedures **Public Works Emergency Flood Operations Plan**

- Priorities change frequently and sometimes suddenly as the event progresses and dissipates.
- Other appropriate agencies are called when needed i.e. Police, Fire, EHS, EMC/CAO.
- Appropriate Federal and Provincial agencies are notified as per reporting requirements.

POST EVENT:

- De-brief with WHRM Staff; summary of events, lessons learned, what went well, potential changes.
- De-brief with other agencies (if applicable).
- Follow up with Federal and Provincial Agencies (if applicable).
- Repairs needed as a result of the event (if applicable).

WWH

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TOGETHER

2021

Emergency Management Plan

West Hants Regional Municipality



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West Hants Regional Municipality (WHRM)

Emergency Management Plan

Executive Summary

Introduction

This plan results from the recognition on the part of local government and provincial officials that a comprehensive plan is needed to enhance the Province's ability to manage emergency/disaster situations. It was prepared by Emergency Management officials working as a team in a planning process. This plan constitutes an integral part of a province wide emergency management program and contributes to its effectiveness. Authority to undertake this effort is provided by both the province's Emergency Management Act and the West Hants Regional Municipality (WHRM) Emergency Management By-law. The development of this plan included an analysis of potential hazards that could affect our region and an assessment of our capabilities to deal with these potential hazards.

Comprehensive Approach

Dealing with disasters is an ongoing and complex undertaking. Through implementation of risk reduction measures before a disaster or emergency occurs, timely and effective response during an actual occurrence, and provision of both short- and long-term recovery assistance after the occurrence of a disaster, lives can be saved, and property damage minimized.

This process is called comprehensive emergency management to emphasize the interrelationship of activities, functions, and expertise necessary to deal with emergencies. This plan contains five sections to deal separately with each part of this ongoing process.

Management Responsibilities

The emergency management responsibilities of departments and organizations are outlined in this plan. Assignments are made within the framework of the present WHRM capability and existing organizational responsibilities. The Municipal Emergency Management Organization (EMO) is designated to coordinate all emergency management activities within the region. In this process EMO intends to use the Incident Command System (ICS) to respond to emergencies. ICS is a management tool for the command, control, and coordination of resources and personnel in an emergency.

Provincial responsibilities are closely related to the responsibility of the local levels of government within the Province (cities, towns and municipalities) to manage all phases of an emergency. The Province has the responsibility to assist the local governments in the event that they have fully committed their resources and are still unable to cope with any disaster.

Similarly, the Canadian Government is obligated to provide assistance to the Province after resources have been fully committed and the Province is unable to cope with the disaster.

This plan describes in detail the centralized direction of requests for assistance and the understanding that the governmental jurisdiction most affected by an emergency is required to fully involve itself in the emergency prior to requesting assistance.

Specific emergency management guidance for situations requiring special knowledge, technical expertise, and resources may be addressed in separate annexes attached to this plan. Examples of this type of situation are emergencies resulting from hazardous chemical releases, dam failures, or power outages.

Conclusion

This plan provides general all-hazards management guidance, using existing organizations, to allow the WHRM to meet the responsibilities before, during and after an emergency. Therefore, it is recommended that this Emergency Plan (EP) be reviewed and approved by Municipal Council annually.

West Hants Regional Municipality Emergency Management Plan

Section I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

Legal Authority

This Plan, in whole or in part, may rely upon the following laws for the power necessary for its development and implementation.

- Emergency Management Act of the Province of Nova Scotia
- West Hants Regional Municipality – Emergency Management By-law RE-002

Guidance Regarding Comprehensive Emergency Management

1. A wide variety of emergencies, caused by nature or technology, result in loss of life, property and income, disrupt the normal functions of government, communities and families, and cause human suffering.
2. Government must provide leadership and direction to prevent, mitigate, respond to, and recover from dangers and problems arising from emergencies within its municipal jurisdiction.
3. Under authority of the Emergency Management Act of the Province of Nova Scotia, a municipality is authorized to develop a Comprehensive Emergency Management Plan to prevent, mitigate, respond to and recover from emergencies and disasters. To meet this responsibility, the WHRM has developed this Comprehensive Emergency Management Plan.
4. This concept of Comprehensive Emergency Management includes three phases:
 - Risk Reduction (Prevention and Mitigation)
 - Response
 - Recovery
5. Risk Reduction (Prevention and Mitigation):
 - Prevention refers to those short- or long-term activities which eliminate or reduce the number of occurrences of disasters.
 - Mitigation refers to all activities which reduce the effects of disasters when they do occur.
 - Section II of this Plan, Risk Reduction, describes activities to prevent or minimize the impact of hazards within the WHRM.

6. Response:

- Response operations may start before the emergency materializes, for example, on receipt of advisories that a flood, blizzard, or ice storm is approaching. This increased readiness response phase may include such pre-impact operations as:
 - Detecting, monitoring, and assessment of the hazard
 - Alerting and warning of endangered populations
 - Protective actions for the public
 - Allocating/distributing of equipment/resources
- Most response activities follow the immediate impact of an emergency. Generally, they are designed to minimize casualties and protect property to the extent possible through emergency assistance. They seek to reduce the probability of secondary damage and speed recovery operations.
- Emergency response operations are the responsibility of and controlled by the WHRM, supported by the Municipal Emergency Management Organization as appropriate.
- If the WHRM is unable to adequately respond, the Nova Scotia Emergency Management Office (NS-EMO) shall be asked to assist.

7. Recovery:

Recovery activities are those following a disaster to restore the community to its pre-emergency state, to correct adverse conditions that may have led to the damage, and to protect and improve the quality of life in the community. It includes risk reduction actions to prevent or mitigate a recurrence of the emergency.

Purpose and Objectives of the Plan

1. This Plan sets forth the basic requirements for managing emergencies within the WHRM.
2. The objectives of the Plan are:
 - To identify, assess and prioritize local and regional vulnerabilities to emergencies or disasters and the resources available to prevent or mitigate, respond to, and recover from them.
 - To outline short, medium and long-range measures to improve the emergency management capability to manage hazards.
 - To provide that the Province and local government will take appropriate actions to prevent or mitigate effects of hazards and be prepared to respond to and recover from them when an emergency or disaster occurs.
 - To provide for the efficient utilization of all available resources during an emergency.

- To provide for the utilization and coordination of municipal, provincial, and federal programs to assist disaster victims, and to prioritize the response to the needs of the elderly, disabled, low income, and other groups which may be inordinately affected.
- Provide for the utilization and coordination of provincial and federal programs for recovery from a disaster with attention to the development of mitigation programs.

Concept of Operations

1. The primary responsibility for responding to emergencies rests with WHRM.
2. WHRM and its emergency service organizations play an essential role as the first line of defense.
3. Responding to a disaster, WHRM is required to utilize its own facilities, equipment, supplies, personnel and resources first.
4. When local resources are inadequate, the Chief Administrative Officer (CAO) may obtain assistance from other municipal governments.
5. The Province may coordinate responses for requests for assistance for the local governments.
6. The Province has the authority to direct and coordinate Provincial disaster operations.
7. The Provincial Executive may obtain assistance from other municipalities or the Province when the emergency/disaster is beyond the resources of the WHRM.
8. The Provincial Legislature has assigned to NS-EMO the responsibility to coordinate provincial emergency management activities.
9. The WHRM will utilize the Incident Command System (ICS) to manage all emergencies requiring multi-agency response. EMO recommends and encourages all organizations in the WHRM involved with emergency response to utilize the ICS.
10. A request to the Province for assistance will be submitted through NS-EMO located in Dartmouth, Nova Scotia and presupposes the utilization and expenditure of personnel and resources at the local level.
11. Provincial assistance is supplemental to local emergency efforts.
12. Direction and control of Provincial risk reduction, response and recovery actions is exercised by NS-EMO.
13. Upon the occurrence of an emergency or disaster clearly beyond the management capability and emergency resources of Provincial and municipal government, the Premier may find that federal assistance is required and may request assistance from the Prime Minister by requesting a declaration of a major disaster or emergency.

Designation of Emergency Management Coordinator (EMC)

1. The WHRM Emergency Management By-law RE-002 allows for the appointment of a co-coordinator of the municipal emergency management organization and prescribes the duties of the co-coordinator which shall include the preparation and co-ordination of emergency management plans for the municipality.
2. The EMC shall:
 - Chair the Municipal Emergency Management Planning Committee.
 - Coordinate and prepare municipal emergency management plans.
 - Perform such other duties as may be required by the municipality.

Plan Maintenance and Updating

- The EMO is responsible for maintaining and updating this Plan.
- All departments and organizations are responsible for annual review of their emergency response role and procedures, and to provide any changes to the EMC by March 1 of each year.
- This Plan should be reviewed and updated annually with revised pages distributed by April 1 of each year.

West Hants Regional Municipality Emergency Management Plan

Section II: RISK REDUCTION

BACKGROUND

WHRM is a primarily rural municipality located about halfway between Halifax and Kentville. Development is concentrated in communities near Highway 101 including Windsor, Three Mile Plains, Falmouth, Hantsport and the hamlets of Brooklyn and Summerville. The proximity to Halifax and the relatively lower cost of housing have contributed to the attractiveness of the area as a bedroom community for commuters who work in the Halifax Metro area.

(a) Geography

WHRM occupies the western half of Hants County, running from the Minas Basin to the boundary with Halifax County, sharing this boundary with the East Hants municipal district. There are many points of land, inlets and islands. The mainland is made up of flat and undulating land to the West and more hills and slopes to the southwest. Much of the development is concentrated near the Minas Basin coastline and the Avon River estuary. The municipality's geography and historical settlement pattern contribute to its vulnerability to the impacts of climate change. In all, WHRM has more than 160 km of coastline, over 2,400 ha of dykeland and 30.5 km of running dike at risk from sea level rise or storm surge.

(b) Climate

This area has a very mixed climate in terms of weather systems and variations. There can be heavy snowfalls, heavy rain falls, which often are accompanied by high winds. Temperatures range from periods of moderately cold weather in the winter to hot humid stretches in the summer.

(c) Population

The West Hants Regional Municipality population totals approximately (Windsor 3,648) 19,016.

Land area is 1,253.2 square kilometers with a population density of 15.1 persons per square kilometer in the WHRM (2016). This compares to the provincial land area of 52,939.44 square kilometers with a population density of 17.4 persons per square kilometer. The population density of the community of Hantsport is 544 persons per square kilometer and the community of Windsor is 400.6 persons per square kilometer.

In 2016, WHRM (West Hants, Windsor, Hantsport) had 8,012 private dwellings occupied by usual residents.

WHRM has continued to see new residential development and modest growth in population, unlike many other areas of Nova Scotia that have experienced population decline over the past 15 to 20 years.

(d) Governments

WHRM includes the former Municipality of the District of West Hants, the former Town of Hantsport and the former Town of Windsor. Hants West is a seat of the provincial government in Nova Scotia. The WHRM is governed by a Mayor and Council. The Municipal Court House is located at 100 King Street, Windsor.

(e) Services

1. Health:

Hants Community Hospital (HCH) serves the communities of WHRM and portions of the Municipality of East Hants. Services offered include acute care, transitional care, ambulatory care, 24-hour emergency care, day surgery, physiotherapy, laboratory services, diagnostic imaging services, respiratory therapy, palliative care, geriatrics clinic, Hants Health and Wellness Team, cardiac investigation, pain clinic and Haliburton Place long-term care.

External agencies based at the HCH include Home Care Nova Scotia (Continuing Care), VON, Nova Scotia Hearing & Speech Clinic, West Hants Community Mental Health, Northwood Homecare and Internal Medicine Specialists. There are several long-term care facilities located in the region including the Windsor Elms Village and Dykeland Lodge.

2. Department of Community Services:

The office is located at 50 Empire Lane in Windsor and is responsible for the provision of emergency social services.

3. Fire:

Fire Departments located throughout WHRM have a mutual aid agreement in effect. The region has four volunteer fire departments and two substations (Brooklyn Station 2 and Southwest Hants Fire Society), Walton Fire Department also serves sections of the municipality.

4. Police:

Police services are provided by the RCMP through a Municipal Police Services Agreement (MPSA) directly with the Federal Government of Canada. In Addition, some RCMP resources include but are not limited to: Western Traffic Services, Police Dog Service, Street Crime Enforcement Unit, Forensic Identification Services, Integrated Border/Drug Enforcement Team, and RCMP Federal Operations.

5. Public Information:

Radio Station coverage is relatively good throughout the WHRM with coverage by both Annapolis Valley Radio Stations (Rewind 89.3 and Annapolis Valley Radio 1450) and Halifax radio stations including CBC Nova Scotia.

Local newspaper coverage is provided by the Valley Journal Advertiser and provincial papers include the Chronicle Herald.

Television Stations include Global, CTV, and CBC with locations in the Halifax Region. Local television is provided by Eastlink television. Actual television channels vary amongst providers and geography so using one's television guide as reference is key.

Website & Social Media – The following WHRM online accounts are other communication tools used to relay a variety of information:

- Website www.westhants.ca
- Municipal Facebook [@RMWindsorWestHants](https://www.facebook.com/RMWindsorWestHants)
- Municipal Emergency Management Organization Facebook [@WestHantsRemo](https://www.facebook.com/WestHantsRemo)
- Municipal Twitter @RegMunWWH
- Municipal EMO Twitter [@WWH_REMO](https://twitter.com/WWH_REMO)
- Municipal YouTube <https://www.youtube.com/channel/UCPhCgbwju1JSG-V2P1uKPHw>

6. Communications:

The telephone is the basic means of communication. All fire departments use VHF and TMR and utilize the Nova Scotia Communications System (NSIMRS). Other government departments such as RCMP, Emergency Health Services, Natural Resources, and Transportation, use TMR and in turn may be contacted using appropriate equipment and procedures. There is an active amateur radio club located in Kings County.

7. Transportation:

Transportation is primarily by highway traffic. Highways Numbers 101 and 1 traverse the municipality. Highway 14 provides links to the South Shore and Central Nova Scotia. Although some train tracks exist within the county, they have not been maintained or used for many years. Most marine traffic has ceased since the closing of Fundy Gypsum and recreational use is generally the only water use.

8. Government Departments & Organizations:

- (a) Federal:
- Human Resources and Social Development
 - RCMP
 - Canada Border Services Agency
 - Transport Canada
 - Fisheries and Oceans Canada
 - Agriculture and Agri-Food Canada

- (b) Provincial: Department of Community Services
Department of Transportation and Active Transit
Department of Health and Wellness
Department of Justice
Department of Education
Department of Environment and Climate Change
Department of Labour and Advanced Education
Department of Lands and Forestry
Department of Communities, Culture and Heritage
Tourism Nova Scotia (now an agency and not a department)

A. HAZARD ANALYSIS

Designation of Hazard Mitigation

- The EMO Advisory Committee has been designated as having the responsibility of hazard mitigation.
- They will be responsible for coordinating efforts in reducing hazards in WHRM.
- The EMC will participate as a member of the Advisory Committee

General:

The spread of population and dwellings throughout the municipality, present emergency planners with communication challenges associated with the control of operations and the utilization of available resources.

The volume of road traffic is increasing, and the transportation of dangerous commodities constitutes a major hazard. The Municipality is likely to experience the effects of natural hazards or incidents associated with high winds and winter storms.

Fire

The majority of dwellings are of wood construction and fire constitutes a major hazard, particularly in areas of relatively high density.

Road

The continual increase in the volume of traffic will increase the danger of road accidents and planners should be aware of access routes and population location and growth.

High Winds

The disruption of power and telephone services by high winds must be considered.

Heavy Snowfall

Heavy snowfall has been experienced and adds to an ever-present transportation danger.

Explosion – Natural Gas

The changeover to Natural Gas by industries in the region such as CKF must be considered along with the increased transportation of this hazard through the region to other areas of Nova Scotia.

Hazardous Materials

There are some industries located in the region that work with hazardous materials in process management. These responses are managed by the local fire service in coordination with other hazmat teams by mutual aid agreement.

Forest Fires

An ever-increasing number of residential areas are being developed where they are surrounded by forest. Hence the potential exists for a forest fire to threaten an area of human habitat.

Floods

The risk of increased flooding and erosion as a result of sea level rise or storm surge is a real concern. The potential for more frequent and severe freshwater flooding during high precipitation events is a threat that is intensified by the operations of the Avon River Causeway tide gates and the upstream hydroelectric system dams.

Identification and Analysis of Potential Hazards

NS-EMO working with Regional and Municipal EMC's have adopted a standard model of assessing risks and hazards. This Hazard Risk Vulnerability Assessment (HRVA) Model is found in Appendix 3 and is used in identification and analysis of potential hazards in the WHRM.

This HRVA Model examines potential hazards by considering:

- Probability -the frequency or likelihood of occurrence,
- Impact – the consequences likely to be experienced should an event occur and
- Risk Tolerance

B. PLANNING COMMITTEE

1. The EMO Planning Committee will consist of the following members:

- Emergency Management Coordinator or alternate
- Chief Administrative Officer or designate
- Directors or representatives of every Municipal department or agency which has been assigned emergency related functions under the Municipality's emergency management plan, including those responsible for providing the following services:
 - i. Law Enforcement (RCMP)
 - ii. Search and rescue (GSAR)
 - iii. Fire Control

- iv. Hazardous material control
- v. Transportation
- vi. Health Care
- vii. Communication
- viii. Public Information
- ix. Utilities
- Directors or representatives of such of the following provincial departments or agencies as are willing to participate:
 - i. Nova Scotia Emergency Management Office
 - ii. Lands and Forestry
 - iii. Education
 - iv. Community Services
 - v. Health and wellness
 - vi. Transportation and Active Transit
 - vii. Agriculture
 - viii. EHS
- Information Technology Specialist
- Geographic Information System Technician
- Amateur Radio Representative

2. The EMO Planning Committee will:

- identify potential hazards in the Municipality.
- determine the probable impact each of those hazards could have on people and
- delineate the geographic areas affected by potential hazards, plot them on maps, and designate them as hazard areas.

3. Significant potential hazards to be identified and analyzed include natural, technological, and human caused hazards.

4. To comply with (2) and (3) above, hazards that pose a potential threat have been and will continue to be identified and analyzed by the Planning Committee using the provincial guideline outlined in the Emergency Management Act.

5. The hazard analysis:

- provides a basic method for analyzing and ranking the identified hazards, including identification of geographic areas and populations at risk to specific hazards.
- establishes priorities for planning for those hazards receiving a high ranking of significance.
- is to be reviewed and updated every year.

6. The Hazards Rating and Ranking Results of the hazard analysis are found in Appendix 4.

7. The complete Hazard Analysis results, including computerized maps identifying the location of hazard areas, are located at the Emergency Operations Centre (EOC).

C. Risk Reduction Guidance, Programs and Reports

1. Municipal departments are authorized to:

- promote policies, programs and activities to reduce hazard risks in their area of responsibility

Examples of the above are:

- subdivision regulations and building codes that are cognizant of and take into account significant hazards in the Municipality.
- promote compliance with and enforcement of existing laws, regulations, and codes that are related to hazard risks, e. g., building and fire codes, flood plain regulations.
- encourage and assist water and wastewater treatment plants to replace chlorine use with a safer disinfectant in accordance with the regulations of the provincial Department of the Environment.
- encourage and participate in the protection of waterways and other sensitive environment areas.
- encourage provincial Department of Transportation and Active Transit to address dangerous conditions on roads used by hazardous materials carriers.

2. The Municipal Planning and Development Department is responsible for land use regulation within the Region, including advising and assisting Council regarding the creation and amendment of planning and heritage documents and policies and building regulations.

3. In all of the above activities, the EMO Planning Committee will take into account the significant hazards in the region.

4. The Planning Committee will meet annually to identify specific hazard reduction actions that could be taken for those hazards determined by the hazard analysis to be most significant.

5. For each hazard reduction action identified, the following information is to be included by the Planning Team:

- a description of the action
- a statement on the technical feasibility of the action
- the expected benefits of the action
- an estimate of the level of community support for the action

6. This information will be consolidated into a Risk Reduction Report.

7. The Risk Reduction Report will prioritize and make recommendations concerning the identified actions.

8. The Risk Reduction report will be presented to the EMO Advisory committee for review, revision, and approval or disapproval, in April of each year.
9. The Risk Reduction Report will be presented to council for consideration and funding.

D. Emergency Response Capability Assessment

1. Periodic assessment of the Municipality's capability to manage emergencies that could be caused by the hazards identified is a critical part of Risk Reduction.
2. The EMO Planning Committee will, on an annual basis.
Assess the current capability for dealing with those significant hazards that have been identified and analyzed, including but not limited to:
 - the likely time of onset of the hazard
 - the impacted communities' preparedness levels
 - the existence of effective warning systems
 - the communities' means to respond to anticipated casualties and damage
3. To assist the Planning Committee in its assessment, the EMC will conduct table-top exercises based upon specific hazards and hazard areas identified by the Committee.
4. The Committee will identify emergency response shortfalls and make recommendations for implementing corrective actions to the EMO Advisory committee.

E. Training of Emergency Personnel

1. EMO has the responsibility to:
 - arrange and provide, with the assistance of the NS-EMO, training programs for emergency response personnel, as designated by the EMC.
 - encourage and support training for emergency personnel, such training programs will:
 - include information on the characteristics of hazards and their consequences and the implementation of emergency response actions including protective measures, notification procedures, and available resources.
 - include Incident Command System (ICS) training, focusing on individual roles.
 - provide emergency personnel with the variety of skills necessary to help reduce or eliminate hazards and increase their effectiveness to respond to and recover from emergencies of all types.
 - be provided in crisis situations, that requires additional specialized training and refresher training.

- conduct periodic exercises and drills to evaluate local capabilities and preparedness, including a full-scale operational exercise that tests a major portion of the elements and responsibilities in the EMO Emergency Plan, and regular drills to test readiness of warning and communication equipment.
- consult in developing training courses and exercises.
- work with the local response community to identify, or develop and implement, training programs specific to mitigation, response, and recovery from the identified hazards.
- receive technical guidance on latest techniques from provincial and federal sources, as appropriate, and request assistance as needed.

F. Public Education and Awareness

1. The EMO is responsible for:
 - providing education on hazards to the public.
 - making the public aware of existing hazards in their communities.
 - familiarizing the public with the kind of protective measures developed to respond to any emergency arising from the hazard.
2. This education will:
 - cover all significant hazards
 - be available free of charge
3. Public Safety and Emergency Preparedness pamphlets, books and kits dealing with all aspects of emergency management and materials developed by NS-EMO and other provincial departments, as appropriate, will be made available for use in the program.

G. Monitoring of Identified Hazard Areas

- The Public Works Department will develop, with the necessary assistance of other departments, the capability to monitor identified hazard areas, in order to detect hazardous situations in their earliest stages.
- As a hazard's emergence is detected, this information is to be immediately provided to the EMO.
- Monitoring tasks include detecting the hazard potential and taking measurements or observations of the hazard. Examples of such are rising water levels, toxic exposure levels, mass gatherings, the formation and break-up of ice jams, shore erosion, dam conditions.
- All hazard monitoring activity will be coordinated with, and make use of where available, private industry, utility companies, and volunteer organizations and individuals, as appropriate.

H. Special Event Bylaw

The former Town of Windsor and District of West Hants each had a Special Event Bylaw (see appendix 5) whereby any promoter of an event where a large number of people (500 or more) are brought together to watch or participate in any type of recreational, commercial, dance or sporting event must make application for approval to the WHRM. The WHRM utilizes the same format under the provisions found in the Emergency Management Act.

These by-laws allow emergency planners to discuss, prepare and approve emergency plans for an event in coordination with the event organizers. This greatly reduces the potential of hazards associated with these events.

The Province of Nova Scotia has also issued a guideline for managing On-Highway Special Events which has been adopted by EMO (see appendices 6).

West Hants Regional Municipality Emergency Management Plan

Section III RESPONSE

Response Organization and Assignment of Responsibilities

A. Municipal Executive Responsibilities, Powers, and Succession

1. The WHRM is ultimately responsible for emergency response activities and:
 - may declare a State of Local Emergency in consultation with the CAO or alternate.
 - may request assistance from other municipal governments and the Province when it appears that the incident will escalate beyond the capability of local municipal resources,
 - may provide assistance to others at the request of other municipal governments.
2. The CAO
 - assumes personal oversight of the EMO if the scope and magnitude of the emergency indicates the necessity of personal management and direction of the response and recovery operations.
 - controls the use of all municipal owned resources and facilities for disaster response.
3. In the event of the unavailability of Municipal Council, the following line of command and succession has been established to ensure continuity of government and the direction of emergency operations:
 - The Mayor or designate will assume the responsibilities of council until they are available.
 - The CAO or designate will assume the management of the Emergency Operations Center (EOC).
 - The EMC will be assigned and assume responsibility until the CAO is available.

B. The Role of the Emergency Management Coordinator (EMC)

1. The EMC coordinates initial emergency response activities and may recommend to the CAO, that he advise Council to declare a state of local emergency based on the severity of the situation and the necessity to use additional executive power to respond effectively to the emergency.
2. The EMC:
 - activates one of the Emergency Operations Centre's.

- notifies and briefs all members of the Emergency Operations Center (EOC) involved in an emergency response.
- maintains and manages an EOC on a day-to-day basis.
- facilitates coordination between the EOC and:
 - the Incident Commander.
 - local governments outside the municipal unit.
 - the Province of Nova Scotia.
 - private emergency support organizations.

C. The EMO Emergency Response System

1. The Incident Command System (ICS) will be used in EOC operations. Command resides at the scene. The EOC coordinates support to field operations.
 - a) WHRM endorses the use of the ICS. This allows flexibility in its implementation so that its structure can be tailored to the specific situation at hand.

The ICS should be initiated by the emergency forces first responding to an incident. (see Appendix 7 - ICS Position Descriptions)

- b) ICS is organized by functions. There are five:

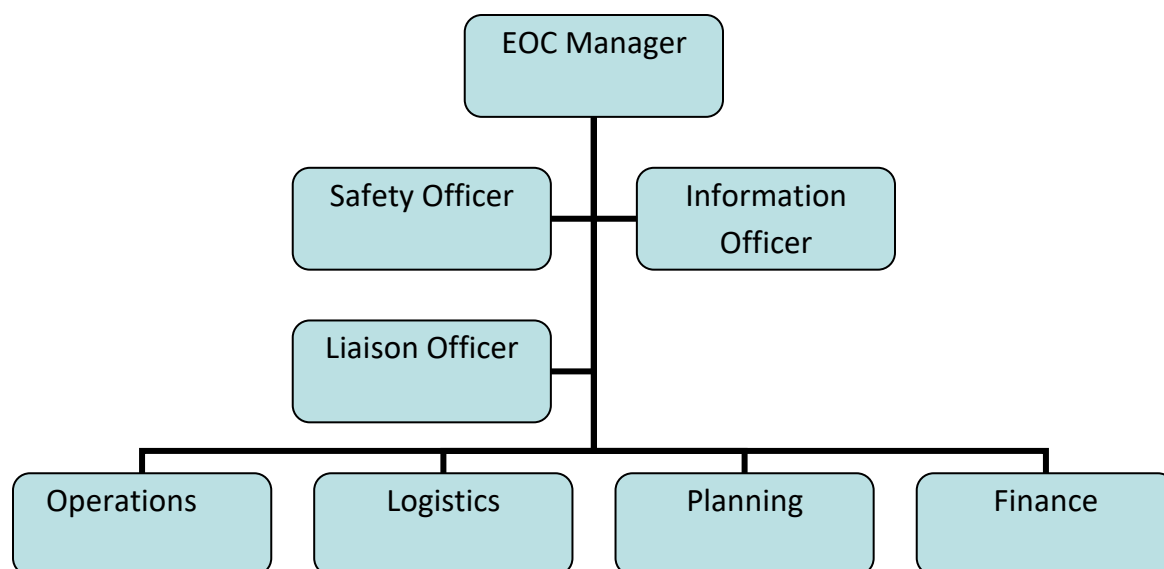
- Command
- Operations
- Planning
- Logistics
- Finance

- c) Under ICS, an Incident Commander (IC) has the overall responsibility for the effective on-scene management of the incident and must ensure that an adequate organization is in place to carry out all emergency functions. The IC directs emergency operations from an Incident Command Post, the only command post at the emergency scene.
 - d) Although a single IC normally handles the command function, an ICS organization may be expanded into a Unified Command (UC). The UC is a structure that brings together the ICs of all major organizations involved in the incident in order to coordinate an effective response while at the same time carrying out their own jurisdictional responsibilities. The UC links the organizations responding to the incident and provides a forum for these entities to make consensus decisions. Under the UC, the various jurisdictions and/or agencies and non-government responders may blend together throughout the operation to create an integrated response team.

The UC is responsible for overall management of the incident. The UC directs incident activities, including development and implementation of overall objectives and strategies, and approves ordering and releasing of resources. Members of the UC work together to develop a common set of incident objectives and strategies, share information, maximize the use of available resources, and enhance the efficiency of the individual response organizations.

The UC is not "decision by committee." The principals are there to command the response to an incident. Time is of the essence. The UC should develop synergy based on the significant capabilities that are brought by the various representatives. There should be personal acknowledgement of each representative's unique capabilities, a shared understanding of the situation, and agreement on the common objectives. With the different perspectives on the UC comes the risk of disagreements, most of which can be resolved through an understanding of the underlying issues. Contentious issues may arise, but the UC framework provides a forum and a process to resolve problems and find solutions. If situations arise where members of the UC cannot reach consensus, the UC member representing the agency with primary jurisdiction over the issue would normally be deferred to for the final decision. If this approach does not work, the Regional Response Team (RRT) may be called on to serve as a forum where differences can be thoroughly discussed and to assist in resolving the disagreement.

- e) In minor incidents, the five ICS functions may all be managed directly by the IC. Larger incidents usually require that one or more of the functions be set up as separate sections under the IC.
- f) Within the Command function, the IC has additional responsibilities for Safety, Public Information, and Liaison. These activities can be assigned to staff under the IC.
- g) During an emergency, response personnel must be cognizant of the ICS in place and their role in it. Some Municipal personnel may be responders to the scene and part of the on-scene ICS structure in a functional or staff role. Other Municipal personnel may be assigned to the EOC or other locations where they will provide support to the responders at the scene. All Municipal response personnel not assigned to the on-scene ICS will be coordinated by or through the EMO.
- h) The IC is usually selected due to his or her position as the highest-ranking responding officer at the scene. The IC must be fully qualified to manage the incident. As an incident grows in size or becomes more complex, a more highly qualified IC may be assigned by the responsible jurisdiction.
- i) A major emergency encompassing a large geographic area may have more than one emergency scene. In this situation, separate IC's may set up command at multiple locations. They report to the EOC Manager for the coordination of all activities.
- j) Response personnel operating at the EOC will be organized by ICS function, as depicted below and interface with their on-scene counterparts as appropriate.



k) Whenever the ICS is established, Municipal staff should be assigned to specific ICS functions wherever they are needed, including at the scene, at the EOC in a support role, or at an Area Command, if established. See Table 1 for sample ICS functional assignments by agency. Assignments may change as situation dictates or as directed by the EOC Manager.

Table 1 – ICS Function and Response Activities

ICS Function Response Activities

ICS Function	Response Activity
EOC Manager	CAO – Ultimate Situation Responsibility; EOC Management
EMC	Activation and Maintaining of the EOC
Solicitor	Ensure Legal requirements are met
PIO	Emergency Public Information
Safety	Health and Welfare requirements are met
Liaison	Liaison and coordination with governments and organizations
Operations	Law enforcement, Search and rescue, Identification and disposal of deceased, Fire Suppression and Control, Hazmat Exposure Control, Debris Removal and disposal, Damage Assessment, Sewage Control, Temporary Housing and Shelter, Emergency Feeding and Clothing, to include assessment, treatment and or transport of the sick and injured
Planning	Situation Assessment and Documentation Advance Planning
Logistics	Communications, Supply and Procurement
Finance	Purchasing, Accounting, Record keeping

2. Organizational Responsibilities

- The CAO or designate shall exercise ultimate responsibility and oversight for emergency response and shall delegate ICS responsibilities as described in Table1; or as special circumstance warrants, response personnel operating at the EOC will be organized by ICS function, as depicted below and interface with their on-scene counterparts, as appropriate.

Managing Emergency Response

A. Incident Command Post and Emergency Operations Center (EOC)

1. On-scene emergency response operations will be directed and controlled by the Incident Commander (IC) or Unified Command (UC) from an Incident Command Post located at or near the emergency site. This will be the only command post at the emergency scene. All other facilities at the scene used by organizations for decision-making should not be identified as a command post.
2. The EOC will be used to support Incident Command Post activities and to coordinate resources and assistance.
3. A Command Post will be selected by the IC or UC based upon the logistical needs of the situation and located at a safe distance from the emergency site.
4. There is one primary EOC located in the basement of the Municipal Building at #76 Morison Drive and a secondary EOC located at the municipal offices at #100 King Street.
5. The EOC provides for the centralized coordination of all response activities from a secure and functional location.
6. All response personnel represented at the EOC will be organized according to ICS function under the direction of the EOC Manager.
7. Though organized by ICS function, each organization's senior representative at the EOC will be responsible for directing or coordinating his or her agency's personnel and resources. Where the agency is also represented at the scene in an ICS structure, the EOC representative will coordinate the application of resources with the agency's representative at the scene.
8. The EMC is responsible for maintaining the EOC's during emergencies.
9. If required, the EOC will be staffed to operate continuously on a twenty-four hour a day basis. In the event of a 24-hour operation, two 12 ½ hour shifts will be utilized. (The additional ½ hour is for shift change briefings.) Designation of shifts will be established as conditions warrant by the EMC in consultation with the EOC Manager.
12. Each agency will routinely identify its personnel assigned to the EOC. This identification is to be provided to the EMC and updated as changes occur, no less than annually.
13. Work areas will be assigned to each agency represented at the EOC.
14. Internal Security at the EOC during an emergency will be provided.
 - a) All persons entering the EOC will be required to check in at the security desk located at the main entrance.

- b) All emergency personnel will be issued a pass (permanent or temporary) to be worn at all times while in the EOC.
 - c) Temporary passes will be returned to the security desk when departing from the premises.
15. EOC space must be maintained in an emergency operating mode by the EMC at all times. During non-emergency periods, the EOC can be used for meetings, training and conferences.
 16. The ICS planning function is responsible for emergency situation reporting at the EOC and has established procedures and forms to be used.
 17. The EMC maintains a General Operating Guide (GOG) for activating, staffing, and managing the EOC. This GOG can be found as appendix 8 to this plan.

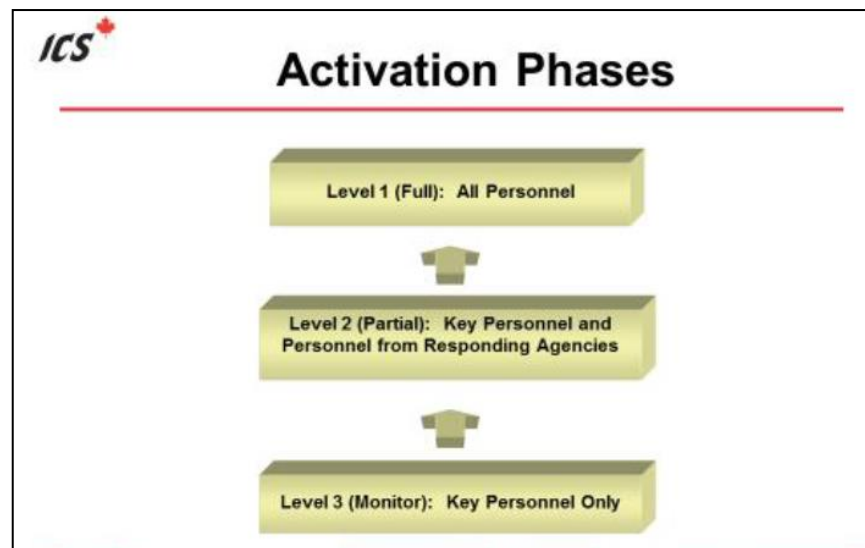
B. Notification and Activation (Alert)

1. In the WHRM day to day accidents and incidents are usually dealt with by police, fire and health services.
2. On notification of an emergency to the 9-1-1 Communications Center (CC), the CC will immediately alert the appropriate response organizations. This initial notification sets into motion the activation of emergency response personnel. Each emergency agency will respond according to their SOP's.
3. Should an event occur however, which, in the opinion of the Senior Official involved, presents a risk to all or part of the community, and as the situation is starting to intensify, the senior official present, shall contact the EMC to assess the situation, along with the senior official involved.
4. As the EMC receives the warning of a real or potential emergency and or disaster, he will brief the CAO on the situation and departs for the scene to assess the situation. The CAO will contact and brief the Mayor as necessary.
5. In the event of an emergency and/or disaster, and should the EMC, CAO or Mayor not be reached then, their designated alternates are to be contacted.
6. On receipt of this warning, the Mayor, assembles Council, and at that time if a state of local emergency is declared, then the Members of the Advisory Committee, with the CAO will initiate the Alert. The CAO also has the authority to activate the EOC.
7. Once the Alert has been activated, then the members of EMO Team report to the EOC. On arrival, EMO members establish communication with each of their departments, and open up a log and wait for the EOC Manager to give a briefing on the situation, after this briefing, it is very important for the public information officer, with the assistance of the RCMP, EHS, or Fire Department, to inform the public. By this time the remaining members of the EOC will be busy coordinating their duties with the EOC Manager.
8. The EMC in consultation with the CAO will determine level of EOC activation. Required personnel will be contacted via the "I Am Responding" system from the contact list on file.

EOC Activation Levels

The level of EOC activation is determined by the magnitude and scope of the event. Only those EOC functions and positions that are required to meet current response objectives are activated. If staff are not assigned to a function or role, the next available staff position in the EOC organization will assume responsibility for the tasks assigned. If an individual is unsure of which level to activate, the EOC is activated to the higher level since it is easier to scale back staffing than it is to ramp up.

Appendix 9 outlines the ‘Activation Flowchart’ for the EOC.



Deactivation

The EOC Manager (CAO) is responsible for EOC deactivation. The Manager considers the requirements of termination from the outset of the incident. Criteria for terminating EOC operations may include:

- Individual EOC functions are no longer required.
- State of Local Emergency is lifted.
- Coordination of response activities and/or resources is no longer required; and
- Incident has been contained and emergency personnel have returned to regular duties.

The Planning Sections’ Demobilization Unit Coordinator in the EOC supervises and coordinates the demobilization process, under the direction of the EOC Manager.

C. Assessment and Evaluation

As a result of information provided by the EMC to the CAO, the EOC staff will, as appropriate, in coordination with the on-scene IC:

- develop guidelines by evaluating the safety, health, economic, environmental, social, humanitarian, legal, and political implications of a disaster or threat.
- analyze the best available data and information on the emergency.
- explore alternative actions and consequences.
- select and direct specific response actions.

D. Declaration of State of Local Emergency and Proclamation of Emergency Orders

1. In response to an emergency, or its likelihood, upon a finding that public safety is imperiled, the Council may proclaim a state of local emergency pursuant to Chapter 8 of the Provincial Emergency Management Act.
2. Such a proclamation authorizes the Council to deal with the emergency with full ministerial powers.
3. Municipal council may, when satisfied that an emergency exists or may exist in all or any area of the region declare a state of local emergency in all the municipality or area thereof.
4. If municipal council is unable to act promptly, the mayor may exercise that authority of municipal council contained in a section (2) after consulting, if it is practical to do so, with a majority of the members of council to advise on the development of emergency management plans.
5. A declaration pursuant to this section shall identify the nature of the emergency and the area in which it exists.
6. When a state of local emergency has been declared or terminated pursuant to the Act, the municipality shall immediately cause the details of the declaration or termination to be communicated or published by such means as the municipality considers the most likely to make the contents of the declaration or termination known to the people of the area affected.
7. Upon a state of local emergency being declared the mayor may, during the state of local emergency, 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 land without warrant.
 - h. cause or order the demolition or removal of anything where the demolition or removal is necessary or advisable for the purpose of reaching the scene of an emergency, or 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.
8. Upon declaring a state of local emergency, the mayor,
- a. shall immediately forward a copy of the declaration to the Minister; and
 - b. may authorize any person or committee to exercise any power vested in the mayor.
9. A municipality may terminate a state of local emergency with respect to an area identified by it in its declaration when, in its opinion, an emergency no longer exists in such area.
10. A state of local emergency terminates:
- (a) when the area identified by the municipality in its' declaration is identified by the Minister in a declaration of a Provincial 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.
11. A state of local emergency may be renewed by the municipality with the approval of the Minister.
12. A mayor, a municipality, 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.
13. Any person in the course of implementing an emergency management plan pursuant to this Act or the regulations may, at any time, enter upon any property.
14. Any person who obstructs a municipality, the EMO, a committee established pursuant to this Act or any person in the performance of any action, matter or thing authorized by this Act or who contravenes or fails to comply
- a. with any provision of this Act or any regulation, or
 - b. with any direction, order or requirement made pursuant to this Act or the regulations,

is guilty of an offence and liable on summary conviction to a fine not exceeding one thousand dollars or to imprisonment of not more than six months or both.

15. Every person who with proper authority is absent from that persons accustomed employment and is on duty authorized by a municipality for the purpose of this Act shall while so absent, for all purposes relative to retention of employment, of seniority rights and of superannuation benefits, be deemed to have been in that person's accustomed employment during the period of absence.

E. Emergency Medical and Public Health

1. A high impact disaster can cause injury and death to large numbers of people. In addition, damage to and destruction of homes, special facilities, and vital utilities may place the public at substantial risk of food and water contamination, communicable diseases, and exposure to extreme temperatures.
2. There may be established within the Operations section an Emergency Medical/Public Health Group to ensure that health and medical problems are being addressed.

F. Meeting Human Needs

1. The Planning and Operations functions are responsible for ascertaining what human needs have been particularly affected by an emergency and responding to those unmet needs with the available resources of the Community Services/Red Cross and with the assistance of volunteer organizations and the private sector.
2. There may be established within the Operations section a Community Services/Red Cross to perform the tasks associated with (1) above.

G. Restoring Public Services

1. The Operations and Planning sections are responsible for ascertaining the emergency's effect on the infrastructure and the resultant impact on public services including transportation, electric, power, fuel distribution, public water, telephone, and sewage treatment and ensuring that restoration of services is accomplished without undue delay.
2. In the event of a major power outage, the EOC will liaise with a representative of Nova Scotia Power to facilitate communications and information flow between the utility and the Operations Section.
3. During response operations relating to debris clearance and disposal, the EOC should act in cooperation with the Nova Scotia Department of Transportation and Active Transit.

H. Resource Management

1. The Planning function is responsible for the identification and allocation of additional resources needed to respond to the emergency.
2. Resources owned by municipality should be used first in responding to the emergency.
3. Resources owned by other municipalities outside of WHRM can be utilized upon agreement between the requesting and offering government.
4. Resources owned by private business can be used under the terms of the local state of emergency.

I. General Operating Guidelines and other supporting plans.

1. Each department of the WHRM and assigned responsibility under the “Response” portion of this plan should have its own General Operating Guidelines (GOG). These GOGs address activation of personnel, shift assignments at the EOC, assignment to the field including the Incident Command Post (if applicable), coordination with other organizations, drills, exercises, and ICS training.
2. Each agency’s GOG is to be updated at least annually and reviewed at a joint agency planning meeting. Copies of each GOG are retained by the EMO.
3. The following is a list of functional and hazard specific appendices that support this plan, and are on file with the EMO:

West Hants Fire Mutual Aid Plan
Red Cross Sheltering Plan

4. The following documents support this portion of the plan and are appended to it:

Appendix 6 - Special Events Guidelines EMO-NS 2014

Appendix 8 - Emergency Operations Center (EOC) General Operating Guide (GOG)

Appendix 10 - Instructions for Declaring a State of Emergency and Issuing Emergency Orders

Appendix 11 – I am Responding Contact list

Appendix 12 – Evacuation Considerations

J. Evacuation

Reference: WHRM Evacuation Operational Guidelines, May 2021 (Rsh)

The evacuation function describes how the public would be evacuated out of areas affected by an emergency situation that are deemed to be too hazardous for people to stay in place. Evacuation methods will be dependent on the incident and is the responsibility of the Incident Commander on site. A key component of the evacuation process is to look after the evacuees once they are evacuated and this is the responsibility of the municipality. This function shall be performed by the EMC unless the EOC is activated, at which time it will be organized and managed by the Logistics section Chief within the EOC. Evacuation considerations are outlined in appendix 12.

During an emergency the EOC operational support functions may include:

- Damage Assessment
- Debris Management
- Livestock and Pet Coordination

Evacuee Alerting & Sheltering

The decision to evacuate any specific area has two levels:

Immediate Evacuation: An immediate and sudden leak, spill, or fire at a fixed facility or mobile transport vehicle that requires identification of impacted areas to be evacuated followed by an immediate evacuation. This is the responsibility of the IC with support from the EMC to coordinate the moving of people and the opening of shelters to receive and house evacuees.

Alerting: Evacuees shall be notified to evacuate within the areas identified by the IC. Alerting shall be a door-to-door campaign by police with assistance from other agencies as required and available.

Time Critical Evacuation: An event that unfolds over a number of days, such as hurricanes that require an evacuation. In these cases, the evacuation will be managed by the EOC prior to the arrival of the severe weather event. The EOC will provide notifications and alerting, transport, and sheltering.

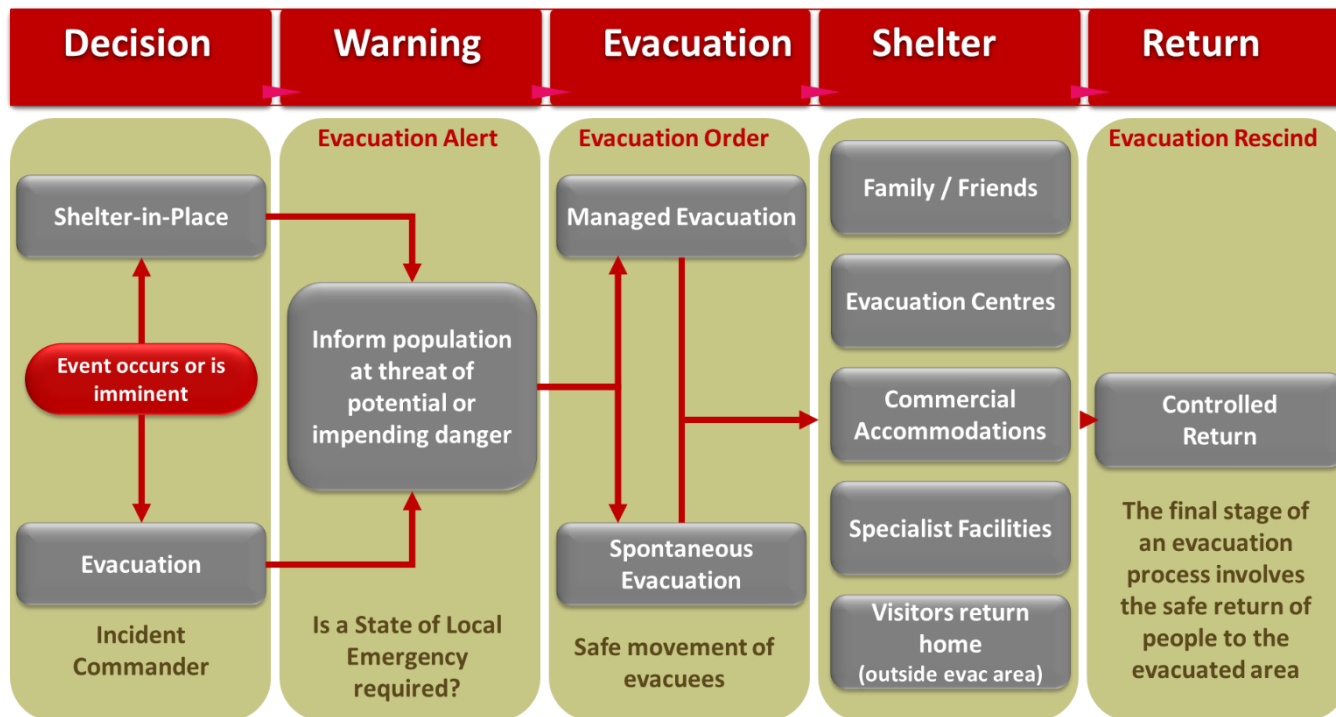
Alerting: Evacuees shall be notified to evacuate within the areas identified by the EOC Manager. Alerting shall be a police door to door campaign notifying citizens to evacuate as well as providing each family so advised of the location of their nearest shelter either within WHRM

or neighboring Counties. Police may accept assistance from other agencies as required and available. Additional alerting shall be through local media (radio) and social media. Evacuations will be supported by the EOC opening shelters to house displaced people and provide them with the necessities of life.

Evacuation Process

Evacuation takes place within a process that begins with preparing for the possible need to evacuate populations at high risk from imminent or actual disaster. It involves ongoing risk monitoring and management as the situation and needs of evacuees evolve over time, and only ends with their safe, voluntary and sustainable reintegration back home or in alternative locations.

Figure 2. – Evacuation Process



West Hants Regional Municipality Emergency Management Plan

Section IV: RECOVERY

A. Damage Assessment

1. The Supervisors for Public Works are responsible for:
 - a) Developing a damage assessment program.
 - b) Coordinating damage assessment activities during and following an emergency.
 - c) Designating a Damage Assessment Officer for each emergency.
 - d) The Supervisors of Public Works will advise the CAO to maintain similar detailed records of emergency expenditures and supply them with standard documentation forms.
2. All departments will cooperate fully with the EMC in damage assessment activities including:
 - a) Pre-emergency:
 - 1) identifying Municipal personnel, and resources to assist and support damage assessment activities.
 - 2) identifying non-government groups such as non-profit organizations, trade organizations and professional people that could provide damage assessment assistance.
 - 3) fostering agreements between Municipal governments and the private sector for technical support.
 - 4) utilizing geographic information systems (GIS) in damage assessment
 - 5) arranging for training of selected personnel in damage assessment survey techniques as required.
 - (b) Emergency:
 - 1) obtaining and maintaining documents, maps, photos and video tapes of damage
 - 2) reviewing procedures and forms for reporting damage to higher levels of government
 - 3) determining if Provincial assistance is required in the damage assessment process
 - (c) Post-emergency:
 - 1) selecting personnel to participate in damage assessment survey teams
 - 2) identifying and prioritizing areas to survey damage
 - 3) assigning survey teams to selected areas
 - 4) completing damage assessment survey reports and maintaining records of the reports
 - 5) It is essential that, from the outset of emergency response actions, that detailed records of expenditures for:
 - a) labour used
 - b) use of owned equipment
 - c) use of borrowed or rented equipment
 - d) use of materials from existing stock
 - e) contracted services for emergency response
 - f) submitting damage assessment reports to the Provincial Emergency Management Office

3. Damage assessment will be conducted by Public Works personnel, building inspectors, and members of non-profit organizations, such as the Red Cross and the Salvation Army. When necessary, non-government personnel from the fields of engineering, construction, insurance, property evaluation and related fields may supplement the effort.
4. There will be two types of damage assessment: Infrastructure (damage to public property and the infrastructure); Individual assistance (IA) teams (impact on individuals and families, agriculture, private sector).
5. Municipal damage assessment information will be reported to the Damage Assessment Officer at the EOC.
6. Personnel from Municipal departments, assigned damage assessment responsibilities, will remain under the control of their own departments, but will function under the technical supervision of the Damage Assessment Officer during emergency conditions.
7. All assessment activities in the disaster area will be coordinated with the on-site Incident Commander (when appropriate) and the EOC Manager.
8. The Emergency Management Coordinator, in conjunction with the Damage Assessment Officer, will prepare a Damage Assessment Report which will contain information on:
 - 1) destroyed property
 - 2) property sustaining major damage
 - 3) property sustaining minor damage, for the following categories:
 - 4) damage to private property in dollar loss to the extent not covered by insurance:
 - 5) homes, businesses, industries, utilities, hospital, institutions, and schools
 - 6) damage to public property in dollar loss to the extent not covered by insurance:
 - 7) road systems, bridges, water utilities, sanitation facilities, public buildings, equipment, vehicles, parks and recreational facilities.
 - 8) damage to agriculture in dollar loss to the extent not covered by insurance:
 - 9) farm buildings, machinery and equipment, crop losses, and livestock
 - 10) cost in dollar value will be calculated for individual assistance in the areas of mass care, and housing.
 - 11) municipal services provided beyond normal needs such as:
 - debris clearance and protective measures taken such as pumping, sandbagging, construction of warning signs and barricades, etc.
 - overtime and labour required for emergency services.
9. The municipality will submit the Damage Assessment Report to the Provincial Emergency Management Office. It is required for establishing the eligibility for any Provincial and/or Federal assistance.

B. Planning for Recovery

1. Recovery includes community development and redevelopment.
2. Community development is based on a comprehensive community development plan prepared under direction of the Planning and Development Department.
3. WHRM will decide whether the recovery will be managed through existing departments with planning and coordinative skills or by a recovery task force created exclusively for this purpose.
4. A recovery task force will:
 - a) Direct the recovery with the assistance of municipal departments.
 - b) Prepare a local recovery and redevelopment plan, unless deemed unnecessary,
5. The recovery and redevelopment plan shall include:
 - a) Replacement, reconstruction, removal, relocation of damaged/destroyed
 - b) Establishment of priorities for emergency repairs to facilities, buildings
 - c) Economic recovery and community development.
 - d) New or amended bylaws, subdivision regulations, and building codes.
6. Prevention and mitigation measures should be incorporated into all recovery planning if possible.

C. Reconstruction

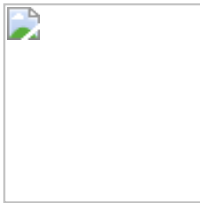
1. Reconstruction consists of two phases:
 - a) Phase 1-short term reconstruction to return vital life support systems to minimum operating standards.
 - b) Phase 2-long term reconstruction and development which may continue for years after a disaster and will implement officially adopted plans and policies, including risk reduction projects, to avoid conditions and circumstances that led to the disaster.
2. Long term reconstruction and recovery includes activities such as:
 - a) Scheduling planning for redevelopment
 - b) Analyzing existing Provincial and Federal programs to determine how they may be used
 - c) Providing temporary housing and facilities
 - d) Public assistance
 - g) Monitoring of reconstruction progress
3. Reconstruction operations must conform to existing Provincial/Federal laws and regulations concerning environmental impact.

D. Public Information on Recovery Assistance

1. Public Information Officers are responsible for arranging with the broadcast media and press to obtain their cooperation in adequately reporting to the public on:
 - a) What kind of emergency assistance is available to the public.
 - b) Who provides the assistance.
 - c) Who is eligible for assistance.
 - d) What kinds of records are needed to document items which are damaged or destroyed by the disaster.
 - e) What actions to take to apply for assistance.
 - f) Where to apply for assistance.

Section V: APPENDICES

1. Emergency Management Act
2. WHRM Emergency Management By-law RE-002
3. NS-EMO Hazard Risk Vulnerability Assessment (HRVA) Model
4. WHRM (HRVA) Hazards Rating and Ranking Results 2019
5. Former TOW Special Events By-law/Formal WH Special Events By-law
6. Special Events Guidelines EMO-NS 2014
7. ICS Position Descriptions
8. EOC General Operating Guide (GOG)
9. EOC Activation Flow Chart
10. Instructions for Declaring a State of local Emergency (SOLE)
11. Contact List – I am Responding
12. Evacuation Considerations



Emergency Management Act

CHAPTER 8

OF THE

ACTS OF 1990

amended 2005, c. 48, ss. 1-6; 2007, c. 10, s. 2; 2009, c. 12
2011, c. 9, ss. 4-15

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An Act to Provide for a Prompt and Co-ordinated Response to a State of Emergency

Short title

1 This Act may be cited as the Emergency Management Act. *1990, c. 8, s. 1; 2005, c. 48, s. 1.*

Interpretation

2 In this Act,

(a) repealed 2005, c. 48, s. 2.

(aa) "Department" means the Department of Justice;

(b) "emergency" means a present or imminent event in respect of which the Minister or a municipality, as the case may be, believes prompt co-ordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of people in the Province;

(c) repealed 2011, c. 9, s. 4.

(d) "emergency management plan" means any 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 and to provide for the safety, health or welfare of the civil population and the protection of property in the event of such an occurrence;

(e) "Fire Marshal" means the Fire Marshal appointed pursuant to the Fire Prevention Act;

- (f) "mayor or warden" includes an alderman or councillor acting in the stead of the mayor or warden, as the case may be;
- (g) "Minister" means the Minister of Justice;
- (h) "municipality" means a city, an incorporated town or a municipality of a county or district;
- (i) "police officer" means a member of the Royal Canadian Mounted Police and a police officer of a municipality;
- (j) "state of emergency" means a state of emergency declared by the Minister or renewed by the Minister pursuant to this Act;
- (k) "state of local emergency" means a state of local emergency declared by a municipality or renewed by it pursuant to this Act. *1990, c. 8, s. 2; 2005, c. 48, ss. 2, 6; 2011, c. 9, s. 4.*

Act prevails and Minister's authority

- 3 (1) Where there is a conflict or inconsistency between this Act or the regulations and any other enactment respecting emergencies, this Act and the regulations prevail.
- (2) The Minister has authority over all matters respecting emergency planning, preparedness, response, mitigation, recovery and emergencies in the Province.
- (3) The Minister's authority under subsection (2) includes
- (a) the general supervision and management of this Act;
- (b) the co-ordination of emergency management plans within the Province; and
- (c) authority to delegate powers vested in the Minister by or pursuant to this Act. *2009, c. 12, s. 1.*

Department of Justice

4 The Department has and shall exercise and perform such powers and duties as are vested in it by or under this Act and those assigned to it by the Minister. *2005, c. 48, s. 3; 2011, c. 9, s. 5.*

Advisory committee appointed by Governor in Council

5 The Governor in Council may appoint, from among the members of the Executive Council, a committee to advise the Governor in Council on matters relating to emergencies. *1990, c. 8, s. 5.*

Executive Emergency Management Committee

- 5A (1) There shall be an Executive Emergency Management Committee consisting of
- (a) the Minister, who is the Chair;
- (b) the Deputy Minister of Treasury Board;
- (c) the Deputy Minister of the Office of the Premier;
- (d) the Deputy Minister of Justice;

(e) repealed 2011, c. 9, s. 6.

(f) such experts as appointed by the Minister.

(2) The Executive Emergency Management Committee shall provide oversight and direction to the Minister regarding emergency preparedness, response, mitigation and recovery. *2009, c. 12, s. 2; 2011, c. 9, s. 6.*

Advisory committees appointed by Department

6 (1) The Department may appoint such committees as it considers necessary or desirable to advise or assist the Department, the Minister or the Governor in Council.

(2) A member of a committee appointed pursuant to subsection (1) may, if the member is not an employee of Her Majesty or an agency thereof, be paid such remuneration and expenses as the Governor in Council determines. *1990, c. 8, s. 6; 2005, c. 48, s. 6; 2011, c. 9, s. 7.*

Agreements and acquisition of property

7 (1) Subject to the approval of the Governor in Council, the Minister may, on behalf of the Province,

(a) enter into agreements with the Government of Canada, a province or a municipality, a state of the United States of America, or an agent of any of them, in respect of emergency management plans or provision of emergency services;

(b) enter into agreements with a board, commission, agency or Crown corporation of the Government of Canada, of a province or of a municipality, or an agent of any of them, in respect of emergency management plans;

(c) enter into agreements with the Government of Canada and the Workers' Compensation Board for the administration and payment of compensation benefits to persons engaged in training or carrying out duties related to a state of emergency or a state of local emergency;

(d) acquire, by purchase or lease, real and personal property for the purpose of emergency management.

(1A) Subject to the regulations, a person sent to the Province under an agreement entered into under clause (a) of subsection (1), who holds a licence, certificate or permit respecting the person's profession, trade or other qualifications from a jurisdiction that is a party to the agreement is deemed to be similarly qualified in the Province when providing assistance during a state of emergency or a state of local emergency.

(2) The Workers' Compensation Board may execute and administer an agreement referred to in this Section. *1990, c. 8, s. 7; 2005, c. 48, ss. 4, 6; 2011, c. 9, s. 8.*

Powers of Department

8 The Department may, subject to the approval of the Minister,

(a) review and approve, or require modification to Provincial and municipal emergency management plans;

(b) make surveys and studies to identify and record actual and potential hazards that may cause an emergency;

(c) make surveys and studies of resources and facilities to provide information for the effective preparation of emergency management plans;

(d) conduct public information programs related to the prevention and mitigation of damage during an emergency;

- (e) conduct training and training exercises for the effective implementation of emergency management plans;
- (f) procure food, clothing, medicines, equipment and goods of any nature or kind for the purposes of emergencies;
- (g) authorize or require the implementation of any emergency management plan;
- (h) enter into agreements with any persons, organizations or associations in respect of emergency management plans. *1990, c. 8, s. 8; 2005, c. 48, s. 6; 2011, c. 9, s. 9.*

Powers of Minister

9 The Minister may

- (a) divide the Province into districts and subdistricts for the purpose of this Act;
- (b) after consultation with the municipalities concerned, designate a combination of municipalities or parts thereof as a municipality for the purpose of this Act and determine the respective responsibilities of municipalities in the designated area;
- (c) require municipalities to prepare emergency management plans, including mutual aid programs, and to submit such plans to the Department for review for adequacy and integration with the Provincial emergency management plans;
- (d) establish procedures for the prompt and efficient implementation of emergency management plans;
- (e) require any person to develop emergency management plans in conjunction with the Department or the municipalities to remedy or alleviate any hazard to persons or property that is or may be created by
 - (i) a condition that exists or may exist on that person's property,
 - (ii) that person's use of property,
 - (iii) an operation in which that person is or may be engaged, or
 - (iv) a process that that person is or may be utilizing,

except where an enactment of the Province or a municipal by-law provides a procedure for dealing with the hazard. *1990, c. 8, s. 9; 2005, c. 48, s. 6; 2011, c. 9, s. 10.*

Medal for long service

9A (1) In recognition of a significant contribution to the protection of persons and property by a member of a ground search and rescue crew or other person involved in the provision of emergency services, the Minister or a person designated by the Minister, on the recommendation of the Department, may issue a medal for long service.

(2) Where the Minister or the Minister's designate has issued a medal for long service, the Minister or the designate, on the recommendation of the Department, may issue a bar for further service to accompany the medal. *2007, c. 10, s. 2; 2011, c. 9, s. 11.*

Powers and duties of municipalities

10 (1) Within one year after the coming into force of this Act, each municipality shall

- (a) subject to the approval of the Minister, establish and maintain a municipal emergency by-law;
- (b) establish and maintain a municipal emergency management organization;
- (c) appoint a co-ordinator of the municipal emergency management organization and prescribe the duties of the co-ordinator which shall include the preparation and co-ordination of emergency management plans for the municipality;
- (d) appoint a committee consisting of members of the municipal council to advise it on the development of emergency management plans; and
- (e) prepare and approve emergency management plans.

(2) The municipality may

- (a) pay the reasonable expenses of members of the organization or members of the committee appointed pursuant to clause (b) or (d) of subsection (1);
- (b) enter into agreements with and make payments to persons and organizations for the provision of services in the development and implementation of emergency management plans;
- (c) enter into an arrangement or agreement with any other municipality respecting a common organization, plan or program;
- (d) appropriate and expend sums approved by it for the purpose of this Section. *1990, c. 8, s. 10; 2005, c. 48, s. 6.*

Municipality to report emergency

10A Every municipality shall, immediately upon becoming aware of it, inform the Department of any real or anticipated event or emergency that could impact the health, safety or welfare of Nova Scotians, their property or the environment. *2009, c. 12, s. 3; 2011, c. 9, s. 12.*

Police

11 (1) The Minister may appoint persons trained for police duties as auxiliary police officers for the purpose of this Act.

(2) Police officers and auxiliary police officers have such powers, duties and responsibilities as the regulations prescribe and shall be organized and operate in accordance with the regulations.

(3) A police officer or auxiliary police officer, in carrying out duties pursuant to this Act and the regulations, has and may exercise in any part of the Province all the powers, authorities and immunities of a peace officer as defined in the Criminal Code (Canada).

(4) The protection afforded by this Act and any other enactment to a police officer or auxiliary police officer extends to any other person while and to the extent that that person is in the course of assisting a police officer or auxiliary police officer under the police officer's or auxiliary police officer's direction. *1990, c. 8, s. 11.*

State of emergency or state of local emergency

12 (1) The Minister, after consulting, if it is practical to do so, with a majority of the members of a committee established pursuant to Section 5 or a quorum of the Executive Council and, if the Minister is satisfied that an

emergency exists or may exist, may declare a state of emergency in respect of all or any district, subdistrict or area of the Province.

(2) 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.

(3) 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 council's committee to advise on the development of emergency management plans.

(4) A declaration pursuant to this Section shall identify the nature of the emergency and the area in which it exists.

(5) Nothing in this Section prevents the Minister from declaring a state of emergency whether a state of local emergency has been declared or not. *1990, c. 8, s. 12; 2005, c. 48, s. 6.*

Publication of declaration or termination

13 When a state of emergency or a state of local emergency has been declared or terminated pursuant to this Act, the Minister or the municipality, as the case may be, shall immediately cause the details of the declaration or termination to be communicated or published by such means as the Minister or the municipality, respectively, considers the most likely to make the contents of the declaration or termination known to the people of the area affected. *1990, c. 8, s. 13.*

Protection of property and health or safety

14 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. *1990, c. 8, s. 14; 2005, c. 48, s. 6.*

Duty of mayor or warden and delegation of Section 14 powers

15 (1) Upon declaring a state of local emergency, a mayor or warden, as the case may be,

- (a) shall immediately forward a copy of the declaration to the Minister; and
 - (b) may authorize any person or committee to exercise any power vested in the mayor or warden, respectively, by Section 14.
- (2) Upon declaring a state of emergency, the Minister may authorize any person or committee to exercise any power vested in the Minister by Section 14. *1990, c. 8, s. 15.*

Prices

16 (1) During a state of emergency or a state of local emergency, no person in the Province may charge higher prices for food, clothing, fuel, equipment, medical or other essential supplies or for the use of property, services, resources or equipment than the fair market value of the same thing immediately before the emergency.

(2) A contract that is contrary to subsection (1) is voidable at the option of the purchaser if the purchaser repudiates the contract within one month after the termination of the state of emergency or state of local emergency. *1990, c. 8, s. 16.*

Fires and law enforcement

17 During a state of emergency,

- (a) the Fire Marshal is the co-ordinator of all efforts in relation to the suppression and prevention of fires, and every fire brigade, fire department and firefighter in the area in which the state of emergency exists is subject to the direction and control of the Fire Marshal; and
- (b) a peace officer designated for this purpose by the Solicitor General is the co-ordinator of all efforts in relation to law enforcement and every police officer and auxiliary police officer in the area in which the state of emergency exists is subject to the direction and control of that officer. *1990, c. 8, s. 17.*

Termination of state of emergency or state of local emergency

18 (1) The Minister may

- (a) terminate a state of emergency with respect to an area identified by the Minister in a declaration of a state of emergency when, in the Minister's opinion, an emergency no longer exists in such area; and
- (b) terminate a state of local emergency with respect to an area identified by a municipality in its declaration of a state of local emergency when, in the Minister's opinion, an emergency no longer exists in such area.

(2) A municipality may terminate a state of local emergency with respect to an area identified by it in its declaration of a state of local emergency when, in its opinion, an emergency no longer exists in such area. *1990, c. 8, s. 18.*

Termination within fourteen days and renewal

19 (1) A state of emergency terminates fourteen days after the day on which it was declared unless it is renewed or terminated by the Minister.

(2) A state of emergency may be renewed by the Minister with the approval of the Governor in Council.

(3) The provisions of this Act respecting a state of emergency and the declaration thereof apply, with the necessary changes, to a renewal of a state of emergency. *1990, c. 8, s. 19.*

Termination of state of local emergency and renewal

20 (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) The provisions of this Act respecting a state of local emergency or the declaration thereof apply, with the necessary changes, to a renewal of a state of local emergency. *1990, c. 8, s. 20.*

No liability

21 The Minister, a mayor or warden, a municipality, the Department, 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. *1990, c. 8, s. 21; 2005, c. 48, s. 6; 2011, c. 9, s. 13.*

Entry upon property

22 Any person in the course of implementing an emergency management plan pursuant to this Act or the regulations may, at any time, enter upon any property. *1990, c. 8, s. 22; 2005, c. 48, s. 6.*

Offence of obstruction

23 Any person who obstructs the Minister, a municipality, the Department, a committee established pursuant to this Act or any person in the performance of any action, matter or thing authorized by this Act or who contravenes or fails to comply

(a) with any provision of this Act or any regulation; or

(b) with any direction, order or requirement made pursuant to this Act or the regulations,

is guilty of an offence and liable on summary conviction

(c) in the case of an individual, to a fine not exceeding ten thousand dollars; or

(d) in the case of a corporation, to a fine not exceeding one hundred thousand dollars,

or to imprisonment of not more than six months or both. *1990, c. 8, s. 23; 2005, c. 48, s. 6; 2009, c. 12, s. 4; 2011, c. 9, s. 14.*

Additional penalty

23A In addition to any penalty imposed under Section 23, a court may increase the fine imposed on a person by an amount equal to the financial benefit that was acquired by or that accrued to the person as a result of the commission of the offence. *2009, c. 12, s. 5.*

Absence from employment

24 Every person who with proper authority is absent from that person's accustomed employment and is on duty authorized by the Minister or by the council of a municipality for the purpose of this Act shall, while so absent, for all purposes relative to retention of employment, of seniority rights and of superannuation benefits, be deemed to have been in that person's accustomed employment during the period of absence. *1990, c. 8, s. 24.*

Regulations

25 (1) The Governor in Council may make regulations

(a) respecting emergency planning for the continuity of functions of departments, boards, commissions, corporations and other agencies of the Province;

(b) respecting the vesting of special powers and duties in various departments and agencies of the Province for the purposes of emergency planning and the implementation of emergency management plans;

(ba) respecting the recognition of the professional, trade or other qualifications of persons sent to the Province by another jurisdiction under an agreement entered into under clause (a) of subsection (1) of Section 7 during a state of emergency or state of local emergency;

(bb) requiring municipalities to assess their level of preparedness and report their findings to the Department;

(bc) respecting the emergency planning, evaluation, and level of preparedness required of municipalities;

(bd) respecting emergency plans to be submitted by municipalities to the Emergency Management Office;

(c) respecting the organization, responsibilities, powers, duties and operation of police officers and auxiliary police officers throughout the Province or any part thereof for the purpose of this Act;

(ca) respecting emergency planning, evaluation and reporting for non-governmental entities;

(d) respecting authority to be delegated pursuant to this Act;

(e) prescribing the forms to be used for a declaration of a state of emergency and renewals and ~~termination~~ [termination] of the same;

(f) respecting the establishment, operation, liability and responsibilities of ground search and rescue organizations;

(g) prescribing renewal periods for states of emergency;

(h) defining any word or expression used in this Act but not defined herein;

(i) respecting any matter or thing that the Governor in Council deems necessary for the administration of this Act.

(2) The exercise by the Governor in Council of the authority contained in subsection (1) shall be regulations within the meaning of the Regulations Act.

(3) An order or regulation made under this Act may be made retroactive to the date in the order or regulation.

(4) Notwithstanding the Regulations Act, an order or regulation made under this Act during a state of emergency or a state of local emergency comes into force immediately on the signing by the Governor in Council or by the person who makes it, unless some other time is stated as being the time when it comes into force. *1990, c. 8, s. 25; 2005, c. 48, ss. 5, 6; 2009, c. 12, s. 6; 2011, c. 9, s. 15.*

Repeal

26 Chapter 145 of the Revised Statutes, 1989, the Emergency Measures Act, is repealed. *1990, c. 8, s. 26.*

Proclamation

27 This Act comes into force on and not before such day as the Governor in Council orders and declares by proclamation. *1990, c. 8, s. 27.*

Proclaimed - July 31, 1990
In force - November 1, 1990

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EMERGENCY MANAGEMENT BY-LAW

In accordance with the Emergency Management Act R.S.N.S. 1990 c.8 s.10, the Council of the West Hants Regional Municipality enacts the following:

Short Title

1. This By-law shall be known as the "Emergency Management By-law."

Interpretation

2. In this By-law,

- a) "Act" means Emergency Management Act, R.S.N.S. 1990, c.8 or successor legislation and references to the Act or to regulations made under the Act are to be interpreted as meaning the Act or regulations as they may be amended from time to time;
- b) "agent" means a person, persons, company or any other organization employed or contracted to act on behalf of the Municipality;
- c) "Chief Administrative Officer" means the Chief Administrative Officer of the Municipality;
- d) "Committee of the Whole" means the committee of Council consisting of all Councillors;
- e) "Council" means the Council of the Municipality;
- f) "Councillor" means a member of Council;
- g) "Emergency" has the meaning prescribed by the Act;
- h) "Emergency Management Coordinator" means the person appointed by the Municipality to fulfill the functions prescribed by the Act, regulations made under the Act, or by this By-law;
- i) "Emergency Management Advisory Committee" means the advisory committee appointed by the Municipality to fulfill the functions prescribed by the Act, regulations made under the Act, or by this By-law;
- j) "Emergency Management Planning Committee" means the planning committee established pursuant to this By-law;
- k) "emergency management plan(s)" has the meaning prescribed by the Act;
- l) "employee" means a person employed either part or full time by the Municipality;
- m) "Mayor" means the Mayor of the Municipality or a Councillor lawfully acting in the stead of the Mayor;
- n) "Municipal Emergency Management Organization" means the organization established pursuant to this By-law;

EMERGENCY MANAGEMENT BY-LAW

- o) "Municipality" means the West Hants Regional Municipality;
- p) "State of Local Emergency" means a state of local emergency declared by Council or Mayor pursuant to the Act or renewed by the Municipality pursuant to the Act and regulations made under the Act.

Municipal Emergency Management Organization

- 3. The Council hereby establishes a Municipal Emergency Management Organization.
- 4. The Municipal Emergency Management Organization shall consist of the following persons and committees:
 - a) The Emergency Management Advisory Committee;
 - b) The Emergency Management Coordinator; and
 - c) The Emergency Management Planning Committee.

Emergency Management Advisory Committee

- 5. The Committee of the Whole shall act as the Emergency Management Advisory Committee.
- 6. The Emergency Management Advisory Committee shall:
 - a) Advise Council on the development and maintenance of emergency management plans;
 - b) Present emergency management plans to Council;
 - c) Prepare and recommend the annual operating budget to Council for approval;
 - d) Brief Council on developments during a Local State of Emergency; and
 - e) Perform such other duties as may be required by the Council or by the Act or regulations made under the Act or by this by-law.

Emergency Management Coordinator

- 7. The Emergency Management Coordinator reports to the Chief Administrative Officer and shall be responsible, through the Emergency Management Advisory Committee for:
 - a) Act as chair of the Emergency Management Planning Committee;
 - b) Coordinate and prepare emergency management plans, training and exercises;
 - c) Be responsible for on-going public self-help education programs related to emergency preparedness;

EMERGENCY MANAGEMENT BY-LAW

- d) Following activation of the Municipality's emergency management plan or declaration of a State of Local Emergency, prescribe as necessary the duties to be fulfilled by municipal departments or agencies, employees and agents of the Municipality;
- e) Perform such duties in accordance with the emergency management plan, and carry out any lawful directives of the Mayor, a Councillor lawfully acting in the stead of the Mayor, the Chief Administrative Officer, the Emergency Management Advisory Committee or Council.

Emergency Management Planning Committee

8. Emergency Management Planning Committee members shall include:

- a) Emergency Management Coordinator
- b) Chief Administrative Officer
- c) Directors or representatives of every Municipal department or agency which has been assigned emergency related functions under the Municipality's emergency management plan, including those responsible for providing the following services during an emergency:
 - i. Law enforcement
 - ii. Search and rescue
 - iii. Fire control
 - iv. Hazardous material control
 - v. Transportation
 - vi. Health Care
 - vii. Communication
 - viii. Public Information
 - ix. Utilities
- d) Directors or representatives of such of the following provincial departments or agencies as are willing to participate:
 - i. Nova Scotia Emergency Management Office
 - ii. Lands and Forestry
 - iii. Education
 - iv. Community Services
 - v. Health and Wellness
 - vi. Transportation and Active Transit

EMERGENCY MANAGEMENT BY-LAW

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9. The Emergency Management Coordinator shall chair the Emergency Management Planning Committee.
 10. The Emergency Management Planning Committee shall:
 - a) Assist the Emergency Management Coordinator in the preparation and coordination of emergency management plans;
 - b) Advise the Emergency Management Advisory Committee on the development of emergency management plans;
 - c) Upon request, assist the Emergency Management Advisory Committee in the annual presentation of emergency management plans to Council;
 - d) Following activation of the Municipality's emergency management plan or a declaration of State of Local Emergency, fulfill the duties as prescribed in the emergency management plans;
 - e) Perform such other duties as may be required by the Mayor, a Councillor lawfully acting in the stead of the Mayor, Emergency Management Advisory Committee or Council.

Agreements

11. The Municipality may enter into agreements with the Government of Canada, the Province of Nova Scotia, another municipal unit, or any other person or organization, for the provision of services in the development and implementation of emergency management plans.
12. Except as otherwise limited by Council or by the Chief Administrative Officer, following activation of the Municipality's emergency management plan or a declaration of a State of Local Emergency, the Emergency Management Coordinator has authority to bind the Municipality to contracts made for the purpose of responding to emergency conditions.

Duties of Council

13. Review and approve emergency management plans presented to it by the Emergency Management Advisory Committee.
14. Specify additional duties to be fulfilled by the Emergency Management Advisory Committee, Emergency Management Coordinator and the Emergency Management Planning Committee.
15. Request assistance from the Province of Nova Scotia and/or Government of Canada in accordance with established guidelines.

EMERGENCY MANAGEMENT BY-LAW

16. Declare a State of Local Emergency, in accordance with the Act, and communicate it to the public.
17. Extend or terminate a State of Local Emergency in accordance with the Act.
18. The Council may appropriate and expend monies:
 - a) To pay reasonable expenses of members of the Emergency Management Advisory Committee, Emergency Management Coordinator and the Emergency Management Planning Committee;
 - b) To fulfill the terms and conditions of an agreement made pursuant to this by-law; and
 - c) To respond to emergency conditions following activation of the Municipality's emergency management plan or a declaration of a State of Local Emergency.

Duties During an Emergency

19. Following activation of the Municipality's emergency management plan or a declaration of a State of Local Emergency, and for the duration of the emergency:
 - a) Every Councillor shall advise the Mayor as to their whereabouts and how they may be contacted;
 - b) Every employee and agent of the Municipality who has a designated role in an emergency as identified in emergency management plans staff list shall:
 - i. Advise the Emergency Management Coordinator of their whereabouts and how they may be contacted; and
 - ii. Fulfill such duties as may be prescribed by the Emergency Management Plan or as may be lawfully directed by the Council, the Chief Administrative Officer or the Emergency Management Coordinator.

Repeal

20. The Regional Emergency Management By-law of the former Municipality of the District of West Hants dated March 13, 2007; the Regional Emergency Management By-law of the former Town of Windsor dated January 28, 2003; and all other Emergency Management By-laws of the Municipality of the District of West Hants and Town of Windsor are hereby repealed.

EMERGENCY MANAGEMENT BY-LAW

I, Rhonda Brown, Municipal Clerk of the West Hants Regional Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the By-law as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the ____ day of ____ (month), ____ (year).

R.N. Brown
Municipal Clerk

By-law Adoption	
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Nova Scotia EMO

Hazard Risk Vulnerability Assessment (HRVA) Model

Guidelines for Use

October, 2010

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1. Background

Nova Scotia EMO works with Regional and Municipal Emergency Management Coordinators to promote best practices in all areas of emergency management. At a working session in February 2010, EMC's / REMC's and DEPO's indicated they would like to see hazard, risk and vulnerability assessment as a focus for future development.

To capitalize on the work already done and continue with the emergency management program goals including e-team development, the province has adopted a standard model for assessing risks and hazards. Standardized information will be collected from municipalities and responders to provide provincial assessments. Warnings and alerts will also adopt the standardized format to provide municipal leaders impact information in a consistent manner for preparation and planning purposes.

This Hazard Risk Vulnerability Assessment (HRVA) Model has been adopted as a draft format. The model will be presented at the "Partners in Preparedness" Conference in October 2010 for input and suggestions for improvements before being accepted in final format.

Once accepted as a provincial standard, the model will provide the basis for Hazard Analysis throughout the province and will form the foundation for future preparedness and planning purposes.

2. Definitions

Critical Infrastructure- as one of the priorities for emergency management, critical infrastructure refers to organizations, persons, buildings and technology considered vital to the health, well-being, and economics of the population.

Hazard- a source of potential harm, or a situation with a potential for causing harm, in terms of human injury; damage to health; property, the environment, and other things or value or a combination of these.

Impact- the results or ultimate outcomes of an event or a series of events. When an event occurs, the impact can be measured by examining the event consequences. By continuously asking the questions "so what", event consequences can be determined.

Probability-the frequency or likelihood that an event will happen. This can be measured by historical data and predicted models.

Risk Analysis- the process of identifying the known and potential impacts a hazard may create. As a result of risk analysis, decisions are made as to whether or not a response or further analysis is required.

Risk Tolerance- the degree to which the population or segments of the population are able to tolerate the chance of a hazard or threat occurring. It is a subjective measure of perception often influenced by past experience, media exposure and political agendas.

Susceptible Populations/Persons- groups of individuals that because of the nature of the particular hazard, time of day of occurrence, or seasonal factors, may be more adversely affected than the rest of the general population.

Vulnerability- a degree of susceptibility or increased likelihood of being adversely impacted due to the nature of the particular hazard, time of day of occurrence, or seasonal factors association with the event.

3. Principals of Hazard Analysis

In emergency planning, hazard analysis is the first step in identifying the known and potential impacts a hazard may create. Once the impacts have been assessed, priorities for planning are identified. Effective emergency plans offer mitigation and response solutions to the impacts identified during hazard assessment.

The hazard analysis process examines events by considering two factors:

1. Probability- the frequency or likelihood of occurrence, and
2. Impact- the consequences likely to be experienced should such an event occur

The NS-EMO HRVA Model considers a third factor in the assessment:

3. Risk Tolerance

This parameter is included because of the reality of the importance of public perception. The general public, particularly when influenced by a variety of media sources, may not assess hazards according to the same models of probability and impact that emergency planners do. In some cases, a low tolerance to the impacts of a hazard may increase the priority for planning even when probability and impact are low.

Both quantitative and qualitative measures are used in assessing risk. Quantitative measures are objective data, such as number of occurrences in the past or insurance costs tabulated as a result of an event. Quantitative measures can be applied to events that have occurred either to the community being assessed or in similar areas. Qualitative measures are more subjective in nature. Because no two events or communities are ever exactly the same, much of hazard analysis becomes based on broad categories, judgement, and assumptions.

Because of the qualitative nature of risk assessment, it is important to be consistent in analysis in order to set priorities for planning that have reviewed all hazards using the same tool and judgement parameters.

Effective Hazard Analysis can be used in emergency response mode as well as in planning sessions. During the early warning or immediate impact of an event, a review of the hazard assessment can clearly identify the response objectives, including special considerations for vulnerable populations and allocation of resources.

4. Best Practices Review

A review of Hazard Analysis practices reveals that most agencies, provinces and countries measure risks according to probability, likelihood, or frequency that an event will occur and the severity of impact such an event might have.

There appears to be no consistent model or method among the assessments reviewed to determine the probability or impact levels. Most methods combine quantitative measures such as property loss values and historical information and very qualitative information based on broad subjective measure and judgement dependent on the person or organization performing the analysis. None of the documents reviewed consider the element of Risk Tolerance although many documents talked about the important of this component. Most documentation provided the end results of a hazard review but did not define how the conclusions were made.

Provincial bodies in both Manitoba and British Columbia have published Hazard Analysis and Risk Assessment documentation for their areas. The Manitoba assessment, "Hazard Analysis and Risk Assessment" is published by the Office of the Fire Commissioner and can be found on-line at www.firecomm.gov.mb.ca The British Columbia document, "British Columbia Hazard Risk and Vulnerability Tool Kit, 2004. Can be found on-line at www.pep.bc.ca/hrva/tookit.html

Concepts from both these documents were modified for use in the Nova Scotia EMO HRVA model.

5. Provincial Hazards List

In order to provide direction on the Hazards to review through the model, NS-EMO has identified the most likely hazards to affect communities in Nova Scotia. This list is provided as Table 1 of the HRVA Model.

On the left column of the Table, the Hazards are identified within the categories of Natural Events; Technological Events; Industrial Events; and Human-Induced Events. On the right column, the typical impacts associated with each of the hazards are outlined.

The hazards identified and typical impacts are meant to provide guidance to communities. Due to the unique nature of communities throughout the province, some hazards may cause differing impacts or provide challenges not listed. Those living and working within the community may be aware of hazards and impacts outside the scope of the table that should be considered when completing the hazard analysis model. Due to locations, mitigation efforts, and preparedness strategies, some communities may consider only some of the impacts listed realistic for their situation.

Table 1 is meant as a guide to provide a basis for understanding impacts and completing the model in a consistent manner. Communities should add and delete hazards and impacts according to their situation.

A complete Municipal Hazard Analysis would include the HRVA Model results for each of the 18 hazards identified in the list.

6. Components of the NS-EMO HRVA Model

Probability (Historical and Predicted)- This section examines historical frequency of the hazard occurring as well as predictions of occurrence. Historical data can be collected from municipal records, first responders, and insurance data. The Canadian Disaster Database, <http://www.publicsafety.gc.ca/prg/em/cdd/srch-eng.aspx> maintained by Public Safety Canada is another source for historical data. Predicted data should be collected from reputable sources only such as Environment Canada, Nova Scotia EMO, or local agency sources. For each hazard, a final number (1-5 scale) is assigned to the probability rating.

Impacts (Susceptibilities both Human and Infrastructure)- This section examines the consequences of the event regardless of the probability rating. The most likely impact area is identified. In some cases this might be the entire municipality. For some hazards a more localized area may be more likely to be affected. Once the area is identified, susceptible populations within the area are identified. Appendix A is a supporting document to help define such populations according to the hazard impacts. Critical Infrastructure in the impact area is also listed. Once the area, populations and infrastructure within have been identified, the potential impacts are assessed. Typical impacts for each hazard are identified in Table 1. From this list of typical impacts, the chart can then be filled out identifying potential death or injury, displaced or isolated persons, environment and property damage and resources required for each potential impact. This assessment is largely qualitative in nature and should be completed in the group format with qualified individuals. Once the chart has been completed, an overall impact score is assigned based on the rating levels. The group must consider all the parameters identified in the chart prior to assigning an impact score. Groups may vary on the level they assign; hence the same group should assess all hazards in order to maintain consistency.

Risk Tolerance- Once an Overall Impact Score has been assigned to the hazard, the group should consider the Risk Tolerance of the community. Consider how the general public and media are likely to react to such an event. Identify other groups such as political groups, activists or agencies that may react. If groups are likely to accept the impacts of the hazard, work towards restoring the community, and are generally prepared for the event, the risk tolerance is considered high. If groups are likely to become disorderly, raise concerns, be demanding of officials, and unable to accept the impacts, risk tolerance is considered low. As a general rule, natural hazards are tolerated better by the public than technological or human-induced events but local factors and past experience will drive the tolerance rating. Risk tolerance will change over time and according to situational influences.

Hazard Risk Vulnerability Rating- this rating is achieved by multiplying the Probability Score by the Overall Impact Score. This rating does not consider the Risk Tolerance assessment. A final score from 1-25 is assigned to the hazard. Considering Risk Tolerance is a very dynamic factor, the overall Hazard Risk Vulnerability Rating is assigned without the Risk Tolerance factor.

Final Hazard Assignment- The final hazard assignment is used to identify priorities for planning and considers the risk tolerance level. Generally, a final Hazard Risk Vulnerability Rating of 11-25 would

identify a need to set the hazard as a high priority for planning. A rating of 6-10 indicates moderate priority for planning and 1-5 indicates a low priority for planning. However, if risk tolerance is low to medium, this hazard may require further analysis and earlier attention to planning than it might normally rank. This Final Hazard Assignment can be presented to groups instrumental in supporting the planning process.

7. HRVA Model

8. Taking the Model to the Community Level

The HRVA Model is designed to be completed in a collaborative process with individuals who are familiar with emergency management at the municipal level.

Once the REMC/EMC has a working knowledge of the model, it is suggested the model be taken to the committee that is typically involved in emergency planning. Most likely this committee is comprised of first and second responders. In some cases, elected officials may also be part of this group. In a working session, this group should then complete the model for each of the hazards identified. In order to ease the process, it may be helpful to start with those hazards most familiar to the group.

Once completed, the hazard analysis model provides documentation to support planning and allocation of resources. It recommended completed models be shared with Mayors and Councils to advance the emergency management program.

Once NS-EMO has collected the municipal HRVA models, an overall provincial assessment can be made providing documentation and support for preparedness, planning and resource allocation from the province to individual communities.

9. Appendix A

Nova Scotia Emergency Management Organization Hazard Risk Vulnerability Model

Background Information

Analysis Completed For: _____

Analysis Completed By: _____

Category of Hazard

- ☐ Natural
- ☐ Technological
- ☐ Industrial
- ☐ Human-Induced

Identify Specific Hazard: _____

PROBABILITY

If this type of event has occurred in the area in the past, complete the table below.

Historical Events

Date (most recent first)	Changes made since	Comments

Predicted Events without Historical Evidence

Predicting Authority	Evidence to support prediction with timeframe (5, 7, 20, 100, or 500 years)	Mitigation Strategies in Place	Comments

Probability Score

(Considering historical and predicted probability rate the likelihood of occurrence in years)

- ☐ 5 Highly Probable within 5 years or less
- ☐ 4 Likely to occur every 5-7 years
- ☐ 3 Might occur once every 20 years
- ☐ 2 Not expected; could occur once every 100 years
- ☐ 1 Rare chance of occurrence every 500 or more years

Impacts

Identify most likely Impact Area (geographical; map reference)

Identify Population number in Impact Area

Identify numbers of Susceptible Persons in Impact Area (Identify groups)

Appendix A supporting document

Identify critical Infrastructure in Impact Area

Using Table 1, list the potential impacts of the hazard you are assessing in the left hand column of the table below. Considering your impact area, susceptible groups and infrastructure within the area, identify the degree of impact for each.

Typical Impacts	# of potential Deaths or Injuries	# of persons displaced or isolated & timeframe	Environment & Property Damage Cost estimate	Resources required to respond	Comments

Overall Impact Score

(Considering each of the impacts identified and the guidelines below, select an overall impact score for the hazard event)

- ☐ 5 Catastrophic; over 100 people affected; multiple fatalities; injuries, long term health effects; prolonged displacement; extensive environment & property damage; long term effects to environment; serious infrastructure disruption; community unable to function without significant support
- ☐ 4 Significant; 51-100 people affected; multiple serious injuries; long-term hospitalization required; displacement for 6-24 hours; significant impact to environment- medium to long term effects; external resources required; community only partially functioning, some services unavailable
- ☐ 3 Moderate; 11-50 people affected; no fatalities, some hospitalization and treatment required; localized small numbers displaced for 6-24 hours; no long term environmental or property damage; localized damage rectified by routine arrangements; normal community functioning with some inconvenience, no resources required outside of mutual aid agreements
- ☐ 2 Minor; less than 10 people affected; no fatalities, small number of injuries requiring first aid only; small numbers displaced for less than 6 hours; no external resources required; minor localized disruption to community services for less than 6 hours;
- ☐ 1 Insignificant; no fatalities, injuries or impact on health; no persons displaced; no damage to properties or environment; no disruption to community services or infrastructure; no mutual aid resources required

RISK TOLERANCE

Considering the area of impact, community events, and past experience, identify the level of tolerance to the hazard identified.

Group	High Tolerance	Medium Tolerance	Low Tolerance
Public			
Media			
Other (Identify			

HAZARD RISK VULNERABILITY RATING

Probability score _____ x Overall Impact Score _____ = Number assigned to this hazard _____ (1-25)

Final Hazard Assignment in consideration of Risk Tolerance for Priority Planning

- ☐ Low (1-5)
- ☐ Moderate (6-10)
- ☐ High (11-25)
- ☐ Requires further analysis due to Risk tolerance rating

Appendix A

Susceptible Populations Analysis

Once the impacts of the event have been identified, consider which populations will be susceptible. The following provides a guide.

	Chemical Exposure	Evacuation	Disease Transmission	Food Supply Disruption	Media Focused on Area	Medical Supply Disruption	Poor Air Quality	Public Health Disruption	Separation from family	Shelter-In-Place Quarantine	Structural Collapse	Transportation Disruption	Utility Disruption	Water Supply Disruption
Aboriginal/Indigenous People		X								X				
Airport Populations			X							X		X		
Airport Workers			X											
Alcohol dependent		X		X						X				
Asthmatic/respiratory patients	X		X				X							
Breastfeeding women	X		X	X			X		X					X
Children	X	X	X	X			X		X					X
Community leaders/ Decision makers					X									
Critical Infrastructure Employees		X	X		X								X	
Custom/border patrol workers	X		X											
Day home/ day care populations	X	X	X	X			X		X	X				X
Drug-dependent individuals		X	X	X		X		X		X				
Diabetics		X	X	X		X		X		X				X
Direct contact groups individuals			X											
Electricity dependent for life support								X					X	
Elderly		X	X	X			X	X		X				X
Families of first responders	X		X		X				X					
Families of health care workers	X		X		X				X					
Farm owners	X	X	X				X							X
First responders	X		X		X									

	Chemical Exposure	Evacuation	Disease Transmission	Food Supply Disruption	Media Focused on Area	Medical Supply Disruption	Poor Air Quality	Public Health Disruption	Separation from family	Shelter-In-Place Quarantine	Structural Collapse	Transportation Disruption	Utility Disruption	Water Supply Disruption
Food Suppliers/handlers			X											
Funeral home workers			X					X						
Health care workers	X		X		X			X						
Homeless		X	X							X	X			
Home owners		X									X			
Hospice residents		X	X	X		X	X	X					X	X
Hospice workers			X											
Hospital patients	X	X	X	X		X		X					X	X
Hotel/Motel populations		X	X							X		X		
Hotel/Motel staff			X											
Immunosuppressed individuals	X	X	X	X		X	X	X		X			X	X
Incarcerated individuals		X	X								X		X	
Isolated or confined individuals		X		X						X			X	X
Justice workers			X		X								X	
Kennel workers		X	X							X	X			X
Language limited individuals		X	X											
Livestock owners	X	X	X				X			X			X	X
Long-term care facility populations		X	X				X	X					X	X

	Chemical Exposure	Evacuation	Disease Transmission	Food Supply Disruption	Media Focused on Area	Medical Supply Disruption	Poor Air Quality	Public Health Disruption	Separation from family	Shelter-In-Place Quarantine	Structural Collapse	Transportation Disruption	Utility Disruption	Water Supply Disruption
Low-educational level individuals		X								X				
Media-focused groups					X									
Medical equipment dependent individuals		X				X		X					X	
Medication dependent individuals		X	X			X		X					X	
Mental Health Institution residents		X	X					X		X			X	
Mental Health workers		X	X		X					X			X	
Mobility challenged individuals		X												
Newborns	X	X	X	X			X						X	X
Parents			X						X					
People dependent on public transport		X	X									X		
People with disabilities		X					X							
Pet owners		X	X											
Poverty level or below income individuals		X		X						X				X
Pregnant women	X	X	X	X			X	X						X
Renters											X			
Restaurant workers			X											
Schools	X	X	X		X		X		X	X	X		X	X
Single-income families		X	X											
Single parents		X							X					

	Chemical Exposure	Evacuation	Disease Transmission	Food Supply Disruption	Media Focused on Area	Medical Supply Disruption	Poor Air Quality	Public Health Disruption	Separation from family	Shelter-In-Place Quarantine	Structural Collapse	Transportation Disruption	Utility Disruption	Water Supply Disruption
Social assistance recipients		X		X				X						
Socially isolated individuals		X								X				
Social workers			X		X					X	X			
Transients		X	X											
Transportation routes, terminals	X		X							X		X		
Transportation workers			X							X		X		
Tourists		X								X		X		
Unemployed		X						X		X				
University Populations		X	X						X	X				
University residences populations		X	X						X	X				
Veterinary workers			X											
Wildlife workers			X											
Youth groups		X	X						X					
Zoo workers		X	X								X		X	X

Appendix B. Susceptible Populations

Explanation of Susceptibility

It should never be assumed that just because individuals or groups of individuals fall within a particular category they become vulnerable. The following description is meant as a guide only in helping determine the degree of susceptibility some individuals may experience given the impacts of the hazard.

A

- Aboriginal or indigenous people – may be living in sub-standard housing, on flood plains or areas of vulnerability. May have less contact/resources outside living area. May have day to day living arrangements with little resources for long term sustenance. May not be integrated well with larger community resources and emergency management strategies. May have cultural concerns different from larger community.
- Airport populations- In situations such as natural storms, or terrorist activity where air travel is restricted there may be a large number of people stranded within the airport structure. These people may not be familiar with the community, and lack basic resources such as food and shelter (sleeping accommodations) outside of the airport structure. Many travelers may not have financial resources to support long-term layovers within the airport. The supplies (including medications) travelers may have left their homes with may be unavailable to them (suitcases still in other airports, on planes etc.) Travelers may be cut off from contact with family, friends and support systems. In instances of disease contamination, airport populations may be exposed to travelers with airborne contaminants and quarantine of those within airport or who traveled through the airport may be necessary.
- Airport workers – Over a 24 hour period or longer, those working within an airport may be exposed to thousands of persons and may run the risk of exposure to contamination in biological emergencies. In situations of terrorist threat, airport workers may be at greater risk if air travel is a potential target or method of escape.
- Alcohol dependent- Alcohol dependent individuals may have difficulty coping with an emergency situation when supplies of alcohol are depleted. Some alcohol dependent individuals may lack the resources (basics of food, shelter) available to many other community members.

- Asthmatics/respiratory patients- Any time a hazard causes air quality concerns, asthmatics and those with respiratory conditions may experience increased health difficulties. In cases of forest fires or hazardous material incidents, these patients may require evacuation or shelter-in-place procedures in advance of other members of the community.

B

- Breastfeeding women- many contaminants a breastfeeding woman is exposed to may be passed through breast milk to the infant and can cause both acute and long-term effects on the child. In situations where basic supplies of food and water are limited, breastfeeding woman may require special consideration to nutritional needs to maintain the health status of both the mother and child. In situations where parents are separated from their children, breastfeed infants will be at particular health risk from maternal separation.

C

- Children – children may be particularly vulnerable during times of disaster, particularly if separated from parents and caregivers. In certain biological emergencies children may be more vulnerable as their immune system may be less able to cope with the invasion. Children may also be less able to compensate for poor nutrition and inadequate fluid intake.
- Community Leaders/Decision Makers –because of their roles during an emergency, mayors, elected officials, and other key decision makers may be vulnerable to or exposed to a threat that may not impact other population groups to the same degree. It might be seen as a criminal or terrorist advantage to take out a group that traditional has the ability to lead and direct the community, leaving the entire community less organized and in control.
- Custom/border patrol workers- custom or border patrol workers may be in the “front lines” of threats or hazards occurring in one or more country. They could be more likely to be exposed to chemical or biological contaminants or explosives.

D

- Day home/daycare populations- particularly during daytime, workweek hours, day home and daycare populations may be particularly vulnerable. With a high child to adult ratio, it might be difficult to evacuate, shelter-in-place, or otherwise protect and manage this population. Certain bacterial outbreaks often are easily spread through this population as well, particularly if the mode of transmission is a fecal-oral one.

- Drug- dependent individuals – In emergencies situations, when drug-dependent individuals are unable to access the supplies they require, they may present with particular vulnerabilities and be unable to function in crisis appropriate ways. Prolonged drug dependency, especially in injection dependent cases or in combination with improper nutrition, may cause weakened immune systems leaving such individuals more vulnerable to disease.
- Diabetics- The reliance on medication and need to rigidly control nutritional intake may make diabetics particularly vulnerable during an emergency. The stress of emergency procedures may cause fluctuating blood sugar levels in such individuals as well. During disease outbreaks, diabetics may be at particular risk due to weakened immune systems.
- Direct Contact Groups/Individuals (disease transmission)- During biological emergencies, those individuals who have been in direct contact with affected individuals will present as a vulnerable group depending on the mode of disease transmission.

E

- Electricity dependent for life support individuals- during events that cause fluctuations to or loss of electricity, individuals dependent on electricity for life support functions will be at high risk.
- Elderly- Certain diseases appear to affect both the very young and the elderly more severely and may leave this group at greater risk. As well, elderly individuals with some degree of impairment such as hearing loss, mobility loss, medication dependency or others may experience increased vulnerability. Elderly populations may find themselves with less disposable income, more resistant to change in structure and routine and therefore more vulnerable or disadvantaged during an emergency.

F

- Families of first responders- during emergency situations, first responders may be required to work the scene, often without any time off, for hours or days. They may be unable to attend to their own families causing increased difficulty. In situations of chemical exposure or disease transmission, families of first responders may be of increased risk due to their contact with the first responder.
- Families of health care workers- during emergency situations, health care workers such as hospital staff, lab technicians and community health workers, may be called to work for extended periods, often without any time off, for hours or days. They may be unable to attend to their own families causing increased difficulty. In situations of chemical exposure or disease transmission, families of health care workers may be of increased risk due to their contact with the health care worker.

- Farm owners- during some hazard situations such as floods or fire, farm owners may be particularly vulnerable as such a hazard may threaten not only individuals or family members but animals, crops, and their livelihood as well. Evacuations may be more complicated for such groups who feel unable or unwilling to leave animals or property unattended.
- First responders – by virtue of being first on the scene or site of an emergency, first responders may be exposed to contaminants (chemical, biological, radiological, nuclear) before the situation is fully realized and known to be dangerous, leaving them as a particularly vulnerable group.
- Food suppliers/handlers- groups or individuals that have contact with food supplies may be a vulnerable group during particular types of hazards such as biological contamination depending on the mode of transmission.
- Funeral home workers- depending on the mode of transmission of certain biological diseases, funeral home workers may become a vulnerable group due to their contact during the embalming/body preparation process particularly in the early stages of an outbreak before appropriate precautions are known to be required. Their contact with family members and friends of the recently deceased (may be carriers of the disease) may also expose them to contaminants.

G

H

- Health care workers- health care workers are often among the first to be exposed to newly emerging hazards such as biological contaminants and chemical exposure from patients who arrive at the treatment facility for treatment. This is particularly true in the early stages of a hazardous event before the situation is fully understood and before precautions and protocols are instituted.
- Homeless- Homeless persons with few resources may be particularly vulnerable during some hazardous situations if their survival methods and routines are disrupted. It may be difficult to track such individuals or direct them during an incident.
- Home owners- may be vulnerable during emergencies such as flooding and forced evacuations as they may attempt to protect their assets and may lose more financially during the event depending on insurance coverage.
- Hospice residents- by virtue of their illness are likely to have lowered immune systems leaving them vulnerable to death due to disease transmission. They may not be easily mobile and dependent on medications and life support machines therefore presenting as a vulnerable group during disease outbreaks, forced evacuations and other hazardous events.

- Hospice workers- may be a vulnerable group if the situation involves disease transmission as such disease could easily be spread through close contact with residents in air borne or direct contact modes of transmission.
- Hospital patients- may be a vulnerable group during hazardous events due to their immobility, reliance on machines, medications, and treatment regimes. As well they may be inadvertently exposed to new disease organisms or chemical contamination if patients from an event enter the hospital environment before proper protection or decontamination is realized.
- Hotel/motel populations- during hazardous conditions may be particularly vulnerable. They may not hear warnings and bulletins on expected action; they may not be familiar with the area, and unsure how to proceed even if they do hear the warnings. During biological incidents disease agents may rapidly spread through hotel and motel ventilation systems. It may be difficult to track visitors through the system to identify potentially exposed persons, or in search situations.
- Hotel/motel staff- due to the transient nature of guests, hotel and motel staff may be exposed to a number of people during any 24-hour period, making them vulnerable depending on the mode of transmission of certain diseases. Staff often has close contact with guests through airborne particles and direct contact as they clean sheets, bathrooms and objects the guest may have had contact with.

I

- Immunosuppressed individuals- have a more difficult time fighting any new disease and therefore are more vulnerable during an outbreak. They also require proper nutrition, sanitary conditions and safe water supplies to an even greater degree than persons with intact immune systems in order to prevent illness.
- Incarcerated individuals- may be at a particular risk due to their inability to respond quickly and move due to the security threat. These individuals may be reliant on others to release locks and provide transportation during forced evacuations. Disease can also be spread rapidly through the incarcerated population during outbreak situations.
- Isolated or confined individuals- may be more vulnerable if they are unable to hear the warnings or unable to move to safer areas. These individuals may have difficulty acquiring necessary supplies and resources in some hazardous situations. It may be difficult to assess their status during community events.

J

- Justice workers- may face unique concerns during certain situations. Power and utility failures or interruptions may put them in vulnerable situations, as those they are guarding may no longer be confined. In many situations they may face hazards as first responders to situations, or last to leave, unsafe areas. Depending on the nature of their job, their facility may be particularly vulnerable to attack as well.

K

- Kennel workers- may have increased risk of transmission of disease from agents that cross over from animal to human populations. During other types of hazards such as those that require evacuation, kennel workers may have increased needs, as it may be difficult to move large numbers of animals safely and efficiently.

L

- Language limited individuals- may be unable to accurately interpret warnings and announcements during crisis situations if the information is not supplied in their “first language” leaving them vulnerable. In situations where information may be quite complicated or involve emergency or medical terms, the language barrier may be even more pronounced. These individuals may have difficulty communicating their concerns and issues to emergency workers during times of crisis.
- Livestock owners – may face increased vulnerability in situations where disease is transmitted from animal to human. In situations requiring evacuation they may be reluctant to leave their livestock for both economic and emotional reasons and may have difficulty moving large herds to safer areas. During shelter-in-place situations where air quality is a concern they may be unable to adequately protect their livestock.
- Long-term care facility populations- are particularly vulnerable during disease outbreaks due to the risk of airborne or direct contact transmission in a group that may already be immunosuppressed to some degree. Individuals may have special mobility and medication needs that increase their vulnerability during other hazardous situations as well. Utility and power outages as well as forced evacuations may all pose difficulties for this population.
- Long term care facility workers- may have increased vulnerability during disease outbreaks if proper protection is not utilized in the initial phases. Fecal/oral transmission modes as well as airborne and direct contact may put workers at increased risk during biological outbreaks.

- Low-educational level individuals- may have difficulty understanding warnings and emergency direction. This may be particularly true in situations that involve medical terminology or complex directions and procedures. Written instructions may have little value and may pose increased frustration to these individuals.

M

- Media- focused groups- any time media attention is focused on a segment of the population, they may become particularly vulnerable during emergencies as they try to make decisions, follow directions and act appropriately under the spotlight of media attention. The decisions they make and action they take, may also impact the rest of the community and the emergency response effort.
- Medical equipment dependent individuals- will be particularly vulnerable in any hazardous situation that involves the threat of utility disruption. Open medical equipment is not easily portable and may cause dependent individuals to be more vulnerable during rapid evacuation scenarios. Evacuation centers may not be adequately prepared to adapt to medical equipment needs and supplies for the equipment usage may also be in short supply taxing these individuals.
- Medication dependent individuals- will be particularly vulnerable during a hazardous situation if medication supplies are limited or unavailable. Existing medication regimes may also have an impact during biological events that require prophylactic medication administration due to drug interaction concerns.
- Mental Health Institution residents- may be vulnerable in any hazardous situation that challenges or threatens their basic needs and general routine. Some institutions may have special areas of “lock-down” or forced confinement that may be vulnerable to utility disruptions. Transportation of residents may also be difficult, particularly in a crisis situation. Disease, particularly if transmitted through airborne, fecal/oral, or direct contact will increase the vulnerability of any large group of residents housed within shared ventilation facilities or in daily close contact situations.
- Mental Health Workers- may be particularly vulnerable during situations that threaten their clients or cause increase anxiety or violence in their clients. Biological outbreaks may easily spread among clients and workers as well when disease transmission routes are direct contact or airborne.
- Mobility challenged individuals- will be particularly vulnerable in situations that require rapid evacuation or response.

N

- Newborns- are at high risk during any type of disease transmission if they are in a position to come in contact with the disease agent because their body systems and resistance to disease may not be fully developed. Any situation that threatens food, shelter (body temperature control), or water supplies puts newborns at an increased level of vulnerability, as their compensatory mechanisms are not highly developed.

O

- Other (identify) _____

P

- Parents- may be vulnerable in situations that separate them from their children. In biological emergencies parents may be particularly concerned they will pass disease on to their children, or may be vulnerable to contracting disease from their children.
- People dependent on public transport- will be vulnerable in situations requiring them to get to a safe area, if no public transportation is available. Evacuation from a downtown core for example will leave those dependent on the public system vulnerable to the hazard until transportation can be supplied. In cases of disease outbreak through airborne transmission in particular, those who depend on public transport may be more vulnerable as they will be exposed to large numbers of persons in confined areas until precautions can be established. If public transport is unavailable or considered unsafe, many workers may not be able to commute to work and this may have a collateral sector impact effect.
- People with disabilities- any time a hazardous situation is present or threatened, people with disabilities should be assessed for their degree of particular vulnerability given the nature of the threat and their disability
 - o Mobility specific- may have difficulty in evacuations
 - o Hearing related- may not hear warning, instructions, directions,
 - o Visual- may not see warning signs, have difficulty seeing safe areas or hazards, may have difficulty in evacuations
 - o Communication- may not understand warnings and directions and may not be able to communicate their concerns or situation to emergency workers. Might not be able to communicate area they were trapped in during building collapse situation.
 - o Physical- may have difficulty during evacuation, when routine is disrupted, or environment significantly changed.
 - o Mental or cognitive- may not fully understand warnings, instructions, or the gravity of the situation.
 - o Multiple chemical sensitivities- may have increased vulnerability during hazards involving air quality, may be particular vulnerable in reception center areas or places where large numbers of crowds have gathered.

- Pet owners- may be vulnerable in situations where owners are required to leave their pets behind. May not be as quickly portable or willing to evacuate. May require special supplies (cages, food, sanitation needs for pets) during alternative housing arrangements. Pet owners may be particularly vulnerable in disease situations where the vector can be transmitted from animal to human.
- Poverty level or below income individuals/families- may be vulnerable in situations such as evacuations that require some degree of disposable income readily available (ex. to put gas in vehicle, stay at hotel, or buy food and water if initial supplies unsafe). In shelter-in-place situations such groups may have less resources and supplies on hand to sustain them throughout the emergency.
- Pregnant women- may be vulnerable in disease outbreak where the risk of disease transmission to the fetus is a concern. In cases where prophylactic medications or vaccines are required there may be concern the treatment may affect the unborn child. During chemical or radiological exposure there is a risk of exposure not only to the mother but to the fetus as well. The stress of emergency procedure requirements may place the mother at risk of premature labor.

Q

R

- Renters- in situations that involve structural damage may be particularly vulnerable if they lose all assets and don't have adequate insurance coverage or disposable income to provide housing/shelter and basic needs.
- Restaurant workers- may be vulnerable in biological emergencies where disease is transmitted via food borne contamination. In community emergencies where disease transmission occurs through direct droplet contact, people who clear tables and wash dishes may be at particular risk if appropriate precautions (gloves) are not taken.

S

- Schools – are particularly vulnerable if the emergency occurs during ‘in-class’ hours due to the high children to adult ratio. Loss of contact between children and parents or caregivers may cause anxiety and unpredictable or inappropriate action.
- Single income families- may be vulnerable in situations where the sole income earner is unable to go to work or continue to supply the income due to emergency closures, illness or community disruption.

- Single parents- may be more vulnerable in emergencies that require them to be separated from their children, unable to provide adequate childcare. This may include sub-groups such as health care workers that are required to put in longer shifts at their work place but have responsibilities to provide childcare with no alternative support system. Situations that require school or day care closures may particularly strain these individuals if they are responsible for providing income and being at work, and supplying childcare. There may also be increased vulnerability in court order custody situations that make movement of children difficult.
- Social assistance recipients- may be particularly vulnerable in situations where disposable income is required for alternative housing, food, or basic need provisions. Such individuals may have less resources and supplies on hand if confinement is required for a period of time. In situations where cheque generation, mail delivery, or government office shut down occurs, this group may suffer the collateral damage if their income is not delivered on time.
- Socially isolated individuals- may have less resources and support systems to aid them during emergency situations. There may be less ability to notify authorities of their situation and need for aid.
- Social workers- may be vulnerable during prolonged emergency situations if their clients become over stressed, and act in inappropriate or violent ways. Social workers may be required to work prolonged hours in reception centers and during debriefing situations that put them at risk for disease transmission, illness, or stress reactions.

T

- Transients- may be vulnerable during emergencies as their resources, disposable income, and supplies may be unable to sustain them through the crisis. With no support systems or definitive places of shelter they may be lacking in basic needs. Depending on the length of time they have been in the area, they may be unsure of evacuation routes, emergency procedures and warning systems. If others are unaware of their location they may not be searched for appropriately in situations of structural collapse.
- Transportation routes, terminals (populations within)- because of the high impact and large concentration of people within transportation systems and terminals they may become targets of attack leaving the population within at increased risk of death, injury or disease. During community disease outbreak, the high concentration of individuals may allow airborne transmission of biological agents within the terminal or transport system until proper precautions are activated. Persons in transit during a hazardous situation such as a chemical release may be vulnerable to exposure due to a lack of ability to quickly shelter-in-place appropriately. Persons in transit during emergencies may also be suddenly cut off from family, resources and supplies.

- Transportation workers- because of the high impact and large concentration of people within transportation systems and terminals they may become targets of attack leaving transportation workers at increased risk of death, injury or disease. During community disease outbreak, the high concentration of individuals may allow airborne transmission of biological agents within the terminal or transport system until proper precautions are activated. Transport workers during a hazardous situation such as a chemical release may be vulnerable to exposure due to a lack of ability to quickly shelter-in-place appropriately.
- Tourists- may be vulnerable due to their lack of knowledge of the community, of emergency procedures and warning and notification systems. They may have language barriers or cultural differences that place them in more vulnerable situations with limited resources and supplies.

U

- Unemployed- may be vulnerable during emergencies as their disposable income and resources may be limited leaving them unable to be self-sufficient for extended periods of time. In situations where mail delivery and government agencies are not functioning, their sole source of income (government support) may quickly be depleted.
- University populations- may be vulnerable as they include a large population of young adults who are suddenly faced with decisions they may not be used to making. Many university populations contain a diverse demographic group with a variety of cultural needs that may be difficult to assess and supply during an emergency. Disease agents can be spread quickly through such a concentrated population within the confines of the university leaving this population vulnerable until precautions can quickly be instituted. In certain terrorist threats, university may be vulnerable to attack depending on the types of resources on site such as biology labs, cultural organizations, and organized groups.
- University residences populations- with large numbers of young adults not used to being completely self-reliant may be particularly vulnerable. Students living in the residence may be quite limited in their knowledge of the community outside the university and may be unfamiliar with exit routes, and emergency procedures. During biological emergencies residences may be particularly vulnerable to the transmission of disease due to close contact, shared ventilation, sanitation, and food areas.

V

- Veterinary workers- may be vulnerable during disease outbreaks when transmission occurs from animal to human.

W

- Wildlife workers- may be vulnerable during disease outbreaks when transmission occurs from animal to human populations.

- Wildlife populations- may be vulnerable during emergencies such as fires, floods or earthquakes that destroy or alter their natural habitats. This may have a collateral impact in that wildlife may suddenly be in closer proximity to human populations and may display unpredictable behaviors.

X

Y

- Youth groups-may be vulnerable during emergencies as they may be require to cope with little background experience or decision-making skills. In groups where the ratio of youth to adults is high or no adults are present, this lack of experience may increase their vulnerability. They may not understand the urgency of the situation or the emergency, notification or procedural instructions.

Z

- Zoo workers- may be vulnerable during outbreaks where disease can be transmitted from animal to human populations. During other emergencies such as fires, floods, earthquakes, or terrorist attacks zoo workers may also be vulnerable if animals within their care become panicked, unpredictable, trapped, or loose.

(a) Structure Fires

The majority of dwellings are of wood construction and fire constitutes a major hazard, particularly in areas of relatively high density.

(b) Road

The continual increase in the volume of traffic will increase the danger of road accidents and planners should be aware of access routes and population location and growth.

(c) High Winds

The disruption of power and telephone services by high winds must be considered by emergency planners.

(d) Heavy Snowfall

Heavy snowfall has been experienced in the past and adds to an ever present transportation danger.

(e) Explosion – Natural Gas

The changeover to natural gas by industries in the Municipality such as CKF should be considered along with the increased transportation of this hazard through the county to other areas of Nova Scotia.

(f) Hazardous Materials

There is some industries located in the Municipality that work with hazardous materials in process management. These responses are managed by the local fire service in coordination with other hazmat teams by mutual aid agreement.

(g) Forest Fires

An ever increasing number of residential areas are being developed where they are surrounded by forest. Hence the potential exists for a forest fire to threaten an area of human habitat. The majority of dwellings are of wood construction and fire constitutes a major hazard, particularly in areas of relatively high density. Forest fires present a very real hazard.

(h) Overland Flooding

The risk of increased flooding and erosion as a result of sea level rise or storm surge is a real concern. The potential for more frequent and severe freshwater flooding during high precipitation events is a threat that is intensified by the operations of the Avon River Causeway tide gates and the upstream hydroelectric system dams.

(i) Inland Flooding

The risk of drought as a result of changes in weather patterns will increase the risk of wildland fires and possible water shortages for citizens on well water. A prolonged drought could severely affect the water table of the Municipality.

(j) Drought

The risks with changes to climate is there will be changes to weather patterns that will potentially effect our lakes, rivers and ground water systems levels. This could lead to dry wells and reduced water supplies for the municipal water systems. A drought will also effect the Farming and forestry industries and uses.

Hazard List from NS-EMO HRVA Model Influenced by Changing Climate

For each of the identified Natural Hazards, the Climate Change influence and typical impacts are identified. The list should not be considered exhaustive in nature. Your local situation may indicate a need to exclude some impacts or add others not listed. This list is meant as a guide only.

Table 1

Hazard/Event	Climate Change Impacts/Influence	Typical Impacts
Natural Events		
Animal Disease Outbreak	Pest infestation affecting animal disease; wetter winters & dryer summers will increase disease (hoof infections/mud fever); decreased water & food supplies	Food shortage; transmission to humans; increased need for health care treatment; transportation disruption; media surge; public disorder; carcass disposal; economic disruption
Coastal Flooding/Sea Level Rise/Storm Surge	Increased frequency & intensity due to ice melt, increased temperatures; rising sea level	Fatalities, injuries; displacement; Erosion of headlands, shoreline areas, roads, damage to infrastructure; Drinking water contamination (increased salinity); runoff & drainage issues; power disruption; increased flooding events; economic/environmental impacts fishing industry
Drought	Increased frequency & intensity due to dryer summers, increased temperatures	Increased demands on Health Care System; Decreased water supply (watershed supplies & wells); Crop damage; pest infestation; animal disease/death; increased Wildland fires
Epidemic/pandemic (Human)	Pest infestations carrying disease; new infectious disease agents	Fatalities; prolonged hospitalization/treatment; business disruptions; utility/infrastructure disruption;

	spreading from south to north;	essential services disruption; public disorder
Forest fire/wildfire	Increased frequency; drought causing increased fuel & decrease in water suppression supplies; warmer winters/less snow pack increasing season for fires	Displacement; property damage; transportation disruption; long-term environmental impacts; air pollution; animal displacement/death;
Hot Days /Heat Wave	Increased frequency & temperatures predicted; likely to be experienced in areas not used to increased temperatures	Fatalities; increased need for health care/hospitalization; displacement; crop damage; increase electricity use; work slow down/stoppage; crop damage; pest infestation; animal distress/death
Hurricane	Increased frequency & intensity due to rising sea temperatures and water levels	Fatalities, injuries; displacement; isolation; property damage; power disruption; telecommunications disruption; flash flooding; infrastructure disruption; transportation disruption, community lifeline damage; food & fuel shortages
Inland Flooding	Increased frequency, greater areas of involvement due to sea water rise, storm surge & coastal erosion, salt water intrusion in ground water; increased frequency of heavy rainfall events	Fatalities; injuries; displacement; isolation; water contamination; community lifeline (bridge) damage; landslides/erosion; transportation disruption; food & fuel shortages; property damage

Severe Thunderstorm/Tornado/Hailstorm	Increase in extreme weather events and storm activity predicted	Fatalities, injuries; displacement; property damage, power disruption, telecommunications disruption; flash flooding; crop damage; animal deaths/injuries;
Winter Storm (blizzard/ice storm)	Increase in extreme weather events suggesting that storm activity will worsen; with rise in winter temperatures may be increase in freezing rain/ice storms	Fatalities, injuries; displacement; isolation; property damage, crop damage, livestock fatalities/disease; power disruption; telecommunications disruption; transportation disruption; community lifeline damage, food & fuel shortages, storm surge flooding
Others (Identify)		

Nova Scotia Community Scale Hazards List with Typical Impacts

For each of the identified Community Scale Hazards, the typical impacts are identified. The list should not be considered exhaustive in nature. Your local situation may indicate a need to exclude some impacts or add others not listed. This list is meant as a guide only.

Table 1

Hazard/Event	Typical Impacts
Natural Events	
Animal Disease Outbreak	Food shortage; transmission to humans; increased need for health care treatment; transportation disruption; media surge; public disorder; carcass disposal; economic disruption
Epidemic/pandemic (Human)	Fatalities; prolonged hospitalization/treatment; business disruptions; utility/infrastructure disruption; essential services disruption; public disorder
Flood	Fatalities; injuries; displacement; isolation; water contamination; community lifeline (bridge) damage; landslides/erosion; transportation disruption; food & fuel shortages; property damage
Forest fire/wildfire	Displacement; property damage; transportation disruption; long-term environmental impacts; air pollution; animal displacement/death;
Hail Storm	Property damage; transportation disruptions; crop damage; flash flooding; power disruptions; telecommunications disruptions
Heat Wave	Fatalities; increased need for health care/hospitalization; displacement; crop damage
Hurricane	Fatalities, injuries; displacement; isolation; property damage; power disruption; telecommunications disruption; flash flooding; infrastructure disruption; transportation disruption, community lifeline damage; food & fuel shortages
Magnetic Storm	Telecommunication disruptions; infrastructure disruption; power disruption, transportation

	accidents/disruption;
Winter Storm (blizzard/ice storm)	Fatalities, injuries; displacement; isolation; property damage, crop damage, livestock fatalities/disease; power disruption; telecommunications disruption; transportation disruption; community lifeline damage, food & fuel shortages, storm surge flooding
Tornado	Fatalities, injuries; displacement; property damage, power disruption, telecommunications disruption; flash flooding; crop damage; animal deaths/injuries;
Tsunami	Fatalities, injuries; displacement; property damage, long-term environmental damage; power disruption; telecommunications disruption, transportation disruption; flash flooding, community lifeline damage, food & fuel shortages
Volcanic eruption	Crop damage; injury/increased need for health services; animal fatality/disease; food & fuel disruption; transportation disruption; telecommunications disruption
Others (Identify)	
Technological Events	
Telecommunications Disruption	Banking disruption; Infrastructure loss (911, dispatching, traffic control, water treatment, security systems); Food & fuel shortage; transportation disruption; public disorder
Others (Identify)	
Industrial	
Hazardous Material Spill/Release	Fatalities, injury/increased need for specialized medical treatment /hospitalization; long term health issues; displacement; isolation; decontamination with specialized equipment; long term environmental contamination; animal death/disease; crop failure; property damage; food & fuel shortage; water contamination; air contamination; fire; explosion; public disorder
Transportation Disruption (Air, Rail, Road,	Fatalities, injury; displacement; isolation; long

Ship)	term environmental contamination; decontamination with specialized equipment; property damage; food & fuel shortages
Others (Identify)	
Human-Induced	
Bomb/explosive device	Fatalities, injury/increased need for specialized medical treatment/hospitalization; long-term health effects; decontamination with specialized equipment; displacement; property damage; public disorder
Civil Disorder/Disturbance/Riot	Fatalities, injury; property damage; increased need for security measures/legislation
Urban Fire	Fatalities, injuries; displacement; property damage; power disruption; telecommunications disruption
Others (Identify)	

Blizzards/Massive Snowstorms		Bomb Threat		Bombing (Actual, not threats)		Chemical Contamination/Spill	
Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences
5	2	3	2	1	5	3	4
5	4	2	4	1	5	4	3
5	4	2	2	1	5	3	4
3	2	2	3	1	5	4	3
5	2	2	1	1	5	4	4
3	3	2	3	2	4	2	3
5	5	2	2	1	1	3	3
4	3	2	2	2	2	3	3
4	4	4	3	2	4	5	5
5	3	2	2	1	5	2	3
5	5	4	3	4	5	5	4
4	4	1	1	1	1	3	3
4	3	3	2	1	4	3	4
4	3	3	3	3	3	4	3
4	3	1	1	1	2	4	3
4.3	3.3	2.3	2.3	1.5	3.7	3.5	3.5

Civil Disobedience or Rioting		Dam/Dyke Rupture		Drought		Earthquake	
Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences
1	2	2	5	5	3	1	3
1	4	3	5	4	3	2	4
1	3	2	5	3	3	2	5
2	1	3	4	3	2	1	3
2	4	3	5	3	4	1	2
1	4	4	3	4	4	1	4
1	1	3	3	2	2	1	1
2	2	4	3	2	2	3	3
2	1	3	4	4	1	0	0
1	2	2	2	3	2	2	4
3	3	3	5	3	5	3	5
2	3	3	4	3	3	1	1
1	3	1	4	3	4	1	4
2	2	0	0	1	1	1	1
2	1	3	2	2	1	0	0
1.6	2.4	2.6	3.6	3.0	2.7	1.3	2.7

Electric Power Blackout		Epidemic		Explosions		Major Structure Fire	
Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences
5	1	2	3	2	2	5	3
5	4	4	2	3	3	5	4
3	3	2	5	2	5	4	4
5	1	3	3	3	4	5	4
3	2	2	4	2	3	5	3
2	2	3	3	3	3	4	3
3	3	2	2	2	2	4	4
3	3	3	3	3	3	4	3
0	0	0	0	2	4	4	4
3	2	2	4	2	5	4	4
5	5	4	5	4	4	5	4
3	4	2	3	3	4	3	3
3	3	1	4	1	4	3	4
4	3	4	4	2	4	4	4
3	2	1	1	3	3	5	3
3.3	2.5	2.3	3.1	2.5	3.5	4.3	3.6

Flash Flood		Forest Fire		Freezing Rain/Ice Storm		Heatwave	
Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences
3	3	5	3	5	2	5	2
4	4	4	4	5	4	5	3
4	4	1	4	4	4	3	4
4	3	5	2	5	1	4	2
4	3	5	2	5	3	4	2
4	3	4	4	4	3	3	2
3	3	3	3	5	5	3	3
3	3	4	3	4	3	4	3
0	0	3	4	4	4	1	1
4	3	4	3	5	3	4	2
5	4	5	5	5	5	5	3
3	4	3	4	4	4	4	4
1	3	2	4	4	2	3	3
3	3	4	3	4	4	3	2
2	2	4	4	4	3	3	2
3.1	3.0	3.7	3.5	4.5	3.3	3.6	2.5

Hostage Incident		Hurricane		Long-term Power Outage		Major Frost/Freeze	
Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences
1	4	4	4	2	3	5	2
1	2	4	4	4	4	4	4
1	3	5	4	3	4	5	2
2	3	4	3	3	3	5	1
2	4	5	2	3	4	4	3
3	2	4	3	2	4	3	2
2	2	3	3	3	3	4	4
2	3	3	3	4	3	4	3
3	1	3	1	0	0	1	1
2	3	4	4	3	3	3	3
3	3	4	5	5	5	5	3
2	2	4	4	3	4	3	3
1	3	3	4	2	3	4	2
2	3	4	3	2	2	3	1
1	1	0	0	3	2	3	2
1.9	2.6	3.6	3.1	2.8	3.1	3.7	2.4

Major Gas Main Break		Major Hailstorm		Major Industrial Accident		Major Motor Vehicle Accident	
Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences
1	4	2	2	3	4	5	2
3	4	4	3	3	2	5	3
0	0	3	3	2	4	5	3
2	3	3	1	4	3	5	2
1	2	2	2	4	3	5	4
1	1	3	3	1	1	3	3
0	0	3	3	3	3	3	3
4	3	4	3	4	3	4	3
1	1	1	1	1	1	5	4
2	4	4	2	2	3	4	5
1	1	5	4	4	4	5	4
2	2	4	4	3	3	3	3
1	3	3	3	1	3	4	3
3	3	2	1	2	3	5	4
0	0	2	1	3	3	5	3
1.5	2.1	3.0	2.4	2.7	2.9	4.4	3.3

Major Water Main Break		Magnetic Storm		Mudslide/Landslide		Pipeline/CNG Explosion	
Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences
5	1	1	2	2	2	0	0
3	3	1	2	1	2	1	3
4	3	1	3	1	4	0	0
5	2	3	1	3	2	2	3
3	2	1	1	2	1	1	1
2	2	2	2	1	1	2	3
3	3	2	2	2	1	1	1
4	3	2	2	2	2	2	2
0	0	0	0	1	1	0	0
3	2	0	1	1	2	0	4
3	3	4	5	3	3	2	4
3	3	2	2	2	2	2	2
3	3	1	2	1	2	0	3
3	4	0	0	0	0	0	0
3	2	1	1	2	0	0	0
3.1	2.4	1.4	1.7	1.6	1.7	0.9	1.7

Plane Crash (in Community)		Radiological Accident		River Flood		Severe Fog	
Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences
1	4	0	0	5	3	5	1
1	3	1	4	5	3	5	1
1	5	1	4	3	4	4	2
1	4	2	4	4	1	4	1
2	5	1	3	4	2	2	2
3	3	3	3	4	3	1	1
1	1	1	1	2	2	3	3
4	3	4	3	3	2	3	3
2	2	0	0	0	0	0	0
1	5	1	3	3	3	3	1
3	5	3	3	4	4	5	1
2	2	2	2	4	4	4	4
2	4	1	2	3	3	2	2
1	2	1	1	3	3	1	1
1	4	0	0	1	2	4	2
1.7	3.2	1.4	2.2	2.9	2.4	2.7	1.6

Small Boat Lost or Accident		Sudden Waste Disposal Problem		Train Derailment		Tornado	
Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences
5	1	2	3	1	3	1	4
5	1	2	1	1	1	2	5
5	2	1	2	0	0	2	5
5	2	2	1	1	2	2	4
4	3	1	1	0	0	1	2
3	2	4	4	3	1	2	1
3	3	2	2	1	1	1	1
4	3	4	3	2	1	3	2
4	3	0	0	1	1	1	1
4	4	2	1	0	4	1	5
5	3	3	2	0	0	4	5
3	3	3	4	1	1	3	3
2	2	4	2	0	3	1	3
3	1	1	0	0	0	2	3
5	3	5	2	0	0	0	0
3.7	2.3	2.3	1.7	0.7	1.0	1.7	2.7

Tsunami		Water Pollution		Water Shortage		Volcanic Eruption	
Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences	Likelihood/Probability	Severity/Consequences
1	2	2	4	5	2	0	0
1	5	3	3	4	3	0	0
1	5	2	5	2	4	1	5
1	4	3	2	5	1	1	4
1	3	3	3	3	3	0	0
1	1	3	3	4	4	0	0
1	1	2	2	2	2	0	0
2	2	4	2	2	3	1	1
1	1	0	0	0	0	0	0
1	5	2	2	1	3	0	5
4	5	3	3	4	5	1	1
2	2	3	4	3	3	1	1
1	4	3	3	1	3	0	4
0	0	3	4	3	3	0	0
0	0	2	0	2	0	0	0
1.1	2.5	2.4	2.4	2.4	2.5	0.3	1.4



TOWN OF WINDSOR BYLAW # 41 SPECIAL EVENT BYLAW

AUTHORITY

Section 172 (1) (a-c), and (d) (iii-vi) of the *Nova Scotia Municipal Government Act (MGA)* provides municipalities with the power to make bylaws, for municipal purposes, respecting the health, well-being, safety and protection of persons; the safety and protection of property; persons, activities and things in, on or near a public place or place that is open to the public, and respecting nuisances, activities and things that, in the opinion of council, may be or may cause nuisances, including noise, as well as prescribing the hours during which certain noises, or all noise above a certain level, specified in the by-law is prohibited, authorizing the granting of exemptions in such cases as the bylaw provides, and providing that it is an offence to engage in any activity that unreasonably disturbs or tends to disturb the peace and tranquility of a neighbourhood.

Section 10A of the *Emergency Management Act* - Chapter 8 of the Acts of 1990, amended 2005, c. 48, ss. 1-6; 2007, c. 10, s. 2; 2009, c. 12 – An Act to Provide for a Prompt and Co-ordinated Response to a State of Emergency, states that “*Every municipality shall, immediately upon becoming aware of it, inform the Emergency Management Office of any real or anticipated event or emergency that could impact the health, safety or welfare of Nova Scotians, their property or the environment.* 2009, c. 12, s. 3.

INTERPRETATION

41.01 In this Bylaw, unless the context otherwise requires:

- a) “Coordinator” means the REMO Coordinator for the Town of Windsor;
- b) “Large” means five hundred (500) or more;
- c) “Special Event” means any event where a large number of people (five hundred or more) are brought together to watch or participate in a commercial dance or other entertainment performance or other event where:
 - (i) the, performance or event is held for the purpose of providing entertainment, whether such entertainment is free or for profit or gain;

- (ii) tickets may be provided or sold and / or an entrance or attendance fee is charged for persons to attend; and
- (iii) music, noise or sound of any kind or source, including but not limited to amplified, recorded or computer generated music, amplified recorded or computer generated sounds, live music, sound or band music is performed or played.
- d) "Promoter" means the person/group/organization who has the financial responsibility for the **special event** including contracting with entertainers, security firm, overtime policing costs, renting the facility, advertising the **special event**, and collecting gate receipts;
- e) "REMO" means Regional Emergency Management Organization;
- f) "Town" means the Town of Windsor.

GENERAL PROHIBITION

41.02 A person must not promote, organize or hold a **special event** without first obtaining an event permit issued in accordance with the provisions of Section 41.03 of this by-law.

EVENT PERMIT(S)

41.03 (1) Event Permit Application Procedure

- (a) A **promoter** wishing to organize or hold a **special event** must complete an event application provided by the **Town** for that purpose.
- (b) The event application specified in subsection (a), must:
 - (i) be signed by the **promoter**;
 - (ii) be presented to the **Coordinator** at least forty-five (45) days prior to the event; and,
 - (iii) be accompanied by an application fee of \$100.

(2) Event Permit Requirements

- (a) The **Town** will only issue a **special event** permit for events where:
 - (i) premises continue to meet all relevant fire, safety, and health regulations/codes;
 - (ii) a payment is made to the Town prior to the issuance of the event permit for additional policing services on the basis of such presented by the RCMP (based up to the maximum capacity of the facility, and as established in the event application);
 - (iii) there is adequate traffic control and security plan in place for the **special event** which includes provisions for:

- (a) first aid;
 - (b) entrance control to deter alcohol or illicit drugs being brought to the premises during a **special event**;
 - (c) outside inspection and clean up in the vicinity of the premises during and after the event;
 - (d) the employment of a security firm licensed by the Government of Nova Scotia;
 - (e) traffic control for safe traffic and pedestrian flow.
- (iv) There is provision for an adequate supply of potable water to those in attendance.
- (3) A permit for a **special event** will not be issued to any **promoter**:
- (a) who does not have a valid business license to hold such **special event**, or
 - (b) who does not agree to comply with existing town by-laws, or Provincial statutes or regulations, or
 - (c) whose application indicates the employment or hiring of any person or company connected with a previous **special event**, was operated in contravention of any town by-laws or Provincial statutes or regulations.

SEVERABILITY AND CITATION

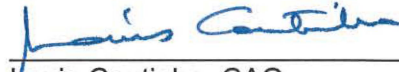
- 41.04**
- (1) Any person who fails to comply with the provisions of this Bylaw for which no penalty is expressly provided shall be liable on conviction to a penalty of not less than Two Thousand Dollars (\$2,000.00) and not more than Ten Thousand Dollars (\$10,000.00), and in default of payment, to imprisonment for a term not exceeding two (2) months.
 - (2) If any part, section, subsection, clause, or sub clause of this bylaw is, for any reason, held to be invalid by the decision of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.
 - (3) This bylaw is cited as the “**Special Event Bylaw # 41**”

This Bylaw is effective upon publication.

Clerk's Annotation (Office Use Only)

Date of first reading:	Tuesday, December 20, 2011
Dates of advertisement of Notice of Intent to Consider:	January 05 & February 02, 2012
Date of second reading:	February 28, 2012
*Date of advertisement of Passage of Bylaw:	March 08, 2012
Date of mailing to Minister a certified copy of Bylaw:	March 12, 2012

I certify that this **Special Event Bylaw #41** was adopted by Council and published as indicated above



Louis Coutinho, CAO
Town of Windsor

*Effective Date of the Bylaw unless otherwise specified in the text of the Bylaw



MUNICIPALITY OF THE DISTRICT OF WEST HANTS
Special Events By-law

1. Citation

- 1.1 This by-law may be cited as the "Special Events By-law".

2. Authority

- 2.1 Section 172 (1) (a-c), and (d) (iii-vi) of the *Nova Scotia Municipal Government Act (MGA)* provides municipalities with the power to make by-laws, for municipal purposes, respecting the health, well-being, safety and protection of persons; the safety and protection of property; persons, activities and things in, on or near a public place or place that is open to the public, and respecting nuisances, activities and things that, in the opinion of Council, may be or may cause nuisances, including noise.

As well, Council has the authority to prescribe the hours during which certain noises, or all noise above a certain level, specified in this by-law is prohibited, authorizing the granting of exemptions in such cases as the by-law provides, and providing that it is an offence to engage in any activity that unreasonably disturbs or tends to disturb the peace and tranquility of a neighbourhood.

- 2.2 Section 10A of the *Emergency Management Act* – Chapter 8 of the Acts of 1990, amended 205, c. 48, ss. 1-6, c. 1 s. 2; 29, c. 12 – An Act to Provide for a Prompt and Coordinated Response to a State of Emergency, states that "Every municipality shall, immediately upon becoming aware of it, inform the Emergency Management Office of any real or anticipated event or emergency that could impact the health, safety or welfare of Nova Scotians, their property or the environment" 2009, c. 12, s. 3.
- 2.3 Division B, Section 2.9 of the National Fire Code of Canada 2010 and Division B, Section 3.1.6 of the National Building Code of Canada 2010, outlines the requirements for the erection and use of Tents and Air Supported Structures and other types of membrane structures. The authority to inspect and approve the use of these apparatus is granted to the Municipality of West Hants' Fire Inspector, as appointed by Council. Additional standards that must be adhered to include the National Fire Protection Association Standard #7095 or CAN/ULC-S109.
- 2.4 The *Nova Scotia Fire Safety Act* also provides guidance to Special Events structures and operations. This Act is administered by the Fire Inspector who will grant approval based on meeting the requirements of the Act.

3. Interpretation

3.1 In this By-law, unless the context otherwise requires:

- a. "Coordinator" means the REMO Coordinator for the Municipality of West Hants, or other qualified person appointed by the Chief Administrative Officer;
- b. "Large" means five hundred (500) or more;
- c. "Special Event" means any event where a large number of people (five hundred or more) are brought together to watch or participate in entertainment, performance or gathering or other event where:
 - i. the performance or event is held for the purpose of providing entertainment or information, whether such entertainment or information is free or for profit or gain;
 - ii. tickets may be provided or sold and/or an entrance or attendance fee is charged for persons to attend; and
 - iii. music, noise or sound of any kind or source, including but not limited to amplified, recorded or computer generated music, amplified recorded or computer generated sounds, live music, sound or band music is performed or played.
- d. "Promoter" means the person/group/organization who has the financial responsibility for the special event including contracting with entertainers, security firm, overtime policing costs, renting the facility, advertising the special event, and collecting gate receipts;
- e. "REMO" means Regional Emergency Management Organization;
- f. "Municipality" means the Municipality of the District of West Hants.
- g. "Unacceptable noise or noise level" means in any activity that unreasonably disturbs or tends to disturb the peace and tranquillity of a neighbourhood beyond the parameters set out in a Special Events Permit.
- h. "Operational plan" means the details of the proposed event which are included with an event application, as prescribed by the Municipality, and includes:
 - i. Description of the proposed event,
 - ii. Location where the event is to be held,
 - iii. Security plan which outlines the entrance (line control), during and exiting the location, which meet industry standards,
 - iv. Fire and evacuation plan,
 - v. Medical safety plan,
 - vi. Operational set up and take down plan.

4. General Prohibition

4.1 A person must not promote, organize or hold a special event without first obtaining a Special Event Permit issued in accordance with the provisions of Section 5.1 of this By-law.

5. Special Event Permit(s)

5.1 Permit Application Procedure

- a. A promoter wishing to organize or hold a special event must complete an application provided by the Municipality for that purpose.
- b. The application specified in subsection (a), must:
 - i. be signed by the promoter;
 - ii. be presented to the Coordinator at least forty-five (45) days prior to the event; and
 - iii. be accompanied by an application fee of \$100.

5.2 Event Permit Requirements

- a. The Municipality will only issue a special event permit for events where:
 - i. premises continue to meet all relevant fire, safety, and health regulations/codes;
 - ii. a payment is made to the Municipality prior to the issuance of the event permit for additional services, which may include policing services on the basis of such presented by the RCMP (based up to the maximum capacity of the facility, and as established in the application); other services contracted with the Municipality
 - iii. there is an adequate traffic control and security plan in place for the special event which includes provisions for which form part of the operational plan:
 - a) first aid;
 - b) entrance control to deter alcohol or illicit drugs being brought to the premises during a special event;
 - c) outside inspection and clean up in the vicinity of the premises during and after the event;
 - d) the employment of a security firm licensed by the Government of Nova Scotia;
 - e) traffic control for safe traffic and pedestrian flow.
 - iv. there is provision for an adequate supply of potable water to those in attendance.
 - v. the promoter sets the start and end time of the event
 - vi. proof has been provided of adequate insurance coverage naming the Municipality as a third party for the term of the special event
 - vii. there is provision for take down and clean up of the site to the condition it was received, if the site used is owned by the Municipality

5.3 A Special Events Permit will not be issued to any promoter:

- a. who does not have a valid business license to hold such special event, or
- b. who does not agree to comply with existing municipal by-laws, or Provincial statutes or regulations, or,



BY-LAW

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- c. whose application indicates the employment or hiring of any person or company connected with a previous special event, was operated in contravention of any municipal by-laws or Provincial statutes or regulations.

6. Penalty and Severability

- 6.1 Any person who fails to comply with the provisions of this By-law for which no penalty is expressly provided shall be liable on conviction to a penalty of not less than two thousand dollars (\$2000) and not more than ten thousand dollars (\$10,000), and in default of payment, to imprisonment for a term not exceeding two (2) months.
- 6.2 If any part, section, subsection, clause, or sub clause of this By-law is, for any reason, held to be invalid by the decision of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this by-law.

I, Rhonda Brown, Municipal Clerk of the Municipality of the District of West Hants, the Province of Nova Scotia, do hereby certify that this is a true copy of the By-law as adopted by the Council of the Municipality of the District of West Hants at a meeting duly called and held on the 9th day of **August, 2016**.

R.N. Brown
Municipal Clerk

By-Law Adoption	
First Reading:	July 12, 2016
Notice Published:	July 25, 2016
Second Reading & Approval	August 9, 2016
Final Publication	August 29, 2016
Notice to Municipal Affairs	August 10, 2016
Description: Initial approval of the Special Events By-law.	

Community Event Emergency Response Planning

A guide to help event and municipal emergency planners prepare for gathering events in Nova Scotian communities.

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INTRODUCTION

Purpose of This Guide

The Nova Scotia Emergency Management Office worked with Nova Scotia's Association of Municipal Administrators to develop Community Event Emergency Response Planning. The guide is to assist emergency managers and event planners in communities across Nova Scotia. It incorporates tools and strategies to help municipalities with every stage – from concept through to completion of the event.

Recent events in Nova Scotia, throughout Canada, and around the world have heightened the need to provide event and emergency response planners with the tools and processes to plan and respond to potential risks during an event. The guide is not intended to replace existing municipal plans but rather to complement community event emergency response planning by

- identifying the need for a joint municipal/provincial/event planning group
- assessing risk prior to the event and linking mitigation efforts to plans to respond to emergencies or establishing hazard specific plans as identified
- establishing the linkages between the event and local community emergency managers

Best practices information was gathered from municipalities alongside Canadian federal and provincial government departments. The intent was to build a relevant guide that can be used and understood regardless of the event size, time, or place – by any municipality, event organizer, or venue operator.

What Is Due Diligence?

It is the level of judgment, care, prudence, determination, and activity that a person would reasonably be expected to do under particular circumstances. As applied to an emergency program, due diligence means that all reasonable precautions are taken to address public safety risks, including during response to an emergency. This duty also applies to situations that are not addressed elsewhere in the occupational health and safety legislation.

Due diligence is important as a legal defence. If charged, a defendant – who could be YOU! – may be found not guilty if he or she can prove that due diligence was exercised. In other words, a defendant needs to prove that all precautions, reasonable under the circumstances, were taken to provide the necessary services and procedures in emergency response and recovery.

DEFINITIONS

Consequence Management

Actions taken for mitigation, preparedness, response and recovery with regard to emergencies, except human-induced intentional threats, and for response and recovery in respect of human-induced intentional acts

Disaster

An event that results in serious harm to the safety, health, or welfare of people, or in widespread damage to property.

Emergency Response Action Plan (Emergency Response Plan / ERP, or Emergency Action Plan / EAP)

A formal planning document that outlines roles, responsibilities, contacts, planned actions, and procedures to be followed in the event of a major emergency or disaster at an event (planned or unplanned).

Event Incident Response Team

Consists of incident command, including, as required, command post staff of fire, police, medical agency representatives, event staff (ICS: Incident Commander, who may also act as Planning Section Chief; Operations Section Chief, responsible for ops and agency communications, Logistics Section Chief, responsible for resource requests and allocation), and command staff of information officer, safety officer, and liaison officer.

Hazard

A potentially damaging physical event, phenomenon, or human activity that may result in loss of life, injury, property damage, social and economic disruption, or environmental degradation.

Incident Command System (ICS)

A standardized on-site management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.

Incident Commander (IC)

A person who, once the position is activated, has authority for all emergency response operations within the venue. Could be the producer, event organizer, appointed First Responder, or other. This position can change as the incident expands or contracts.

Mass Gathering

A congregation of people at an event or activity where there is potential to place exceptional demands on, or have impact on, the community and its services and resources. Such events can be pre-planned or spontaneous, attracting a relatively large number of people in a confined area (either indoor or outdoor).

Mitigation Strategy

The Canadian Standards Association defines mitigation as “actions taken to reduce the risks and impacts posed by hazards.” The document provides examples of mitigation strategies, including adopting current building codes in development proposals; recognizing, removing, or reducing the potential consequences of the hazard; and reallocating resources to deal with these strategies. It is recommended that the event emergency planning group incorporate strategies such as up-to-date site plans, defined access and egress routes, mutual aid agreements, and multi-agency response coordination plans. Details are available in the CSA’s Z1600-08 document.

Municipal Emergency Plan (MEP)

The formal emergency response plan required by legislation of all local governments, which includes activation, notification, and roles and responsibilities.

Risk

A measure of the probability and severity of adverse effects that result from exposure to a hazard or hazards.

Threat

The presence of a hazard and an exposure pathway. Threats may be natural or human-induced, either accidental or intentional.

OVERVIEW SUMMARY OF BEST PRACTICES

Policy and Governance

- Every municipality should have guiding principles for the planning, implementation, management, and emergency response for all mass gatherings, including festivals and events.
- Accountability for the outcomes of the event should be clearly identified.
- An approval process for emergency response plans should be determined.
- Legal ramifications of risks and threats should be understood.

Pre-planning Considerations

- Approval process for obtaining required permits and licences.
- Review of by-laws impacting the event.
- Know the audience demographics and plan for expected behaviour (e.g.; alcohol availability).
- Based on type of event, identify hazards, risks and threats and develop a mitigation plan for protection of life, property and the environment.
- Identification of roles and responsibilities of event organizers.
- To establish the organization, coordination procedures and response patterns in the provision of security services in support of responses to events. The plan focuses on the provision of security during the consequence management phase of managing events. It is not applicable to the provision of protective security during Major Events. Security is a major concern in planning responses to events. Experience has demonstrated that response and recovery efforts will be hindered and first responders, victims, property and, evidence put at risk if the event site is not secured.

Emergency Response Plan

- Build a site map identifying areas of access and evacuation routes.
- Identify roles and responsibilities of event organizers and response personnel before, during and after an emergency or disaster.
- Determine an evacuation and sheltering plan including muster points in consideration of weather, risk and type of emergency.
- Determine incident Command and Control and how emergency responders will communicate.
- Have a medical and mass-casualty plan.
- Have a safety and security plan.
- Ensure monitoring of weather, news, social media and other factors.
- List emergency equipment available on site, and provide resource lists from mutual aid or supporting agencies.

Communication Plan

- Ensure contact lists and numbers are readily available for all event organizers, as well as emergency coordination and first response personnel.
- Determine what public communication systems will be used and how emergency communications will be delivered to event attendees (including pre-scripted messaging to be delivered in the event of an emergency).
- Determine how and who will manage the media.
- The event plan should clearly identify the roles and responsibilities of event and municipal public information (media) staff, including: strategies on media releases, triggers to engage a media center and opportunities for event and municipal communications staff to work together to insure accurate and timely information flows.

Exercising

- Practical discussion of event coordinators and coordination response personnel prior to the event will familiarize people with emergency response plans and identify operational gaps.

GOVERNANCE

Legislative Standards

The Province of Nova Scotia has an Emergency Management Act, which includes the following under section 10:

Powers and duties of municipalities

- 10 (1) Within one year after the coming into force of this Act, each municipality shall
- (a) subject to the approval of the Minister, establish and maintain a municipal emergency by-law;
 - (b) establish and maintain a municipal emergency management organization;
 - (c) appoint a coordinator of the municipal emergency management organization and prescribe the duties of the coordinator which shall include the preparation and coordination of emergency management plans for the municipality;
 - (d) appoint a committee consisting of members of the municipal council to advise it on the development of emergency management plans; and
 - (e) prepare and approve emergency management plans.
- (2) The municipality may
- (a) pay the reasonable expenses of members of the organization or members of the committee appointed pursuant to clause (b) or (d) of subsection (1);
 - (b) enter into agreements with and make payments to persons and organizations for the provision of services in the development and implementation of emergency management plans;
 - (c) enter into an arrangement or agreement with any other municipality respecting a common organization, plan or program;
 - (d) appropriate and expend sums approved by it for the purpose of this Section. 1990, c. 8, s. 10; 2005, c. 48, s. 6.

Local By-laws and Standards

All pre-planned mass gatherings or special events must adhere to municipal by-laws and standards and ensure that all permits, licences and other approvals are obtained.

Policy

Municipalities should consider developing a policy that officially supports special events in the community and which endorses the value and benefit in supporting community events. It should also demonstrate alignment to other significant municipal policies. The policy provides the framework for supporting mass gatherings in the community.

A policy provides a clear understanding of accountability, which will help identify roles and responsibilities for the municipality and community event organizers. It is also a guide for employees who are responsible for community events and who work with community organizations. It is recommended that policy include sections on:

- the purpose of hosting and supporting special events
- definitions designed for the particular municipality and that also align with industry standards

- definitions for municipal hosted events, community events, co-sponsored events, and subsidy requests
- guiding principles
- outcomes and benefits that support the value of community special events
- roles and responsibilities
- a management framework/process for approvals

Standards Agreement

Based on policy, the municipality will want to have a legal agreement with event organizers that outlines indemnification, insurance obligations, agreement to comply with all by-laws, and requirements for ongoing communication of changes to scope and risk of the event. This is usually done by way of an application process.

PLANNING PROCESS

Depending on the complexity of the event, planning may begin several weeks or months in advance. It is important that emergency response plans are considered and built concurrently with all other event planning. As decisions are being made related to the what, where, when, why, and how of the event, an on-going dialogue should include the hazards, risks, threats, mitigations, and contingencies that affect the safety and security of people, property, and the environment. A timeline should be added to the application process if one is in place for the municipality.

Event Planning Team

It is critical that all pre-planned events have some sort of event planning team with some degree of experience, expertise, and training, the degree to which depends on the complexity of the event. Small community events may consist of a few people with some experience organizing community-based events. Larger events that may draw people from outside the municipality may have numerous levels of organizational structure and may require people with specific expertise. All plans should include local emergency response personnel from emergency management, police services, fire services, EHS, EMONS, and municipal staff.

Approval Process

Every municipality should have an event application form that all event organizers complete and an approval process to ensure that all services that may be called upon to assist or respond are aware of the event details. The application form requires the event organizers to develop and document more detailed information about their event including how they will manage security and what they will do in the event of an emergency. The following are examples of what could be included:

- site and route maps, including access and egress
- command and control structure and activation
- communications procedures during the event and for emergencies, including media management
- contingency plans for weather
- evacuation and shelter-in-place plans
- transportation and parking plans
- medical and lost person procedures

Roles and Responsibilities

Event team members, municipal staff, and emergency management and response personnel need a clear understanding of their roles and responsibilities both during the normal course of an event and in response to an on-site incident.

Planning Considerations and Contingencies

Listed below are some of the key planning considerations for mass gatherings that will support an emergency response plan.

Infectious Disease Planning

During periods of infectious disease outbreaks or pandemic concerns, serious consideration must be given to health risks. Organizers should work in close collaboration with local public health officials and emergency management personnel to assist with risk assessment and mitigation for large events.

Medical Services

On the site of an event it will be important to consider the many options you have to provide medical and first aid services. Consultation with Emergency Health Service (EHS) providers will help organizers determine the appropriate on-site medical service delivery options. Organizers should consult their local EHS support staff to ensure that routes for ambulances will meet everyone's needs if there is a medical emergency.

Volunteer organizations such as the Red Cross and St. John Ambulance may be willing to attend and provide first aid care to people who become injured or ill at an event. However, EHS should be involved with any medical plans.

Transportation

In many cases, traffic flow and parking entrances and exits are clearly established and have adequate and proper signage. However, traffic and parking control may be a factor at any event where flow patterns are not established,

causing congestion and negative impacts on the surrounding community. In the event of a mass evacuation, transportation corridors must be kept clear, traffic patterns must flow quickly from an event venue, and evacuations from parking lots must be kept orderly and non-aggressive. Speak to the venue owners/operators to find out if they have contingency plans for large numbers of people leaving a site, and ensure there is adequate parking and traffic signage so people are clear about exit routes. Public transportation must also provide quick and easy access to and from the venue. It would also be beneficial to have a contact in public transit or contracted transportation services to ensure availability of additional transportation resources if required. The Nova Scotia Department of Transportation, Infrastructure and Renewal, and the local public works or traffic authority should be consulted to approve transportation plans.

Lost Persons Services

Identify a lost persons station and ensure that participants are aware of the location. The loss of a child can cause panic, which can be dispelled quickly if loved ones know where to go to retrieve a child or get help locating a child. This service should also be able to communicate to key personnel throughout the venue to be on the look-out for a lost child, further reducing panic for parents and improving the chances that the child will be found quickly and without incident.

EMERGENCY RESPONSE PLANNING

Hazard Identification and Risk Assessment

Potential hazards must be taken into consideration when developing an event emergency response plan. When completing the Hazard Vulnerability and Risk Assessment, it is important to remember that mass gatherings are by definition a congregation of people at an event or activity, generally a high concentration of the local and visiting population in a limited area of the community. Therefore, consideration should be given to the capacity of response agencies to respond to events affecting the population at the site and the concurrent events in the rest of the community. To ensure capacity to respond, planners should look at resource availability and event requirements, maintaining that capacity through mutual aid or contract services as required.

When determining the Hazard Vulnerability and Risk Assessment (HVRA) for the event, the planning team needs to analyze both the municipal HVRA and the event to identify potential hazards to both the event and community, and their probability of occurrence.

Event Complexity

Events can be classified into different complexities, which helps identify the level of risk expected. Community-based family events are unlikely to create disturbances leading to an emergency or crisis situation, whereas some music events could cause a different situation. To evaluate the level of risk for event type, several factors must be considered including:

- age and type of groupings (families, youth, seniors, etc.)
- potential criminal activity
- alcohol either sold at, or at risk of being brought into, the event

Location/Venue

Events can be held indoors or outdoors, each of which can present challenges. An evaluation of the venue must consider how to best protect the health and safety of participants and staff in the event of emergency.

Crowds

Crowds are defined by the physical structure and common purpose by which people come together. They bring a set of emotions to an event and are therefore complex social structures that can be analyzed and categorized.

Crowds that gather on behalf of a grievance or conflict, including sports events, can involve herding behaviour that turns violent. When a crisis occurs, the individuals and small family or friendship units that make up a crowd can become panicked or crazed, possibly causing them to want to “escape” or “fight.” A mass of individual people may now have the following characteristics:

- Individuals attempt to move faster than normal.
- Interactions between individuals become physical.
- Exits become arched and clogged.
- Escape is slowed by fallen individuals serving as obstacles.

- Individuals display a tendency toward mass or copied behaviour.
- Alternative or less-used exits are overlooked.

Safety Code Considerations

Organizers need to consider what performance facilities and special structures are needed and consider the provincial safety-codes system when the infrastructure (temporary or permanent) is being put in place at the site of a mass-gathering event. Since the usage of many of the structures and places may be temporary it may not be obvious that the safety codes, acts, and related regulations contain requirements to protect our safety. In some cases permits for the construction of these structures are required. The requirement for permits is largely in place to insure the involvement of a building inspector. The building inspector will determine if things like load bearing capacities, occupant loads, evacuation or egress routes, fire and emergency plans, barrier free access, sanitation facilities and access for emergency vehicles have been addressed. Permits may be obtained through a municipal building inspector, The Provincial Office of The Fire Marshal or NS Department of Labour and Advanced Education

Examples of temporary structures that may be regulated by the Safety Codes Act include:

- stages or overhead structures that are used in conjunction with the stage
- pools / hot tubs
- temporary gas and electrical systems
- mobile concessions (including fuel, electrical, and fire-protection systems)
- amusement rides
- enclosures, including fences around events where access is restricted for various reasons, such as the requirement for admission to be paid, sale of liquor, or safety of event participants and staff.

Existing permanent structures may require a permit if the use or occupancy of the building is going to change as a result of the event. An example of this could be the use of an arena for an event where the ice surface is used for seating for a performance, social event (licensed or otherwise), ceremony, or meeting. Even if a permit is not required, changing the location of most of the occupants, or increasing the number of occupants in non-planned locations, likely requires additional planning for proper and safe exiting, additional washrooms, etc., and potentially having to remove or modify arena glass, boards, etc.

Other activities likely to require a permit and/or the involvement of a safety-codes professional would include displays of pyrotechnics, or fireworks. These usually require the approval of the fire department or a fire-safety-codes professional.

In all instances, it is suggested that, unless a facility is purpose-built for the mass-gathering events anticipated (such as an amusement park), some change in the type, scope, or volume of usage will result in a need to evaluate any building, structure, or place used temporarily for such purposes. Evaluation should focus on the following:

Activities

- What activities are expected to take place?
- Do those activities involve any specific or general risks to the participants or spectators (e.g., flame effects, animals, motorized equipment, extreme noise, light or heat, hot work)?
- Does the setup, maintenance, or take-down of equipment for the event pose any specific or general risks (e.g., use of forklifts, cranes; installation of temporary electrical power; refuelling of generators, engines, propane tanks)?
- Is there liquor service, food service, dancing, etc.?
- Is there preparation of food (or other products) on site?
- Does the event bring into an indoor space equipment normally designed for and found outdoors?

Audience/Participants

- What ages (or range of ages) are likely to attend?
- Is there any process to limit numbers of attendees/participants (ticket purchase, etc.)?
- Are there different locations/facilities/equipment at the event location that will be used by different age groups?
- Are there identifiable portions of the

attendees who could have trouble taking actions for self-preservation, with or without directions? This could include children, those with physical or cognitive challenges, and persons with service animals.

- Will any parts of the event involve participation of, or attendance by, people who might be considered VIPs?

Facilities/Buildings/Equipment

- Is the event taking place in a facility normally used for assembly-type purposes?
- Is the event similar to the activities that normally take place within the venue?
- Does the event involve placement or erection of temporary equipment or structures?
- Have occupant loads been determined in terms of the Building Code, Fire Code, and possibly the Liquor Control Act by the appropriate authorities?
- If any of the event takes place outdoors, are there provisions, in case of inclement weather or emergency, for the potential movement of people into buildings, which may already be occupied?
- Are the facilities, buildings, structures, places, or equipment compliant with the applicable codes, standards, regulations, and permits under provincial Legislation?

By answering these questions and taking appropriate measures, the owners, operators, and regulators will have conducted much of the risk analysis that should be expected at mass-gathering events.

Organizers should contact the local municipality, including the fire department and those who deal with building, electrical, and gas permits, well in advance of the event to ensure that all regulatory matters have been identified and addressed. Participation of these groups in the planning of events has repeatedly proved to be of value, reduces potential for conflict at the last moment, and improves any required emergency response.

Safety and Security

Organizers must ensure that a safe and secure environment is provided for everyone, from the general public to performers and workers. Potential problems and concerns must be anticipated and mitigated. Where a potential problem cannot be fully mitigated, emergency plans must be developed and communicated so that response to an incident is efficient and effective. Organizers should inform the local police service about potential problems and consult with them about the best ways to handle safety and security. For larger and higher-risk events, the best option is to hire an approved security company that has personnel already trained and knowledgeable in providing safe and secure environments.

Controversial Events and Criminal Activity

Any potential for criminal activity at an event or protesters should be anticipated. To ensure adequate security, police or other security personnel need to be involved in the planning process. Any emergency response actions must be undertaken separately from response to criminal activity. The security team should know how to work with police and how to protect evidence at a crime scene. It is advantageous to meet with protest group leaders in advance and to include them in developing plans to minimize injury and conflict.

Command and Control

The Canadian Incident Command System (ICS) is being adapted by most organizations across the province and country. This system works well for large and small responses whenever multiple agencies are involved in response, such as police, fire, EHS, municipal staff, utility companies, transportation, and social services.

In advance of the mass gathering, the type of command and control structure to be used in the event of a serious incident or disaster should be the Canadian Incident Command System (ICS Canada). Even for small community events, there must be someone “in charge,” making the critical decisions during an incident response. Key personnel and their roles must be identified for all sizes of events.

In large-scale events, people can become confused about who is in charge and what roles and responsibilities all of the various agencies play during normal operations and during different phases of an emergency. Unless there is some structure for the key agencies to work together to coordinate an effective response, there can also be confusion in communications. Disorganization can become compounded if multiple incidents occur at the same time.

Emergency Communications

Notifications/Activation/Contact Lists

Develop an event notification chart. A notification chart is a diagram of the hierarchy for notification in an emergency, including who is to be notified, by whom, and in what priority. How and when to use the contact lists also needs to be clarified.

Notification procedures should be developed to ensure the timely notification of persons responsible for taking emergency actions. The procedures for this group of people should be brief, simple, and easy to implement. How notification will be given also must be determined. Phone calls, emails, or radio

notification can be used, depending on the size of the event and the number of people that need to be contacted in a given period of time.

Interoperable Communication Systems

Communications systems between event organizers, security, and emergency response personnel should be interoperable so that during an incident or disaster all parties are able to communicate efficiently and effectively.

A central communications area for large gatherings, adjacent to or part of the command post area, should be considered for higher-risk events. Communications systems can include portable radios, telephones, cellular telephones, and public address systems. Because a single system can fail, communication facilities should be multi-modal, and each system should have its own backup power source.

Public Communications

A means of communicating with the public at a mass gathering is essential. For small events, in small or confined indoor spaces, a public address system (megaphone or microphone) may be all that is needed. For larger events spread over a wide area, there may be a need to establish multiple communications systems so that messages can be delivered to different sections of a crowd or to different indoor or outdoor facilities. Some consideration should also be given to extending the ability to communicate just beyond the controlled venue boundaries and into the surrounding area.

Event Emergency Warning System

Some means to inform people of an emergency or dangerous weather condition should be in place for every size of event. This emergency warning system must be able to operate without benefit of the main power source and must be operational at all times. All emergency communications must be authorized through one person – typically the Incident Commander – to avoid mixed messages and rumours that could move a crowd to panic. Part of the planning process should be to draft pre-scripted messages that can be revised quickly.

WEATHER MONITORING FOR MASS GATHERINGS

Weather can have a significant impact on any mass-gathering event. Weather planning and weather safety preparedness can go a long way to minimize or mitigate the impacts of weather-related events. Some weather threats can be avoided or greatly minimized by carefully considering and choosing times and locations for events.

Weather conditions and forecasts must be attentively monitored from pre-event facility setup right through to post-event take-down. Event organizers may also have to consider potential off-site responsibilities. A sudden change in the weather such as a severe storm could present a direct danger to people or damage to facilities and equipment.

Well before the mass-gathering event, potential weather elements should be fully analyzed for probability, potential impact, and event-specific critical thresholds. Mitigation plans must be developed and the emergency plans must be well known by event staff. Even weather events that do not meet the criteria for an Environment Canada Weather Warning may require emergency or other event mitigation plans.

Weather forecasting and weather monitoring services involve a number of choices. Multiple means of weather monitoring are strongly encouraged. Whether you choose Environment Canada as a reference source for weather information or services from other providers, weather forecasts and observations must be properly interpreted. Event organizers should consider specialized weather information, location-specific weather forecasts, and on-site weather observations.

As with any emergency plan, effective communication is extremely important. Be sure to consider the needs of people with language, health, or mobility issues that might affect their ability to access, understand, or follow safety guidelines or emergency procedures.

Shelter-in-place and Evacuation Planning

The event planning team should consider both evacuation and shelter-in-place strategies when developing an event emergency response plan. The planning team can work toward a strategy that will ensure the health and safety of event responders, participants, attendees, and employees. Any strategies developed should complement and support the municipal emergency plan. Considerations include the following:

- Who will make the decision to evacuate or shelter in place?
- How will that decision be communicated and to whom?
- Who will lead the evacuation / shelter-in-place efforts (i.e., event security)?
- Have the evacuation / shelter-in-place requirements of persons with special needs been addressed?
- Have clear, concise public messages been prepared based on the probability of occurrence identified in the local hazard vulnerability and risk analysis?
- Will all paid and volunteer staff be trained and aware of their roles and responsibilities during an evacuation / shelter-in-place?

Shelter in Place

Considerations include the following:

- Can the venue facilities accommodate a shelter-in-place strategy? A building may be adequate shelter during a severe weather event but not during a hazardous materials event, or vice versa.
- Have building staff been trained in their duties (e.g., managing building ventilation systems) during a shelter-in-place event?
- Are suitable shelter-in-place structures identified on the site plan?

Evacuation

Considerations include the following:

- Can site infrastructure accommodate a timely evacuation of all attendees?
- What are the event traffic-control and management strategies?
- Will additional transportation resources (buses, etc.) be required? Who will be the lead on additional transportation equipment? Have resource lists been developed?
- Will patrons and staff be evacuated from the site or evacuated to a structure on site?
- Will the local authority's emergency social services staff be involved?
- Are evacuation routes clearly identified and marked on the site plan?

Site Map/Plan

As part of the planning and permitting process there should be a site map or plan provided for each event/venue. Site plans, route maps, and supporting diagrams and drawings should be submitted in both electronic and paper formats. Plans and maps should include but not be limited to:

- north direction
- direction of travel – if event is a parade, race, walk, etc.
- names of adjacent avenues, streets, and roads
- emergency access routes
- access and egress routes clearly labelled with numbers/letters consistent with those on the gates
- location of temporary and permanent fencing, barriers, or barricades set up for the event
- parking facilities
- generators and other electrical sources
- fuel storage (if required for the event)
- temporary and fixed event facilities, including stages, seating (bleachers and grandstand), bridges, platforms, trailers, tents, amusement rides, and vendor sites
- staging and holding areas
- location of vendor sites with cooking activities that may involve flammable gases or open flames
- location of first aid facilities
- layout of permanent or temporary camping facilities if provided as part of the event

Mass-Casualty Event

A mass-casualty event may by its very nature involve multiple response agencies to support treatment and transport of persons from the scene. It is essential that the planning team include Emergency Health Services in the planning process to ensure:

- that health-care facilities and EHS staff are aware of the event for logistical purposes, including dates/times of the event
- seamless transfer of patients from event medical staff (if not provided by EHS) to EHS
- that communications and command structures are defined prior to an incident
- that access/egress and staging/triage areas are established prior to an incident
- the development of a Medical Site Management Plan

DEBRIEFING AND CORRECTIVE ACTION PLANS

All emergencies, particularly those requiring municipal coordination procedures, offer operational and resource challenges. Some of these challenges may not have been considered or known before the event. Debriefing after the event provides an opportunity to capture those experiences and learn from them. This review can provide insight to assessing and continuously improving procedures, resources, and functions.

Risk

Those involved in municipal emergency management operations during a real event can provide very valuable information for improving existing procedures or functions. In reality, very few of these valuable insights are captured and applied, as good intentions to debrief with all agencies are often not included in procedures. To capture lessons learned after every emergency requiring the activation of the Event Emergency Response Plan or exercise, it is recommended that “Lessons Learned” procedures be included in the Event Emergency Response Plan. This debriefing procedure should outline when the general (all agencies present) debriefing is done, who participates, and how to follow up on recommendations resulting from the debriefing. The procedure should also require or encourage every participating agency to do an additional internal agency review of the event response and to document the debriefing, recommendations, and follow-up.

Recommended Policy

To ensure that all participating agencies review the overall event response whenever the plan is activated, a debriefing procedure shall be included in the emergency plan, requiring a debriefing meeting of all agencies involved, soon after the emergency is concluded. The meeting shall be recorded, lessons learned documented, and follow-up recommendations reported to the planning committee. The procedure shall also require municipal agencies involved in the event response to do a formal internal agency debriefing and to document agency recommendations and follow-up.

SAMPLE WORKSHEETS
Event Information

Event Type:

- Special Event
- Festival
- Run/Walk
- Sports Rally

Date/Time/Duration:

Event Venue:

- Park _____
- Roadway _____ (attach route)
- Plaza _____
- Building _____

Event Activities:

ACTIVITY	TEMPORARY STRUCTURES	SPECIFICS

SAMPLE WORKSHEETS

Risk Analysis

RISK FACTOR	1 LOW	2 MEDIUM	3 HIGH	4 EXTREME	SCORE
EVENT and ACTIVITY INFORMATION					
Type	Planned Events • Community and family based	Planned Events • Sporting Events • Runs/Walks • Concerts	Planned Events • Rallies • Demonstrations • Protests	Unplanned Events Any spontaneous event	
Duration	Up to 3 hours	Up to 10 hours	Up to 24 hours	Over 24 hrs. Unknown	
Infrastructure and Equipment	No structures low to the ground such as tables, chairs	Soft structures such as small or moderate-sized tents	Hard structures such as stages Tall structures Heavy structures Power cables and electrical equipment	Uncontrolled or non-permitted structures and equipment	
Alcohol	None	Confined Controlled Limited access	Uncontrolled Unconfined Moderate to high use	Excessive use Uncontrolled Unconfined Movement through public areas	
Criminal Activity	None expected	Potential by-law infractions	Criminal acts Minor property damage Potential assaults	Life/safety issues Excessive property damage	
ORGANIZATION AND PLANNING					
Organizers	Well-organized Compliant Experienced	New group May be in-experienced	History of unco-operative behaviour Non-payment	Defiant Violent	
Event History	No problems No police interventions	Minor incidents Minimal police interventions	Major incidents Arrests, charges Some impact on city systems	Critical upset to city systems History of violence	
Event Planning	Maximum preparation time	Limited preparation plans	Minimal preparation time	No preparation time	
Security	None needed Trained Paid Sufficient	Needed but limited training Volunteers Insufficient	Needed but no training Insufficient numbers	No security	

SAMPLE WORKSHEETS

Risk Analysis

RISK FACTOR	1 LOW	2 MEDIUM	3 HIGH	4 EXTREME	SCORE
	numbers	numbers			
Emergency response planning	Have emergency response plans including medical, security, evacuation, communications	Adequate emergency response plans	Inadequate emergency response plans	No emergency response plans	
VENUE					
Type	Parks and public spaces that are non-confined	Buildings or parks with controlled or confined access (plazas, theatres)	Buildings with uncontrolled access	Streets	
Route Safety	Paths and sidewalks No police assistance needed	Planned street route with some traffic control and signage	Un-escorted Un-marked with no police or safety controls	Varied route Unplanned Uncontrolled Interacts with other users	
CROWD ASSESSMENT					
Crowd Type	Family Corporate Business	Young adults Persons of interest			
Crowd Size and capacity	Small size High capacity venue for size of crowd	Moderate numbers Up to maximum capacity of venue	Large numbers Exceeds capacity	Critical density Uncontrolled venue	
Crowd Dynamics	Calm Co-operative Peaceful	Celebratory	Anxious Aggressive	Violent	

SAMPLE WORKSHEETS
Event Contact List

AGENCY	CONTACT PERSON	TITLE	CELLULAR	RADIO
EVENT ORGANIZER				
EMERGENCY CONTACT				
DIRECTOR				
DIRECTOR				
DIRECTOR				
EVENT STAFF				
SECURITY				
ADMISSIONS				
FIRST AID				
COMMUNICATIONS				
FOOD SERVICES				
VENUE MANAGER				
GATES				
MUNICIPAL RESPONDERS				
POLICE				
FIRE				
EHS				
EMERGENCY MANAGEMENT				
PUBLIC WORKS				
PUBLIC INFORMATION				

SAMPLE WORKSHEETS

Typical Events Requiring an Emergency Response Plan

EVENT	NUMBER OF PEOPLE	DATE(S)	CONTACT

APPENDIX: MEDICAL AND HEALTH-RELATED CONSIDERATIONS

The Nova Scotia health system, through local district health authorities (DHAs), the IWK, Emergency Health Services (EHS) and the Department of Health and Wellness (DHW) works with communities, event organizers and stakeholders to ensure safe and successful events. Planning factors to be considered include:

- Numbers and demographics of anticipated spectators, participants and volunteers
- Nature and type of event
- Location and size of the venue
- Duration of the event; hours or days
- Seasonal/weather and other environmental factors
- Available health resources in the surrounding community
- Disaster and evacuation requirements for the site

The process of medical planning ensures both that the event site is safe and that the event does not compromise the health system capacity for the greater community.

9-1-1

Municipalities and event organizers are reminded that 9-1-1 remains the only method for accessing emergency medical services, even if EHS and/or primary health care facilities staffed with physicians and/or other health care providers are on site.

8-1-1

The Nova Scotia Healthlink 8-1-1 system provides access to non-emergency health information and services. If you are hearing-impaired and would like to access this service, call 7-1-1 (TTY).

When telephoning 8-1-1, a registered nurse will provide advice and information concerning all kinds of general health issues and questions. Advice and information may include a recommendation to see your doctor or a visit to a local emergency department. You can also obtain information about health issues and services available in the community.

The 8-1-1 program can provide services in French and many other languages. Services in other languages are offered through a third party interpretation service and include, but are not limited to, Arabic, Farsi, and Cantonese.

The 8-1-1 service is provided at no cost to the caller. Municipalities and event organizers are encouraged to include the 8-1-1 service information in the event materials. It is also recommended 8-1-1 be informed by telephoning 902-237-6912 when events are occurring in communities.

Public Health

Public Health is responsible to control the transmission of communicable diseases, promote health and identify and mitigate risks to health by physical, chemical or biological hazards. Public Health professionals can provide expertise that ensures participants enjoy a successful event by preventing

disease and injury and protecting the health of participants and the community.

Public Health may wish to work with community and event organizers to assess the risks posed by the events, participants, venues, supportive infrastructure and other community factors that may influence the health of participants such as influenza activity or other communicable diseases. This may include disease surveillance before, during and after the event, establishment of preventive measures, educational materials, air and water quality assessments and general sanitation guidance.

Municipalities and organizers are encouraged to contact their local public health office listed at www.gov.ns.ca/dhw/about/phs-offices.asp.

Emergency Health Services

EHS paramedics, collaborating with police, fire and other stakeholders provide a valuable service to support a successful event. Paramedics will work with your event planning committee to review the size and complexity of your event to help determine the type of pre-hospital medical coverage that should be in place.

Depending on the identified risks, simply having first aid on site may not be in the best interest of the event planners or participants. EHS paramedics will help you define the right combination of paramedics, ambulances and other on-site medical resources. There is no charge for EHS paramedics to work with you in the planning for medical coverage for your event. If on-site resources are required for the event, e.g. paramedics, equipment and vehicles, the cost is the responsibility of the event organizers. Event organizers will only be billed on a cost recovery basis for EHS services.

Please contact the EHS special events team early in your planning to ensure availability of medical resources for your event.

Emergency Health Services

Phone: (902) 407-4894

Fax: (902) 832-8333

e-mail: specialevents@emci.ca

Hospitals

The DHAs and IWK will collaborate with municipalities and event organizers to ensure the appropriate level of resources are available at hospitals to support your event. In some cases, it may be appropriate to have on-site emergency and/or primary health care facilities staffed with physicians and/or other health care providers.

The DHA / IWK Emergency Planner, in collaboration with Public Health and EHS, will work with the event planning committee to develop the medical plan. The DHA/IWK Emergency Planner can be contacted through the local DHA / IWK switchboard. www.gov.ns.ca/dhw/about/DHA.asp. Contact information for individual hospitals can be found at www.gov.ns.ca/dhw/about/hospitals.asp

Food Safety

Anyone in Nova Scotia who wants to operate a foodservice facility such as: restaurant, food take-out, mobile canteen, temporary food establishment, or a grocery store or push carts or any facility

from which foods are sold, whether on a permanent basis or only occasionally must apply for a Food Establishment Permit.

A Temporary Event Permit is required for the sale of foods at temporary events, fairs and festivals as defined in the Nova Scotia Food Safety Regulations. It is required for a booth or other structure operated for fourteen consecutive days or less per year and also includes food booths set up by community organizations to raise funds.

Note: Not for profit (recognized charity) does not require a fee.

For additional information regarding these and more permits or policies, visit the department's web site at www.gov.ns.ca/snsmr/paal/agric/paal006.asp

It also falls under the mandate of the Food and Safety Division to ensure that an adequate number of washrooms are on site at an outdoor event. The chart below can serve as a guideline in determining the number of portable toilets the event should have on site. If the event is serving food and/or beverages (especially alcohol), ordering additional restrooms should be considered. The Food and Safety Division can also assist in determining the number of toilets necessary for the event.

For further assistance, contact the Food Safety Division at

Nova Scotia Department of Agriculture
Agriculture and Food Protection Division
PO Box 550
Truro, NS
B2N 2P3

Phone: (902) 424-1173 Food Safety Section
Fax: (902) 424-3948

APPLICATION FOR SPECIAL EVENT (S)

PLEASE PRINT

(1) DATE OF EVENT: _____

(2) **APPLICANT INFORMATION**

(a) Applicant(s) (promoter) Name _____

(b) Drivers License No. and Birthdate _____

(c) Address: _____

City: _____ Postal Code: _____

(d) Telephone No. Business: _____ Residence: _____

(e) Applicant (promoter) Business License No. _____

(f) If incorporated: Date of Incorporation: _____

Incorporation No. _____

Directors Names: _____

(g) Names & contact numbers (cellular, direct lines and/or pagers) of persons who will be on site at the event and who will have direct authority and responsibility: _____

(h) Please list below the names and Business License Numbers of any companies or individuals that will be selling merchandise at the event (i.e. water, food, jewelry, etc) _____

(3) **EVENT INFORMATION**

(a) Address of Proposed Event: _____

(b) Will alcohol be served at the event? Yes ☐ No ☐

(c) Will minors be admitted (18 and under) Yes ☐ No ☐

(d) Age group of expected attendees _____

(e) Proposed hours of operation _____

(f) Proposed patron capacity: _____ Fire Capacity: _____

(g) Type of entertainment: _____

(h) Describe the transportation options to and from the event (i.e. public transit, taxi-cab, etc)

(i) Describe automobile parking arrangements for your event patrons (i.e. number & location)

(j) Security Company Name & Business License No: _____

(k) Is the Security Company insured for late night events? Yes ☐ No ☐

(l) Have you budgeted for the cost of the additional policing presence during the event?

Yes ☐ No ☐ If YES, how many officers have you budgeted for? _____

(m) Type of food and beverages available at event: _____

(4) REQUIRED ATTACHMENTS

- (a) Have you attached two copies of the complete proposal? Yes ☐ No ☐
- (b) Have you organized a Special Event before? Yes ☐ No ☐
- If YES, when & where? _____
- (c) At these events, were there incidents that required police or emergency services to attend?
Yes ☐ No ☐
- (d) A non-refundable processing application fee of _____ is attached to this application. *(This fee is waived for non-profit and charitable organizations)*
- (e) A letter from the facility owner indicating their approval of the event is attached to this application.
- (f) Two copies of the complete security/operational plan that meets industry standards are attached to this application form which include:

- Provisions and details on first aid, security, entrance and line control and post neighbourhood clean-up measures

(5) PROMOTER COMMITMENTS

I / We agree to the following:

- ☐ Ensuring that potable water will be available to all participants.
- ☐ To cover the costs of additional policing, as proposed, presented and recommended by the Police Agency. (Payment for additional police officers will NOT be accepted in-lieu of security personnel). Payment for the additional police officers is due prior to issuance of the Permit.
- ☐ To provide space at the event for community based drug and health awareness displays.
- ☐ To accept full responsibility for dealing with ticket holders in the event that a permit is not approved by the Town XXXX.

NOTE: The application must be received by the EMO Coordinator for the Town of XXXXX and application info immediately relayed to the Police Department, XXXXX Fire Department and CAO.

Applicant's Signature & Print

Date

OFFICE USE ONLY

PLANNING DEPARTMENT Is the proposed location suitable? Yes ☐ No ☐ Are residential uses in close proximity? Yes ☐ No ☐ Do you approve of the event? Yes ☐ No ☐ Comments/Conditions: _____ _____ _____ _____ _____ Dir. of Planning _____	FIRE DEPARTMENT Maximum Fire Capacity: _____ Plans Submitted/Approved? Yes ☐ No ☐ Do you approve of the event? Yes ☐ No ☐ Comments/Conditions: _____ _____ _____ _____ _____ Fire Chief _____
EMO DEPARTMENT Operational Plan Submitted/Approved? Yes ☐ No ☐ Do you approve the event? Yes ☐ No ☐ Comments/Conditions: _____ _____ _____ _____ _____ EMO Coordinator _____	POLICE DEPARTMENT Security Plan Submitted/Approved? Yes ☐ No ☐ Do you approve of the event? Yes ☐ No ☐ Comments/Conditions: _____ _____ _____ _____ _____ S/Sgt _____
PUBLIC WORKS DEPARTMENT Operational Plan Submitted/Approved? Yes ☐ No ☐ Do you approve the event? Yes ☐ No ☐ Comments/Conditions: _____ _____ _____ _____ _____ _____ Dir. of Public Works _____	ADDITIONAL COMMENTS _____ _____ _____ _____ _____ _____ _____

PERMITS & LICENSES

Fees Paid: Yes ☐ No ☐ If no, Reason _____

Approved: Yes ☐ No ☐ (Must also be approved & signed off by EMO prior to final approval)

If YES, Permit/License No. _____

If NO, Reason(s): _____

Approving Authority Signature (_____)

Special Event Bylaw (Sample)

AUTHORITY

Section 172 (1) (a-c) and (d) (iii-vi) of the *Nova Scotia Municipal Government Act (MGA)* provides municipalities with the power to make bylaws, for municipal purposes, respecting the health, well-being, safety and protection of persons; the safety and protection of property; and respecting nuisances, activities and things that, in the opinion of council, may be or may cause nuisances, including noise, as well as prescribing the hours during which certain noises, or all noise above a certain level, specified in the bylaw is prohibited, authorizing the granting of exemptions in such cases as the bylaw provides, and providing that it is an offence to engage in any activity that unreasonably disturb the peace and tranquility of a neighborhood.

Section 10A of the *Emergency Management Act*- Chapter 8 of the Acts of 1990, amended 2005, c. 48, ss. 1-6; 2007, c. 10, s. 2; 2009, c. 12- An Act to provide for a Prompt and co-ordinated response to a state of Emergency, states that “*Every municipality shall, immediately upon becoming aware of it, inform the Emergency Management Office of any real or anticipated event or emergency that could impact the health, safety or welfare of Nova Scotians, their property or the environment.* 2009, c. 12, s. 3.

INTERPRETATION

41.01 In this Bylaw, unless the context otherwise requires:

- a) “Coordinator” means the REMO Coordinator for the Town of ____
- b) “Large” means five hundred (500) or more;
- c) “Special Event” means any event where a large number of people (five hundred or more) are brought together to watch or participate in a commercial dance or other entertainment performance or other event where;
 - (i) the, performance or event is held for the purpose of providing entertainment, whether such entertainment is free or for profit or gain;
 - (ii) tickets maybe be provided or sold and / or an entrance or attendance fee is charged for persons to attend; and
 - (iii) music, noise or sound of any kind or source, including but not limited to amplified, recorded or computer generated music, amplified recorded or computer generated sounds, live music, sound or band music is performed or played.
- d) “Promoter” means the person/organization who has the financial responsibility for the special event including contracting with

- entertainers, security firm, overtime policing costs, renting the facility, advertising the special event, and collecting gate receipts;
- e) “REMO” means Regional Emergency Management Organization;
- f) “Town” means the town of _____.

GENERAL PROHIBITION

- 41.03**
- (1) Event Permit Application Procedure
 - (a) A **promoter** wishing to organize or hold a **special event** must complete an event application provided by the **Town** for that purpose.
 - (b) The event application specified in subsection (a), must;
 - (i) be signed by the **promoter**;
 - (ii) be presented to the **Coordinator** at least forty-five (45) days prior to the event; and,
 - (iii) be accompanied by an application fee of \$100.
 - (2) Event Permit Requirements
 - (a) The Town will only issue a special event permit for events where:
 - (i) Premises continue to meet all relevant fire, safety, and health regulations/codes;
 - (ii) a payment is made to the **Town** prior to the issuance of the event permit for additional policing services on the basis of such a presented by the RCMP (based up to the maximum capacity of the facility, and as established in the event application);
 - (iii) there is adequate traffic control and security plan in place for the **special event** which includes provisions for:
 - (a) first aid;
 - (b) Entrance control to deter alcohol or illicit drugs being brought to the premises during the special event;
 - (c) Outside inspection and clean up in the vicinity of the premises during and after the event;
 - (d) The employment of a security firm licensed by the Government of Nova Scotia;
 - (e) Traffic control for safe traffic and pedestrian flow.
 - (iv) There is provision for an adequate supply of potable water to those in attendance.

SEVERABILITY AND CITATION

- 41.04 (1) Any person who fails to comply with the provisions of this Bylaw for which no penalty is expressly provided shall be liable on conviction to a penalty of not less than Two Thousand Dollars (\$2,000.00) and not more than Ten Thousand Dollars (\$10,000.00), and in default of payment, to imprisonment for a term not exceeding two (2) months.
- (2) If any part, section, subsection, clause, or sub clause of this bylaw is, for any reason, held to be invalid by the decision of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.
- (3) This bylaw is cited as the "Special Event Bylaw # ____"

This Bylaw is effective upon publication.

Clerks Annotation (Office Use Only)

Date of first reading:
Dates of advertisement of Notice of Intent to Consider:
Date of second reading:
*Date of advertisement of passage of Bylaw:
Date of mailing to Minister a certified copy of Bylaw:

I certify that this Special Event Bylaw # ____ was adopted

CAO
Town of

*Effective Date of the Bylaw unless otherwise specified in the text of the Bylaw

A special thanks to the Town of Windsor for sharing their Special Event Bylaw and Special Event Application.

Community Event Emergency Response Planning

January 2014

INCIDENT COMMAND SYSTEM (ICS) POSITION DESCRIPTIONS

Emergency Operations Center (EOC) MANAGER

DESCRIPTION: The EOC Manager's responsibility is the overall management of the EOC. On most incidents the command activity is carried out by a single EOC Manager. The EOC Manager will be the CAO or designate.

Reports to: Mayor and Council

The EOC Manager should have a deputy. Deputies must be ready to take over that position at any time.

RESPONSIBILITIES:

- Assess the situation and/or obtain a briefing from the EMC or the prior EOC Manager.
- Determine Incident Objectives and strategy for the operational period.
- Determine level of staffing needed to begin dealing with the emergency. This may be increased or decreased later.
- Establish the immediate priorities.
- Ensure planning meetings are scheduled as required.
- Approve and authorize the implementation of an Incident Action Plan (IAP).
- Ensure that adequate safety measures are in place.
- Coordinate activity for all Command and General Staff.
- Coordinate with the Advisory Committee.
- Approve requests for additional resources or for the release of resources.
- Keep the Mayor informed of incident status.
- Keep the chairperson of the EMO Advisory Committee informed of incident status.
- Approve the use of trainees, volunteers, and auxiliary personnel.
- Determine the operational period.
- Authorize release of information to the news media.
- Order the demobilization of the incident when appropriate.
- Use SOP's for briefing incoming EOC Manager.

SAFETY OFFICER

DESCRIPTION: To ensure good risk management practices are applied throughout the event. Identifies liability and loss exposures to personnel and property. Provides advice on health and safety issues.

Reports to: EOC Manager

RESPONSIBILITIES:

The responsibilities of the Safety Officer or alternate during an emergency or disaster are:

- Report to the EOC.
- Prepare a site-specific Safety and Health Plan and publish Site Safety Plan summary (ICS Form 208), as required.
- Identify and cause correction of occupational safety and health hazards.
- Continuously monitor workers for exposure to safety or health hazardous conditions.
- Alter, suspend, evacuate or terminate activities that may pose immanent safety or health danger to the workers.
- Take appropriate action to mitigate or eliminate unsafe condition, operation, or hazard.
- Provide training and safety and health information.
- Perform assessment of engineering controls and PPE.
- Comply with NS OHS standards/guidelines.
- Document both safe and unsafe acts, corrective actions taken on the scene, accidents or injuries, and ways to improve safety on future incidents.
- Participate in planning meetings.
- Identify hazardous situations associated with the incident.
- Review the Incident Action Plan (IAP) for safety implications.
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within the incident area.
- Assign assistants, as needed.
- Review and approve the medical plan.
- Maintain Unit/Activity Log (ICS Form 214)
- ensure safety plan is commenced and activated for all areas of the emergency operations plan.
- Work with EMO and other operational divisions to ensure safety components are built into working activities and plans.

LIAISON OFFICER

DESCRIPTION: Invites required Support Agencies and stakeholders to the EOC. Provides input to strategic direction and advice and liaises with neighboring municipal EMC.

Reports to: EOC Manager

RESPONSIBILITIES:

The responsibilities of the Liaison Officer or alternate during an emergency or disaster are:

- Be a contact point for Agency Representatives.
- Maintain a list of assisting and cooperating agencies and Agency Representatives.
- Monitor check-in sheets daily to ensure that all Agency Representatives are identified.
- Assist in establishing and coordinating interagency contacts.
- Keep agencies supporting the incident aware of incident status.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
- Ensure that all required agency forms, reports and documents are completed prior to demobilization.
- Have debriefing session with the EOC Manager prior to departure.
- Work with EMO and other operational divisions to ensure interagency communication and reporting are built into working activities and plans.

PUBLIC INFORMATION OFFICER (PIO)

DESCRIPTION: Establishes and maintains media contacts. Prepares social media releases, coordinates interviews and news briefings and monitors media and information sources and ensures public safety information is provided in accessible formats.

Reports to: EOC Manager

RESPONSIBILITIES:

The responsibilities of the Public Information Officer or alternate during an emergency or disaster are:

- Report to the EOC.
- Have an area away from EOC.
- Brief Mayor and Council on situation.
- Maintain a log of all action taken.
- Coordinate a Press Release on information received from the IC.

- Coordinate with local and other media as required.
- Coordinate social media forums such as Facebook, Twitter, websites etc.
- Ensure emergency messages are activated on main telephone lines as required.

ADMINISTRATION / FINANCE SECTION CHIEF

DESCRIPTION: The Finance Section Chief is responsible for managing all financial aspects of the incident. He / she are responsible for tracking all incident costs and providing guidance to the EOC Manager on financial issues that may have an impact on incident operations.

Reports to: EOC Manager

RESPONSIBILITIES:

- Check-In upon arrival at the EOC.
- Report to the EOC Manager.
- Obtain a briefing on the situation
- Review your position responsibilities.
- Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your workstation.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Organize and staff section as appropriate.
- Identify collateral response organization(s) and positions.
- Manage all financial aspects of an incident.
- Confer with EOC Manager on delegation of purchasing authority to section. Determine appropriate purchasing limits to delegate to Logistics Section.
- Meet with Operations and Logistics Chiefs. Determine financial and administrative support needs. Review procedures for on-going support from section. Establish purchasing limits for Logistics Section.
- Based on the situation as known or forecast, determine likely future Finance/Administration section personnel and support needs.
- Review responsibilities of units in section. Develop plan for carrying out all responsibilities.
- Activate organizational units within section as needed and designate leaders for each unit.
- Request additional personnel for the section as necessary to maintain appropriate level of EOC operations.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Ensure that section logs and files are maintained.

- Carry out responsibilities of Finance/Administrative Section units that are not currently activated.
- Make sure that all contacts with the media are fully coordinated first with the Public Information Officer.
- Participate in EOC Manager's strategy meetings and planning meetings.
- Conduct periodic briefings for section. Ensure that all organizational elements are aware of priorities.
- Monitor section activities and adjust section organization as appropriate.
- Resolve problems that arise in conduct of section responsibilities.
- Brief EOC Manager on major problem areas that now need or will require solutions.
- Share status information with other sections as appropriate.
- Keep agency administrators apprised of overall financial situation.
- Brief your relief at shift change time.

Demobilization

- Provide financial input to demobilization planning.
- Demobilize the Section and close out logs when authorized by the EOC Manager.
- Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the Post Incident Report.

LOGISTICS SECTION CHIEF

DESCRIPTION: The Logistics Section Chief is responsible for providing all support needs to the incident. Support needs include facilities, services, personnel, equipment and supplies. The Logistics Section Chief activates and supervises the units within the Logistics Section.

Reports to: EOC Manager

RESPONSIBILITIES:

- Check-In upon arrival at the EOC.
- Report to the EOC Manager.
- Obtain a briefing on the situation
- Review your position responsibilities.
- Determine if other section staff is at the EOC.
- Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your workstation.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain Section logs.
- Manage all incident logistics.
- Provide logistical input to the EOC Manager in preparing the Incident Action Plan.
- Identify anticipated and known incident service and support requirements.
- Request additional resources as needed.
- Supervise requests for additional resources.
- Oversee demobilization of the Logistics Section.

COMMUNICATIONS UNIT LEADER

Reports to: Logistics Chief

RESPONSIBILITIES:

The responsibilities of the Communications Unit Leader or alternate during an emergency or disaster are:

- activates the communications Alert System.
- provides communications in support of emergency or disaster operations.
- establishes static and mobile communications posts as required.
- provide liaison with Annapolis Valley Amateur Radio Club.
- ensure that logs are maintained of all actions taken, including all IN and OUT messages.
- ensure that all personnel likely to operate on the emergency command channel be trained to at least the Restricted Radio Operator (RRO) standard.

ANNAPOLIS VALLEY AMATEUR RADIO CLUB

Amateur Radio Emergency Coordinator

Reports to: Communications Unit Leader

RESPONSIBILITIES:

The responsibilities of the Amateur Radio Emergency Coordinator or alternate during an emergency or disaster are:

- to act as liaison with local emergency planning officials to determine their communications needs.
- to organize local amateur radio operators in an effective emergency communications medium.
- plan to respond to emergencies or disasters or to provide mutual aid.
- to liaise with regional and provincial amateur emergency communications coordinators to effectively integrate the Annapolis Valley amateur communications plan with regional and provincial plans.
- to establish effective call-up procedures to alert operators during an emergency.
- to accurately inventory amateur radio operators and their communications resources.
- to coordinate the deployment of amateur radio operators and resources during an emergency according to the needs of local emergency response officials.
- to ensure that Net Control operators are selected and trained.
- to ensure that amateur radio operators are trained in conducting emergency communications and in message handling.
- activate the Club's Amateur Emergency Communications Plan.
- coordinate the amateur radio response in cooperation with the Communications Unit Leader; and
- alert regional and provincial amateur communications coordinators to possible requirements for assistance.

OPERATIONS SECTION CHIEF

DESCRIPTION: The Operations Section Chief is responsible for the support of all tactical operations for the incident. The Operations Section Chief helps formulate and interprets strategy established by the EOC Manager implements it tactically as per EOC procedures. The Operations Section Chief activates and supervises organizational elements in accordance with the Incident Action Plan (IAP) and directs its execution. The Operations Section Chief also directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary, and reports such changes to the EOC Manager. The Operations Section Chief ensures that the operations function is carried out including the coordination of response for all operational functions assigned to the EOC and ensures that operational objectives and assignments / missions identified in the IAP are carried out effectively. The Operations Section Chief establishes the appropriate level of organization within the section, continuously monitors the effectiveness of that organization and makes changes as required. The Operations Section Chief reports to the EOC Manager on all matters pertaining to section activities.

Report to: EOC Manager

RESPONSIBILITIES:

- Check-In upon arrival at the EOC.
- Report to the EOC Manager.
- Obtain a briefing on the situation
- Review your position responsibilities.
- Determine if other section staff is at the EOC.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your workstation.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Meet with Communications Unit Leader.
 - Obtain briefing on on-site and external communications capabilities and restrictions.
- Attempt to determine estimated times of arrival of requested staff that are not yet on site.
- Establish operating procedure with Communications Unit for use of telephone and radio systems.
- Make any priorities or special requests known.
- Meet with the Planning Section Chief. Obtain and review any major incident reports.
- Obtain from the Planning Section additional field operational information that may pertain to or affect Section operation.
- Based on the situation as known or forecast, determine likely future Operations Section needs.
- Review responsibilities of the Section. Develop plan for carrying out all responsibilities.

- Activate organizational elements within Section as needed and designate supervisors for each element.
- Determine need for representation or participation of other organization representatives.
- Request additional personnel for the Section as necessary for maintaining appropriate level of EOC operation.
- Advise EOC Manager of Section status.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Provide situation and resources information to the Planning Section on a periodic basis or as the situation requires.
- Conduct periodic briefings and work to reach consensus among staff on objectives for forthcoming operational periods.
- Attend and participate in strategy and planning meetings.
- Work closely with the Planning Section Chief in the development of EOC Incident Action Plans.
- Ensure that information for your sections and Organization representatives is made available to the Planning Section.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section.
 - Notification of any emergency expenditures
 - Time sheets
- Brief EOC Manager on major problem areas that now need or will require solutions.
- Brief supervisors periodically on any updated information you may have received.
- Share status information with other sections as appropriate.
- Brief your relief at shift change time.
- Deactivate subordinate units when no longer required. Ensure that all paperwork is complete, logs are submitted to the Documentation Unit (or Planning Section).

Demobilization

- Authorize demobilization of organizational elements with the Section when they are no longer needed. Ensure that any open sections are handled by section or transferred to other EOC elements as appropriate.
- Demobilize the Section and close out logs when authorized by the EOC Manager.
- Ensure that any open actions are assigned to the appropriate agency or element for follow-up support.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the Post Incident Report.
- Request additional resources to support tactical operations.
- Approve release of resources from assigned status (not release from the incident).
- Make or approve expedient changes to the Incident Action plan during the Operational Period as necessary.
- Maintain close communication with the Incident Commander.
- Maintain Unit Log.

Fire Services (Fire Chief or alternate)

Reports to: Operations Section Chief

RESPONSIBILITIES:

The responsibilities of the Fire Services Chief or alternate during an emergency or disaster are:

- activate the department's Emergency Alert System.
- coordinate firefighting operations.
- provide assistance in rescue operations.
- coordinate water rescue operations in coordination with RCMP and GSAR
- coordinate hazardous material responses.
- activate the Mutual Fire Aid System if required.
- ensure that dangerous goods support agencies are contacted if necessary; and
- maintain a log of all actions taken.

Royal Canadian Mounted Police (RCMP)

Reports to: Operations Section Chief

RESPONSIBILITIES:

The responsibilities of the R.C.M.P. during an emergency or disaster are:

- activate the department's Emergency Alert System.
- control, and if necessary, disperse crowds within the emergency or disaster area.
- seal off the emergency or disaster area.
- control traffic to facilitate the movement of emergency vehicles.
- oversees the evacuation of buildings or residential areas authorized by the Operations Group.
- ensure the protection of lives, public and private property.
- provide security and prevent looting of evacuated areas.
- provide assistance to the Coroner.
- direct search and rescue operations (e.g., work with GSAR. / Fire Departments).
- provide or request assistance when required.
- maintain a log of all actions taken.

Ground Search and Rescue (GSAR)

Reports to: Operations Section Chief

RESPONSIBILITIES:

The responsibilities of the Chief or alternate of the GSAR Organization during an emergency or disaster are:

- activate the organization's Emergency Alert System.
- support emergency or disaster operations.
- search for missing persons, ground and air.
- provide or request mutual aid when required; and
- maintain a log of all actions taken.

Emergency Health Services (EHS)

Reports to: Operations Section Chief

RESPONSIBILITIES

The responsibilities of the EHS Operations supervisor or EPSO Paramedic or alternate during an emergency or disasters are:

- Establish priorities for distribution of resources among multiple sites.
- Ensure available equipment and resources required at the scene are mobilized.
- Coordinate incident related, off site concerns, i.e., staffing, etc.
- Liaise with all other agencies including hospital staff and facilities.
- Liaise with Fire Representative to mobilize Medical First Responders (MFRs) as needed.
- Ensure the System Status Plan is maintained outside of the incident site.
- Prepare to return to normalcy.

Health Representatives

Reports to: Operations Section Chief

Health Liaison Officer

Responsibilities

On receipt of the warning of a real or potential emergency or disaster, the Health Representative shall:

- Activate the health services alert system
- Report to the Emergency Operations Centre
- Activate the health services emergency plan
- Act as a liaison for the coordination of the response of health services including:
 - Annapolis Valley Health Authority
 - Capital District Health Authority
 - VON
 - Continuing Care
- Maintain a log of all actions taken

Health Services Responsibilities

All Services

- Activate internal emergency alert system
- Activate internal emergency response plan when notified of a disaster situation.

- Establish a communications link with the Health Liaison Officer within the Emergency Operations Centre

Capital District Health Authority and Annapolis Valley Health Authority hospitals:

- Provide hospitalization for the seriously injured
- Provide appropriate medical care to victims of the disaster
- Coordinate the provision of emergency medical treatment for those not requiring hospitalization
- Coordinate the transfer of victims to other hospital facilities as required
- Provide a medical on-site team in an extreme emergency when advance medical treatment is required, at the scene, because of an inability to transport victims to a health facility
- Provide a list of wholesale distributors of pharmaceuticals or surgical supplies, hospitals, clinics, clinical laboratories, special care facilities, and health personnel associated with the Health Facility

Public Health Services:

- Provide information on health hazards
- Assist with the prevention and control of communicable diseases and provide mass immunization if required
- Provide human resources to assist with provision of medically related and support care as appropriate
- Provide advice regarding the safe handling and storage of human remains
- Provide information/education, on health issues, to the public as required

VICTORIAN ORDER OF NURSES (VON)

- Provide human resources to assist with the provision of medically related and support care as appropriate

Continuing Care

- Provide human resources to assist with the provision of medically related and support care as appropriate

Public Works

Reports to: Operations Section Chief

RESPONSIBILITIES

The responsibilities of Public Works or alternate during an emergency or disaster are:

- activates the department's Emergency Alert System.
- provides Municipal equipment and personnel as required.
- provides a list of equipment, supplies, construction companies, private contractors and engineer resources.
- provide assistance in cleanup operations and repair of damages where there is a municipal responsibility.
- advises the Operations Control Group when sustained damages to buildings exceed safe limits.
- provides alternate supplies of water when required.
- provides barricades and flashers.
- provides assistance in search and rescue of trapped and injured people.
- restores essential services.
- provides or request mutual aid when required.
- act as liaison with NSPC
- maintains a log of all actions taken.

Public Transportation

Reports to: EOC OPERATIONAL SECTION CHIEF

RESPONSIBILITIES:

The responsibilities of the Public Transportation Officer or alternate during an emergency or disaster is:

- activate the department's Emergency Alert System.
- establish effective control over all public transportation.
- provide road transportation as required.
- provide qualified personnel to operate transportation vehicles.
- re-routing of transportation.
- provide transportation for casualties, evacuees, special care persons.
- provide lists of vehicle and fuel resources.
- provide or request mutual aid when required.
- act as liaison with local transport companies, taxi firms, airlines, school bus driver; and
- maintain a log of all actions taken.

Emergency Social Services

Reports to: Operations Section Chief

RESPONSIBILITIES:

Under the Emergency Management Act of Nova Scotia, the Department of Community Services (DCS) is responsible for the coordination and provision of Emergency Social Services, in co-operation with EMO NS and each Municipality, to individuals affected by an emergency, and has the ultimate authority and responsibility for decisions regarding these services.

Contract between DCS and the Canadian Red Cross

Since 2000, the DCS has contracted the Canadian Red Cross, to provide services on behalf of DCS regarding Emergency Social Services preparedness, planning, training and response throughout the province.

Under the terms of this agreement, an emergency is defined as one which results in the evacuation of more than 25 people or 10 units/. (Units can be 10 apartments in a building or 10 houses).

The Canadian Red Cross partners with other community groups, such as the Salvation Army, St. John Ambulance, Feed Nova Scotia, DART NS (Disaster Animal Rescue Team), the SPCA, and other agencies that can provide assistance with various areas of emergency response.

ESS Activation/Notification Process

The local authorities/first responders (police, fire services and/or municipal emc) can activate the Department of Community Services ESS team via the Red Cross's emergency number (1-800 222-9597). The Red Cross or the Regional ESS Coordinator or Alternate will then notify the Director of Emergency Social Services of the emergency.

The responsibilities of the Emergency Social Services Coordinator or alternate during an emergency or disaster are:

- activates the Services Emergency Alert System.
- provide the following:
 - temporary emergency food services.
 - temporary emergency lodging in hotels, and/or in reception center/shelters.
 - Provision of essential clothing.
 - Reception and Information Services includes reception centre/shelter management and is intended for the care of people affected by emergencies who are evacuated from their homes and require a temporary meeting place and possibly temporary accommodation until they can return to their homes, or more permanent accommodations are found.
 - Personal services including assistance in obtaining medications, arrangements for the care of pets for displaced individuals residing at an emergency shelter, psychosocial assistance, recreational services, childcare for children separated

from their care givers, and special needs of the elderly and persons with disabilities

- Family Reunification- a formal system of recording information and answering inquiries regarding the safety and location of people in an emergency. The whereabouts and condition (non-medical) of those affected are tracked through a Registration and Inquiry process, so that families may be reunited and/or reassured as quickly as possible.
- establishes communications requirements.
- provides or request mutual aid assistance when required.
- coordinate the response of volunteer organizations directly involved with Social Services; and
- maintains a log of all actions taken.

The Canadian Red Cross Society

RESPONSIBILITIES:

The responsibilities of the Area Manager or alternate of the Canadian Red Cross Society during an emergency or disaster are:

- activates the Society's Emergency Alert System.
- support emergency or disaster operations.
- operate an inquiry bureau to deal with national and international requests as directed by the Society's National Office.
- setup Reception Centers and provide for food, clothing, lodging, registration/inquiry, and associated personal services.
- provide or request mutual aid when required; and
- maintains a log of all actions taken.

Saint John Ambulance

RESPONSIBILITIES:

The responsibilities of the Superintendant or alternate of St. John Ambulance during an emergency or disaster are:

- activates the brigade's Emergency Alert System.
- support emergency or disaster operations.
- provides emergency first aid services in coordination with Health Services Representative and/or EHS Representative through the Medical First Response program.
- provide or request mutual aid when required; and
- maintains a log of all actions taken.

The Salvation Army

RESPONSIBILITIES:

The responsibilities of the Divisional Commander or alternate of the Salvation Army during an emergency or disaster are:

- activates the Division's Emergency Alert System.
- support emergency or disaster operations.
- provide, in cooperation with Red Cross/Community Services:
 - shelter and bedding.
 - mobile kitchens.
 - Clothing.
 - provides a list of clergy assistance.

PLANNING SECTION CHIEF

DESCRIPTION: The Planning Section Chief is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources. Information is needed to understand the current situation, predict the probable course of incident events, and prepare alternative strategies and control operations for the incident. The Planning Section Chief conducts the Planning Meeting and is responsible for producing a written Incident Action Plan (if so, directed by the EOC Manager). The Planning Section Chief activates and supervises units within the Planning Section, Situation Unit, Resource Unit, Documentation Unit, Demobilization Unit and Technical Specialists.

RESPONSIBILITIES:

- Check-In upon arrival at the EOC.
- Report to the EOC Manager.
- Obtain a briefing on the situation.
- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your workstation.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain Section logs.
- Organize and staff section as appropriate.
- Collect from all available sources, information about the incident.
- Provide input to preparation of the Incident Action Plan (IAP).
- Provide input to modification of the IAP to meet changing needs as necessary.
- Prior to the completion of the IAP, prepare and distribute the EOC Manager's objectives.
- Conduct the Planning Meeting.
- Establish reporting requirements and reporting schedules for all ICS organizational elements.
- Gather, post, and maintain current incident resource status.
- Determine need for any specialized resources in support of the incident.
- If requested, assemble and disassemble resources not assigned to operations.
- Identify coincidental information needs and gather as necessary.
- Ensure information concerning special environmental needs is included in the IAP.
- Assemble information on alternative strategies based on projections.
- Provide periodic predictions on incident potential and develop contingency plans (e.g., worst case scenario).
- Advise EOC staff of any significant changes in incident status.
- Anticipate changes in resource needs.
- Compile and display incident status information.
- Oversee preparation of Incident demobilization plan.
- Incorporate plans developed by other units (Incident Communications Plan etc.) into the Incident Action Plan.

- Maintain Unit Log.
- Perform operational planning for the Planning Section.
- Insure coordination between the Planning Section and other Command and General staff.

Duty Officer

Reports to: Planning Section Chief

The responsibility of the Duty Officer is to manage and disseminate information.

Responsibilities include:

- assisting with setting up the EOC,
- assisting with notifying EOC participants,
- opening, maintaining, and displaying a main event log.
- maintaining situational awareness.
- drafting and disseminating situational reports to EOC participants, other Emergency Management Organizations, and pertinent stakeholders.
- maintaining a map of the incident indicating the location of incidents and resources.
- providing a briefing of the current situation for the initial planning meeting.
- other duties as assigned by the Planning Section Chief.

TECHNICAL SPECIALISTS

Technical Specialists are advisors with special skills which are needed to support incident operation.

Report to: Planning Chief

- May form a separate branch if required or be reassigned to other sections of the organization, e.g., a chemist who could provide technical information on the probable health hazards or extent of an evacuation for a hazard materials incident.
- Participating in the development of an incident action plan and review the general control objectives, including alternative strategies as requested.
- Responding to requests for information about the limitations and capabilities of resources.
- Collecting and transmitting records and logs to the documentation unit at the end of each operational period.

Technical Specialists

Nova Scotia Department of Environment

Report to: Planning Chief

RESPONSIBILITIES

The responsibilities of the Manager or alternate of the NS Department of Environment during an emergency or disaster are:

- Ensure compliance with drinking water safety requirements. Act in support of MOH and
- Communicable Disease Control Committee in the prevention and investigation of waterborne contaminants and/or illnesses.
- Ensure compliance with proper waste disposal practices, including disposal of solid waste, hazardous materials, wastewater, sewage, and other organic wastes (i.e., foods and animal remains).
- Ensure adequate containment, cleanup and disposal of spills and releases of substances causing adverse environmental effects
- Provide public information on drinking water safety, solid and hazardous waste management and clean-up of contaminated areas.
- Provide post-emergency assessment on the above issues through surveillance and monitoring until conditions return to normal.

Nova Scotia Department of Agriculture Aboiteau Superintendant

Report to: Planning Chief

RESPONSIBILITIES:

The responsibilities of the Aboiteau Superintendant or alternate of the NS Department of Agriculture during an emergency or disaster are:

- Provide information with respect to tidal and fresh-water flow from the Avon River system.
- Liaise with NS Power with respect to water flow from infrastructure and impacts on water levels.
- Liaise with the EOC Manager/ Public Works/ Transportation and Active Transport with respect to water flow and potential flooding.

Nova Scotia Department of Agriculture Food Safety Division

Report to: Planning Chief

The responsibilities of the Food Safety Representative or alternate of the NS Department of Agriculture during an emergency or disaster are:

- Provide inspection services to ensure food safety at temporary and permanent food service facilities during the emergency.
- Ensure food safety by proper food storage and handling procedures, and provide advice regarding determination of contaminated food.
- Act in support of MOH and Communicable Disease Control Committee in the prevention and investigation of food borne contaminants.
- Provide public information regarding food safety during emergencies, and advice regarding food safety issues for high-risk populations (elderly, infants, immune-compromised individuals).
- Provide post-emergency assessment through surveillance and monitoring until conditions return to normal.
- Liaise with the EOC Manager/ group responsible for food service.
- Provide water supply sampling services at food service facilities in conjunction with NS Department of Environment.
- Provide advice and assistance on other agricultural and fisheries matters (i.e., animal disease issues).

HUMAN RESOURCES COORDINATOR RESPONSIBILITIES:

1. The responsibilities of the Human Resources Coordinator during an emergency or disaster are:
 - coordinate supply and demand of human resources at the site with assistance of the Transportation Officer,
 - maintains records of human resources; and turn in log records daily to the EOC.
 - arrange for transportation of human resources to and from the emergency or disaster site,
 - advises the EOC Manager on all matters concerning human resources planning.
 - maintains a log of all actions taken.

Organization Representatives

POSITION DESCRIPTION: In many multi-jurisdictional incidents, an agency or jurisdiction will send a representative to assist in coordination efforts. An Organization Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Organization Representatives report to the Liaison Officer or to the EOC Director.

Responsibilities:

- Check in properly at the EOC.
- Obtain briefing from the Liaison Officer or EOC Director.
- Inform assisting or cooperating agency personnel on the incident that the Organization representative position for that agency has been filled.
- Clarify any issues regarding your authority and assignment and what others in the organization are responsible to look after.
- Establish communication link with home agency. If unable to do so, notify Communications Unit in the Logistics Section.
- Facilitate requests for support or information that your agency can provide.
- Keep up to date on the general status of resources and activity associated with your agency.
- Provide appropriate situation information to the Planning Section.
- Keep your agency informed of the situation.
- Attend briefings and planning meetings as required.
- Provide input on the use of agency resources unless resource technical specialists are assigned from the agency. Cooperate fully with the EOC Manager.
- Ensure the well-being of agency personnel assigned to the incident.
- Advise the Liaison Officer of any special agency needs or requirements.
- Report to home agency dispatch or headquarters on a prearranged schedule.
- Ensure that all agency personnel and equipment are properly accounted for and released prior to departure.
- Ensure that all required agency forms, reports and documents are complete prior to departure.
- Have a debriefing session with the Liaison Officer or Incident Commander prior to departure.
- Check out of EOC when demobilization is authorized.
- Leave a forwarding phone number if necessary.

Emergency Operations Centre (EOC)

General Operating Guide (GOG)

For activating, staffing and managing

Notification and Activation (Alert)

1. In the WHRM day to day accidents and incidents are usually dealt with by police, fire and health services.
2. On notification of an emergency to the 9-1-1 Communications Center (CC), the CC will immediately alert the appropriate response organizations. This initial notification sets into motion the activation of emergency response personnel. Each emergency agency will respond according to their SOP's.
3. Should an event occur however, which, in the opinion of the Senior Official involved, presents a risk to all or part of the community, and as the situation is starting to intensify, the senior official present, shall contact the EMC to assess the situation, along with the senior official involved.
4. As the EMC receives the warning of a real or potential emergency and or disaster, he will brief the CAO on the situation and departs for the scene to assess the situation. The CAO will contact and brief the Mayor as necessary.
5. The EMC in consultation with the CAO will determine level of EOC activation. See appendix 10 for EOC Activation Flow Chart. Required personnel will be contacted via the "I Am Responding" system from the contact list on file.
6. In the event of an emergency and/or disaster, and should the EMC, CAO or Mayor not be reached then, their designated alternates are to be contacted.
7. On receipt of this warning, the Mayor, assembles Council, and at that time if a state of local emergency is declared, then the Members of the Advisory Committee, with the CAO will initiate the Alert. The CAO also has the authority to activate the EOC.
8. Once the Alert has been activated, then the members of EMO Team report to the EOC. On arrival, EMO members establish communication with each of their departments, and open up a log and wait for the EOC Manager to give a briefing on the situation, after this briefing, it is very important for the public information officer, with the assistance of the RCMP, EHS, or Fire Department, to inform the public. By this time the remaining members of the EOC will be busy coordinating their duties with the EOC Manager.

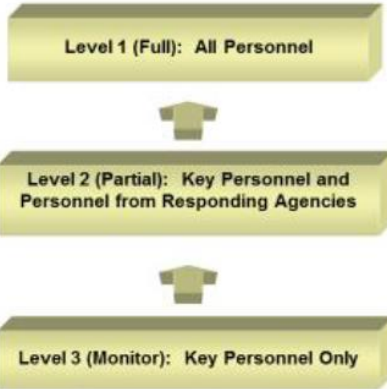
ECC Activation Levels

The level of EOC activation is determined by the magnitude and scope of the event. Only those EOC functions and positions that are required to meet current response objectives are activated. If staff are not assigned to a function or role, the next available staff position in the EOC organization will assume responsibility for the tasks assigned. If an individual is unsure of which level to activate, the EOC is activated to the higher level since it is easier to scale back staffing than it is to ramp up.

Appendix 10 outlines the 'Activation Flowchart' for the EOC.



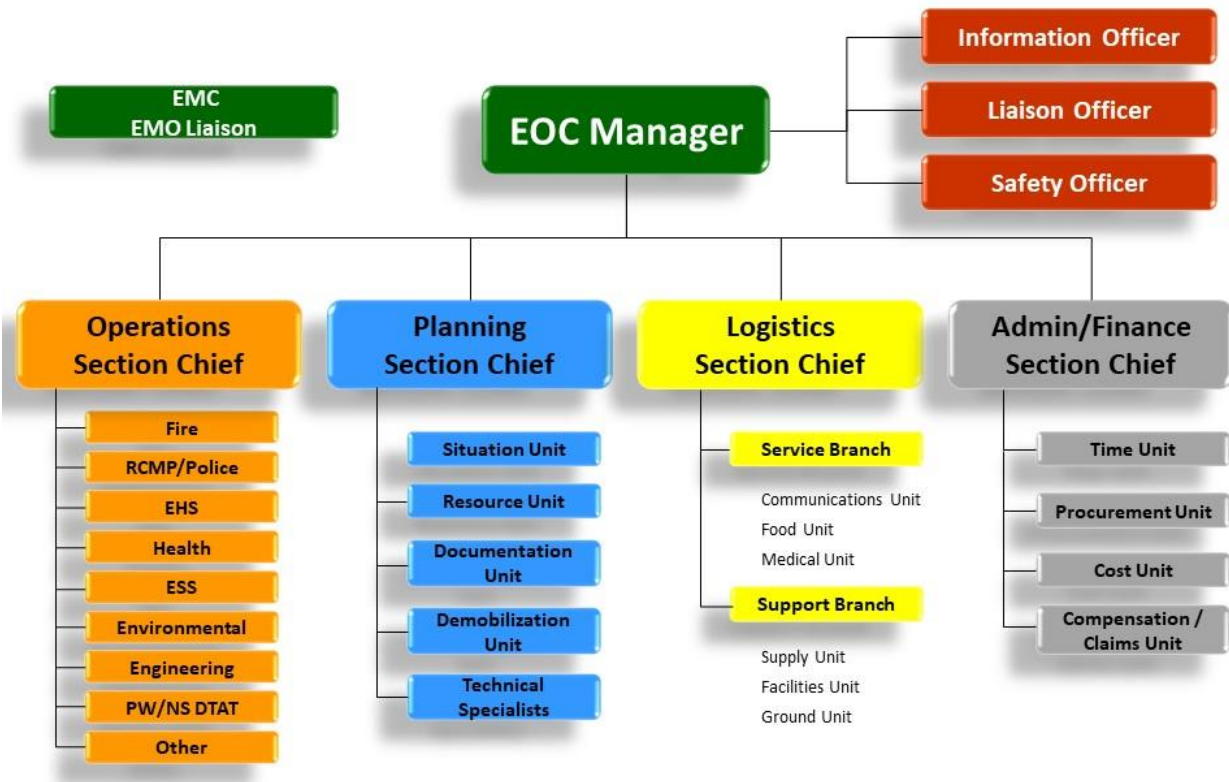
Activation Phases



Level 1 – Full Activation (All Personnel)

- Major incident
- Multiple sites
- Regional disaster
- Multiple agencies involved
- Extensive evacuations
- Resources/support required
- EOC set-up
- Emergency Management Advisory Committee notified
- EMO NS notified by Emergency Management Coordinator (EMC)

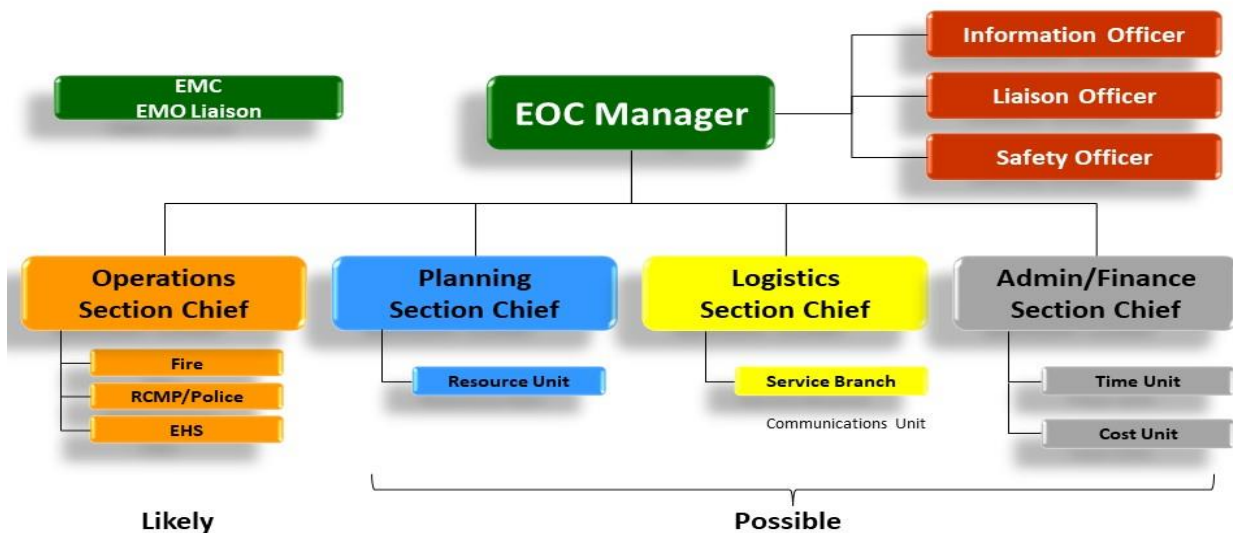
Emergency Operations Centre (EOC) – Level 1



Level 2 – Partial Activation (Key Personnel and Personnel from Responding Agencies)

- Moderate incident
- Two or more sites
- Several agencies involved
- Major scheduled event (e.g. conference or sporting event)
- Limited evacuations
- Some Resources/support required
- EOC set-up
- EMO NS notified by Emergency Management Coordinator (EMC)

Emergency Operations Centre (EOC) – Level 2



EOC Level 2 – Partial Activation

(An escalating or worsening incident that requires a Declaration of a State of Local Emergency or is of sufficient size to warrant EOC support. Section Chiefs may be called to the EOC to support on-scene Incident Commanders with acquiring and distributing resources, preparing action logs, and support of on-scene operations of emergency responders to suit the size and complexity of the emergency)

Level 3 – Monitoring (Key Personnel only)

- Small incident
- One site
- Several agencies involved
- Potential threat (e.g., flood or severe storm impending)
- Some agency or coordination and/or support required
- EOC set-up optional
- EMO NS notified by Emergency Management Coordinator (EMC)

Emergency operations Centre (EOC) – Level 3



– EOC Level 3 – Monitoring

(Pre-emergency activity to receive and analyze early data for a weather incident to determine the probability of an escalation or worsening of conditions. During a man-made emergency the EMC visits the site to receive information from the Incident Commander on stand-by to assist)

Deactivation

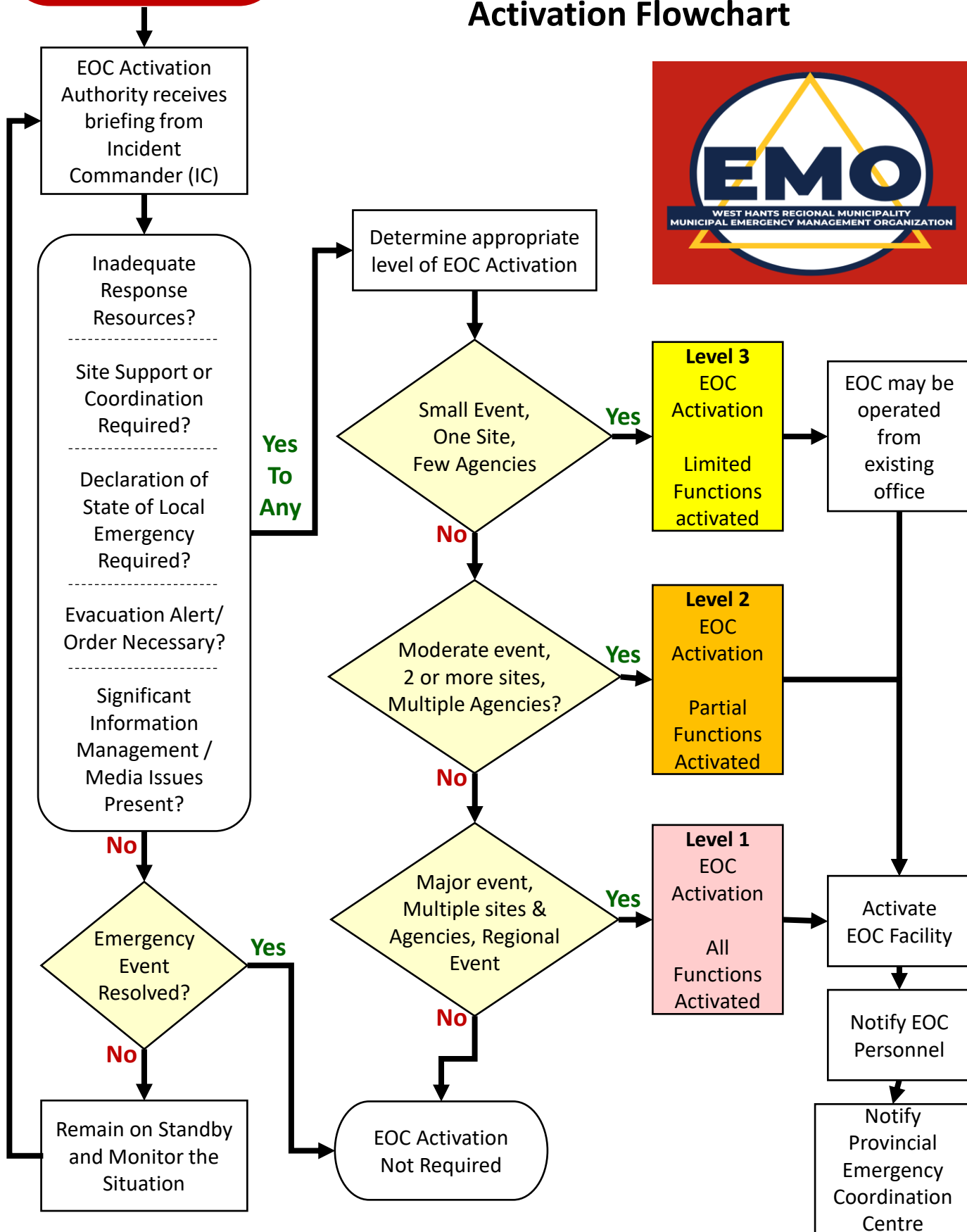
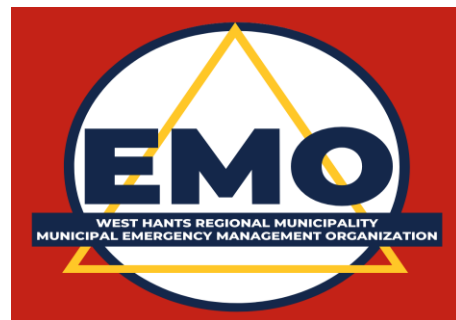
The EOC Manager (CAO) is responsible for EOC deactivation. The Manager considers the requirements of termination from the outset of the incident. Criteria for terminating EOC operations may include:

- Individual EOC functions are no longer required.
- State of Local Emergency is lifted.
- Coordination of response activities and/or resources is no longer required; and
- Incident has been contained and emergency personnel have returned to regular duties.

The Planning Sections' Demobilization Unit Coordinator in the EOC supervises and coordinates the demobilization process, under the direction of the EOC Manager.

Event Occurs or is imminent and may require activation of ECC

Emergency Operations Centre (EOC) Activation Flowchart



Declaration of State of Local Emergency (SOLE) and Proclamation of Local Emergency

Orders

1. In response to an emergency, or its likelihood, upon a finding that public safety is imperiled, the Council(s) may proclaim a state of emergency pursuant to the Emergency Management Act (Act) of the Province.
2. Such a proclamation authorizes the Council(s) to deal with the emergency situation with full ministerial powers.
3. 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. ([Click here for Declaration of State of Emergency Council](#))
4. If a municipal council is unable to act promptly, the mayor or warden may exercise that authority of the municipal council contained in a subsection (2) after consulting, if it is practical to do so, with a majority of the members of council to advise on the development of emergency measures plans. ([Click here for Declaration of State of Emergency Mayor or Warden](#))
5. A declaration pursuant to the Act shall identify the nature of the emergency and the area in which it exists.
6. When a state of local emergency has been declared or terminated pursuant to the Act, the municipality shall immediately cause the details of the declaration or termination to be communicated or published by such means as the municipality considers the most likely to make the contents of the declaration or termination known to the people of the area affected.
7. Upon a state of local emergency being declared the mayor or warden may, during the state of local emergency, 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:
 - Cause an emergency measures plan or any part thereof to be implemented;
 - Acquire or utilize or cause the acquisition or utilization of personal property by confiscation or any means considered necessary;
 - Authorize or require a qualified person to render aid or such type as that person may be qualified to provide;
 - Control or prohibit travel to or from an area or on a road, street or highway;
 - 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;
 - 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;
 - Authorize the entry by a person into any building or land without warrant;
 - Cause or order the demolition or removal of anything 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;
 - Order the assistance of persons needed to carry out the provisions mentioned in the Act;
 - Regulate the distribution and availability of essential goods, services and resources;
 - Authorize and make emergency payments;
 - Assess damage to any works, property or undertaking and the costs to repair, replace or restore the same;
 - Assess damage to the environment and the costs and methods to eliminate or alleviate the damage.
8. Upon declaring a local state of emergency, a mayor or warden, as the case may be,
 - Shall immediately forward a copy of the declaration to the Minister of Municipal Affairs

(Minister); and

- May authorize any person or committee to exercise any power vested in the mayor or Warden.

9. A municipality may terminate a state of local emergency with respect to an area identified by it in its declaration of a state of local emergency when, in its opinion, an emergency no longer exists in such area.

10. A state of local emergency terminates:

- When the area identified by the municipality in its declaration of a state of local emergency is including in an area identified by the Minister in a declaration of a state of emergency;
- When it is terminated by the Minister or by the municipality;
- Seven days after the day on which it was declared unless it is renewed in accordance with the Act. ([Click here for Termination of State of Emergency](#))

11. A state of local emergency may be renewed by the municipality with the approval of the Minister. ([Click here for Renewal of State of Emergency](#))

12. A mayor or warden, a municipality, a committee established pursuant to this Act or a member thereof, or any other person

- is not liable for any damage arising out of any action taken pursuant to this Act or the regulations; and
- 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.

13. Any person in the course of implementing an emergency measures plan pursuant to the Act or the regulations may, at any time, enter upon any property.

14. In accordance with the Act any person who obstructs a municipality, the Emergency Management Organization, a committee established pursuant to the Act or any person in the performance of any action, matter or thing authorized by the Act or who contravenes or fails to comply

- with any provision of the Act or any regulation; or
- with any direction, order or requirement made pursuant to the Act or the regulations, is guilty of an offence and liable on summary conviction to a fine not exceeding one thousand dollars or to imprisonment of not more than six months or both.

15. Every person who with proper authority is absent from that persons accustomed employment and is on duty authorized by a municipality for the purpose of the Act shall while so absent, for all purposes relative to retention of employment, of seniority rights and of superannuation benefits, be deemed to have been in that person's accustomed employment during the period of absence.

FORM 4

DECLARATION OF A STATE OF LOCAL EMERGENCY

West Hants Regional Municipality

Section 12(2) of the *Emergency Management Act*, S.N.S. 1990, c.8

WHEREAS the area herein described is or may soon be encountering an emergency that requires promptaction to protect property or the health, safety or welfare of persons therein;

Emergency Area:

The area generally described as

Province of Nova Scotia (hereafter referred
to as the "Designated Area(s)")

Yes ()

No ()

Nature of the Emergency:

AND WHEREAS the undersigned is satisfied that an emergency as defined in Section 2(b) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, exists or may exist in the Designated Area(s) noted above;

THE UNDERSIGNED HEREBY DECLARES pursuant to Section 12(2) of the *Emergency Management Act*, a State of Local Emergency in the Municipality noted above as of and from _____ o'clock in the forenoon () or afternoon () of the ____ day of _____, 20__.

THIS DECLARATION OF STATE OF LOCAL EMERGENCY shall exist until _____ o'clock in the forenoon () or afternoon () of the ____ day of _____, 20__, or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of the *Emergency Management Act*.

DATED at _____, in the West Hants Regional Municipality, Province of Nova Scotia, this _____ day of _____, 20__.

Council, West Hants Regional Municipality

Name

Position

[Authorized by Resolution No. _____
dated the _____ day of _____, 20__]

FORM 5

DECLARATION OF A STATE OF LOCAL EMERGENCY

(Mayor/Warden)

Section 12(3) of the *Emergency Management Act*, S.N.S. 1990, c.8

WHEREAS the area herein described is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein;

Emergency Area:

The area generally described as

Province of Nova Scotia (hereafter referred to as
the "Designated Area(s)")

Yes ()

No ()

Nature of the Emergency:

AND WHEREAS the undersigned is satisfied that an emergency as defined in Section 2(b) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, exists or may exist in the Designated Area(s) noted above;

AND WHEREAS the Council of the Municipality is unable to act;

AND WHEREAS the undersigned has (check appropriate box)

- (a) Consulted with a majority of the members
of the Municipal Emergency Management
Committee

Yes ()

No ()

- (b) Found it impractical to consult with the
majority of the Municipal Emergency
Management Committee

Yes ()

No ()

THE UNDERSIGNED HEREBY DECLARES pursuant to Section 12(3) of the *Emergency Management Act*, a State of Local Emergency in the Municipality noted above as of and from _____ o'clock in the forenoon () or afternoon () of the ____ day of _____, 20__.

THIS DECLARATION OF STATE OF LOCAL EMERGENCY shall exist until _____ o'clock in the forenoon () or afternoon () of the _____ day of _____, 20__, or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of the *Emergency Management Act*.

DATED at _____, in the West Hants Regional Municipality, Province of Nova Scotia, this _____ day of _____, 20__.

Mayor/Warden's signature

West Hants Regional Municipality

FORM 6

RENEWAL OF A STATE OF LOCAL EMERGENCY

(Council of Municipality/Mayor/Warden)

Section 20(2) of the *Emergency Management Act*, S.N.S. 1990, c.8

WHEREAS the area herein described is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein;

Emergency Area:

The area generally described as

_____ Province of Nova Scotia (hereafter referred to as
the "Designated Area(s)")

Yes ()

No ()

Nature of the Emergency:

AND WHEREAS the Declaration of a State of Local Emergency was signed on the ____ day of _____, 20__;

AND WHEREAS the undersigned is satisfied that an emergency as defined in Section 2(b) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, continues to exist or may exist in the Designated Area(s) noted above;

THE UNDERSIGNED HEREBY DECLARES pursuant to Section 20(2) of the *Emergency Management Act*, a State of Local Emergency in the Municipality noted above is renewed as of and from _____ o'clock in the forenoon () or afternoon () of the ____ day of _____, 20__.

THE RENEWAL OF A DECLARATION OF STATE OF LOCAL EMERGENCY shall exist until ____ o'clock in the forenoon () or afternoon () of the _____ day of _____, 20__, or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of the *Emergency Management Act*;

THIS RENEWAL was authorized by the Minister responsible for the *Emergency Management Act*, pursuant to Section 20(2) of the Act by approval dated the _____ day of _____, 20__.

DATED at _____, in the West Hants Regional Municipality, Province of Nova Scotia, this _____ day of _____, 20__.

In the event the Council is unable to act:

Council of Municipality

Name

Mayor/Warden

Position

[Authorized by Resolution No. _____

dated the ____ day of _____, 20__]

FORM 7

TERMINATION OF A STATE OF LOCAL EMERGENCY

(Council of West Hants Regional Municipality)

Section 18(2) of the *Emergency Management Act*, S.N.S. 1990,
c.8

WHEREAS by a Declaration of a State of Local Emergency dated the _____ day of _____, 20____, as renewed on the _____ day of _____, 20____, a State of Local Emergency was declared for the following area:

Emergency Area:

The area generally described as

Province of Nova Scotia (hereafter referred to as
the “Designated Area(s)”) _____

Yes () No ()

Nature of the Emergency:

AND WHEREAS the undersigned is of the opinion that an emergency no longer exists in the Designated Area(s).

THE UNDERSIGNED pursuant to Section 18(2) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, hereby terminates the State of Local Emergency effective as of and from _____ o’clock in the forenoon () or afternoon () of the _____ day of _____, 20____.

DATED at _____, in the West Hants Regional Municipality, Province of Nova Scotia, this _____ day of, 20____.

Council of West Hants Regional Municipality

Name

Position

[Authorized by Resolution No. _____ dated the _____ day of _____, 20____.]

Name	Email address	Text message address	
Atwell Hartley	hatwell@westhants.ca	9026987250@txt.bell.ca	GIS & Planning Alternate
Bauchman Craig	craig.bauchman@novascotia.ca	9027928330@txt.bell.ca	Agriculture
Brown Jeffrey	jeffery.brown@novascotia.ca	9027904323@txt.bell.ca	NS Lands & Forestry
Brown Rhonda	rbrown@westhants.ca	9026982931@txt.bell.ca	WHRM Comms
Burgess Troy	tburgess@westhants.ca	9027903212@txt.bell.ca	PW - Alternate
Cochrane Jason	jcochrane51@hotmail.com	9027910518@txt.eastlink.ca	Fire
Crosby Marion	mauve_b@yahoo.com	9024717371@txt.koodo.ca	GSAR
Desveaux Heather	hdesveaux@gmail.com	9023069467@text.bell.ca	Red Cross Alternate
Duchesne Roberta	roberta.duchesne@nshealth.ca	9022229296@txt.bell.ca	NS Health (HCH) - Contact #1
Ferguson David	david.ferguson@rcmp-grc.gc.ca	9024510983@txt.bell.ca	RCMP
Ferguson Delwin	delwin.ferguson@nshealth.ca	9024733836@txt.bell.ca	NS Health (HCH) - #2 EP Manager Central
Hanshaw Jeff	jhanshaw@westhants.ca	9026707936@txt.bell.ca	IT- Alternate
Harvey Jamie	jrjh@gmail.com	9026980382@txt.bell.ca	Fire - Windsor DC
Ivany Alishia	alishia.ivany@ns.health.ca	9022218096@txt.bell.ca	NS Health (HCH)- Contact #4
Johnston Peter	pjohnston@westhants.ca	9027904887@txt.bell.ca	Fire - Hantsport
Juteau Jamie	jamiejuteau@hotmail.com	9027987643@txt.bell.ca	Fire - Windsor
Kehoe Kathy	kkehoe@westhants.ca	9027904526@txt.bell.ca	Community Development
Lavers Hal	Harold.Lavers@novascotia.ca	9027986362@txt.bell.ca	NS TAT
LeMay Madelyn	mmlemay@westhants.ca	9027980672@txt.bell.ca	Planning & Development
Lunn Jasper	Jasper.Lunn@novascotia.ca	9027987033@txt.bell.ca	Ns TAT Alternate
MacLeod Jason	jmacleod@glooscapfirstnation.com	9026905157@txt.koodo.ca	Glooscap First Nation
Maynard Paul	paul.maynard@novascotia.ca	9022233194@txt.bell.ca	Fire - Hantsport Alternate
McNamara Laura	laura.mcnamara@redcross.ca	9026708497@txt.bell.ca	Cdn Red Cross
Mitton Andrew	andrew.mitton@novascotia.ca	9026700481@txt.bell.ca	NS - EMO
Nemer Maria	maria.nemer@nshealth.ca	9024975743@txt.bell.ca	NS Health (HCH) - Contact #3
Patterson Danny	saddleriver@hotmail.com	9027904958@txt.Bell.ca	Fire - Walton
Penney Al	alphonsepenney@gmail.com	9023499315@txt.eastlink.ca	Amateur Radio
Phillips Mark	mphillips@westhants.ca	9026704255@txt.bell.ca	C.A.O.
Povah Matt	mpovah@westhants.ca	9027904760@txt.bell.ca	IT
Remme Chrystal	cremme@westhants.ca	9026921798@txt.bell.ca	WHRM Comms
Richard Todd	trichard@westhants.ca	9027987214@txt.bell.ca	PW
Roberts VanEssa	vanessa@westhants.ca	9027981708@text.rogers.ca	WHRM Comms
Rochon Carlee	crochon@westhants.ca	9027987964@txt.bell.ca	Finance
Sherrard Rick	rserrard@westhants.ca	9027902474@txt.bell.ca	EMC
Spencer Chris	c.l@eastlink.ca	9027987878@txt.bell.ca	Fire - Summerville
Thomson George	George.Thomson@avrce.ca	9026808523@txt.bell.ca	AVRCE
Thornton Shelleena	sthorton@westhants.ca	9027904985@txt.bell.ca	WHRM Comms
Tucker Matthew	matthew.tucker@rcmp-grc.gc.ca	9027094524@txt.bell.ca	RCMP
Upshaw Jennifer	jennifer.upshaw@novascotia.ca	9027910064@txt.eastlink.ca	NS Community Services
Walker Jay	John.Walker@emci.ca	9024787672@txt.bell.ca	NS - EHS
White Barry	barrywsar@eastlink.ca	9027910836@txt.bell.ca	GSAR

	Hazards & Damage	• Presence or possible return of Hazard • New/Secondary Hazards • Impact Assessment • Structural Integrity & Major Infrastructure
	Health	• Public Health Risks • Safety of returning evacuees and responders • Provision of Mental & Physical Health Services
	Business & Other Services	• Essential Services (Power, Water, Sewage, Telecomms) • Commercial Services (food supply, fuel) • Local Government services • Transportation infrastructure
	Human Resources	• Escorting Personnel • Traffic Management Points / Exclusion areas • Outreach teams and other support services • Recovery Centre Personnel
	Physical Resources	• Transportation • Signage/Barriers • Crime Scene Preservation • Recovery Centre
	Governance	• Emergency Management Plan • Impact Assessment • Demobilization of resources/services • Recovery Plan • SOPs & Guidelines
	Vulnerable Groups & Facilities	• Level of readiness to return • Hospitals and Aged Care facilities • Education facilities ability to function
	Timings	• Commencement of re-entry • Estimated time to undertake re-entry • Removal of services/personnel providing re-entry assistance • Exit Strategy
	Consultation	• Support agencies • Affected community • Functional areas • Local Government • Police Services
	Public Information	• Return Arrangements • Recovery & Support services • Safety Advice • Timings
	Options	• Restricted Re-entry • Unrestricted Re-entry • Staged Re-Entry



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☒	Recommendation	Decision Request ☐	Councillor Activity ☐
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To: Mayor Zebian and Members of West Hants Regional Municipal Council

Submitted by: _____

Sara Poirier, Director of Planning and Development

Date: 2024-03-12

Subject: Information Report: Judicial Review Costs - Permit D2023-019

LEGISLATIVE AUTHORITY

Municipal Government Act, Section 65A

RECOMMENDATION or DECISION REQUEST

This report is provided for informational purposes only.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☐	Social ☐	Economic ☒	Councillor Activity ☐
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On February 27, 2024, Council made the motion to:

DIRECT THE CAO TO ENGAGE STAFF TO PROVIDE COUNCIL WITH A SUMMARY OUTLINE OF THE TOTAL COST OF LEGAL SERVICES INCURRED BY THE WEST HANTS REGIONAL MUNICIPALITY RELATING TO THE ZWICKER LAKE PROPERTY LAND USE ISSUE FOR PERMIT D2023-019.

DISCUSSION

Permit D2023-019 was issued by the Municipal Development Officer on February 6, 2023.

The judicial review notice was filed with the Kentville Justice Centre on March 16, 2023. The judicial hearing was held on November 3, 2023, in Kentville. The decision from the hearing was

received on January 22, 2024. Staff reviewed all legal costs between March 16, 2023, and January 22, 2024, related to this file and provide a summary below.

Invoice Date	Total Invoice	Cost to WHRM	Note
April 14, 2023	\$563.50	\$511	1.40 hours
July 18, 2024	\$17,321.00	\$15,713.43	43.70 hours
October 31, 2023	\$11,153.79	\$10,114.64	45.60 hours
December 31, 2023	\$9,328.86	\$8,459.73	34.80 hours, includes legal representation for WHRM at judicial review hearing on November 3, 2023
Total	\$38,367.15	\$34,798.80	

NEXT STEPS

Staff await further direction following Council discussion.

FINANCIAL IMPLICATIONS

The costs associated with the judicial review are included in the 2023-24 Budget Updates, and would fall under the Planning and Development Department.

ALTERNATIVES

None.

ATTACHMENTS

None.

CHIEF ADMINISTRATIVE OFFICER REVIEW

Report Prepared by: _____

Sara Poirier, Director of Planning and Development

Report Reviewed by: _____

Carlee Rochon, Director of Financial Services

Report Approved by:  _____

Mark Phillips, Chief Administrative Officer



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☒	Recommendation ☐	Decision Request ☐	Councillor Activity ☐
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To: Mayor Zebian and Members of the West Hants Regional Municipal Council

Submitted by: _____
Deanna Snair, Municipal Clerk

Date: March 12, 2024 Committee of the Whole

Subject: Peace and Good Order By-Law

LEGISLATIVE AUTHORITY

Municipal Government Act, R.S.N.S. 1998, c. 18:

172 (1) A council may make by-laws, for municipal purposes, respecting (d) nuisances, activities and things that, in the opinion of the council, may be or may cause nuisances, including noise, weeds, burning, odours, fumes and vibrations, and without limiting the generality of the foregoing, by-laws;

- (i) prescribing a distance beyond which noise shall not be audible,
- (ii) distinguishing between one type of noise and another,
- (iii) providing that any noise or sound greater than a specific decibel level or other measurement of noise or sound is prohibited,
- (iv) prescribing the hours during which certain noises, or all noise above a certain level, specified in the by-law is prohibited,
- (v) authorizing the granting of exemptions in such cases as the by-law provides,
- (vi) providing that it is an offence to engage in any activity that unreasonably disturbs or tends to disturb the peace and tranquility of a neighbourhood.

RECOMMENDATION or DECISION REQUEST

This is not a recommendation report. Staff require direction from Council on how to proceed with respects to the creation of this By-Law.

BACKGROUND

The former Towns of Windsor and Hantsport have by-laws in place with respect to noise. The former Municipality of the District of West Hants does not have a by-law with respect to noise.

In 2021 staff were directed to create a Noise By-law for the Regional Municipality.

Property ☐	Public Opinion ☒	Environment ☐	Social ☒	Economic ☐	Councillor Activity ☐
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During the January 10th, 2023 Committee of the Whole meeting a “draft” Noise and Community Standards By-Law RN-001 was presented for review and consideration. The proposed Regional By-law was created in collaboration with Municipal By-Law, RCMP and other Nova Scotia municipalities were consulted regarding similar bylaws. The municipal solicitor also reviewed the proposed by-law for feedback and provided a positive response/support as written.

Key points considered during this original process were:

- Agriculture operations are exempt from noise by-laws due to other Provincial Acts and Regulations.
- After-hours enforcement would be done by the RCMP, and charges are typically under sections of the Criminal Code for causing disturbances and mischief. Laying charges under the Criminal Code also requires time to investigate, prepare a package, and relay to the Provincial Court.
- Noise tolerance levels vary from person to person (the effect of noise on people is an extremely complicated field as there are a number of factors and measures of noise, making it challenging to establish parameters that will appease everyone as it pertains to ‘nuisance-type’ noise sources.
- Fireworks (organized or private) are not illegal in Nova Scotia. Under the proposed bylaw, organized fireworks are permitted. Private fireworks are difficult to enforce (as they are usually less than ten minutes in duration).

Other noise considerations:

- Barking – included in the Dog-Bylaw.
- Fighting, screaming, shouting – should be addressed by the police.
- Vehicle-related noises –covered under the Motor Vehicle Act and enforced by police.
- Golf courses typically start mowing before 6:00 a.m. Former Municipality of West Hants received complaints about this in the past; however, none in the past couple of years. If this is to be addressed, a potential solution could be: ☐ Section 6 – include all golf courses as a ‘fixed exemption’.

Noise By-law Challenges

- Noise tolerance levels vary from person to person.
- Timing of complaints. As mentioned, sound meters would also need to be used at the very moment the noise was occurring.
- Noise measurement (duration and activity).
- Often an issue between neighbours.

At the February 28th Council meeting staff were directed to revise the proposed Noise and Community Standards By-law to allow for the following changes:

- Change Monday-Friday (weekday) quiet hours to 10:00 p.m. – 7:00 a.m.
- Insert a clause/section that would provide opportunity for exemptions by way of an application.

The proposed changes were made.

- Section 5.1 – weekday time was changed to 10:00 p.m. – 7:00 a.m.
- Section 7 includes a “Temporary Exemptions” section outlining that application can be made for a temporary exemption to the Noise and Community Standards By-law.

This section included wording that was similar to both the former Towns of Hantsport and Windsor by-laws. A key difference was that the authority for exemption is granted to the CAO or Designate. With Council meetings being held once a month, this proposed revision provides residents, businesses, and/or organizations with a timely review of their application by appropriate staff, as well as a timely response.

DISCUSSION

At the March 14th Committee of the Whole meeting the above changes were made to the proposed by-law based on Council feedback. After much deliberation, the motion to support the proposed Noise and Community Standards By-law (as presented on March 14, 2023) was defeated. Following the discussion, no additional direction was provided resulting in no further progress on the matter.

More than six (6) months have lapsed since the Noise and Community Standards By-Law was defeated; concerns and discussion around this matter continue. Staff were directed in September 2023 to revisit a Noise By-Law and provide a written report for Council’s consideration.

In response to this direction staff have taken a gentler approach in creating a Peace and Good Order By-Law in attempts to address some of the concerns raised and determine Council’s appetite for a “softer” approach.

Staff require further specific direction from Council on how to proceed.

NEXT STEPS

To be determined based on the direction provided by Council.

FINANCIAL IMPLICATIONS

At this time there are no financial implication associated with this report as staff are seeking direction. Should Council support the draft By-Law as written there would be financial costs associated with public advertising. All advertising costs are included in annual operating budgets.

ALTERNATIVES

At the discretion of Council

ATTACHMENTS

- “Draft” Peace and Good Order By-Law
- Noise and Community Standards By-law – Supplementary Recommendation Report to the following previous reports: Jan 10, 2023 COTW Report; Feb. 14, 2023 COTW Report; and Feb. 28, 2023 Council presentation.
- Guidelines Environmental Noise Measurement and Assessment

CHIEF ADMINISTRATIVE OFFICER REVIEW

As noted in the current report and past reports tolerance for noise or nuisances can be as unique as an individual. Drafting a by-law that is satisfactory to all residents for all types of activities is very difficult. The current approach under “Peace and Good Order” models a set of standards or expectations vs. strict noise decibel levels.

The level of enforceability for this by-law is predictably low to medium due to the generality of the language with the exception of other provincial or federal regulation. Education, respect between neighbors and effective communication will be important to ensure the by-law and its intent is adopted.

The current draft is provided for Council’s review.

Report Prepared by: _____
Deanna Snair, Municipal Clerk

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer

LEGISLATIVE AUTHORITY

Municipal Government Act, R.S.N.S. 1998, c. 18

- 172 (1) A council may make by-laws, for municipal purposes, respecting
- (d) nuisances, activities and things that, in the opinion of the council, may be or may cause nuisances, including noise, weeds, burning, odours, fumes and vibrations, and without limiting the generality of the foregoing, by-laws
 - (i) prescribing a distance beyond which noise shall not be audible,
 - (ii) distinguishing between one type of noise and another,
 - (iii) providing that any noise or sound greater than a specific decibel level or other measurement of noise or sound is prohibited,
 - (iv) prescribing the hours during which certain noises, or all noise above a certain level, specified in the by-law is prohibited,
 - (v) authorizing the granting of exemptions in such cases as the by-law provides,
 - (vi) providing that it is an offence to engage in any activity that unreasonably disturbs or tends to disturb the peace and tranquility of a neighbourhood.

1.0 TITLE

- 1.1 This by-law will be known as the “Peace and Good Order By-law”.

2.0 PURPOSE

The purpose of this by-law is to regulate unwanted noise which may disturb neighbours or tends to disturb the quiet, peace, rest and enjoyment, comfort or convenience of any person or persons in the Municipality.

3.0 DEFINITIONS

- (a) “CAO” means the Chief Administrative Officer of West Hants Regional Municipality;
- (b) “Council” means the Council of West Hants Regional Municipality;
- (c) “Municipality” means the West Hants Regional Municipality;

-
- (d) “Noise” means any unwanted sound that doesn’t happen in a natural environment and can include sounds coming from people, machinery, equipment, residential and commercial properties, as well as industrial places.

4.0 SCOPE

- 4.1 This By-law applies to the Municipality in its entirety.

5.0 PROHIBITIONS AND INTERPRETATIONS

- (a) No person(s) shall create a disturbance or behave in a disorderly manner, swear or use lewd, racial or discriminatory language in any public place within the Municipality or partake in any activity that unreasonably disturbs or tends to disturb the peace and tranquillity of a neighbourhood.
- (b) No person(s) shall challenge anyone to fight, nor use abusive or provoking language, taunting or threatening gestures towards any person in any place within the West Hants Regional Municipality.
- (c) No person(s) shall make, publish, post on public property any indecent, immoral, racial or discriminatory drawings, pictures, poster, placards or writing in, on public property within the Municipality.
- (d) No person(s) shall loiter in or around the entrance of a church, place of worship, hall, public building, store, shop or interfere with or desecrate, disfigure, destroy any gravestone, tomb, vault or any railing or curbing on a lot or lot for the burying of the dead in any cemetery or burial ground within the Municipality.
- (e) No person(s) shall wantonly, or unnecessarily disturb the good order, peace and harmony of any public meeting held within the Municipality, whether such person be included in the meeting or not.
- (f) No person(s) shall encourage any animals to fight in a public street or road nor in any public place within the Municipality.

6.0 FIXED EXEMPTIONS

This Bylaw does not apply to:

- 6.1 Emergency response personnel engaged in emergency response, duties, including operation of comfort centres and emergency shelters with generators;

-
- 6.2 Emission of sound in connection with any organized traditional, festive, or religious activity;
- 6.3 Emission of sound in connection with calls to worship, ringing of bells at places of religious worship, or services of religious worship;
- 6.4 Noises in connection with organized athletic or recreational activities in municipal, school, public park areas, arenas, or community centres and halls;
- 6.5 Noise caused by the Municipality, Government of Canada, Province of Nova Scotia, Nova Scotia Power Corporation, and/or telecommunication companies and their contractors and employees when acting in the reasonable execution of their duties;
- 6.6 Any noise emitted from, or associated with, any Industrial operation permitted by the relevant land use by-law; and
- 6.7 Any noise generated by agricultural practices which the Nova Scotia Farm Practices Board deems consistent with the code of practice or in the absence of a code, consistent with other directives or accepted customs or standards of similar operation.

7.0 TEMPORARY EXEMPTIONS

An exemption from this By-law may be granted by the CAO or Designate under the following terms:

- 7.1 Notwithstanding anything contained in this By-law, any person may make application to the CAO to be granted an exemption from any of the provisions of this By-law with respect to the emission of noise for which that person might be persecuted.
- 7.2 In deciding whether to grant an exemption, the CAO or Designate will consider the social and/or commercial benefit of the proposed activity to the Municipality, the proposed hours of operation of the noise making activity, and the proposed duration of the subject activity.
- 7.3 The CAO or Designate may refuse the application or grant partial or full exemption. Any exemption granted will specify the time period, not in excess of six months, during which the exemption will be effective.
- 7.4 The exemption will be in written form by the CAO or Designate and include terms and conditions deemed appropriate.



**WEST HANTS REGIONAL MUNICIPALITY
PEACE AND GOOD ORDER BY-LAW**

RV-001

7.5 Any alleged breach of the terms and conditions by the applicant or their affiliates will be investigated and reviewed by the CAO or Designate. If it is determined that a breach occurred, the exemption may be revoked, and penalty enforced.

8.0 PENALTIES AND ENFORCEMENT

8.1 Any person who fails to comply with any of the provisions of this By-law shall be liable on summary conviction to a penalty of not less than One Hundred Dollars (\$100.00) and not more than One Thousand Dollars (\$1000.00), and in default of payment imprisonment for a period of not less than ten (10) days nor more than sixty (60) days.

9.0 EFFECTIVE DATE

9.1 This Bylaw will be ineffect upon the date of publication of Notice of Passing.

I, (Municipal Clerk Name), Municipal Clerk of the West Hants Regional Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the By-law as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the ____ day of ____ (month), ____ (year).

(Signature of Municipal Clerk)
(Typed name of Municipal Clerk)

By-law Adoption	
First Reading:	
Notice Published:	
Second Reading & Approval	
Final Publication	
Notice to Municipal Affairs	
Description:	



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: Council

Submitted by: 
Shelleena Thornton, Municipal Operations Supervisor

Date: March 14, 2023

Subject: Noise and Community Standards By-law – Supplementary Recommendation Report to the following previous reports: Jan 10, 2023 COTW Report; Feb. 14, 2023 COTW Report; and Feb. 28, 2023 Council presentation.

LEGISLATIVE AUTHORITY

Municipal Government Act, R.S.N.S. 1998, c. 18 – 172(1) (d) – Power to make by-laws.

BACKGROUND

Property ☐	Public Opinion ☒	Environment ☒	Social ☒	Economic ☒	Councillor Activity ☐
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Council provided direction for a regional Noise By-law to be established.

RECOMMENDATION

Committee of the Whole recommends...

“that Council give First Reading to the Noise and Community Standards By-law RN-001.00 at the March 28, 2023 Council meeting (as presented to Committee of the Whole on March 14, 2023).

DISCUSSION

At the February 28, 2023 Council meeting, staff was directed to revise the proposed Noise By-law (that was presented at the January 10, 2023 Committee of the Whole meeting) with the following:

- Change Monday-Friday (weekday) quiet hours to 10:00 p.m. – 7:00 a.m.

- Insert a clause/section that would provide opportunity for exemptions by way of an application.

The proposed changes were made.

- Section 5.1 – weekday time was changed to 10:00 p.m. – 7:00 a.m.
- Section 7 includes a “Temporary Exemptions” section outlining that application can be made for a temporary exemption to the Noise and Community Standards By-law.

This section includes wording that is quite similar to both the former Towns of Hantsport and Windsor by-laws. A key difference is that the authority for exemption is granted to the CAO or Designate. With Council meetings being held once a month, this proposed revision provides residents, businesses, and/or organizations with a timely review of their application by appropriate staff, as well as a timely response.

NEXT STEPS

Should Council support the recommendation, First Reading would be held at the March 28, 2023 Council Meeting.

ALTERNATIVES

- Not support proceeding with First Reading and provide further direction to staff.

ATTACHMENTS

- Proposed 2023-03-14 Noise and Community Standards By-law RN-001.00

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation including the addition of Clause 6.8 as noted above.

Report Prepared by: _____



Shelleena Thornton, Municipal Operations Supervisor

Report Approved by: _____

Mark Phillips, CAO

LEGISLATIVE AUTHORITY

Municipal Government Act, R.S.N.S. 1998, c. 18

- 172 (1) A council may make by-laws, for municipal purposes, respecting
- (d) nuisances, activities and things that, in the opinion of the council, may be or may cause nuisances, including noise, weeds, burning, odours, fumes and vibrations, and without limiting the generality of the foregoing, by-laws
 - (i) prescribing a distance beyond which noise shall not be audible,
 - (ii) distinguishing between one type of noise and another,
 - (iii) providing that any noise or sound greater than a specific decibel level or other measurement of noise or sound is prohibited,
 - (iv) prescribing the hours during which certain noises, or all noise above a certain level, specified in the by-law is prohibited,
 - (v) authorizing the granting of exemptions in such cases as the by-law provides,
 - (vi) providing that it is an offence to engage in any activity that unreasonably disturbs or tends to disturb the peace and tranquility of a neighbourhood.

1. TITLE

- 1.1 This by-law will be known as the “Noise and Community Standards By-law”.

2. PURPOSE

- 2.1 The purpose of this By-law is to regulate unwanted noise and public nuisance in the Municipality.

3. DEFINITIONS

In this by-law, all words have their normal dictionary meanings, except as follows:

- (a) “Council” means the Council of the West Hants Regional Municipality.
- (b) “Municipality” means the West Hants Regional Municipality.
- (c) “Noise” means any unwanted sound that doesn’t happen in a natural environment and can include sounds coming from people, machinery, equipment, residential and commercial properties, as well as industrial places.

4. SCOPE

- 4.1 This By-law applies to the Municipality in its entirety.

5. PROHIBITIONS AND INTERPRETATIONS

- 5.1 No person or Corporation will at any time between the hours of 11:00 p.m. and 7:00 a.m. Monday to Friday, engage in any activity which generates noise or sound that unreasonably disturbs the peace and tranquility of a neighbourhood. For the purpose of this section, evidence that one person is unreasonably disturbed by a noise is prima facie evidence that the neighbourhood is unreasonably disturbed by the noise.
- 5.2 No person or Corporation will at any time between the hours of 11:00 p.m. and 8:00 a.m. Saturdays and Sundays, engage in any activity which generates noise or sound that unreasonably disturbs the peace and tranquility of a neighbourhood. For the purpose of this section, evidence that one person is unreasonably disturbed by a noise is prima facie evidence that the neighbourhood is unreasonably disturbed by the noise.

6. FIXED EXEMPTIONS

This by-law does not apply to:

- 6.1 emergency response personnel engaged in the execution of their emergency response duties, including operating comfort centres and emergency shelters with generators;
- 6.2 the emission of sound in connection with any organized traditional, festive, or religious activity;
- 6.3 the emission of sound in connection with calls to worship, ringing of bells at places of religious worship, or services of religious worship;
- 6.4 noises in connection with organized athletic or recreational activities in municipal, school, public park areas, arenas, or community centres and halls;
- 6.5 noise caused by the Municipality, Government of Canada, Province of Nova Scotia, Nova Scotia Power Corporation, and/or telecommunication companies and their contractors and employees when acting in the reasonable execution of their duties;
- 6.6 any noise emitted from, or associated with, any Industrial operation permitted by the relevant land use by-law; and
- 6.7 any noise generated by agricultural practices which the Nova Scotia Farm Practices Board deems consistent with the code of practice or in the absence of a code, consistent with other directives or accepted customs or standards of similar operation.

7. TEMPORARY EXEMPTIONS

An exemption from this By-law may be granted by the CAO or Designate under the following terms:

- 7.1 Notwithstanding anything contained in this By-law, any person may make application to the CAO to be granted an exemption from any of the provisions of this By-law with respect to the emission of noise for which that person might be persecuted.
- 7.2 In deciding whether to grant an exemption, the CAO or Designate will consider the social and/or commercial benefit of the proposed activity to the Municipality, the proposed hours of operation of the noise making activity, and the proposed duration of the subject activity.
- 7.3 The CAO or Designate may refuse the application or grant partial or full exemption. Any exemption granted will specify the time period, not in excess of six months, during which the exemption will be effective.
- 7.4 The exemption will be in written form by the CAO or Designate and include terms and conditions deemed appropriate.
- 7.5 Any alleged breach of the terms and conditions by the applicant or their affiliates will be investigated and reviewed by the CAO or Designate. If it is determined that a breach occurred, the exemption may be revoked, and penalty enforced.

8. ENFORCEMENT / PENALTY

- 8.1 Each day during which any violation, contravention, or breach of the By-law continues will be deemed a separate offence.
- 8.2 Any person designated to enforce this By-law may enter upon or into private property for the purpose of inspection, maintenance, and enforcement of this By-law.
- 8.3 Pursuant to the Police Act, 2004, c. 31, s.1, peace officers, special constables, and by-law enforcement officers are designated to enforce this By-law.
- 8.4 A person or Corporation who commits an offence will, on summary conviction, be liable to a fine not less than \$500.00 and not more than \$10,000.00, or imprisonment for a period of not more than one (1) year or both, including the imposition of a minimum fine.



**WEST HANTS REGIONAL MUNICIPALITY
NOISE AND COMMUNITY STANDARDS BY-LAW**

RN-001

- 8.5** Any person who commits an offence under section 5 of this By-law and who is given notice of the contravention, may pay to the West Hants Regional Municipality, at the place specified in the notice, the sum of \$250.00 within 14 days of the date of the notice and will thereby avoid prosecution for that contravention.

9. REPEAL & REPLACE

- 9.1** This by-law hereby repeals:

- Town of Windsor's Prevention of Excessive Noise By-law #33
- Town of Hantsport's Noise By-law #101-2

I, (Municipal Clerk Name), Municipal Clerk of the West Hants Regional Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the By-law as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the ____ day of ____ (month), ____ (year).

(Signature of Municipal Clerk)

(Typed name of Municipal Clerk)

By-law Adoption	
First Reading	date
Notice Published	date
Second Reading & Approval	date
Final Publication	date
Notice to Municipal Affairs	date
Description:	

Guidelines for Environmental Noise Measurement and Assessment

Nova Scotia Environment and Climate Change

Effective: October 1st, 2023

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1.0 About the Guidance

These guidelines are applicable to activities that are regulated under the *Activities Designation Regulations*. They are in place to assist proponents who are required under the *Environment Act* or regulations made pursuant to the *Act* to undertake environmental noise measurement and assessment activities.

Approvals are issued based on the information provided to the Department. Noise assessments must, as a minimum, demonstrate the impacts from the maximum noise anticipated from the proposed activity. In all cases, monitoring and modelling assessments must show compliance with the permissible sound levels and/or any other appropriate Provincial environmental standards with acceptance from the Department. If there is any discrepancy between requirements outlined in this document and conditions of a regulated activity's Approval, the discrepancy shall be resolved in favour of the Approval.

Municipalities continue to be responsible for many environmental noise sources from activities that are not covered under the *Act*. More stringent requirements may exist in municipal bylaws and/or federal requirements. It is the proponents' responsibility to understand and abide by these guidelines and other criteria found in municipal bylaws and/or federal requirements. Occupational noise is covered by other regulations.

2.0 Relevant Legislation

Environment Act

3(a) "**substance**" means... (ii) any **sound**, vibration, heat, radiation or another form of energy...

73 The Minister may

- (a) classify releases for the purpose of this Part and exempt any release or any class of release from the application of this Part and attach terms and conditions to any such exemption;
- (b) prescribe the concentration, amount, level and rate, including the maximum concentration, amount, level and rate of a **substance** that may be released into the environment;
- (ba) establish procedures respecting the conducting of sampling, analysis, tests, measurements or monitoring of **substances**;
- (c) determine the manner in which a report of a release of a **substance** is to be made and the contents of the report. 1994-95, c. 1, s. 73; 2006, c. 30, s. 24

3.0 Definitions

Ambient refers to the **noise** level at a **receptor** when all **noise** sources are operating.

A-weighted sound level is a frequency filter that emphasises middle sound frequencies, similar to what the human ear responds to.

Baseline refers to the existing sound level without any contribution from the **target noise source**. Baseline sound levels may be measured before a **target noise source** is in existence, or when the **target noise source** is not operational. If it is not possible to measure baseline sound levels without the **target noise source**, noise measurements should be taken upwind of the **target noise source**.

Class 1 means that the measurement instrumentation and its components have been individually lab-certified to meet all the requirements of an applicable standard, such as the International Electrotechnical Commission (IEC) standard 61672 for **Class 1** performance.

Compliance period is a period of time over which the one-hour **equivalent sound level** (see **Leq**) and logarithmic mean **impulsive sound level** (see **L_{LM}**) must not exceed the **permissible sound level**. See Appendix 1.

Comprehensive sound level is a composite of all sounds from many different sources at the point of measurement and/or modelled **receptor**.

C-weighted sound level is a frequency filter that is more sensitive to lower frequency sounds than is the **A-weighted** sound level and is used to assess **low frequency noise**.

dBA is the **sound pressure level** filtered through the **A-weighted** filter.

dBAI is the peak **sound pressure level** for **impulsive noise** filtered through the **A-weighted** filter.

dB_C is the **sound pressure level** filtered through the **C-weighted** filter.

Decibel (dB) is a unit of measured **sound pressure level** and is represented on a logarithmic scale.

Equivalent sound level (Leq) is a single-number representation of the average, cumulative acoustical energy over a specified time interval. **Leq** can be followed by a letter suffix to indicate either **A-weighted** or **C-weighted** measurements and a time-period in brackets. For example, **LAeq_(1 hour)** is the average cumulative **A-weighted sound level** over a 1-hour period.

Impulsive noise means sound of short duration, usually less than one second, with an abrupt onset and rapid decay. It is characterized by short bursts of sound that typically have large values of peak acoustical energy. Measurements for comparison with **permissible sound levels** are made using the **A-weighted** filter to give individual peak sound levels (**dBAI**). The number of impulsive bursts is limited each hour over the 0700 hr to 2300 hr time period and the geographic area in which they occur (Appendix 6). In addition, the logarithmic mean impulsive

sound level (L_{LM}) of the **dBAI** for each **compliance period** must be met (Appendix 1). The LLM can be written algebraically as:

$$L_{LM} = 10 \log_{10} \left[\frac{1}{N} (10^{dBAI_1/10} + 10^{dBAI_2/10} \dots + 10^{dBAI_N/10}) \right]$$

Back-up alarms are not considered to be impulsive noises.

LA₉₀ is the noise level that is exceeded 90% of the time during the measurement period. It is commonly referred to as the background level and is calculated as the mode (i.e., most common measured **LA₉₀** and not the lowest).

LA_{Max} is the maximum **A-weighted noise** level for a given time period.

Leq and **LAeq** see **equivalent sound level**.

L_{LM} see **impulsive noise**.

Low Frequency Noise (LFN) is where a **sound** has a defined **tonal component** at or below a frequency of 250 Hz, and the difference between the overall **C-weighted** sound level and the overall **A-weighted** sound level is equal to or greater than 10 dB.

Noise is any unwanted portion of **sound** due to its loudness, frequency, impulse tendency, variability of the **sound** level with time, and the circumstances surrounding the occurrence of the **sound**, such as time of day and location.

Penalties, when certain conditions require them, are added to the overall **A-weighted LAeq sound level** for comparison to the **permissible sound level**. For example, if a **tonal component** is present, a **penalty** of 5dB is added to the overall **LAeq_(1hour)**.

Permissible Sound Level (PSL) is the maximum **LAeq_(1 hour)** and mean **L_{LM}** allowed over a **compliance period** in the **ambient** environment (outside a **receptor** or other specified out-of-doors location). See Appendix 1.

Qualified Person as it relates to **noise**, means one who has certified post-secondary education and/or professional training in **noise**, and a minimum of 5 years of experience in the field of **noise**, or as otherwise authorized by the Department. Where 'certified' means recognized education in acoustics, either as e.g., an acoustics degree, or where acoustics was taught as part of a degree (a module) that can be proven through the presentation of a certificate or transcript. Where 'professional' means either through a certified training course (proven through the presentation of a certificate) or in a professional setting under the supervision of a qualified person (CV or list of workplaces with details of the supervisor, projects, roles undertaken).

Rating level is calculated by logarithmically subtracting the **baseline LAeq** from the **ambient LAeq** and then adding any penalty for **tonal components**.

Receptor as it relates to this Guideline, is a building or structure including, but not limited to, a building or structure that contains one or more dwellings, an educational

facility, daycare/nursery, place of worship, hospital, or seniors' residence.

Slow Response is a standardized **sound** level meter response that helps to average out fluctuations on the meter's display. **Slow response** has a time constant of 1-second.

Sound is any pressure variation (in air, water or some other medium) that the human ear can detect. And, for clarity of legislated powers, **sound** is a '**substance**' as defined in the *Environment Act*.

Sound power level (SWL) is the **decibel** equivalent of the rate of energy (or power) emitted in the form of **noise**. The SWL is an inherent property of a **noise** source. The SWL is expressed as:

$$\text{Sound Power Level} = 10 \log_{10} \left(\frac{\text{Sound as Power}}{W_0} \right)$$

Where by international agreement, $W_0 = 10^{-12}$ watts (W).

Sound pressure level (SPL) is the **decibel** equivalent of the pressure of **sound** waves, measured with a **sound** level meter.

Sound spectrum is the full range of **sound** frequencies. For the purposes of this guideline, the spectrum may be plotted as a graph of **sound** pressure peaks at 1/3 octaves (as set by the International Electrotechnical Commission in publication *IEC 61260*) between 20 Hz and 20,000 Hz (see the example in Appendix 5).

Specific noise is the **noise** level from a **target noise source**. It is calculated by logarithmically subtracting the **baseline noise** from the **ambient noise**.

Substance, defined in the *Environment Act*, includes any **sound**.

Target noise source is the **noise** source under investigation.

Tonal component is when a single frequency band is louder than the frequency bands around it. Tonal components are distinguishable from the overall sound level and can be heard as, for example, whistles, hums and screeches.

4.0 Guidelines

Where possible, **noise** levels should be measured under ideal conditions i.e., low to no wind (5m/s or less), no steady precipitation, and no excessive wave **noises** when near large water bodies. At higher wind speeds, wind and waves may cause **noise** that will interfere with the measurements. Under these circumstances, it is recommended that measurements be carried out over a period of time long enough to capture a varied sample of conditions. Analysis of **noise** data must be made with reference to the prevailing weather at the time of measurement. Weather, in particular the wind speed and direction, can have a significant impact on the **noise** levels experienced at receptors.

(a) Permissible Sound Levels (PSL)

- (i) The criteria for **permissible sound levels** listed in Appendix 1 are expressed as one-hour **equivalent sound levels** (**LAeq_(1 hour) dBA**), except for impulsive **sounds** that are expressed as a logarithmic mean impulsive **sound level** (**L_{LM}**) of **dBAI** over the **compliance period**. The **permissible sound levels** are applicable to sound levels experienced at receptor locations.
- (ii) Both permissible criteria, **LAeq_(1 hour)** and **L_{LM}**, must be met.

(b) Geographic Area Classifications

- (i) Rural

Rural residential areas are areas with a population of less than 1,000 and a population density of less than 400 persons per square kilometre.¹ Rural areas may also include agricultural, wilderness, recreation, or other areas dominated by natural **sounds**.

- (ii) Urban residential

Urban residential areas include large urban, medium, and small population centres as described by Statistics Canada's *Population and dwelling counts: Canada and population centres*.² See Appendix 2. They have a population greater than 1,000 and a population density greater than 400 persons per square kilometre.

- (iii) Industrial

An industrial area is an area of land that is predominantly occupied by a tenant or tenants undertaking industrial and/or commercial activities. This includes designated industrial parks, lands with industrial zoning, and other lands occupied by such things as factories, power plants, marine works, etcetera.

¹ Dictionary, Census of Population, 2016, "Population centre." <https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/geo049a-eng.cfm>.

² As updated from time-to-time <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=9810001101>.

Industrial areas must not cause overnight **sound pressure levels** at **receptors** in residential areas to exceed the permissible sound levels for the residential area type. This includes when additional **sound** emitting sources are added to the industrial area.

(iv) Encroachment

In the case where the regulated activity existed first and receptors encroached on the regulated activity, Approval Holders only need to demonstrate that they would be in compliance with the PSLs at the point where the receptors were located at the time the approval was issued.

(c) Baseline Sound Levels

- (i) The Department may require that a proponent have baseline **sound** levels measured by a **qualified person** using **Class 1** instrumentation in the area where an activity is proposed. The measured baseline **sound** levels may include existing broadband SPLs, an assessment of **tonal components**, and **impulsive noise**. Refer to Appendix 3 for **noise** measurement and reporting requirements.
- (ii) The measurements in (c)(i) are used in combination with a model to determine the expected **comprehensive sound levels**. This includes **sound** from the contribution to the **noise** level and/or **tonal components** from the proposed activity at nearby **receptors**. **Comprehensive sound levels** should include the impact of impulsive noise events where such events occur regularly during activity operations.
- (iii) Where the proposed activity is in an existing industrial area that is in or adjacent to an urban or rural residential area, the proponent may also be required to measure baseline **sound** levels and model **comprehensive sound levels**, **tonal components**, and **impulsive noise** at **receptors** in the residential areas.

(d) Tonal components

Tonal components may occur at any frequency, although not all **tonal components** are perceptible to the human ear. A sound can have a pronounced audible quality, such as a whine, screech, buzz, or hum, and may consequently be considered to be a **tonal component**. Monitoring for **tonal components** may be requested at the discretion of the Department.

Where a **tonal component** is suspected, and it occurs in the **low frequency** range, an analyst can use the two-step approach presented in (d) (ii) for certainty. An example of a test for **low frequency tonal components** is presented in Appendix 5.

Note that '**tonal components**' only refers to industrial noise. Where **tonal components** are present due to the natural environment, e.g., bird noises, no **penalty** is applied. Any **tonal components** that are identified in the spectra must be confirmed by an audio recording of the event and/or a site visit.

(i) Testing conditions

Because wind, waves and other natural sources may cause **low frequency noise** that will interfere with the measurements, it is recommended that measurements be carried out over a period of time long enough to capture a varied sample of conditions, including ideal conditions with low to no wind, no steady precipitation, and no excessive wave noises when near large water bodies.

(ii) Criteria to be measured

In the case that there is a need to test for unwanted **low frequency noise**, two criteria must be measured. First, both the **A-weighted** and **C-weighted sound pressure levels** are measured concurrently over the compliance periods. This may be achieved using two **class compliant**, co-located sound level meters, or a dual-channel sound level meter. The time-weighted average **dBA** value for the measured period is subtracted from the time-weighted **dB**C for the same period. A result of ≥ 20 **dB** indicates the presence of **low frequency noise**. That is:

$$\text{dB}C - \text{dBA} \geq 20 \text{ dB}$$

Secondly, the **slow-response, A-weighted, sound pressure levels (SPL)** of the spectrum of 1/3 octave band centre frequencies are measured and plotted on a **sound spectrum** (see the example in Appendix 3, figure 1). If any of the SPLs between and including 20 and 250 Hz is 10 **dBA** or more than the SPL of at least one of the adjacent frequency bands within two 1/3 octave bandwidths AND there is a minimum of a 5 **dBA** drop within two bandwidths on the opposite side of the band containing the tone, there is considered to be a **low frequency tonal component**.

(iii) **Penalty for tonal components**

A **penalty for tonal components** must be used in calculations to assess compliance with the **permissible sound levels** (Appendix 1) if a **tonal component** is identified. A 5 **dBA penalty** is added to the overall **LAeq** measured in the compliance period.

(e) Impulsive noise

(i) Using **Class 1** instrumentation to measure impulsive **sound pressure levels**, the number of **sound** impulses in a one-hour period during the day and evening (0700 to 2300 hrs) emitted by any one approved facility or source is limited according to peak **dB**A_I and the geographic area classification. No overnight **impulsive noise** is permitted. See Appendix 6.

(ii) In addition to (e)(i), the logarithmic mean **impulsive sound level (L_{LM})**

of **dBAI** measured over the **compliance periods** listed in Appendix 1 must be met for the geographic area classification in which the **sound** is heard.

5.0 Implementation

(a) All Approval Holders must comply with these Guidelines immediately upon the date the Guidelines become effective with the following exceptions:

- (i) All existing Approval Holders upon the date the Guidelines become effective, other than those issued an Approval under section 16(2)(e) of the Activities Designation Regulations (underground mines), and
- (ii) All applicants issued an Approval after the date the Guidelines become effective but whose completed application was submitted before the effective date,

will have two years from the effective date of these Guidelines to be compliant with the Permissible Sound Levels and Impulsive Noise Limits set out in Sections 4(a) and 4(e) of these Guidelines. During the two-year transition period, Approval Holders must comply with the Permissible Sound Levels indicated below regardless of geographical area.

65 dBA 0700-1900 hours (Days)
60 dBA 1900-2300 hours (Evenings)
55 dBA 2300-0700 hours (Nights)

(b) Any existing Approval that requires an amendment after the effective date of these Guidelines will be updated to reference these Guidelines. Any Approval that is amended may be required to immediately comply with these Guidelines.

Appendices

Appendix 1: Permissible Sound Levels

The following table details the **permissible sound levels** to be used to assess compliance:

Table 1A: permissible sound levels.

Geographic classification	LAeq _(1 hour) dBA (including L _{LM(x-hrs)} dBAI)		
	0700 to 1900 hrs	1900 to 2300 hrs	2300 to 0700 hrs
Rural	53	48	40
Urban residential	58	53	45
Industrial	65	60	55

The **permissible sound levels** are the maximum comprehensive sound levels that are permitted to be experienced at **receptor** locations i.e., when comparing against the permissible sound levels, maximum comprehensive sound levels must include baseline and target noise sources. **Baseline** sound levels must be measured; however, the **target noise** can be measured, or predicted through modelling.

To determine the maximum comprehensive sound levels, **baseline** and **target** noise levels can be added using the following equation:

$$\text{Comprehensive sound level} = 10\log_{10}(10^{(\text{dB}(1)/10)} + 10^{(\text{dB}(2)/10)})$$

Where: dB(1) is the baseline measurement
 dB(2) is the measured or modelled **target noise**

Alternatively, the simple calculation shown in Table 1B can be used to determine the maximum **comprehensive sound level** - the adjustment is added to the higher noise level.

Once the maximum **comprehensive sound level** (LAeq_(1 hour)) has been calculated, the **tonal penalty**, if applicable, must be added, before the comparison with the **permissible sound levels**.

It is the responsibility of the applicant to ensure that noise assessments comply with the **permissible sound levels** for the correct **geographic area classification** (see 4(b)).

Table 1B: simple calculation for adding two sound levels.

Difference between two sources (dB)	Decibel adjustment to be added to the highest sound level (dB)
0	3
1	2.5
2	2
3	2
4	1.5
5	1
6	1
7	1
8	0.5
9	0.5
10	0.5
>10	0

Proponents should use this methodology unless a high **baseline** noise level is confirmed through monitoring. Where the **baseline noise** level, without contributions from the **target noise source**, already exceeds the **permissible sound levels**, or is within -5 dB of the **permissible sound level**, the following alternative method may be used:

1. Measure the **LAeq_(1 hour)** and **LA₉₀** without contributions from the **target noise source** for each period of the day as specified in the table above. This is the **baseline noise LAeq_(1 hour)** and measured background (**LA₉₀**).
2. Measure the **LAeq_(1 hour)** with contributions from the **target noise source**. This is the **ambient noise**.
3. Using the logarithmic method, subtract the **baseline LAeq_(1 hour)** from the **ambient LAeq_(1 hour)**. This is the **specific noise**.
4. Identify any **tonal components** and add the **penalty** (see (e)). This is the **rating level**.
5. Compare the **rating level** with the **LA₉₀**. The **rating level** must not exceed the **LA₉₀** by >5 dB.

For example (fictional data):

A designated activity is located in an urban residential area. The approval holder has been asked to provide a noise impact assessment for the evening period which covers the end of the working day for the employees. The activity closes at 8pm and no machinery is left running overnight.

The **ambient noise** level was measured for 1 hour between 7pm and 8pm, and the **baseline noise** was measured from 8pm to 9pm. The **baseline noise** level was 48 **dB**A (measured as the **LAeq_(1 hour)**). The ambient noise level was measured as 49 **dB**A and the **LA₉₀** was reported as 42.3 **dB**A. The 1/3 octave band analysis identified a tonal component at 200Hz. The **baseline noise** already meets the **permissible sound level** for the evening period in urban residential areas, so the alternative methodology was used.

Table 1C: alternative permissible sound level calculation method example 1.

Ambient (all noise) LAeq_(1 hour)	Baseline (no target noise) LAeq_(1 hour)	Measured background LA₉₀	Specific Ambient-baseline (log subtraction)	Tonal penalty	Rating level	Difference (Rating level to background)
dB	dB	dB	dB	dB	dB	dB
49.0	48.0	42.3	42.1	5.0	47.1	4.8

The assessment indicated that the designated activity was in compliance, as the difference between the **rating level** (plus tonal **penalty**) and the background level was less than 5dB.

In a second example, a designated activity wants to start operating during the evening period. The activity is located in a rural area and operates without complaints from nearby residents. **Baseline** and **ambient** noise measurements were taken. The **ambient** measurements were taken during the evening period with the activity running as a demonstration. No **tonal components** were observed in the 1/3 octave spectrum.

It was noted that the **baseline** noise level was within -5 **dB** of the **permissible sound level** for rural areas during the evening. The alternative method was therefore used.

Table 1D: alternative permissible sound level calculation method example 2.

Ambient (all noise) LAeq	Baseline (no target noise) LAeq	Measured background LA₉₀	Specific Ambient-baseline (log subtraction)	Tonal penalty	Rating level	Difference (Rating level to background)
dB	dB	dB	dB	dB	dB	dB
49.5	42.9	42.3	48.4	0	48.4	6.1

In this situation, the activity would not be in compliance if they operated in the evening as the **rating level** exceeds the background by 6.1 **dB**.

Appendix 2: Urban residential areas

Table 2A: index of urban residential areas (Stats Canada).

Geographic name	Urban residential area type	Map
Halifax	Large urban population centre	Halifax map
Sydney	Medium population centre	Sydney map
Amherst	Small population centre	Amherst map
Antigonish	Small population centre	Antigonish map
Berwick	Small population centre	Berwick map
Bridgewater	Small population centre	Bridgewater map
Brookside	Small population centre	Brookside map
Centreville	Small population centre	Centreville map
Chester	Small population centre	Chester map
Digby	Small population centre	Digby map
Enfield-Lantz	Small population centre	Enfield-Lantz map
Eskasoni	Small population centre	Eskasoni map
Glance Bay	Small population centre	Glance Bay map
Hantsport	Small population centre	Hantsport map
Hayes Subdivision	Small population centre	Hayes Subdivision map
Howie Centre	Small population centre	Howie Centre map
Indian Brook	Small population centre	Indian Brook map
Inverness	Small population centre	Inverness map
Kentville	Small population centre	Kentville map
Kingston-Greenwood	Small population centre	Kingston-Greenwood map
Lake Echo	Small population centre	Lake Echo map
Liverpool	Small population centre	Liverpool map
Lunenburg	Small population centre	Lunenburg map
Middleton	Small population centre	Middleton map
New Glasgow	Small population centre	New Glasgow map
New Waterford	Small population centre	New Waterford map
Pictou	Small population centre	Pictou map
Port Hawkesbury	Small population centre	Port Hawkesbury map
Port Williams	Small population centre	Port Williams map
Shelburne	Small population centre	Shelburne map
Springhill	Small population centre	Springhill map
Still Water Lake	Small population centre	Still Water Lake map
Sydney Mines	Small population centre	Sydney Mines map
Truro	Small population centre	Truro map
Windsor	Small population centre	Windsor map
Wolfville	Small population centre	Wolfville map
Yarmouth	Small population centre	Yarmouth map

Appendix 3: Environmental Noise Measurement and Reporting

Field Measurement

Noise measurement methodologies should principally be consistent, especially where multiple measurement events are required for a **specific noise** source. The methodology should be developed in accordance with ISO 1996:2016 Part 1 and ISO 1996:2017 Part 2 (as updated), and should include:

- The use of a **Class 1 sound** level meter that has a valid calibration certificate;
- The use of a microphone shield;
- Consistent position above ground; and
- A minimum of 3.5 m away from any reflecting façade.

The monitoring location must have a direct line of sight to the emitting **noise** source. It should be selected on the basis that the impact of other sources (e.g., road **noise**) is minimized. Where an assessment of **noise** levels without the **target noise** is required, and it is not possible to eliminate the **sound** from the **target noise source**, a location that is considered representative of the impacted location (e.g., upwind of the noise source) may be used as a surrogate. A justification for the use of this surrogate must be provided.

The duration of the monitoring period should reflect the requirements of the assessment - a minimum of 1 hour is required. For example, a longer period of monitoring may be required to establish baseline levels, whereas a shorter period of attended monitoring may be more appropriate for compliance purposes. The analyst should make a record of prevailing meteorology during the measurement period (wind speed and direction at a minimum), the ground surface (e.g., concrete, grass), the ground conditions (e.g., snow, wet, dry), and notable **noise** sources both on-site and off-site. The use of proformas may assist in recording site details and ensuring that the required information is collected. Measurements should be recorded in **dBA**. Additionally, the meter should be set to report **LAeq**_(1 hour), **LA₉₀**, **LA_{Max}**, frequency of occurrence for **impulsive noise** assessment, and 1/3 octave frequency bands.

Reporting

The **noise** measurement report must, at a minimum, include the following:

- The **sound** level meter(s) used, including the model, and most recent calibration certificate(s);
- The **noise** measurement methodology followed;

- A figure that clearly presents the location of the **noise** measurement locations, the facility property, nearby **receptors**, and the significant **noise** sources;
- The distance between the microphone(s) and the **noise** source(s);
- The prevailing meteorology during the measurement period (including wind speed and direction);
- The ground covering (e.g., grass, concrete etc.) and ground conditions (e.g., snow, wet, dry);
- On-site activities and operations during the **noise** measurement program;
- Any **sounds** that could interfere with the results;
- Any changes in the **noise** source(s) that could help to interpret the data; and
- A description of the number of hours or days used for measurement, and a rationale for why the reported **sound** levels can be considered representative for the purpose of monitoring.

The statistical analysis should, at a minimum, include:

- A table comparing the maximum **comprehensive sound levels** ($LA_{eq(1\text{ hour})}$) and any **impulsive levels** (L_{LM}) to the applicable **permissible sound levels** (Appendix 2) for each **compliance period**;
- A graph of the measured **LAeq sound** levels over the full duration of the measurement period that also shows the **permissible sound level** for each representative **compliance period**; and
- The measured **LA₉₀** for periods when the **target noise source** was not operating (where possible) and the concurrent wind speed was <5m/s.

The report may also include an assessment for **tonal components** (Appendix 5) and/or **impulsive noise** (Appendix 6) as required. Where there is any uncertainty regarding requirements for a **noise** assessment, please contact the Department. The report may also include an assessment of the impact of any applied mitigation.

Appendix 4: Noise Modelling

When required by the Department, **noise** modelling shall be used to predict what the **sound** levels will be from existing and/or proposed operations at the nearest impacted **receptors**. 'Receptor' could also include vacant lots where appropriate zoning or permits to build such buildings and/or structures have been approved.

Assessments must consider the impacts of noise until the **target noise** meets the baseline level or the **permissible sound level**, whichever is higher.

The **noise** model selected must meet international standards (CONCAWE or ISO 9613). It also should incorporate the following parameters:

- Geometric spreading;
- Barrier effects;
- Atmospheric absorption;
- Ground attenuation; and,
- Specific wind speed/direction.

While consideration should be given to the following:

- Source identification;
- Source size and location;
- Isolation;
- **Sound power level** (SWL)-SPL spectrum data;
- Intermittency; and
- Mild downwind and/or temperature inversion conditions.

Noise modelling assessments must be submitted to the Department and should include, but not be limited to, details regarding the model used, the source directivity considered, the ground absorption conditions, meteorological parameters, terrain parameters, reflection parameters, and **SWL** calculations and assumptions. The **noise** modelling assessment report must also, at minimum, present the results in the following manner:

- A table comparing the maximum predicted comprehensive sound levels (**L_{Aeq}(1 hour)**) and any impulsive levels (**L_{LM}**) to the applicable **permissible sound levels** (Appendix 1) for each **compliance period**;
- Isopleth figures showing the maximum predicted **L_{Aeq}** and **L_{LM}** values for each **compliance period** for the surrounding area. Isopleth figures must clearly indicate the project boundary and location of **receptors**; and
- If exceedances are predicted, the assessment must include the use of appropriate mitigation and re-modelled to demonstrate compliance.

Where there is any uncertainty regarding the requirements for a **noise** modelling assessment, please contact the Department.

Appendix 5: Example of a test for tonal components

In this hypothetical example for an urban residential area, the mean one-hour **sound pressure level** (SPL) measured at 250 Hz in the 1/3 octave band centred **sound spectrum** is 50 **dBA**. The SPL measured within two adjacent bands on one side, at 160 Hz, is greater than a 10 **dBA** difference, and there is a greater than 5 **dBA** drop within two frequency bands on the adjacent side, 44 **dBA** at 400 Hz, so a pure tone is present at 250 Hz. Note that there is also a **tonal component** at 630 Hz, but this is not considered low frequency (i.e., greater than 250 Hz).

Also, for the sake of example, consider that the mean one-hour **LAeq**_(1 hour) SPL during the **compliance period** hours of 2300 to 0700 hrs is 42 **dBA** and the mean **LCeq**_(1 hour) SPL measured for the same period by a co-located sound level meter is 65 **dB**C. Then, 65 **dB**C – 42 **dBA** = 23 **dB**.

Both criteria for **low frequency noise** and tone are met so a 5 **dBA** **penalty** is added to the **LAeq**_(1 hour). This gives 42 **dBA** + 5 **dBA** = 47 **dBA** and this exceeds the PSL for the **compliance period** of 45 **dBA**.

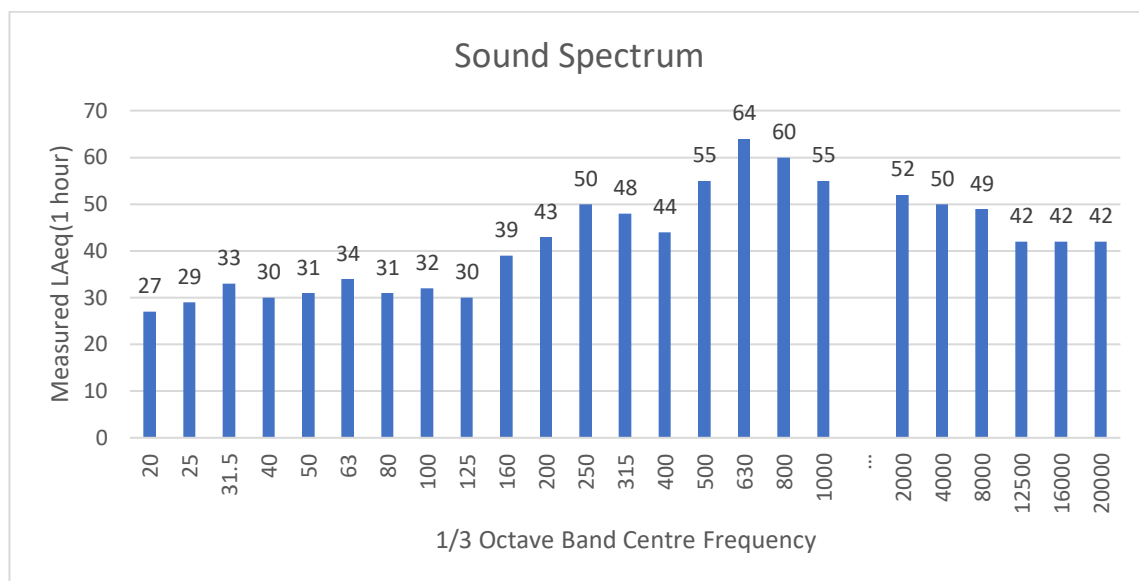


Figure 1. Example of a 1/3 octave band centred **sound spectrum** (fictional data).

Appendix 6: Number of permitted impulsive noises.

Table 6A: permissible impulsive noises by decibel level and geographic area.

	Number of pulses in a period of one-hour	dBAI		
		Rural	Urban Residential	Industrial
0700 to 2300 hrs*	9 or more	45	50	60
	7 to 8	50	55	65
	5 to 6	55	60	70
	4	60	65	75
	3	65	70	80
	2	70	75	85
	1	71-128	76-128	86-128

*Zero permissible pulses during the hours 2300 to 0700 hrs.

Impulsive noises must not exceed 128 dBA at any time.

West Hants Regional Municipality
March 12, 2024
Chief Administrative Officer Report



The following report captures activities and events between the February 2024 COTW meeting and the date of the report.

Governance

- Meetings and Events
 - COTW Meeting – February 13th
 - Council Meeting – February 27th
 - Public Transit Workshop – February 29th
 - Coastal Protection Meeting hosted by NSFM and DMAH – March 6th
- NS Coastal Protection Act Plan Released – February 26th . The Environment and Climate Change Minister Timothy Halman and Municipal Affairs and Housing Minister John Lohr released The Future of Nova Scotia’s Coastline on February 26. It includes 15 actions for property owners, municipalities and the Province to make coastal homes, communities and natural areas safer. This approach and plan is aimed to empower property owners and municipalities to make their own decisions independent of the province. Resources will be provided to help municipalities revise land use policies surrounding these matters. The matter is a current priority within the Regional Planning review. Current Coastal Climate Change information can be found at the following provincial website site : <https://novascotia.ca/coastal-climate-change/>

Administration

- Meetings and Events
 - Acadia University Diversity and Inclusive Presentation c/o Augy Jones – February 15th
 - Out of Office / Vacation – February 19th to 23rd
- Municipal Complex RFQ – The RFQ was reviewed a final time and anticipated posting on the Provincial Procurement site effective March 12, 2024. Existing buildings, potential leasing options and a new facility are included in the review request.

Finance

- Meetings and Events
 - Departmental Budget Meetings (February and March to-date)

- July 2023 Flash Flood – Repairs and Restoration Disaster (Financial Assistance (DFA) and Insurance)
 - Staff continue to support contracted engineering services to complete the final assessments of the damaged areas and recommended repairs or upgrades.
 - The former Mantua rail line remains the largest area of damage due to the flash floods. The procurement process is being carried out to start this work.
 - Repairs to the Community Center are nearing completion. Additional improvements are being added to the 2024/25 capital budget for Council's review. Items such as improved perimeter drains, roofing drains and improved backflow prevention chambers are needed to help mitigate flooding from rainwater and sewer back-up.
 - Repairs to the Windsor Canoe Club are being planned and carried out under the funding provided by DFA and / or insurance.

Community Development

- Meetings and Events
 - Operational Meetings regarding Sports Complex, Trails, Parks and Open Spaces, Economic Development, Capital Projects and Community Events
 - Warming Center Meetings (Ongoing)
 - Community Space Needs Workshop – March 4th
- POSSE / WH Caremongers / WHRM Comfort and Out of the Cold Support – The warming space continues to support members of our community both through the day-time and evenings 7 days per week as scheduled. This space will close effective March 31st. Caremongers, volunteers and POSSE will conclude their programming as well on this date. All public facilities will remain open to citizens for use as members of the general public but the dedicated space in the Community Center will transition back to the VIC space. All individuals should be proud of their efforts in providing care and comfort to members of our community over the winter months. Much planning and added resources will be needed to ensure a successful program is provided in 2024 /25. A wrap up and future planning meetings are needed.

Planning and Development

- Meetings and Events
 - Bi-weekly Inter-Developmental Development Related Meetings
 - Regional Planning Meeting with WSP – March 4th
 - Nova Scotia Public Housing Authority (NSPHA) New Priority Access Forms Meeting – March 5th
- Public Transportation / Transit Discussion – A workshop was held on February 29th. Present were panellists from Bridgewater, Halifax Transit and Dial-A-Ride to share service delivery details and to provide Council with the opportunity to ask questions pertaining to these services.

Discussion Points:
Geographic Area of Coverage (urban and rural delivery methods)
User Counts
Cost of Service (expenditures / revenue / level of subsidy)
Fleet Description
Frequency of Service
Challenges and Benefits
Other topics

Economic Development

- Meetings and Events

Public Works and Infrastructure

- Meetings and Events
 - Tremain Crescent Resident Storm Water Management Meeting
 - Glooscap 1st Nation Water Distribution Maintenance Meeting – February 15th

Protective Services

- Meetings and Events
 - Fire Chiefs Meeting – March 6th

Sincerely,

Mark Phillips

Mark Phillips
Chief Administrative Officer
West Hants Regional Municipality

**2023-24 WEST HANTS REGIONAL OPERATING BUDGET UPDATE
TENTH MONTH ENDING JANUARY 31, 2024**

REVENUE	2023-24 BUDGET	% OF THE BUDGET	FORECAST MARCH 31, 2024	VARIANCE % (BASED ON FORECAST)	VARIANCE (BASED ON FORECAST)	ACTUALS JANUARY 31, 2024	VARIANCE % (BASED ON ACTUALS)
TAXES	\$ 21,913,069	70%	\$ 21,578,953	-1.5%	\$ (334,116)	\$ 21,579,529	1.5%
SEWER	\$ 2,419,383	8%	\$ 2,248,857	-7.0%	\$ (170,526)	\$ 1,686,643	30.3%
BUSINESS PROPERTY / DEED TRANSFER TAX	\$ 2,420,477	8%	\$ 2,322,075	-4.1%	\$ (98,402)	\$ 1,998,342	17.4%
GRANTS	\$ 91,600	0%	\$ 259,798	183.6%	\$ 168,198	\$ 140,722	100.0%
SERVICES PROVIDED TO OTHER GOVERNMENTS ¹	\$ 1,159,282	4%	\$ 1,455,854	25.6%	\$ 296,572	\$ 668,660	42.3%
SALES OF SERVICES	\$ 1,014,521	3%	\$ 892,904	-12.0%	\$ (121,617)	\$ 797,702	21.4%
OTHER REVENUE ²	\$ 666,961	2%	\$ 1,349,848	102.4%	\$ 682,887	\$ 1,087,600	-63.1%
UNCONDITIONAL TRANSFERS	\$ 1,230,201	4%	\$ 667,567	-45.7%	\$ (562,634)	\$ 526,890	57.2%
TRANSFERS FROM FED OR PROV GOVT.	\$ 15,000	0%	\$ 24,107	60.7%	\$ 9,107	\$ 24,107	-60.7%
TRANSFERS FROM OTHER LOCAL GOVERNMENTS	\$ 230,789	1%	\$ 292,237	26.6%	\$ 61,448	\$ 249,259	-8.0%
TOTAL	\$ 31,161,283	100%	\$ 31,092,201	-0.2%	\$ (69,082)	\$ 28,759,454	7.7%
EXPENSES							
GENERAL GOVERNMENT SERVICES ³	\$ 3,576,930	11%	\$ 3,857,915	7.9%	\$ 280,985	\$ 3,267,951	8.6%
PROTECTIVE SERVICES ⁴	\$ 9,206,807	30%	\$ 9,585,011	4.1%	\$ 378,204	\$ 6,081,222	33.9%
TRANSPORTATION	\$ 1,659,302	5%	\$ 1,687,984	1.7%	\$ 28,682	\$ 1,227,204	26.0%
ENVIRONMENTAL HEALTH SERVICES ⁵	\$ 3,589,052	12%	\$ 3,909,293	8.9%	\$ 320,241	\$ 2,783,882	22.4%
PUBLIC HEALTH SERVICES ⁶	\$ 298,345	1%	\$ 292,687	-1.9%	\$ (5,658)	\$ 209,342	29.8%
PLANNING	\$ 1,111,360	4%	\$ 1,087,277	-2.2%	\$ (24,083)	\$ 914,814	17.7%
RECREATION	\$ 3,054,574	10%	\$ 3,092,135	1.2%	\$ 37,561	\$ 2,504,617	18.0%
EDUCATION	\$ 5,000,882	16%	\$ 5,028,292	0.5%	\$ 27,410	\$ 2,884,014	42.3%
PRINCIPAL INSTALLMENTS	\$ 2,207,653	7%	\$ 2,207,653	0.0%	\$ -	\$ 1,358,172	38.5%
NET TRANSFERS	\$ 1,456,378	5%	\$ 1,441,378	-1.0%	\$ (15,000)	\$ -	100.0%
TOTAL	\$ 31,161,283	100%	\$ 32,189,625	3.3%	\$ 1,028,342	\$ 21,231,218	31.9%
SURPLUS / DEFICIT	\$ -		\$ (1,097,424)			\$ 7,528,236	
MITIGATED BUDGETTING ERROR			\$ (704,406)				
TOTAL SURPLUS (DEFICIT) OVER THE BUDGET			\$ (393,018)	-1.3%			

Please note that if revenue and expenditures were incurred evenly over the year approximately 83.33% of the budget would be used. This percentage provides a guideline when reviewing the above. However, it is important to keep in mind that account variances (up or down) will occur throughout the fiscal year. For example, seasonal activities such as summer programs and facility maintenance, as well as winter snow removal, will influence the budget in a non-uniform manner throughout the year. Items such as transfers from reserves, will also impact budget to actuals throughout the year as they occur at fiscal year end.

The overall projected deficit based on the variance analysis for the general fund is \$1,097,424, of which \$704,406 is related to the budgeting error communicated at the September 26, 2023 Council meeting. It is also communicated potential sources of mitigation of this error. The mitigating sources will be recognized and reported in the Net Transfers, during the year end process. It is important to note, that mitigating efforts would only be utilized if the Municipality incurs a deficit. If the Municipality completes the year with a surplus, no mitigation is needed. The unmitigated portion of the deficit has decreased by \$244,510 since December's Financial Update.

Keynotes:

Revenue:

- Current Deed Transfer Tax actual is at \$1.56 million at January 31, 2024, which is 78.4% of budget. The projection has been updated to \$1.88 million.
- Unconditional Transfers is projecting \$562 thousand less, due to Municipal Financial Capacity Grant. It is not expected be doubled in 2023-24.
- Operational grants are coming in, and are projecting higher.
- Services provided to other governments is projecting higher, due to host community fees associated to the landfill. Currently they are higher, by \$155 thousand with one more payment expected.
- Sale of services is projecting lower due to recreation revenue, up to \$124,405 can be mitigated through safe restart funding.
- Sewer revenues continue to project lower following the third quarter.
- Other revenue is projecting higher than expected due to miscellaneous revenue, including permits, licenses, fines, rentals, tax certificates, and return on investment.

Expenses:

- RCMP is projecting higher, with the addition of the provincial RCMP quarterly billing \$236,291, the 2022-23 operating RCMP credit will help mitigate this.
- Fire is projecting higher, with the major capital repairs for Hantsport Fire, and Windsor Fire apparatus. Increases are associated to Southwest Hants Fire Operating and Regional Fire Operations.
- Emergency Services is projecting higher with the additional communication priorities.
- Transportation is projecting slightly higher, this will be monitored as we move into the winter season.
- Recreation expenses are projecting higher, due to increases in awarded grants, and the addition of the John Paris Junior event.
- General Government is projecting higher, with the increases associated with office buildings, council chambers furniture, Dial-A-Ride, and Property Tax Assistance Rebates.
- Environmental Health Services is projecting higher due to increases associated to sewer depreciations, and increased tipping charges associated to the flood. In addition the Windsor sewer's operational sewer treatment costs have increased due to higher utility costs (water & power), insurance, and Kings County sewer treatment shared costs.
- Facilities for the majority of departments are expecting to have higher than expected power costs.
- Education is projecting higher by \$27,140, Regional Library is also higher by \$7,710

LEGEND:

- 1 - SERVICES PROVIDED TO OTHER GOVERNMENTS INCLUDES: RECYCLING/ENFORCEMENT, HOST COMMUNITY FEES, ADMINISTRATION FEES, COURTHOUSE
- 2 - OTHER REVENUE INCLUDES: INTEREST & PENALTIES, RETURN ON INVESTMENTS, ADMINISTRATIVE RENTALS AND LEASES, FINES, LICENSES & PERMITS
- 3 - GENERAL GOVERNMENT SERVICE INCLUDES: LEGISLATIVE, ADMINISTRATION, FINANCIAL SERVICES, FACILITIES, LIBRARIES
- 4 - PROTECTIVE SERVICES INCLUDES: RCMP, FIRE, REMO, BY-LAW, COURTHOUSE, BUILDING INSPECTION
- 5 - ENVIRONMENTAL HEALTH SERVICES INCLUDES: SEWER, WASTE COLLECTION, WASTE DIVERSION, LANDFILL
- 6 - PUBLIC HEALTH SERVICES INCLUDES: CEMENTERIES, PUBLIC HOUSING

**West Hants Regional Municipality
2023-24 Windsor Water Budget**

REVENUE	2023-24 BUDGET	ACTUALS JANUARY 31, 2024	VARIANCE % (BASED ON ACTUALS)	FORECAST MARCH 31, 2024	VARIANCE % (BASED ON FORECAST)	VARIANCE (BASED ON FORECAST)
Rate Sales	\$ 1,494,063	\$ 1,035,194	-30.7%	\$ 1,457,348	-2.5%	\$ (36,715)
Fire Protection	\$ 474,303	\$ 474,303	0.0%	\$ 474,303	0.0%	\$ -
Sprinkler Services	\$ 5,927	\$ 4,238	-28.5%	\$ 5,650	-4.7%	\$ (277)
Other Operating Revenue	\$ 113,993	\$ 79,443	-30.3%	\$ 105,283	-7.6%	\$ (8,710)
Total Operating Revenue	\$ 2,088,286	\$ 1,593,177	-23.7%	\$ 2,042,584	-2.2%	\$ (45,702)
EXPENSES						
Source of Supply	\$ 6,800	\$ 8,596	26.4%	\$ 10,315	51.7%	\$ 3,515
Water Treatment	\$ 532,192	\$ 445,907	-16.2%	\$ 535,088	0.5%	\$ 2,896
Transmission & Distribution	\$ 484,885	\$ 379,529	-21.7%	\$ 455,435	-6.1%	\$ (29,450)
Administration & General	\$ 587,149	\$ 121,685	-79.3%	\$ 526,601	-10.3%	\$ (60,548)
Total Operating Expenditures	\$ 1,611,026	\$ 955,717	-40.7%	\$ 1,527,439	-5.2%	\$ (83,587)
Total Non-Operating Revenue	\$ 3,180	\$ 21,607	579.4%	\$ 25,929	715.3%	\$ 22,749
Total Non-Operating Expenditures	\$ 173,794	\$ 164,044	-5.6%	\$ 174,044	0.1%	\$ 250
Operating Surplus/Deficit	\$ 306,646	\$ 495,024	61.4%	\$ 367,031	19.7%	\$ 60,385

**West Hants Regional Municipality
2023-24 West Hants Water Budget**

REVENUE	2023-24 BUDGET	ACTUALS JANUARY 31, 2024	VARIANCE % (BASED ON ACTUALS)	FORECAST MARCH 31, 2024	VARIANCE % (BASED ON FORECAST)	VARIANCE (BASED ON FORECAST)
Rate Sales	\$ 1,761,134	\$ 1,284,286	-27.1%	\$ 1,712,382	-2.8%	\$ (48,752)
Fire Protection	\$ 614,950	\$ 612,357	-0.4%	\$ 612,357	-0.4%	\$ (2,594)
Sprinkler Services	\$ 927	\$ 900	-2.9%	\$ 900	-2.9%	\$ (27)
Other Operating Revenue	\$ 188,959	\$ 41,690	-77.9%	\$ 107,745	-43.0%	\$ (81,214)
Total Operating Revenue	\$ 2,565,970	\$ 1,939,233	-24.4%	\$ 2,433,384	-5.2%	\$ (132,587)
EXPENSES						
Source of Supply	\$ 439,132	\$ 237,685	-45.9%	\$ 432,730	-1.5%	\$ (6,401)
Water Treatment	\$ 469,550	\$ 405,613	-13.6%	\$ 486,736	3.7%	\$ 17,186
Transmission & Distribution	\$ 822,337	\$ 611,314	-25.7%	\$ 733,577	-10.8%	\$ (88,761)
Administration & General	\$ 797,499	\$ 96,210	-87.9%	\$ 755,697	-5.2%	\$ (41,802)
Total Operating Expenditures	\$ 2,528,518	\$ 1,350,822	-46.6%	\$ 2,408,739	-4.7%	\$ (119,778)
Total Non-Operating Revenue	\$ 3,500	\$ 33,670	862.0%	\$ 44,894	1182.7%	\$ 41,394
Total Non-Operating Expenditures	\$ 136,044	\$ 71,383	-47.5%	\$ 131,383	-3.4%	\$ (4,662)
Operating Surplus/Deficit	\$ (95,091)	\$ 550,699	-679.1%	\$ (61,844)	-35.0%	\$ 33,247

Avon River Causeway Correspondence
(aka Hwy. 101 Twinning, Aboiteau, Causeway, Lake Pisiquid)

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Danny	Dill	2020-06-30	2020-07-14 COTW
Quentin	Davison	2020-07-06	2020-07-14 COTW
Alyson	Bremner	2020-07-07	2020-07-14 COTW
Cecil	Rolfe	2020-07-13	2020-07-14 COTW
Pat	Porter	2020-07-13	2020-07-14 COTW
Nikki-Marie	Lloyd	2020-08-02	2020-09-08 COTW
Heather	Boylan (Martock)	2020-09-01	2020-09-08 COTW
Greg	O'Leary	2020-09-03	2020-09-08 COTW
Dr. Abby	Kirumira	2020-09-02	2020-09-08 COTW
Dean	Manning	2020-09-08	2020-09-08 COTW
David & Michelle	Rideout	2020-09-08	2020-09-08 COTW
Colleen	Walsh-Bouman	2020-09-08	2020-09-08 COTW
Nicholas & Alyson	Juurlink/Bremner (Linked Farms)	2020-09-08	2020-09-22 Council
Tasha	Rogers	2020-09-08	2020-09-22 Council
Brad	Carrigan	2020-09-23	2020-10-13 COTW
Karen	Carrigan	2020-09-23	2020-10-13 COTW
Elaine	Morehouse	2020-09-24	2020-10-13 COTW
Gary	Morehouse	2020-09-24	2020-10-13 COTW
Dr. A	Kirumira	2020-09-24	2020-10-13 COTW
Blake	Sarsfield	undated	2020-10-13 COTW
Greg	Webster	2020-10-01	2020-10-13 COTW
Bobby	Kidston	2020-10-02	2020-10-13 COTW
NSTIR	(Province of NS)	2021-01-13	2021-01-26 Council
Darren	Porter	2021-03-19	2021-03-23 Council
Rylan	Carrigan	2021-03-29	2021-04-13 COTW
Robin	Bremner-Popma (Hants Co Fed of Agri)	2021-03-29	2021-04-13 COTW
Roslyn	MacDuff	2021-03-29	2021-04-13 COTW
Darlene	Taylor	2021-03-23	2021-04-13 COTW
Daniel	Oulton	2021-03-26	2021-04-13 COTW
Karen	Carrigan	2021-03-26	2021-04-13 COTW
Marie & Andrew	Connolly	2021-03-26	2021-04-13 COTW
Robin	Thomson (Atlantic Division Canoe Kayak Canada)	2021-03-30	2021-04-13 COTW
Barbara	Hughes	2021-03-29	2021-04-13 COTW
Laura	Fisher	2021-04-01	2021-04-13 COTW

Avon River Causeway Correspondence
(aka Hwy. 101 Twinning, Aboiteau, Causeway, Lake Pisiquid)

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Nikki-Marie	Lloyd	2021-04-06	2021-04-13 COTW
Ken	Donnelly (Hwy 101 Twinning CLC)	2021-04-01	2021-04-13 COTW
Darren	Porter	2021-04-06	2021-04-13 COTW
Karen	Lynch	2021-04-09	2021-04-13 COTW
Carilee	Eddy	2021-04-15	2021-04-27 Council
Nikki-Marie	Lloyd	2021-04-19	2021-04-27 Council
Sheldon	Hope	2021-04-19	2021-04-27 Council
Adrienne	Wood	2021-04-22	2021-04-27 Council
Magda	Montgomery	2021-04-22	2021-04-27 Council
Sheldon	Hope	2021-04-26	2021-04-27 Council
Andrew	Smiley	2021-05-02	2021-05-11 COTW
Carrilee	Eddy	2021-05-03	2021-05-11 COTW
Denise	Forand	2021-04-27	2021-05-11 COTW
Erin	Naugler	2021-05-02	2021-05-11 COTW
Janet	Comeau	2021-05-02	2021-05-11 COTW
Kristyn	Anderson	2021-05-02	2021-05-11 COTW
Laura	Fisher	2021-04-01	2021-05-11 COTW
Nick	Rafuse	2021-05-03	2021-05-11 COTW
Nicole	McLeod	2021-05-02	2021-05-11 COTW
Robyn	Cook	2021-05-02	2021-05-11 COTW
Sheldon	Hope	2021-05-02	2021-05-11 COTW
Tammy	Hilden	2021-05-02	2021-05-11 COTW
Tracey	Sexton	2021-05-03	2021-05-11 COTW
Ginette	Pitcher	2021-05-03	2021-05-11 COTW
Greg	Miller	2021-05-05	2021-05-11 COTW
David & Michelle	Rideout	2021-05-05	2021-05-11 COTW
Sylvia & Vince	Burgess	2021-05-05	2021-05-11 COTW
Scott (Adrienne)	Miniau (Wood)	2021-05-03	2021-05-11 COTW
Barbara	Sullivan	2021-05-06	2021-05-11 COTW
Sandra & Skip	Hogan	2021-05-06	2021-05-11 COTW
Marie & Andrew	Connolly	2021-05-06	2021-05-11 COTW
Karen	Carrigan	2021-05-07	2021-05-11 COTW
Adrienne	Wood (Petition)	2021-05-07	2021-05-11 COTW
Lisa	Hines	2021-05-07	2021-05-11 COTW

Avon River Causeway Correspondence
(aka Hwy. 101 Twinning, Aboiteau, Causeway, Lake Pisiquid)

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Cam	Hartley	2021-05-07	2021-05-11 COTW
Troy & Vicki	Harvie	2021-05-07	2021-05-11 COTW
Jenn	McDermott	2021-05-08	2021-05-11 COTW
Jennifer	Daniels	2021-05-09	2021-05-11 COTW
Krista & Colin	Duncan	2021-05-09	2021-05-11 COTW
Robin	Bremner-Popma	2021-05-07	2021-05-11 COTW
Roslyn (Darlene) [Barb]	MacDuff (Taylor) [Hughes]	2021-05-08	2021-05-11 COTW
Wayne & Dianne	Hines	2021-05-09	2021-05-11 COTW
Bob & Sandra	Langdon	2021-05-10	2021-05-11 COTW
Brad	Hood	2021-05-10	2021-05-11 COTW
Ed & Cathy	Kerr	2021-05-10	2021-05-11 COTW
Ann	MacArthur	2021-05-10	2021-05-11 COTW
Carole Anne	Casey	2021-05-10	2021-05-11 COTW
Sarah	MacDonald	2021-05-10	2021-05-11 COTW
Andre & Donna	Arsenault	2021-05-11	2021-05-11 COTW
Aaron	Leblanc	2021-05-12	2021-05-25 Council
Adrian	Rooney	2021-05-19	2021-05-25 Council
Adrienne	Wood	2021-05-12	2021-05-25 Council
Barb	Sullivan	2021-05-16	2021-05-25 Council
Barbara	Beck	2021-05-15	2021-05-25 Council
Bethany	Rozee	2021-05-12	2021-05-25 Council
Carl	Siler	2021-05-12	2021-05-25 Council
Carol	Bradley	2021-05-16	2021-05-25 Council
Carol	McKinley	2021-05-12	2021-05-25 Council
Chad	Pothier	2021-05-18	2021-05-25 Council
Chris	Cann	2021-05-21	2021-05-25 Council
Connie	Shay	2021-05-15	2021-05-25 Council
Conrad	Mullins	2021-05-18	2021-05-25 Council
Darlene	Taylor	2021-05-15	2021-05-25 Council
Darren	Porter	2021-05-12	2021-05-25 Council
Darren	Woods	2021-05-13	2021-05-25 Council
Dawson	Sheehy	2021-05-16	2021-05-25 Council
Deanna	Hamilton	2021-05-15	2021-05-25 Council
Debbie	Porter-Wood	2021-05-13	2021-05-25 Council
Debbie	Siler	2021-05-15	2021-05-25 Council
Denise	Forand	2021-05-13	2021-05-25 Council

Avon River Causeway Correspondence
(aka Hwy. 101 Twinning, Aboiteau, Causeway, Lake Pisiquid)

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Devan	Archibald	2021-05-18	2021-05-25 Council
Diane	Ogilvie	2021-05-13	2021-05-25 Council
Erin	Naugler	2021-05-13	2021-05-25 Council
Ernest	Eddy	2021-05-15	2021-05-25 Council
Gerry	Young	2021-05-15	2021-05-25 Council
Gina	Cochrane	2021-05-12	2021-05-25 Council
Harry	Ullock	2021-05-15	2021-05-25 Council
Hope	Moon	2021-05-12	2021-05-25 Council
Ian	Shaw	2021-05-16	2021-05-25 Council
J	Davis (and J Griffith)	2021-05-17	2021-05-25 Council
Jacqueline	Farvacque	2021-05-12	2021-05-25 Council
Jayne	Murray	2021-05-16	2021-05-25 Council
Jeff	Redden	2021-05-17	2021-05-25 Council
Jennifer	Shaw	2021-05-16	2021-05-25 Council
Jocelyne	Marchand	2021-05-12	2021-05-25 Council
John & Sarah	Monette	2021-05-19	2021-05-25 Council
Jordan	Macumber	2021-05-12	2021-05-25 Council
Josette	Dugue	2021-05-12	2021-05-25 Council
Judy	Lynch	2021-05-13	2021-05-25 Council
June	Pedersen-LaPierre	2021-05-15	2021-05-25 Council
Justin	Cochrane	2021-05-12	2021-05-25 Council
Karen	Lynch	2021-05-18	2021-05-25 Council
Kathryn	Bergeron	2021-05-16	2021-05-25 Council
Kathy	Veinot	2021-05-15	2021-05-25 Council
Kyle	Pellegrini	2021-05-12	2021-05-25 Council
Lachlan	Riehl	2021-05-12	2021-05-25 Council
Laura	Stewart	2021-05-19	2021-05-25 Council
Lee	Billington	2021-05-12	2021-05-25 Council
Lee	Millett	2021-05-12	2021-05-25 Council
Lexie	Barkhouse	2021-05-12	2021-05-25 Council
Linda	Card	2021-05-11	2021-05-25 Council
Monique	Wood	2021-05-16	2021-05-25 Council
Nancy	Sheehy	2021-05-16	2021-05-25 Council
Nancy	Sheehy	2021-05-18	2021-05-25 Council
Nikki-Marie	Lloyd	2021-05-12	2021-05-25 Council
Nikki-Marie	Lloyd	2021-05-17	2021-05-25 Council

Avon River Causeway Correspondence
(aka Hwy. 101 Twinning, Aboiteau, Causeway, Lake Pisiquid)

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Olena	Kharytonova	2021-05-15	2021-05-25 Council
Pat	Porter	2021-05-12	2021-05-25 Council
Paula	Lake	2021-05-12	2021-05-25 Council
Robert	Bowkett	2021-05-18	2021-05-25 Council
Roslyn	MacDuff	2021-05-15	2021-05-25 Council
Ruth	Angevine	2021-05-13	2021-05-25 Council
Scotch Village	Farm	2021-05-19	2021-05-25 Council
Shirley	Pineo	2021-05-12	2021-05-25 Council
Stephen	Brooks	2021-05-12	2021-05-25 Council
Trudy	Sheehy	2021-05-17	2021-05-25 Council
Steven	Bouman	2021-05-17	2021-05-25 Council
Sue	Sheehy	2021-05-14	2021-05-25 Council
Susie	Smith	2021-05-12	2021-05-25 Council
Tasha	Rogers	2021-05-12	2021-05-25 Council
Tera	Brommit	2021-05-17	2021-05-25 Council
Toni-Lee	Burns	2021-05-12	2021-05-25 Council
Tony	Wood	2021-05-18	2021-05-25 Council
Tracey	Sexton	2021-05-16	2021-05-25 Council
Trevor	Levy	2021-05-12	2021-05-25 Council
Tricia	Brommit	2021-05-17	2021-05-25 Council
Vince & Sylvia	Burgess	2021-05-16	2021-05-25 Council
Loretta	MacEachern	2021-05-20	2021-05-25 Council
Tim & Jennifer	Bayers	2021-05-21	2021-05-25 Council
Darlene	Taylor	2021-05-25	2021-06-08 COTW
Darlene	Taylor	2021-05-25	2021-06-08 COTW
Darren	Porter (forwarded email from/to another source)	2021-05-27	2021-06-08 COTW
Dawn	Allen	2021-05-25	2021-06-08 COTW
John	Monette	2021-05-25	2021-06-08 COTW
Richard	Dunham	2021-05-25	2021-06-08 COTW
Carrilee	Eddy	2021-06-06	2021-06-22 Council
Darlene	Taylor	2021-06-09	2021-06-22 Council
Darren	Porter	2021-06-06	2021-06-22 Council
Lisa	Bland	2021-06-08	2021-06-22 Council
Krista & Scott	Lloy	2021-06-07	2021-06-22 Council
Nancy	Sheehy	2021-06-06	2021-06-22 Council
Karen	Beazley	2021-07-06	2021-07-13 COTW

Avon River Causeway Correspondence
(aka Hwy. 101 Twinning, Aboiteau, Causeway, Lake Pisiquid)

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Quentin	Davison	2021-07-13	2021-07-13 COTW
Iain (Hon.)	Rankin	2021-07-16	2021-07-27 Council
Karen	Beazley	2021-07-15	2021-07-27 Council
G.E.	Morehouse	2021-07-22	2021-07-27 Council
Darlene	Taylor	2021-07-26	2021-09-14 COTW
Heather	MacLean	2021-08-13	2021-09-14 COTW
Kim (Hon)	Masland	2021-09-22	2021-10-12 COTW
Darren	Porter	2022-02-01	2022-02-08 Council
Hon. Steve	Craig	2022-03-02	2022-03-08 COTW
Hon. Greg	Morrow	2022-03-08	2022-03-22 Council
Sheldon	Hope	2022-03-10	2022-03-22 Council
Darren	Porter	2022-06-02	2022-06-14 COTW
Darren	Porter	2022-06-27	2022-06-28 Council
Hon. Joyce	Murray	2022-07-12	2022-07-26 Council
Jennifer	Allen	2022-08-30	2022-09-13 COTW
Hon. Kody	Blois	2022-10-07	2022-10-11 COTW
K Salter	Salter	2022-10-28	2022-11-08 COTW
Hon. Kody	Blois	2023-06-02	2023-06-13 COTW
Andre	Arsenault	2023-06-02	2023-06-13 COTW
Darlene	Taylor	2023-06-02	2023-06-13 COTW
Kevin	Walsh	2023-06-03	2023-06-13 COTW
Alyson and Nicholas	Bremner/Juurlink	2023-06-03	2023-06-13 COTW
Hants County Federation of Agriculture		2023-06-03	2023-06-13 COTW
Al	Mailman	2023-06-03	2023-06-13 COTW
Greg	O'Leary	2023-06-03	2023-06-13 COTW
Lisa	Bland	2023-06-04	2023-06-13 COTW
Karen	Lynch	2023-06-04	2023-06-13 COTW
Judy	Lynch	2023-06-04	2023-06-13 COTW
Greg	Miller	2023-06-04	2023-06-13 COTW
Darren	Porter	2023-06-04	2023-06-13 COTW
Monique	Wood	2023-06-04	2023-06-13 COTW
Lana	Patterson	2023-06-04	2023-06-13 COTW
Dr. AK.	Kirumira	2023-06-04	2023-06-13 COTW

Avon River Causeway Correspondence
(aka Hwy. 101 Twinning, Aboiteau, Causeway, Lake Pisiquid)

Bonnie	O'Leary	2023-06-04	2023-06-13 COTW
Robyn	Bremner-Popma	2023-06-04	2023-06-13 COTW
Traci and Elizabeth	Curry	2023-06-04	2023-06-13 COTW
Sheldon	Hope	2023-06-05	2023-06-13 COTW
Wilf and Diane	Ogilvie	2023-06-05	2023-06-13 COTW
Aaron	Ewing	2023-06-05	2023-06-13 COTW
Cara	Pfeffer	2023-06-05	2023-06-13 COTW
Maxine	Chandler	2023-06-05	2023-06-13 COTW
Pat	Porter	2023-06-05	2023-06-13 COTW
Shannon	Cunningham	2023-06-05	2023-06-13 COTW
Anna	DeNicola	2023-06-06	2023-06-13 COTW
Jen	Murphy	2023-06-06	2023-06-13 COTW
Karen	Beazley	2023-06-06	2023-06-13 COTW
Linda	Card	2023-06-06	2023-06-13 COTW
Richard	Dunham	2023-06-06	2023-06-13 COTW
Doug	Symonds	2023-06-06	2023-06-13 COTW
Krista	Lunn	2023-06-06	2023-06-13 COTW
Barbara	Hughes	2023-06-06	2023-06-13 COTW
Andrew	Smiley	2023-06-06	2023-06-13 COTW
Nikki	Lloyd	2023-06-06	2023-06-13 COTW
Aaron	Ewing	2023-06-07	2023-06-13 COTW
Jim	White	2023-06-07	2023-06-13 COTW
Sasha	Stevens	2023-06-07	2023-06-13 COTW
Chris	Phillips	2023-06-07	2023-06-13 COTW
Chad	Pothier	2023-06-07	2023-06-13 COTW
Darlene	Taylor	2023-06-07	2023-06-13 COTW
Nancy and Bruce	Cameron	2023-06-07	2023-06-13 COTW
James	Pothier	2023-06-07	2023-06-13 COTW
Abe	Zebian	2023-06-07	2023-06-13 COTW
Judith	Kazmirski	2023-06-08	2023-06-13 COTW
Nikki Lloyd	Lloyd	2023-06-08	2023-06-13 COTW
Darren	Porter	2023-06-09	2023-06-13 COTW
Ashley Imlay	Imlay	2023-06-09	2023-06-13 COTW
Valerie	Wilcox	2023-06-11	2023-06-13 COTW

Avon River Causeway Correspondence
(aka Hwy. 101 Twinning, Aboiteau, Causeway, Lake Pisiquid)

Colleen	Walsh-Bouman	2023-06-12	2023-06-13 COTW
G. Wayne	Hines	2023-06-12	2023-06-13 COTW
Sharon	Johnson	2023-06-12	2023-06-13 COTW
Nicholas	Juurlick	2023-06-11	2023-06-13 COTW
Ed and Cathy	Kerr	2023-06-12	2023-06-13 COTW
Tracey	Sexton	2023-06-12	2023-06-13 COTW
Peter	Nicol	2023-06-12	2023-06-13 COTW
Jennifer	Shaw	2023-06-13	2023-06-13 COTW
Jayne	Murray	2023-06-13	2023-06-13 COTW
Reid & Roslyn	MacDuff	2023-06-13	2023-06-13 COTW
Monique	Wood	2023-06-13	2023-06-13 COTW
Dean	Manning	2023-06-13	2023-06-13 COTW
Karen	Beazley	2023-06-14	2023-06-27 Council
Carrilee	Eddy	2023-06-15	2023-06-27 Council
Maria DeNicola	DeNicola	2023-06-15	2023-06-27 Council
Anna	DeNicola	2023-06-16	2023-06-27 Council
Karen F.	Beazley	2023-06-16	2023-06-27 Council
Lisa	Bland	2023-06-16	2023-06-27 Council
Duncan	Armour	2023-06-19	2023-06-27 Council
Gwendolyn	Aker	2023-06-19	2023-06-27 Council
Laura	Fisher	2023-06-19	2023-06-27 Council
Barbara	Hughes	2023-06-21	2023-06-27 Council
Reid & Roslyn	MacDuff	2023-06-21	2023-06-27 Council
Kim	Jansen	2023-06-22	2023-06-27 Council
Brian and Sandra	Hogan	2023-06-22	2023-06-27 Council
Maria	DeNicola Re Concerns of Racism, Bullying and Slander	2023-06-22	2023-06-27 Council
Karen	Langille	2023-06-22	2023-06-27 Council
Anne	Desneiges	2023-06-22	2023-06-27 Council
Darren	Porter	2023-06-25	2023-06-27 Council
Barbara	Hughes	2023-06-27	2023-07-11 COTW
Louis	Coutinho	2023-06-28	2023-07-11 COTW
Darlene	Taylor	2023-06-29	2023-07-11 COTW
Eric	D-Entremont	2023-07-10	2023-07-11 COTW
Canadian Wildlife Federation Letter		2023-07-10	2023-07-11 COTW

Avon River Causeway Correspondence

(aka Hwy. 101 Twinning, Aboiteau, Causeway, Lake Pisiquid)

[illegible]

From: [Abraham Zebian](#)
To: [Deanna Snair](#)
Subject: Fwd: Causeway a growing political embarrassment ,
Date: Sunday, March 10, 2024 6:27:12 PM

From: Denise Forand

Date: March 10, 2024 at 6:08:40 PM ADT

To: johnlohrmla@gmail.com, Keith Irving <keith@irvingmla.ca>, Premier <premier@novascotia.ca>, kody.blois@parl.gc.ca, Claudia Chender <ClaudiaChenderMLA@gmail.com>, liberalcaucus <liberalcaucus@novascotia.ca>, Brian Casey <caseydale@eastlink.ca>, MLA Office <melissa.mlaoffice@gmail.com>, Abraham Zebian <AZebian@westhants.ca>

Subject: Causeway a growing political embarrassment ,

Caution [External Email]

This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

Government officials? Working for the people, and doing what's best for the majority and Our environment which feeds us the people. Water and land is our livelihood and has to be respected. You have to strive harder as Balance is getting harder with our unplanned doubling of our population coming.

To all recipients,

1- I am deeply concerned of the newer operator's at the causeway gates. Why are they keeping it so high?

We come within an inch from flowing over our only lower wall at the canoe club, too often.

Why? We have the total control of what we what for levels so stop screwing us over.

These gates and tides we're operated with pride and balance in the beginning. Look up the history of the operation, what they learned and the many suggestions going forward. Please follow science in the very newest universities studies., not

the crooked collusion process of government today and the past 30 years. Who said no salt.!

2- then how embarrassing! A newly designed highway over a lethality stretch of highway and a contentious political battleground the Windsor causeway, that really needs its 6th bridge to be built correctly for all season and tides.

A-they had to close the 101 highway !

- they had to bring in big long shovels,

- I saw 3 digging snow off the proposed City bound lanes from high on the wall of shame new bridge launch ramp roads of the proposed highway going to the valley.

-How ridiculous is that., many people predicted this, who are we employing? Where are the chiefs and what are they doing?

3- please develop this river to enhance our community.

a-Divide the holding pond. Make it half its size. A dug out tidal waterfront running with a healthy river with a good level being maintained for paddling along the downtown side once it's dredged and the building moved out of the corner.

b- build a beautiful really wide walking system using large cut rocks to double as seating along the the main downtown new water corner wall over to the causeway. This will be our protective wall plus we can hide the sewer that flows into the waternow

Yes , I am sure you can pipe it under the new wall all the way out of downtown to the pump station.

c- move the canoe club up to the newly dug out watercourse , probably around the gazebo area I figure. Remember we have 17 Feet of silt along the Windsor waterfront.

Think of the capacity Loss. This silt derives from the fresh side, not from tides.

d- talk to the gentleman who talked to us about reclaiming that corner like in the Bedford Basin I believe. Let be the talk for a positive transformation with a new environmentally clean waterway and community pride and beauty. This waterfront hasn't changed since the transition of the rail line and wharfs. It has so much potential.

e- build us new gates inside the old ones so we have a back up, let's have windows in it and draw tourists to witness the movement of the magnificent spawning species of the centuries. Look at it with better eyes. The return of the Atlantic Salmon and the eels of our health habitat with our many seasons species. Have trails along the other side of the causeway showing the life of a marsh of distinction and it's many nature visitors and the benefits for our health.

Finally, please have some imagination of what could be done to make a great healthy uses of our famous resources that come from the tides. Tides created this healthy farming.

Together like created, ebb n flows., not one way only. Find the balance. Work

together.

Resolve with science and facts. Remember salt water is heavier than fresh.

Science.

Sincerely, Denise Forand

Sent from my iPad

Correspondence Received

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Katherine	Mcleod, P.Eng, Dept. Environment and climate change	2021-10-28 (Received)	2022-01-11 COTW
Hants County Legion		2021-11-25	2021-12-07 COTW
Hon. Melissa	Sheehy-Richard	2021-11-30	2021-12-07 COTW
Hon. John	Lohr	2021-11-30	2021-12-07 COTW
Hon. Kim	Masland	2021-12-01	2021-12-16 Council
NSUARB		2021-12-10	2021-12-16 Council
Bennet	Mary Lou	2021-12-13	2021-12-16 Council
Hon. Kim	Masland	2021-12-17	2022-01-11 COTW
Bland	Lisa	2021-01-17	2022-01-11-COTW
Wilson	John	2021-12-21	2022-01-11 COTW
Pineo	Shirley	2021-12-17	2022-01-11 COTW
Nelson	Gary	2022-01-11	2022-01-25 Council
Hon. Kody	Blois	2022-01-13	2022-01-25 Council
Denise	Forrand	2022-01-19	2022-01-25 Council
Dawn	Allen	2022-01-18	2022-01-25 Council
Sarah	Brothers	2022-01-19	2022-01-25 Council
Roland	Newcombe	2022-01-20	2022-01-25 Council
Valerie	Newcombe	2022-01-20	2022-01-25 Council
Andrea	Moore	2022-01-21	2022-01-25 Council
Gary	Nelson	2022-01-26	2022-02-08 COTW
Hon. Minister	Johns	2022-01-27	2022-02-08 COTW
Hon. John	Lohr	2022-02-01	2022-02-08 COTW
Hon. Joyce	Murray	2022-02-02	2022-02-08 COTW
Kim	MacQuarrie	2022-02-06	2022-02-22 Council
Sheldon	Hope	2022-02-08	2022-02-22 Council
Brad	Carrigan	2022-01-24	2022-03-08 COTW
Dr. Gordon	Haliburton	2022-02-14	2022-03-08 COTW
Hon. Kim	Masland	2022-03-01	2022-03-08 COTW
East Hants		2022-03-01	2022-03-08 COTW
Hon. John	Lohr	2022-03-22	2022-04-12 COTW
Andrea	Parker	2022-03-28	2022-04-12 COTW
Bulk Water Haulers		2022-03-30	2022-04-12 COTW
Mark	Wainman	2022-04-04	2022-04-12 COTW
Jeff	Houser	2022-03-23	2022-04-12 COTW
Kathrin	Winkler	2022-04-05	2022-04-12 COTW
Joseph, PVSC	Feeney	2022-04-14	2022-04-26 Council

Correspondence Received

Darren	Porter	2022-04-21	2022-04-26 Council
Daphnee	de Lamirande	2022-04-29	2022-05-10 COTW
Hon. John	Lohr	2022-05-02	2022-05-10 COTW
Ann- Marie	Mathieu, Annapolis Valley Regional Library	2022-05-05	2022-05-10 COTW
2022-05-11 Yves	Arsenault re Information session for Hosting of 44th annual Final des Jeux de l'Acadie for 2025	2022-05-11	2022-05-26 Council
Anna	Allen	2022-05-22	2022-06-14 COTW
Seamus	Marriott, Community Petition re Zwicker lake	2022-05-31	2022-06-14 COTW
Scott	Carson (Presenting letter in person to Council)	2022-06-03	2022-06-14 COTW
Hon. John	Lohr (DMA)	2022-06-10	2022-06-14 COTW
Nancy	Sherwood	2022-06-14	2022-06-28 Council
Bobby	Best	2022-06-16	2022-06-28 Council
Hon. Kim	Masland	2022-06-21	2022-06-28 Council
Sherri	Bulger	2022-06-28	2022-06-28 Council
Hon. John	Lohr	2022-06-30	2022-07-12 COTW
Domenic	Padula	2022-07-07	2022-07-12 COTW
Hon. Joyce	Murray	2022-07-12	2022-07-26 Council
Diana	Gibson re: RCMP & Fort Edward Information	2022-06-29	2022-07-26 Council
Acute Care	Tanya Penney	2022-07-19	2022-07-26 Council
Darren	Porter	2022-07-27	2022-09-13 COTW
PVSC		2022-08-02	2022-09-13 COTW
DMA		2022-08-04	2022-09-13 COTW
Breaking Barriers Together		2022-08-17	2022-09-13 COTW
Bill	Preston	2022-08-18	2022-09-13 COTW
Alix	Munro (POSSE)	2022-09-01	2022-09-13 COTW
County of Annapolis	Letter to Premier Tim Houston and Hon. Tim Halman re Moratorium on Aerial Herbicide Spraying	2022-09-14	2022-09-27 Council
Darren	Porter	2022-09-14	2022-09-27 Council
Darren	Porter	2022-09-16	2022-09-27 Cour

Correspondence Received

Philip	Hyam	2022-09-17	2022-09-27 Council
Mash Up Lab re: Opportunity for Aspiring Entrepreneurs in West Hants		2022-10-17	2022-10-25 Council
Minister Masland	Re: Potential Mi'kmaq Burial site	2022-10-19	2022-10-25 Council
Heather Hughes,	Executive Director Re: Proposed changes to Weed Control Act	2022-09-13	2022-11-08 COTW
Minister of Finance and Treasury Board	Re: Provincial Non-Resident Deed Transfer Tax	2022-10-21	2022-11-08 COTW
Home Hardware	Re: Security Cameras	2022-10-21	2022-11-08 COTW
Windsor Township	Re: Security Cameras	2022-10-24	2022-11-08 COTW
Dawna MacIvor	Re: November is Crohn's and Colitis Awareness Month	2022-10-28	2022-11-08 COTW
Waye Mason	re Concerns and Information regarding Bill 225 and HRM Noise By-Law	2022-11-02	2022-11-08 COTW
Peter Gregg	Re Information on Bill 212, An Act to Amend Public Utility Act	2022-11-02	2022-11-08 COTW
Andrea Parker	Re Road repair work needed	2022-11-06	2022-11-22 Council
WAEFA Recipient Confirmation - 2022	(Awards sponsored by the West Hants Regional Municipality)	2022-11-07	2022-11-22 Council
CAO Letter	Comfort Centre Designation - Garden of Eden Community Centre	2022-11-10	2022-11-22 Council
David Old,	President Hantsport Seniors and Elders Club re Community Generator Program	2022-11-10	2022-11-22 Council
Juanita Wilcox	re Expression of Thanks	2022-11-12	2022-11-22 Council
Emily McNeil	re Renewal of the Operating Approval for the Avon Hydro System	2022-11-14	2022-11-22 Council
Paul Beazley	re Boundary Review Questions	2022-11-16	2022-11-22 Council
West Hants Historical Society	Re Old Parish Burying Ground Letter	2022-11-16	2022-12-06 COTW
Graham Sanford	Re Road Concerns	2022-11-16	2022-12-06 COTW
Fidelis House	Re financial assistance request	2022-11-30	2022-12-06 COTW
Lawrencetown Education Centre	Re Big Chill Donation request	2022-12-06	2022-12-13 Council
Kate Sircom, Secretary, St. Andrew's Church Council	Re Community Comfort Centre proposal	2022-12-06	2022-12-13 Council
NSFM	Re: Code of Conduct - Summary of content from consultation	2022-12-14	2023-01-10 COTW

Correspondence Received

Graham Sanford	Re: response to outstanding concerns sent after the presentation to Council on December 13th, 2022.	2023-01-09	2023-01-10 COTW
Graham Sanford	Re: File to Rezone Lots along Bog Road	2023-01-24	2023-01-24 Council
Nova Scotia Department of Public Works Request	Re: Pothier Motors Crosswalk Request	2023-02-03	2023-02-14 COTW
Windsor Township Business Association	Re: Expression of Thanks and Continued Conversations	2023-02-09	2023-02-14 COTW
Hants County Federation of Agricultural and the Great Falmouth Marsh Body	Re: Remaining ACOA funds	2023-02-23	2023-02-28 Council
Seamus Marriot (Zwicker Lake Property Owners)	Re Permit Clarification	2023-02-17	2023-03-14 COTW
Windsor Lions Club	Re Tourist Bureau Park Request	2023-02-23	2023-03-14 COTW
Carrilee Eddy	Re Affordable Housing	2023-02-28	2023-03-14 COTW
Graham Sanford	Re: Don't Be The Dirt Advocacy Presentation	2023-02-28	2023-03-14 COTW
Andrew Hardman	Re 997 Highway 14 Distribution Depot - Trans-World Concerns	2023-03-02	2023-03-14 COTW
Seamus Marriot (Zwicker Lake Property Owners)	Re Permit Clarification	2023-03-02	2023-03-14 COTW
FCM Executive Decision	Re Green Municipal Fund application	2023-03-03	2023-03-14 COTW
Avondale Hall	Re Floor repair and renovation request	2023-03-08	2023-03-14 COTW
Letter From Private Road Development	Re Petition for Waste Collection Services	2023-03-09	2023-03-14 COTW
Hon. Greg Morrow	Response to Expenses incurred due to fencing	2023-03-14	2023-03-28 Council
Sarah Reddington	Re Hantsport Memorial Community Center and Pickleball Facility	2023-03-14	2023-03-28 Council
Core Committee - Zwicker Lake Property Owners	Re Permit Clarification	2023-03-14	2023-03-28 Council
Hantsport Community Rep	Re: Apple Blossom Festival Sponsorship Request	2023-03-15	2023-03-28 Council
MLA Sheehy-Richard	Request for a Nomination for the Order of Nova Scotia	2023-03-15	2023-03-28 Council
VREN I	Re Response to continued partnership and IMSA	2023-03-16	2023-03-28 Council
NS Power	Re Avon Hydro System Relicensing	2023-03-20	2023-03-28 Council
Public Health	Re New alcohol guidance on harms and risks for residents	2023-03-20	2023-03-28 Council
Kody Blois	Re: Letter to the Hon. Kim Masland	2023-03-21	2023-03-28 Council

Correspondence Received

Margot Bureaux	Re Cancellation of ABF Leadership Competition	2023-03-21	2023-03-28 Council
Shawna Nichols	Re: Lego program	2023-03-23	2023-03-28 Council
West Hants Historical Society	Proclamation Request	2023-03-23	2023-03-28 Council
Pisiquid Canoe Club	Re: Funding Request	2023-03-24	2023-03-28 Council
KMK Negotiation Office	Re: Expression of interest to meet and discuss the Avon River and downtown waterfront	2023-03-28	2023-04-11 COTW
Markus Kehoe	Re Expression of appreciation	2023-03-29	2023-04-11 COTW
Chantelle Hill	Re Proclamation of Parental Alienation Bubbles of Love Day April 25 2023 Request	2023-03-30	2023-04-11 COTW
Communities in Bloom	Re Invitation to participate	2023-03-30	2023-04-11 COTW
David Simpson	Re Rails-to-trails to Windsor	2023-03-30	2023-04-11 COTW
Mark Kehoe	Re Permit D2023-019 Pisiquid Canoe Club Day Camps - Not Valid	2023-03-30	2023-04-11 COTW
Minister Lohr DMA	Re Sustainability Services Growth Fund (SSGF)	2023-03-30	2023-04-11 COTW
Hon. Masland	Re Intersection Lighting	2023-04-03	2023-04-11 COTW
Brenda Shiers Chair West Hants Uniacke Community Health Board	Re Request for Funding Support	2023-04-04	2023-04-11 COTW
Windsor Township Business District	Reimagine Lake Pisiquid	2023-04-04	2023-04-11 COTW
Poplar Grove Community Hall	Funding Request	2023-04-06	2023-04-11 COTW
Heather Lake	Re Cogmagun and Beaver Pond Petition	2023-04-11	2023-04-11 COTW
Laurent Breault, General Director	Re International Day Against Homophobia and Transphobia, May 17, 2023	2023-04-09	2023-04-25 Council
Trudy Flynn	Re Light up Municipal office Purple for May 12 Fibromyalgia Awareness Day.	2023-04-10	2023-04-25 Council
Zwicker Lake Core Committee	Re Letter of Complaint - Disrespectful Behaviour	2023-04-10	2023-04-25 Council
Gloria Shanks	Re Old Shanks Road dated March 30, 2023	2023-04-10	2023-04-25 Council
Response to MP Blois	Re Highway 101 Twinning	2023-04-11	2023-04-25 Council
Hants County Federation of Agriculture	Re Expression of Appreciation for meeting	2023-04-11	2023-04-25 Council
Trevor Levy	Re Scotch Village Station Road Development	2023-04-14	2023-04-25 Council
Mark Kehoe	Re 2023-24 Tax Exemption Concern - Upper Vaughan	2023-04-16	2023-04-25 Council

Correspondence Received

Tom Levy	Re 301 Station Road Development	2023-04-16	2023-04-25 Council
Roberto Gueli and Anke Kungl	Re Community feedback for Sustainable Hill proposal	2024-04-17	2023-04-25 Council
Glooscap First Nation	Letter of Intent Re Proposed Addition to Reserve, Glooscap First Nation	2023-04-18	2023-04-25 Council
VREN to WHRM	Re Regional Enterprise Networks Review	2023-04-18	2023-04-25 Council
Mike Smith	Re Support of the Proposal from Sustainable Hill Campground and Yoga Dome	2023-04-20	2023-04-25 Council
Kathy Blois, Chair Hants County Senior Safety Association	Re Letter of Notice	2023-04-20	2023-04-25 Council
Seamus Marriot	Re FOIPOP Follow up	2023-04-20	2023-04-25 Council
Erin Naugler	Re Falmouth Highway Access	2023-04-23	2023-04-25 Council
Jessica and Allan Hill	Re Additional Considerations for Sustainable Hill's Application	2023-04-24	2023-04-25 Council
Karen Bourque-Ward and Art Ward	Re Scotch Village Station Road PID 45166915	2023-04-24	2023-04-25 Council
Wesley Petite	Re MPSA Retroactive Pay	2023-04-24	2023-04-25 Council
Hants County Federation of Agriculture	Re Scotch Village Rezoning Application	2023-04-25	2023-04-25 Council
Andrew Hardman	Re 997 Highway 14 - Zoning Change challenge	2023-04-26	2023-05-09 COTW
Guide Furlani	Re Concerns re 20 deer roaming and eating anything they can	2023-04-26	2023-05-09 COTW
Trevor Levy	Re Scotch Village Station Rd. PID 45166915	2023-04-26	2023-05-09 COTW
Denise Forand	Re Windsor Causeway and my Windsor's township waterfront vision	2023-04-27	2023-05-09 COTW
Barry Maxner	Re 50% Tax Reduction Request pertaining to Zwicker Lake Property and Pisiquid Canoe Club Concerns	2023-04-29	2023-05-09 COTW
Margot Bureaux	Re Banners	2023-05-02	2023-05-09 COTW
Grant Thomas	Re Theft	2023-05-03	2023-05-09 COTW
Aissa Thomas	Re Windsor Textile Development	2023-05-04	2023-05-09 COTW
Art Ward	Re Scotch Village Station Road PID 45166915	2023-05-06	2023-05-09 COTW
Core Committee Zwicker Lake Property Owners	Re CCBF Funding and the Canoe Club	2023-05-08	2023-05-09 COTW

Correspondence Received

John Fitzgerald	Re Scotch Village yoga retreat	2023-05-10	2023-05-23 Council
Karen Fitzgerald	Re Yoga resort plan	2023-05-10	2023-05-23 Council
Bill Preston	Re Unsightly etc.	2023-05-11	2023-05-23 Council
Garret Johnston	Re Avon Street Erosion Hantsport Nova Scotia	2023-05-11	2023-05-23 Council
Margy Fletcher	Re Expansion to King Street from Payzant Drive	2023-05-11	2023-05-23 Council
Art Ward and Karen Bourque-Ward	Re Scotch Village Station Road PID 45166915 and PID 45148608.	2023-05-15	2023-05-23 Council
Letter to NSFM from the Minister of Municipal Affairs and Housing	Re 12 Month Notice	2023-05-15	2023-05-23 Council
Andrew Hardman	Re Property Tax Exemption List	2023-05-15	2023-05-23 Council
Upper Vaughan Property Owners	Re 997 Highway 14, Permit #C2020-371	2023-05-15	2023-05-23 Council
Denise Forand	Re Waterfront options are ours to design for generations to come. Ebb n Flow.	2023-05-16	2023-05-23 Council
Warden Nickerson	Re RCMP Retroactive Costs - Copy	2023-05-18	2023-05-23 Council
Art Ward	Re Proposed DA for Scotch Village Station Road PID 45166915 and PID 45148608.	2023-05-19	2023-05-23 Council
Shelley Arsenault	Re Rezoning and Development of Agricultural Land	2023-05-19	2023-05-23 Council
Lee and Debbie Watson	Re Old Railway, Collapse in Mt Denson	2023-05-21	2023-05-23 Council
Dave Smith	Re Zwicker Lake Petition	2023-05-22	2023-05-23 Council
Seamus Marriott	Re Petition to Reconsider Canoe Club Tax Exemption	2023-05-22	2023-05-23 Council
Denise Thibault	Re Concerned property owner and taxpayer	2023-05-23	2023-06-13 COTW
Glooscap First Nation	Re Proposed Addition to Reserve, Bishopville Road	2023-05-25	2023-06-13 COTW
Mark Kehoe	Re Property Tax Exemption Community Center	2023-05-26	2023-06-13 COTW
Barry Maxner	Follow up Re Definition of Community Centre and the Pisaquid Canoe Club	2023-05-29	2023-06-13 COTW
Will Balser, Coastal Adaptation Coordinator	Re Joint Statement Call to Release the Coastal Protection Act Regulations	2023-06-01	2023-06-13 COTW
Chrystal Fuller on behalf of Mitch Brison	Re connecting Payzant and King Street request to Council	2023-06-02	2023-06-13 COTW
Carrilee Eddy	Re World Ocean Day	2023-06-07	2023-06-13 COTW

Correspondence Received

Carrilee Eddy	Re Fire Protection	2023-06-07	2023-06-13 COTW
Mark Peck, CEO of Joint Regional Transportation Agency	Re Invite to Municipal Working Group	2023-06-07	2023-06-13 COTW
Wayne and Edith.	Re the Gate and the Crossing.	2023-06-07	2023-06-13 COTW
Steph Sedgwick	Re the Gate and the Crossing.	2023-06-08	2023-06-13 COTW
Debbie Stoddard-Pageau	Re the Gate and the Crossing.	2023-06-08	2023-06-13 COTW
Rachelle Trudel	Re Garlands Crossing - Access Roads	2023-06-09	2023-06-13 COTW
Mike MacDonell	Re Agritourism and Rural Development - Sustainable Hill Resort	2023-06-11	2023-06-13 COTW
Melissa Levy	Re Appeal	2023-06-12	2023-06-13 COTW
Paul and Amy Brown	Re Gate in the crossing	2023-06-13	2023-06-13 COTW
Jason Tucker and Tim Carr	Re Canada Day Events in Hantsport	2023-06-13	2023-06-13 COTW
Kimm Kent, POSSE	Re Addressing housing insecurity and homelessness	2023-06-13	2023-06-27 Council
Paul Pierce	Re Award of Tender	2023-06-15	2023-06-27 Council
Nova Scotia Provincial Housing Agency	Re Priority Access to Housing	2023-06-09	2023-06-27 Council
Core Committee Zwicker Lake Property Owners	Re CCBF Funding	2023-06-14	2023-06-27 Council
Adriane Salah	Re Request for letter of support Re Tremaine Crescent	2023-06-20	2023-06-27 Council
<u>Barry Maxner</u>	Re No replies - Concerns with the Pisiquid Canoe Club.pdf	2023-06-23	2023-06-27 Council
Honourable Timothy Halman	Response Re Coastal Protection Act	2023-06-25	2023-06-27 Council
Core Committee Zwicker Lake Property Owners	Re Seeking clarity	2023-06-27	2023-06-27 Council
Core Committee Zwicker Lake Property Owners (Seamus Marriott)	Re Seeking clarity	2023-06-29	2023-07-11 COTW
Lisa Bland	Re Safety Measures during this Emergency (Request)	2023-06-30	2023-07-11 COTW
Nancy Sheehy	Re State of Emergency (Request)	2023-06-30	2023-07-11 COTW
Pat Miller	Re Fireworks and Calming your dog	2023-06-30	2023-07-11 COTW
Carrilee Eddy	Re Avon River Fish Passage (Request)	2023-07-03	2023-07-11 COTW
Maria DeNicola	Re clarification on health and safety issue	2023-07-05	2023-07-11 COTW
Nova International	Re Letter to West Hants	2023-07-05	2023-07-11 COTW

Correspondence Received

NSEMO - Emergency Management Preparedness Office	Re Region 3 Resignation	2023-07-06	2023-07-11 COTW
Chris Shields	Re Construction on the 101 and Lake Pisiquid	2023-07-07	2023-07-11 COTW
Carrilee Eddy	Re Declining to meet with Nikki-Marie Lloyd	(WHRM copied) 2023-07-12	2023-07-25 Council
East Hants Letter	Re Bill 236 - Railways Act - Windsor Hantsport Rail	(WHRM copied) 2023-07-19	2023-07-25 Council
Matt Dunfield	Re Question Re Falmouth Family Park	2023-07-20	2023-07-25 Council
Laura de Boer	Re St. Croix Dam Evacuation - Flood Mapping Request	2023-07-23	2023-07-25 Council
Benjamin Dykeman	Re Municipal Funding to Community Crisis Response	2023-07-24	2023-07-25 Council
Louis Coutinho	Re EMO and Torrential Rain & Flooding	2023-07-24	2023-07-25 Council
Peter Moore	Re Where's the pump X 4	2023-07-24 and July 25, 2023	2023-07-25 Council
Denise Forand	Re Questions re Cunnable Creek and overflow	2023-07-24 and 2023-08-14	2023-09-12 COTW
CCBF	Re Confirmation of Funding Re Pisiquid Canoe Club	2023-08-01	2023-09-12 COTW
Municipality of Kings County	Re Flood Event	2023-07-28	2023-09-12 COTW
Hants County Condominium Corp.	Re Damages to Critical infrastructure	2023-08-09	2023-09-12 COTW
UARB	Re 2023 Municipal Boundary Notice of Approval	2023-08-10	2023-09-12 COTW
Virginia Deering	Re Flooding on Chittick Ave.	2023-08-09 and 2023-08-11	2023-09-12 COTW
Hon. Greg Morrow response to Correspondence Re Fresh water resource for the Agricultural Community	Re Fresh water resource for the Agricultural Community	2023-08-14	2023-09-12 COTW
Jacqueline and Ryan Heffler	Re Bus transportation needed	2023-08-25	2023-09-12 COTW
MP Kody Blois	Re Letter to Minister Morrow re Dyke Land (WHRM copied)	2023-08-31	2023-09-12 COTW
Darren Porter	Re Water Testing and follow up emails	2023-08-14 and 2023-09-05	2023-09-12 COTW
Pamela DeNicola	Re Agricultural land preservation and protection	2023-09-06	2023-09-12 COTW
Jean Sanford	Re chairs	2023-09-12	2023-09-26 Council
Keith Aucoin	Re Impact of Hurricane Lee	2023-09-12	2023-09-26 Council

Correspondence Received

Luke Garagan	Re Transportation for West Hants	2023-09-12	2023-09-26 Council
Maria Medioli	Re Response to Blaise Fraser and Jackie Doucet Re Kings Meadows (WHRM copied)	2023-09-13	2023-09-26 Council
Peter Moore	Re Unprecedented weather event and Preparedness	2023-09-13 and 2023-09-14	2023-09-26 Council
Jennifer Moore	Re Preparedness	2023-09-14 x 2	2023-09-26 Council
Steve Turner	Re Windsor Hantsport Railway (WHRM copied)	2023-09-14	2023-09-26 Council
Laura Moore	Re Abuse of Emergency Management Act	2023-09-16	2023-09-26 Council
Daniel Steeves	Re Short Term Rental	2023-09-21	2023-09-26 Council
Kings County	Re Notice of Public Hearing	2023-09-21	2023-09-26 Council
Colleen Rogers	Re Transportation in West Hants	2023-09-23	2023-09-26 Council
Selling Scotia	Re Discussions around banning STRs	2023-09-25	2023-09-26 Council
Hants Health and Wellness Team	Re Transportation Options and Municipal Staff to undertake a Feasibility Study	2023-09-28	2023-10-10 COTW
Sherry Williams	Re Concern for Kings Meadows Closing (WHRM copied)	2023-09-29	2023-10-10 COTW
Peter Moore	Re CBC, below sea-level	2023-09-30	2023-10-10 COTW
Denise Forand x2	Re CBCL	2023-10-04	2023-10-10 COTW
Peter Moore	Re Weather	2023-10-05	2023-10-10 COTW
Peter Moore	Re A Study or Plan and why it matters	2023-10	2023-10-24 Council
NS Public Works	Response to Reimagine the Windsor and Falmouth Waterfront area	2023-10-11	2023-10-24 Council
Shelburne Counties	To NSFm Re Cellular Coverage (WHRM copied)	2023-10-11	2023-10-24 Council
Glen LeBlanc	Re Poor Cellular Service	2023-10-13	2023-10-24 Council
Letter mailed to WHRM	Re 35 William Street Developer	2023-10-16	2023-10-24 Council
Response from Maria Medioli	Re King's Meadows (WHRM copied)	2023-10-17	2023-10-24 Council
King's Meadows Residence	Re Non Profit Options	2023-10-25	2023-11-14 COTW
Premier Tim Houston	Re Future Energy Security for NS letter to Councillor	2023-10-25	2023-11-14 COTW
Premier Tim Houston	Re YourHealthNS app	2023-11-02	2023-11-14 COTW
Sheldon Hebb	Re Curbside Waste Collection	2023-10-25	2023-11-14 COTW
VREN	Re Land and Asset Database Update and User	2023-11-06	2023-11-14 COTW

Correspondence Received

	Integration		
Kelsey MacNeil	Re Wind Strength Update	2023-11-08	2023-11-14 COTW
Steven Hart (Protect Vaughans Community)	Re Amendment to Policy 4.22.4 (3 emails)	2023-11-02	2023-11-14 COTW
Mandy Singleton	Re Riverview Drive Rezoning Brooklyn	2023-11-09	2023-11-14 COTW
Ian Daniels	Re Windsor Elementary School	2023-11-13	2023-11-14 COTW
Sandra Watson	Re Rezoning PID 45215290 Riverview Drive Brooklyn	2023-11-15	2023-11-28 Council
Steven Hart	Re Follow-up to Policy Amendment 4.22.4 (4 emails)	2023-11-16	2023-11-28 Council
Amanda Dunfield	Re Windsor Stormwater: CSO Outfall Signage	2023-11-20	2023-11-28 Council
Hon. Kim Masland	Re Provincial Intersection Street lighting	Sent 2023-04-03 and resent 2023-11-21	2023-11-28 Council
Amanda Dunfield	Re Minas Basin Sessions/Requests Recording of Community Events	2023-11-23	2023-11-28 Council
Kelsea MacNeil, Director, Public Relations & Business Development Membertou Development Corporation	Re Bear Lake Wind Project Information Session	2023-11-23	2023-11-28 Council
Residents of the Concerned Citizens	Call to Action	2023-11-24	2023-11-28 Council
MADD Annapolis Valley	Re Red Ribbon Request	2023-11-16	2023-11-28 Council
Dykeland Lodge	Re Request for a Secondary Exit from College Road	2023-11-21	2023-11-28 Council
Protect Vaughans Community (Steven Hart)	Re Follow-Up To Wind Farm	2023-11-21	2023-11-28 Council
Kelsey McNeil	Re Bear Lake Wind Information - Tax Memo & Community Benefits	2023-11-30	2023-12-05 COTW
Lubna Jamshaid	Re Support Ceasefire in Gaza!	2023-11-28	2023-12-05 COTW
Jill Pasquet	Re Cease Fire	2023-11-28	2023-12-05 COTW
Shawkat Ali	Re Support for Ceasefire in Palestine	2023-11-28	2023-12-05 COTW

Correspondence Received

Youseff Rafih	Re Ceasefire Now! Not Pause	2023-11-30	2023-12-05 COTW
Ahmed Nassrat	Re Motion for Peace	2023-11-29	2023-12-05 COTW
Andrew Zebian	Re Call For Ceasefire	2023-11-30	2023-12-05 COTW
Jennifer Crawford	Re West Hants call for ceasefire in Gaza	2023-11-30	2023-12-05 COTW
Kody Blois to the Premier	Re Marshlands (WHRM copied)	2023-12-01	2023-12-05 COTW
Amanda Dunfield	Re 2023.11.30 Stormwater Discussions Formal Request for Presentation Materials	2023-11-30	2023-12-05 COTW
Elizabeth Tuck	Re In Support of a Ceasefire	2023-12-03	2023-12-05 COTW
Frank Bezanson	Re A call for a permanent ceasefire	2023-12-03	2023-12-05 COTW
Mohammed Barrah	Re Urgent Letter to Mayor Zebian and WHRM Council	2023-12-04	2023-12-05 COTW
Lubna Jamshaid	Re: Support Ceasefire in Gaza	2023-12-05	2023-12-12 Council
Andrea Parker	Re Health Plan Survey Opportunity	2023-12-06	2023-12-12 Council
MLA Sheehy-Richard	Re: Response Re Additional Carpool Parking Lot	2023-12-12	2023-12-12 Council
Myra Stephen	Re: When you know better, do better	2023-12-13	2024-01-09 COTW
Katherine Wadden	Re: PID 45215290 Riverview Drive Brooklyn	2023-12-13	2024-01-09 COTW
Jeff Dunfield	Re: Council Meeting Called for Next Week (Dec. 19, 2023)	2023-12-15	2024-01-09 COTW
Peter Moore	Re December 19th Special Council Meeting	2023-12-18	2024-01-09 COTW
NSFM	Re: Letter To Minister Morrow Re Dyke System (WHRM copied)	2023-12-20	2024-01-09 COTW
Peter Moore	Re: COTW - October 12, 2021	2023-12-20	2024-01-09 COTW
Minister Rushton	Re: Response to WHRM Re Smiley's Park	2023-12-21	2024-01-09 COTW
Robert Crow	Re: Lot 13 Rezoning Milliard Crt	2024-01-03	2024-01-09 COTW
Annapolis Valley Regional Library	Re: Letter to Minister MacMaster (WHRM copied)	2023-12-05, Received 2024-01-04	2024-01-09 COTW
Emily Seaboyer	Re: Application for Rezone of OS lot, Millard Court, Union Corner	2024-01-04	2024-01-09 COTW
Denise Forand	Re: The rezoning of gifted lands for subdivisions and our Historic Architectural zone	2024-01-06	COTW2024-01-09
Elizabeth Rondhuis	Re: Land Rezoning PID45236601	2024-01-07	2024-01-09 COTW
Karl Coutino	Re Request for Postponement of Commercial Wine Support Program Announcement	2024-01-08	2024-01-09 COTW

Correspondence Received

Peter Moore	Re Rainfall Warning	2024-01-09	2024-01-09 COTW
Christina Hudgins	Re Millard Court	2024-01-09	2024-01-23 Council
Emily Seaboyer, Shawn Seaboyer & Family	Re Application for Rezone of OS lot, Millard Court, Union Corner	2024-01-09	2024-01-23 Council
Phil Pidgeon	Re Rezoning of PID 45236601 Millard Court, Union Corner	2024-01-12	2024-01-23 Council
Haley Brown	Re Urgent Request for Postponement of Commercial Wine Support Program Announcement	2024-01-12	2024-01-23 Council
Wine Growers Nova Scotia (WGNS)	Re Important Update on Nova Scotia Farm Wine Industry Developments with attached letters	2024-01-16	2024-01-23 Council
Mary Penner	Re Thank You to Citizens of Windsor	2024-01-18	2024-01-23 Council
West Hants Historical Society Letter to WHRM	Re Paris Name	2024-01-17	2024-01-23 Council
Andrew Hardman	Re Supreme Court Decision re Permit D2023-019	2024-01-23	2024-01-23 Council
2024 Update	Re Regional Chairs Coordinators activities at the Provincial level for Waste Management.	2024-01-18	2024-02-13 COTW
Avon Street Erosion Society	Re Registered as a Not-for-Profit Society	2024-01-18	2024-02-13 COTW
Cathy Illsley	Re Discontinuing Aquafit Classes	2024-01-25	2024-02-13 COTW
Denise Forand	Re Opposed to Rezoning PID 45215290 Riverview Drive Brooklyn	2024-01-25	2024-02-13 COTW
Debbie Spears	Re Aqua fitness	2024-01-26	2024-02-13 COTW
HCCC #1 Letter to WHRM Re Request for Financial Support	Re Request for Financial Support	2024-02-01	2024-02-13 COTW
Jennifer Enright	Proclamation Request Re Amyloidosis Awareness Month	2024	2024-02-13 COTW
Denise Forand Re	Re Snow removal from the causeway highway	2024-02-08	2024-02-13 COTW
Birthplace of Hockey Tournament Costs		2024-02-09	2024-02-13 COTW
Amanda Dunfield	Re Windsor Stormwater Municipal Snow Storage	2024-02-09	2024-02-13 COTW
Response from Minister Lohr	Re WHRM Affordable Housing Letter	2024-02-09	2024-02-13 COTW
Carrilee Eddy	Re Assembly of NS Mi'kmaw Chiefs	2024-02-13	2024-02-13 COTW
Kjeld Mizpah Conyers-Steede	Re Valley REN Board Member Connection	2024-02-14	2024-02-27 Council
Andrew Hardman	Re Ken No. 522430 - Hardman et al v. West Hants Regional Municipality	2024-02-15	2024-02-27 Council
Mike Murphy	Re 2-hour parking on Stannus Street	2024-02-15	2024-02-27 Council

Correspondence Received

[illegible]

From: [Abraham Zebian](#)
To: [Deanna Snair](#)
Subject: Fwd: Canyon Point Road Community Temporary Laneway Flooded
Date: Thursday, February 29, 2024 10:14:52 AM

From: Canyon Point
Date: February 29, 2024 at 8:56:53 AM AST
To: Ed Sherman <esherman@westhants.ca>, MLA Office
<melissa.mlaoffice@gmail.com>, Abraham Zebian <AZebian@westhants.ca>, Mark Phillips <MPhillips@westhants.ca>
Cc: Angela and Tony Blencowe, Canyon Point, Mike/Dawne Tickell/Folker, Paul Mears & Sarah McMullen
Subject: Canyon Point Road Community Temporary Laneway Flooded

Caution [External Email]

This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

Good morning all, we've had another major flooding event in Canyon Point and our temporary laneway is currently under water and the crossing is impassable and extremely dangerous and we've made the decision to close it due to safety concerns. We have advised emergency services of the situation as well. We're letting you know to stress just how dangerous this situation is for the residents in our community. We are presenting at council on March 12th, however we felt you should be made aware of this as well.

HCCC#1 Board of Directors

[20240229_074110.jpg]

[20240229_082026.jpg][20240229_082816.jpg][20240229_073831.jpg]



From: [Abraham Zebian](#)
To: [Deanna Snair](#)
Subject: Fwd: C-1269 - Moore Peter RE: Capped Property Assessment
Date: Thursday, February 29, 2024 10:28:47 AM

From: Peter Moore
Date: February 29, 2024 at 7:49:09 AM AST
To: DMAH Correspondence <DMAHCorrespondence@novascotia.ca>, John Lohr <johnlohrmla@gmail.com>, PREMIER@novascotia.ca
Cc: melissa.mlaoffice@gmail.com, "Minister, Env" <Minister.Environment@novascotia.ca>, PublicOnlyCouncilEmail <allcouncil@westhants.ca>, Abraham Zebian <AZebian@westhants.ca>
Subject: Re: C-1269 - Moore Peter RE: Capped Property Assessment

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Without Prejudice

Honourable John A. Lohr
Minister of Municipal Affairs and Housing

Heavy sigh.

Capped Assessment, no recourse; see attached.

I am not the least bit compelled to thank you for your response. I fully anticipated this miscalculated level of understanding & engagement. It saddens me to learn that when pressed to deal with matters of consequence affecting the ordinary contingent of citizens, provincial officials mimic their municipal counterparts; aka, wash their hands with empty words.

Windsor Flood Zone:

No liability [Municipalities Act, 286 municipal government 1998, c. 18]

514 A municipality, village or inter-municipal corporation created pursuant to Section 60, and its officers and employees, are not liable for damages caused

(a) directly or indirectly, by

(i) the operation, maintenance, repair, breaking or malfunction of wastewater facilities, a stormwater system or a water system, or

unless the damages are shown to be caused by the negligence of the municipality, village or inter-municipal corporation created pursuant to Section 60 or its officers or employees;

(b) by the discharge of sewage or water into premises from a municipal sewer unless the discharge was caused by the improper construction, or neglect in the maintenance of, the sewer or a failure to remedy a matter that was known, or reasonably should have been known, to the municipality, village or inter-municipal corporation created pursuant to Section 60 and should reasonably have been repaired;

Though the Municipalities Act clearly states where the responsibility resides, specific to these matters, as well as pending consequences, and, the lines and levels in relation to governance and operations are absolute, how is it ordinary citizens have no recourse for when they are in crisis due to governmental negligence? Especially at the hands of those acting in bad faith? How is it those responsible, accountable, have the power to insulate themselves so as to be untouchable? Why, under your leadership, is your department not responsible to investigate [possible] violations of the Act and exercise proper governance to ensure Municipalities fulfill their responsibility, else, they be held accountable?

In context of your response, had you instructed staff, perhaps our MLA, to garner even a basic understanding of the breadth and depth of this situation, you could have saved yourselves the embarrassment of this reply. The obvious handwashing is an insult to those of us who continue to suffer at the hands of the Municipality's inaction; from its governance and operations. At this point I am not sure which is the greater crisis, us enduring multiple and ongoing floods [weather flood warnings issued yesterday and today], or governance... specifically, those elected.

For the record:

Over two and a half years ago, in a public forum, Laurie Murley told us her involvement would be a conflict of interest [as her home is in the Windsor Flood Zone], thereby relieving herself of her elected duties. And, even though it was clarified this did not constitute a conflict, and citizens, during this forum, clearly reminded her she was elected to represent our district, still, she has remained silent, mostly on the sidelines since that time.

Specific to your reference of "discussion... would be best continued with the West Hants Regional Municipality". I have amassed a file of emails with respect to discussions between myself and the Municipality. This file is the chronology of correspondence since August 2021. With page breaks the document is 98 pages... and counting.

Also, our elected MLA has never commented on or engaged those of us living in the Windsor Flood Zone, though she resides in the immediate area and her husband is the Director of Public Works for the Municipality; surely, she is well apprised of the situation?

At the very least we can now say all levels of government have been duly and repeatedly informed of the ongoing flooding and the repeated discharge of **combined storm-sewer water** on/ in public & residential properties in the Windsor Flood Zone. The Municipality has had 2+ years to get out ahead of this crisis. To put it another way, could have done the right thing besides talk it to death. When this crisis becomes a public commentary, perhaps election issue, is not accountability sure to follow?

A timely response to the questions, those immediately following the 'Act' excerpt above, is expected.

Without prejudice,

Peter J Moore

'Conscience; truth's greatest witness.'

On Fri, Feb 23, 2024 at 1:54 PM DMAH Correspondence <DMAHCorrespondence@novascotia.ca> wrote:

Attached please find a letter from the Honourable John A. Lohr, Minister of Municipal Affairs and Housing.

Sincerely,

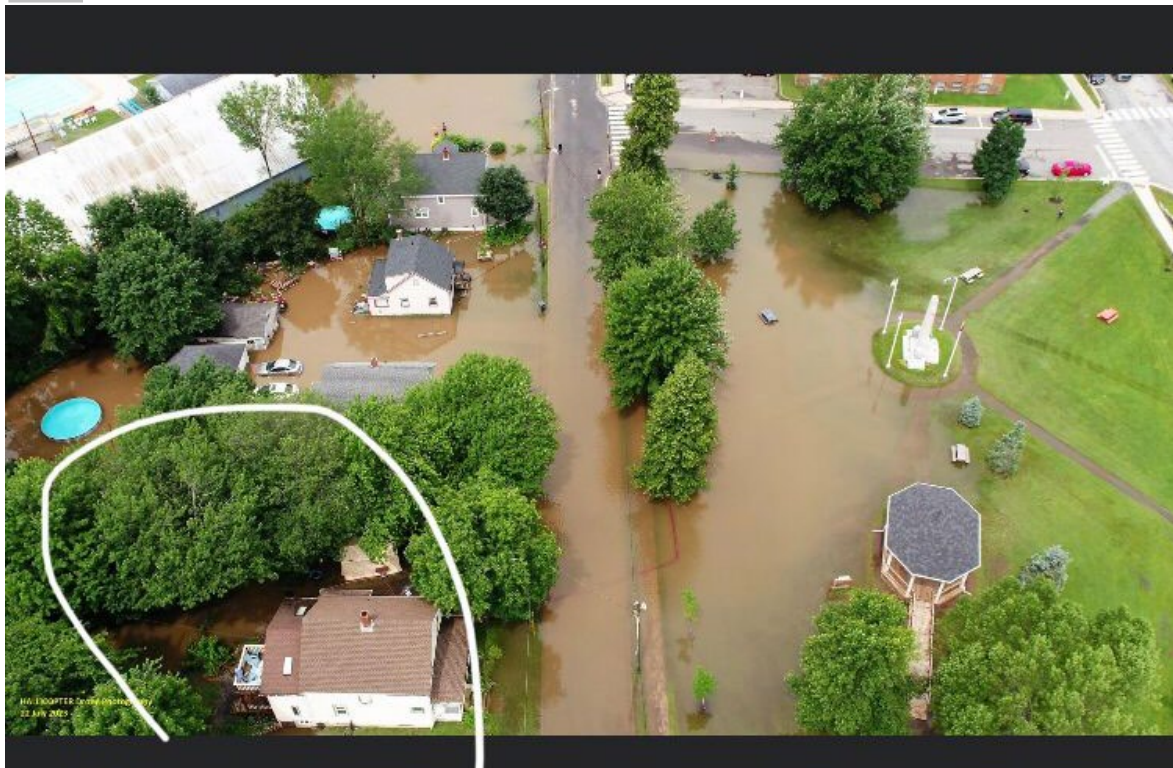
Correspondence Coordinator

Nova Scotia Municipal Affairs & Housing

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Mayor Abraham Zebian
Melissa Sheehy-Richard MLA
Municipal Councilors of West Hants

March 7, 2024

I hope this letter finds you well. I am writing to urgently address the longstanding traffic challenges plaguing Underwood Road in Garlands Crossing. Despite repeated appeals from residents, the situation remains unresolved, posing significant safety risks to our community.

It is evident that the primary obstacle lies in the ownership of the road by the province, making progress elusive. However, overcoming this hurdle requires nothing more than political will and collective advocacy. We cannot continue to overlook the pressing need for action while our streets witness alarming incidents, such as the unfortunate accident during last year's Halloween.

The absence of adequate lighting and sidewalks exacerbates the perilous conditions, compounded by the limited accessibility with only one entry and exit point. While the amalgamation of our townships has streamlined administrative processes, the lingering divide persists, hindering effective collaboration.

To address these pressing concerns, we implore immediate consideration and implementation of the following proposals put forth by residents:

1. Installation of sidewalks along Underwood Road
2. Installation of 3-way stop signs at intersections of Underwood Road with Jared Court and Bailey Drive
3. Removal of the gate between Edward Drive and Underwood Drive to facilitate smoother traffic flow
4. Prompt opening of the new road on Community Way
5. Urging the developer to expedite completion and opening of the road from Edward Drive to Super 8 Motel

The clamor for action grows louder each passing year, yet our pleas seem to fall on deaf ears. The residents of Garlands Crossing have reached their limit and refuse to remain silent any longer. It is time for our council to heed our voices and take decisive action to address the traffic woes plaguing our community.

I trust you will give these proposals the urgent attention they warrant and work towards tangible solutions to ensure the safety and well-being of our residents.

Sincerely

Randy Hussey
Resident of Garlands Crossing

From: [Abraham Zebian](#)
To: [Deanna Snair](#); [PublicOnlyCouncilEmail](#)
Subject: Fwd: Information Report: Home Flood Protection program
Date: Tuesday, March 12, 2024 2:40:32 PM

From: Windsor Floodzone
Date: March 12, 2024 at 2:32:03 PM ADT
To: Laurie Murley <lmurley@westhants.ca>
Cc: Abraham Zebian <AZebian@westhants.ca>, Rupert Jannasch <RJannasch@westhants.ca>, Scott McLean <smclean@westhants.ca>, Mark McLean <mmclean@westhants.ca>, Jeff Hartt <jhartt@westhants.ca>, Debbie Francis <DFrancis@westhants.ca>, Bob Morton <bmorton@westhants.ca>, Ed Sherman <esherman@westhants.ca>, Paul Morton <PMorton@westhants.ca>, John Smith <JSmith@westhants.ca>, Jim Ivey <jivey@westhants.ca> **Subject:** **Information Report: Home Flood Protection program**

Caution [External Email]

This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

Good day Councillor Murley,

After reviewing the agenda package for tonight's meeting, specifically the Information Report for a home flood protection program, some residents have a few questions/ concerns. As our representative, could you voice these questions at the meeting this evening?

The report does not address the serious and ongoing damage to homes and properties caused by CSO overflow during heavy rainfalls. Many of the suggestions included in the report have been implemented already by homeowners, at their own expense, and do little good when the overwhelmed system backs up and floods properties with combined storm and sewer water. This, of course, poses a risk to the health and safety of residents.

Certainly, properties dealing with saturated grounds due to rainfall require sump pumps, back flow valves and other remediation as outlined in the report being offered for council's consideration. Notwithstanding the long term goal of upgrading the infrastructure, the added component of the CSO overflows onto properties needs to be addressed and remedied, within a flood protection program, so the municipality can fulfill its responsibilities.

Also, it goes without saying, the package should offer grants to property owners, not loans, considering the undersized and outdated system is causing flooding.

Please suggest, council direct staff to further develop this package to include protections from the CSO overflows onto residential properties.

With thanks,
Jennifer Moore

Correspondence Sent

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Katherine MacLeod	MacLeod, Dept. Envir. and Climate Change	2021-10-27	2022-01-11 COTW
Robyn	Homans	2021-11-23	2021-12-07 COTW
Hon. Kim	Masland	2022-01-20	2022-01-25 Council
Hon. Kim	Masland re: clarity on correspondence sent 2022-02-20	2022-02-16	2022-02-08 COTW
Hon. Joyce	Murray	2022-02-02	2022-02-08 COTW
Hon. Greg	Morrow	2022-02-04	2022-02-08 COTW
VREN		2022-03-10	2022-03-22 Council
Station Food Hub		2022-04-28	2022-05-10 COTW
MLA Melissa	Sheehy-Richard re: Avon River Eco/Tourism	2022-05-02	2022-05-02 COTW
MLA Melissa	Sheehy-Richard re: exit 6	2022-05-02	2022-05-02 COTW
Hon. Joyce	Murray	2022-05-06	2022-05-10 COTW
KMK Assembly Mi'kmaw Chiefs		2022-05-06	2022-05-10 COTW
The Premier	The Hon. Tim Houston	2022-06-27, sent 2022-06-30	2022-07-09 COTW
The Premier	The Hon. Tim Houston	2022-06-30	2022-07-09 COTW
Hon. Kim	Masland	2022-08-23	2022-09-13 COTW
POSSE		2022-09-14	2022-09-27 Council
Minister Murray	re Pumpkin Regatta	2022-10-20	2022-10-25 Council
VREN	Re: IMSA and request for a presentation to Council	2022-12-20	2023-01-10 COTW
MLA Sheehy-Richard	Re: Invitation to meet with Council re: Highway 101 Twinning project	2022-12-21	2023-01-10 COTW
MP Kody Blois	Re: Invitation to meet with Council re: Highway 101 Twinning project	2022-12-21	2023-01-10 COTW
Deputy Minister of Environment and Climate Change	Re: Costs incurred for fencing at 417 Wentworth Road	2023-02-15	2023-02-24 Council
VREN	Re Continued Partnership and Intermunicipal Service Agreement (IMSA)	2023-03-03	2023-03-14 COTW
Minister Masland	Re Provincial Intersection Street Lighting	2023-03-10	2023-03-14 COTW
Hockey Hall of Fame	Re Letter of Support John Paris Jr	2023-03-14	2023-03-28 Council
Premier Tim Houston	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
Hon. Joyce Murray	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council

Correspondence Sent

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Hon. Steve Craig	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
Hon. Tim Halman	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
Hon. Susan Corkum-Greek	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
Hon. Kim Masland	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
MP Blois	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
MLA Sheehy-Richard	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
MLA Sheehy-Richard, Premier, NS Public Works Minister(Kim Masland), District Area Manager (Robyn Homans)	Re Support to pave Cogmagun and Beaverpond Roads	2023-05-17	2023-05-23 Council
Hon. Tim Halman, Premier, MLA Sheehy-Richard	Re Coastal Protection Act Regulations	2023-05-23	2023-05-23 Council
Indigenous Services Canada	Re Response to the Proposed Addition to Reserve, Glooscap First Nation	2023-06-27 Sent 2023-06-30	2023-07-11 COTW
Premier Tim Houston, Hon. Joyce Murray, Hon. Steve Craig, Hon. Tim Halman, Hon. Susan Corkum-Greek, Hon. Kim Masland, MP Blois, MLA Sheehy-Richard	Re Follow up to correspondence sent on March 23, 2023 Re Reimagination Strategy Exercise	2023-06-29	2023-07-11 COTW
Hon. Kim Masland	Re The Railways Act- Bill 236	2023-07-05	2023-07-11 COTW
NS Minister of Agriculture, Premier of NS, Minister of Fisheries, Oceans and the Canadian Coast Guard, Minister of Fisheries and Aquaculture, Minister of Public Works, MP Blois, MLA Sheehy-Richard, Nic Juurlick, President of the Hants County Federation of Agriculture	Re Permanent Freshwater Resource for Agricultural Communities	2023-07-20	2023-07-25 Council

Correspondence Sent

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WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: West Hants Regional Municipality's Committee of the Whole

Submitted by: _____
Diana Gibson, Manager, Accounting & Financial Reporting

Date: March 12, 2024

Subject: Procurement Policy Update Recommendation Report

LEGISLATIVE AUTHORITY

- Municipal Government Act, Part IV, Finance
- Atlantic Procurement Agreement
- Canada Free Trade Agreement

RECOMMENDATION or DECISION REQUEST

Committee of the Whole recommends that . . .

. . . Council approves the updated Procurement Policy RCOFN-003.00 as presented to Committee of the Whole on March 12, 2024.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic ☒	Councillor Activity ☐
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The Procurement and Tendering Policy RCOFN-003.00 was approved March 23, 2020, by the Coordinating Committee on behalf of the West Hants Regional Municipality. At this time, the policy was updated to match current practices of both former units.

DISCUSSION

The purpose of the Procurement Policy is to provide guidelines for the procurement of all goods and services for the Municipality. Procurement methods are to be open, fair, transparent, and

consistent with being both efficient and effective. This policy has been updated to modernize and bring us into alignment with our peers. The policy has been updated in the following ways:

- Policy name has been updated to remove the word tendering, to bring the name in line with the purpose of the policy.
- The overall formatting of the policy has been updated to match West Hants Regional Municipality's formatting standards.
- Overall wording of the policy has been updated to bring in consistent terminology.
- Definitions were updated to remove a number of unnecessary terms and add in a number of new terms, such as alternative procurement, asset retirement obligation, best value, bid, bidder, competition, entrenched incumbent, invitational competition, limited competition, open competition, piggyback procurement, procurement value, public advertisement, single source procurement, social considerations, sole source procurement, standing offer, supplier, and sustainable procurement.
- In Section 5, the dollar value threshold for requiring a purchase order has been increased from \$500 to \$1,000. This update has been suggested because of the costs of goods and services at this time, we are finding the \$500 threshold to be limiting at this time.
- A sub-section in Section 7 has been added to direct staff on how to handle a new asset that may have an asset retirement obligation.
- A sub-section in Section 7 has been added for Architects and Engineering procurement. This sub-section explains the importance these professionals have on overall projects and supports staff in using qualifications based selection overall lowest value when awarding contracts.
- Section 8 – Sustainable Procurement has been added to the policy. West Hants Regional Municipality's Climate Action Committee assigned a task in the 2024-25 workplan to update the Municipal procurement policy to include more sustainable requirements. During this update of the policy Financial Services worked with the Climate Action Coordinator to apply sustainability requirements to procurement.
 - These requirements include using sustainable listings before purchasing, ensure suppliers are setting their own sustainability goals, and ensuring new facilities or facility upgrades are as close to net-zero emissions as possible.
- Section 9 has been updated to include a check list for each type of procurement available to West Hants Regional Municipality, to assist staff with selection the correct method for their purchase.

- Two new procurement types have been added in the cooperative procurement section – Canoe Procurement and Piggyback Procurement.
- Section 10 has been updated to move the full alternative procurement listing to Appendix I
- Section 11 – Entrenched Incumbent has been added to the policy. This allows the CAO and staff to determine specific vendors that may extend agreements past typical procurement timelines (typically 5 years), due to the undue hardship the Municipality would have to change vendors.
- Section 12 has been updated to amend the Privilege Clause and the Bidder to Investigate sub-sections to match industry wording.
- Section 12 has been updated to add a Change Order sub-section, detailing the process of approval for change orders.

NEXT STEPS

Should Council approve the suggested amendments to the Procurement Policy RCOFN-003.00, Financial Services will:

- Update all competition templates, including creating new templates for each type of procurement.
- Update the administrative Accounts Payable Procedure to match the new Procurement Policy.

FINANCIAL IMPLICATIONS

There are no financial implications to updating the Procurement Policy RCOFN-003.00.

ALTERNATIVES

- Council could choose not to update the policy.
- Council could direct staff on additional changes to the policy.

ATTACHMENTS

- Proposed new Procurement Policy RCOFN-003.00.

CHIEF ADMINISTRATIVE OFFICER REVIEW

The report and policy reflect modernization and improved accountability measures for the purchase of goods and services.

I support the recommendation.

Report Prepared by: _____
Diana Gibson, Manager, Accounting & Financial Reporting

Report Reviewed by: _____
Carlee Rochon, Director, Financial Services

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer

1. PURPOSE

The purpose of this policy is to establish how West Hants Regional Municipality will fulfill their obligations under the *Public Procurement Act*, Nova Scotia. This policy is designed to drive best value for the expenditure of public funds on the acquisition of goods, services, and construction through maximizing competition, adopting commercially reasonable business practices which reflect the needs of the citizens of West Hants Regional Municipality, through open, fair, and transparent procurement processes.

2. DEFINITIONS

The following definitions are used within this policy:

Term	Definition
Alternative Procurement Practice	The specialized or exceptional practices that allow for deviation from the procurement processes that the value or nature of the goods, services, or construction would normally require. This could include non-competitive procurement in the place of a competitive process, and a limited competition in place of an open competition.
Asset Retirement Obligation (ARO)	Legal obligation associated with the retirement of a tangible capital asset.
Best Value	Determined by evaluating all the factors which may affect the value to West Hants Regional Municipality for goods, services, or construction. In some cases, best value will be limited to lowest cost. In other cases, West Hants Regional Municipality will evaluate a number of pre-defined criteria which they will publish in the competition. These criteria will look not only at verifying the capacity and capability of a supplier to deliver the goods, services, or construction, but also at the life-cycle costs, environmental considerations, social considerations, sustainability, delivery, quality, and other factors specific to procurement.
Bid	Supplier response to a competition document. Synonymous with proposal, response, tender submission, quotation, or offer.
Bidder	A person, firm, or corporation who submits a bid. Synonymous with proponent, respondent, or tenderer.
Competition	A general term referring to the various methods of procuring goods, services, and construction. This term will encompass each of the various request types. Synonymous with solicitation.

Construction	Construction, reconstruction, demolition, repair, or renovations of a building, structure, road, or other engineering or architectural work, excluding professional consulting services related to the construction contract, unless they are included in the procurement document.
Contract	An enforceable binding legal agreement that is a voluntary arrangement between two or more parties, which is formally documented.
Entrenched Incumbent	Suppliers whose goods or services are integral to the operation of West Hants Regional Municipality and where change to or removal of the supplier would result in severe disruption to Municipal activities. To qualify, the potential change of supplier would not be advisable for economic or technical reasons AND would cause significant inconvenience or substantial duplication of costs to West Hants Regional Municipality.
Goods	Materials, furniture, merchandise, equipment, stationery, and other supplies required by a department for the transaction of its business and affairs and includes services that are incidental to the provision of such supplies.
Invitational Competition	A competitive process in which an invitation to submit bids is issued to at least three (3) suppliers.
Life Cycle Cost	The total costs associated with a product or asset over its life span, including the cost of maintenance, repairs, operation, disposal, or retirement.
Limited Competition	An alternative procurement practice that may be used where circumstances permit the procurement of goods, services, or construction through invitational competition when open competition would otherwise be required.
Local Bidder	A Nova Scotia based supplier, as per the Canada Free Trade Agreement and the Atlantic Procurement Agreement.
Open Competition	The solicitation of bids through a publicly posted competition document.
Piggyback Procurement	Post-award use of a contract or competition process that allows a Public Sector Entity that was not specifically named in the contract/process to enter into a new contract to purchase the same goods or services as if they were a party to the contract/process.
Procurement Value	The value of the total contract excluding taxes but including all options whether exercised or not. In service contracts this value is determined by the maximum fees payable over the term of the contract. For facilities, this value is determined by the monthly lease/rent multiplied by the term of the contract.

Public Advertisement	Advertising public competition notices on the Nova Scotia Procurement Portal.
Purchase Order	A document used to finalize purchase or competition for goods, services, and construction.
Purchasing Authority	The person with the appropriate level of signing authority.
Services	A service required by a department for the transactions of its business and affairs but does not include services provided by an employee of the Municipality through a personal services contract, as per Canada Revenue Agency guidelines.
Single Source	An alternative procurement practice in which two or more suppliers can supply the goods and/or perform the services required, but where one supplier is selected over the others for reasons such as expertise, previous municipal, or other related experience and NOT through a competitive process.
Social Considerations	Factors associated with the purchasing or manufacturing of a product or asset that relates to the rights or interests of the workers involved, such as working conditions, fair wages, and compliance with human rights legislation and conventions.
Sole Source Procurement	An alternative procurement practice in which it is evident that only one supplier can supply the goods and/or perform the services required and an award is made to that supplier.
Standing Offer	A continuous offer of rates from a pre-approved supplier to supply goods and/or services, as requested.
Supplier	A person carrying on the business of providing goods, services, or construction.
Sustainable Procurement	A holistic approach to government procurement that considers the environmental, economic, and social factors related to the goods, services, and construction that are procured. Factors may include, but are not limited to: • Fair/Living Wages • Community Benefits • Environmental Benefits • Socially Responsible Production • Advanced Health and Safety Practices

3. APPLICATION

This policy applies to all procurement activities of the Municipality. The CAO is responsible for ensuring compliance with this policy. All Municipal personnel who have responsibility for the

procurement of goods, services, or construction must adhere to this policy. Failure to adhere may result in a temporary or permanent loss of procurement privileges or in more extreme cases, disciplinary actions and/or dismissal.

Elected Municipal Officials, employees of the Municipality, or their agents, will not be permitted to bid on the procurement of goods and services for the Municipality, unless their interest is declared and they remove themselves from the decision-making process, as stated in the terms of the *Municipal Conflict of Interest Act* or applicable employee policy.

4. PURCHASING AUTHORITY

Chief Administrative Officer (CAO)

The CAO is authorized to make purchases for goods, services, or construction for the purposes of carrying on the business of the Municipality, where:

- the amount of the expenditure does not exceed the values stated below (excluding HST), and

	Maximum
Goods	\$50,000
Services	\$50,000
Construction	\$100,000

- such expenditure has been included in the approved budget.

Any purchase for goods, services, or construction that exceeds the amounts listed above, or is outside of the approved budget, must be accompanied by approval from Council.

Nothing in this policy prevents the CAO from seeking advice or direction from Council in relation to the awarding a competition or from recommending that Council itself award a competition.

Should the CAO be unavailable to approve purchases at these values, the Director, Financial Services is authorized to make approvals on their behalf. For instance, if the CAO is away for vacation, meetings, or conference, etc.

Directors

Directors are authorized to make purchases for goods, services, or construction for the purposes of carrying on the business of the department, where:

- the amount of the expenditure does not exceed \$14,999.99 (excluding HST), and
- such expenditure has been included in the approved budget.

Senior Management

Directors may delegate the purchasing authority to senior management within their department corresponding with each individual's duties and responsibilities, where:

- the amount of the expenditure does not exceed \$5,499.99 (excluding HST),
- such expenditure has been included in the approved budget, and
- a formal request form is completed, signed by the designate, Director, and CAO and returned to Manager, Accounting & Financial Reporting.

Designated Staff

Directors may delegate the purchasing authority to designated staff within their department corresponding with each individual's duties and responsibilities, where:

- the amount of the expenditure does not exceed \$2,499.99 (excluding HST),
- such expenditure has been included in the approved budget, and
- a formal request form is completed, signed by the designate, Director, and CAO and returned to Manager, Accounting & Financial Reporting.

5. GRANTS, CONTRACTS, AND PURCHASE ORDERS

Purchase Orders

A purchase order will be utilized for any purchase over \$1,000 (excluding HST). A purchase order should describe the item or service to be ordered, anticipated cost, delivery date, and the account to which the purchase will be allocated in the financial records. Full details on using and creating purchase orders can be found in the *Accounts Payable Procedure*.

Contracts

Contracts will be utilized for any purchases over \$25,000 (excluding HST).

- A contract is a tool used to finalize the purchase or tendering process for all goods, services, construction, and facilities.
- The contract should include all specific requirements, deadlines, terms, financial commitments, and outline the responsibilities of both parties.
- Contracts may be in the form of tender agreements, service agreements, lease agreements, etc.

Copies of all agreements, quotations, and contracts must be kept with the Director or designate, and the Manager, Accounting & Financial Reporting, with originals filed with the Municipal Clerk.

Grants

Any community group, organization, or club receiving funding of \$25,000 or higher from the Municipality for any single capital project must use procurement practices which meet or exceed those used by the Municipality. A copy of this policy will be provided to the group or organization. If the organization is following an alternative policy, the policy must be provided to the Municipality prior to initiating the financial transaction. Community groups receiving funding agree to provide documentation of expenses upon request.

Grants under the \$25,000 threshold for any single capital project will be evaluated on a per application basis. If deemed necessary for the nature of the project, the community group, organization, or club will be asked to meet the minimum procurement standards either through their own policy or this policy.

6. PAYMENT METHODS

Petty Cash

Any purchase made below \$25, can be reimbursed by the petty cash fund. Original receipts with manager's approval must be submitted for reimbursement. Please see Manager, Revenue & Cash Management should petty cash be needed.

Purchase Cards

Purchase cards include credit cards and account cards. Council shall approve available credit. Acquisition of financial institution credit cards and supplier account cards will be approved by the CAO or Director, Financial Services. These cards will be used in compliance with the *Municipality Act*,

Section 65A – Authorized Municipal Expenditures and Section 67 – Expenditure for Municipal Purposes. These cards will be placed in a secured location when not in use. Procedure to use these cards is as follows:

- A purchase order needs to be approved **before** a purchase can be placed on the card. *
- Once the purchase transaction has been completed, the card will be returned to its secure location.
- A purchase order and transaction documentation supporting the transaction will be given to Directors (or designate) within two (2) working days of the transaction.
 - This documentation should include a description of the item or service, date of transaction, department, account number to be charged, and signed by the appropriate signing authority.
- Each Director (or designate) will verify/reconcile the monthly credit card statement with supporting documentation prior to submitting to Manager, Accounting & Financial Reporting, or designate.
 - Any discrepancies will be brought back to the staff member using the card.
- Supplier purchase card documentation will be verified with the relevant statements or invoice copies.
 - Any discrepancies will be brought back to the staff member using the card.
- Misuse of Municipal credit cards or account cards could result in a suspension in use of these cards.

* The only exception in waiting for the purchase order approval would be in emergencies, or where timeliness of the purchase is required. At which time the card holder or Manager, Accounting & Financial Reporting must be notified, with the best estimate of cost and why it could not wait for purchase order approval.

Cheque/Electronic Fund Transfers

The Municipality's payment terms are net 30 days, unless other arrangements have been requested and approved by the CAO, Director, Financial Services, or designate. The Municipality will make every effort to ensure timely issuance of payment.

Further guidelines on the purchase processes can be found in the *Accounts Payable Procedure*.

7. PROCUREMENT OF GOODS, SERVICES, AND CONSTRUCTION

West Hants Regional Municipality must procure goods, services, and construction in accordance with the following tables to ensure fair and open competition. The amounts shown exclude HST.

Spending Category	Low-Value Procurement	Mid-Value Procurement		High-Value Procurement
	Regular Purchasing	Quotations	Invitational Competition	Open Competition
Goods	<\$5,000	\$5,000 - \$10,000	\$5,000 - \$24,999	\$25,000 and above
Services	<\$5,000	\$5,000 - \$10,000	\$5,000 - \$24,999	\$25,000 and above
Construction	<\$5,000	\$5,000 - \$10,000	\$5,000 - \$24,999	\$25,000 and above

Dividing procurement activity to reduce or keep the procurement value below certain thresholds is not permitted.

Low-Value Procurement

Directors have authority to purchase goods, services, and construction as approved in their annual budgets, on an as-needed basis.

For purchases less than \$5,000 (excluding HST)

- Supplies and services required to maintain on-going and existing operations.
- Formal price comparisons are not required, but from time-to-time some comparison should be done to ensure the Municipality is getting the best value.
- Directors must approve these purchases and appropriate documentation.
 - Such as receipts, invoices, etc.
- Purchase orders are required for purchases above \$1,000 (excluding HST), as per **Section 5** of this policy.
- Where possible, group purchasing between departments should be considered.

Mid-Value Procurement

For purchases between \$5,000 and \$9,999.99 (excluding HST)

- Three (3) informal quotes, verbal, faxed, or emailed, will be sought from supplies.
- The decision to award is at the discretion of the Director.
- The quotations are to be recorded and kept on file, in accordance with the Records Management Policy RCOGE-002.00

For purchases between \$10,000 and \$24,999.99 (excluding HST)

- Invitation competition is to be used to receive a minimum of three (3) formal quotes.
- Up to \$14,999.99 the decision to award is at the discretion of the Director, as long as the purchase was approved in the budget.
 - If the amount exceeds 10% of the approved budget, the decision is at the discretion of the CAO.
- \$15,000 and above the decision to award is at the discretion of the CAO.
- Formal bids are to be kept on file, in accordance with the Records Management Policy RCOGE-002.00

Only the quote from the successful supplier will be disclosed to other suppliers, upon request. Purchase orders are required for all purchases made under mid-value procurement.

The CAO can approve exceptions to the mid-value procurement section of this policy for the following reasons:

- Certain goods, services, or construction projects may only be provided by one qualified supplier or in limited cases only a few suppliers are known, in which case discretion can be given for inviting bids that normally would exceed \$25,000.
- Further phases of a similar project or service may be best completed by a supplier familiar with the service or project.
- An emergency may require immediate action.
- Directors may recommend that the open competition process should be used for goods, services, or construction projects that would qualify for an invitational competition.

High-Value Procurement

For purchases greater than, and including, \$25,000 (excluding HST)

- Open competition must be conducted.
- Open competition will be solicited through public advertisement.
- If the competition is within the approved budget, and within the CAO signing authority, the decision to award is at the discretion of the CAO.
- Should the competition be outside of the approved budget, or over the CAO signing authority, a formal recommendation report must be submitted to Committee of the Whole and the decision to award is at the discretion of Council.

-
- The recommendation report must include:
 - Competition timelines
 - List of all bidders with pricing
 - Scoring to support the recommendation.
 - There are several options for open competition, which will be detailed in **Section 9** of this policy.

Asset Retirement Obligations

Should the Municipality procure an item with asset retirement obligations (ARO), the cost of these obligations is required to be accounted for as per *RCOFN-014.00 - Asset Retirement Obligation Policy*.

Architects and Professional Engineering Services

West Hants Regional Municipality recognizes that certain professional services, such as design services, may have a significant influence on a project's construction requirements and specification. The extent of this influence is often disproportionate to the direct price value of the professional services. Further, there are a variety of different methodologies, including Qualifications Based Selection (QBS), which can be used to recognize quality over cost.

Therefore, West Hants Regional Municipality, in their sole discretion and where reasonable to do so, will emphasize the recognition of skill, qualifications, and expertise in their competitive processes, by limiting the value of cost as a factor of award and by using elimination methods to prevent suppliers who do not meet minimum requirements from being considered for award.

8. SUSTAINABLE PROCUREMENT

To align with the Municipality's Climate Action Committee's goals to reduce negative impacts on the environment, departments shall consider suppliers and contractors that meet the following when making purchases:

- Environmentally responsible business conduct, created by offering or using environmentally responsible products and services to the extent available, with the goal of reducing any negative impact on the environment.

- Greenhouse Gas (GHG) emissions mitigation, which may include establishing a reduction target, focusing on operational efficiencies and technological improvements, and offering low carbon products and services.
- Promote environmental responsibility through initiatives such as implementing policies and programs to reduce water usage, waste, energy, and resource consumption.
- Incorporate climate change risk assessments into risk management procedures.

When procuring goods or services priority shall be given to options that have reduced environmental impacts, have sustainable certifications such as those below, meet operational requirements, and are similar in cost to traditional options, when such options exist.

Low to Mid-Value Sustainable Procurement

When making low to mid-value procurement purchases, departments will use appropriate standards to achieve environmental outcomes and value for money.

Recommended Standards:

EPEAT	A free online database that lists electronic products that are certified sustainable by meeting specific international standards. There are three (3) levels of certification: Bronze, Silver, and Gold. Staff procuring electronics shall search the database for their desired product or options that meet operational requirements and are similar in cost to the specified product.
FSC	An international certification for forestry-related products, which certifies the products are sourced from responsibly managed forests. These products can include, but are not limited to, lumber, stationery, cardboard, and furniture. Most products will have an FSC label attached, which describes the sourcing material. FSC certified products that meet operational requirements and are similar in cost to the desired product shall be given priority.

High-Value Sustainable Procurement

Staff will ensure appropriate environmental specifications are prepared for the goods, services, and construction to be acquired. These specifications may include, but are not limited to, GHG emission targets, sustainable certifications, exclusion of environmentally harmful materials, and targets for improving the circular economy through reduction, reuse, and recycling.

For facility renewal and construction, competition documents should reflect requirements for facilities to be net-zero or near net-zero emissions, reduce or eliminate the consumption of fossil fuels, and increase usage of renewable energy. LEED, an international standard for green building construction to reduce emissions and resource consumption, provides guidelines for sustainable building construction. LEED certification may be implemented for Municipal facilities to demonstrate the Municipality's commitment to sustainability.

9. PROCUREMENT METHODS

West Hants Regional Municipality can utilize a number of different types of competition when procuring goods, services, or construction. This section of the policy serves to provide an overview of each of these types and when it is appropriate to use in competition.

Competition Method	Description & When to Use
Request for Standing Offer (RFSO)	A procurement process that establishes a qualified list of suppliers who are eligible to perform certain work or supply certain goods at set prices, under terms and conditions defined by the standing offer documents. Standing offers reduce the number of individual bids and reduce overall cost due to the higher volume gained by combining the requirements of a number of departments. Standing offers include a contract signed by both parties. Standing offers may not exceed five (5) years in total duration. <u>When to Use:</u> ☐ Low to Mid-Value purchases of goods, services, and construction. ☐ Common, regularly purchased goods and services.
Invitational Competition	
Request for Quotation (RFQ)	A competitive process in which an invitation to submit bids is issued to at least three (3) suppliers. <u>When to Use:</u> ☐ Mid-Value purchases of goods, services, and construction. ☐ Specification or requirements for the purchase are well known. ☐ Contract terms are clear. ☐ Bidder ranking is based on the lowest price.
Open Competition	

Request for Quotation (RFQ)	An open competition process in which a public advertisement is posted to the Nova Scotia Procurement Portal inviting suppliers to provide quotes on a specific item or service the Municipality is interested in purchasing. Submissions will be opened in public. After opening, a list of bidders and total pricing will be published on the Nova Scotia Procurement Portal. <u>When to Use:</u> ☐ High-Value purchases of goods, services, and construction. ☐ Specification or requirements for the purchase are well known. ☐ Contract terms are clear. ☐ Bidder ranking is based on the lowest price. ☐ All the contract requirements and performance terms and conditions can be clearly defined and incorporated into the competition documents to permit the finalizations of the contract with the successful bidder without negotiations.
Request for Construction (RFC)	Open competition for construction, reconstruction, demolition, remediation, repair, or renovation of a building, structure, road, bridge, or other engineering or architectural work. The competition documents usually contain a set of terms and conditions and a separate bid form that applies to the specific project. An RFC usually does not include professional consulting services related to the construction contract unless they are included in the competition specification. Submissions will be opened in public. After opening, a list of bidders and total pricing will be published on the Nova Scotia Procurement Portal. <u>When to Use:</u> ☐ High-Value purchases of goods, services, and construction. ☐ Specification or requirements for the purchase are well known. ☐ Bidder ranking is based on a number of factors described in the competition documents. ☐ One envelope submissions are acceptable.
Request for Proposal (RFP)	An open competition process in which a public advertisement is posted to the Nova Scotia Procurement Portal inviting suppliers to describe how their services, methods, equipment, or products can address or meet the needs of the Municipality.

	To preserve confidentiality or sensitive commercial information contained in a submission, the submission will not be opened in public, but must be opened in the presence of at least two (2) representatives of the Municipality. After opening, a list of bidders and total pricing will be published on the Nova Scotia Procurement Portal. <u>When to Use:</u> ☐ High-Value purchases of goods, services, and construction. ☐ Complex goods and services, which the Municipality may be unable to clearly or completely specify the goods or services required. ☐ Bidder responses may help inform the final specification or performance terms. ☐ Bidder rank is based on highest score. ☐ Contract negotiations are allowed after the submissions have been opened, subject to complying with the terms of the RFP. The Municipality must award the procurement contract to the supplier whose proposal is determined to provide the best value to the Municipality based on the evaluation criteria set out in the RFP and equitably applied to all proposals.
Two-Phase Competition	An open competition process in which two submissions are received from each bidder: • Phase 1 – one or more steps in which bidders submit proposals for evaluation. • Phase 2 – those bidders whose submissions are determined to be acceptable based on a preset pass mark (80%) will be entitled to submit priced bids for consideration. This type of competition has the advantage of an RFP in phase one and an RFQ in phase two. Submissions will be opened in public. After opening, a list of bidders and total pricing will be published on the Nova Scotia Procurement Portal. This is the Municipality's preferred method of procurement, as it achieves the best value. <u>When to Use:</u> ☐ Any RFP, RFQ, or RFC can be a two-phase competition.

	☐ Bidders are required to provide detailed information on what they can supply/provide for the Municipality. ☐ Weight will be given to the proposal meeting municipal needs in the scoring as well as to the pricing component.
Request for Expression of Interest (RFEI)	Like an RFP and is sometimes referred to as a pre-qualification. RFEI invites suppliers to propose a solution to a problem. The RFEI is only the first stage in the competition process and does not typically include pricing. Bidders responding to the RFEI will be short-listed according to their scoring. Those on the short list will be invited to response to an RFP. After opening, the successful bidders will be posted to the Nova Scotia Procurement Portal, only if a short list is created. <u>When to Use:</u> ☐ Purchasing goods, services, or construction through a two-phase RFP ☐ To ensure potential bidders are qualified and experienced to undertake and successfully complete the project prior to inviting them to bid on the detailed requirements. ☐ There is potential for a large number of bidders, and you want to narrow the field prior to requesting bids. ☐ A minimum threshold score must be achieved before a potential bidder will be considered eligible to participate in the second stage of the competition.
Cooperative Procurement	
Canoe Procurement	A cooperative procurement process used to aggregate purchases for a large group with similar buying needs. This allows each group to secure better pricing and service due to increased value. Canoe procurement is a Canada-wide cooperative, joining municipalities, public agencies, and not-for-profit organizations with similar requirements and expenses. Canoe Procurement is used in place of a traditional open competition process; however, it is still an RFP. Canoe has completed the initial stages and have vetted all the suppliers and products. All RFP documents can be found on their website. Please see <i>Accounts Payable Procedure</i> for the process to follow when using Canoe Procurement. <u>When to Use:</u>

	☐ Purchasing goods, and some limited services through an RFP or RFQ ☐ Goods or services that are straightforward with limited modifications.
Piggyback Procurement	A cooperative procurement process that enables the Municipality to use an awarded contract or competition process that it was not originally named in to enter a new contract to purchase the same goods or services as if they were a party of the original contract/process, so long as the contract includes a piggyback clause. <u>When to Use:</u> ☐ Municipality is looking to purchase the same goods or services that another public sector entity has a valid contract for. ☐ The contract time period must still be valid. ☐ The originating public sector entity went through competition to award the contract. ☐ Contract includes a piggyback clause.

10. ALTERNATIVE PROCUREMENT PRACTICES

Alternative Procurement Practices are not intended to avoid a competition or discriminate against specific suppliers, but are an alternative method of procuring goods, services, and construction which are required when circumstances prevent obtaining competitive bids.

Appendix I provides the Alternative Procurement Practices which are acceptable and when they are permitted to be used.

11. ENTRENCHED INCUMBENT

Entrenched incumbents are suppliers whose goods or services are integral to Municipal operations and where a change or removal of the supplier would result in severe disruption to Municipal activities. To qualify, the potential change of supplier would not be advisable for economic or technical reasons AND would cause significant inconvenience or substantial duplications of costs to West Hants Regional Municipality. Such suppliers may include, but are not limited to, banking services and insurance coverage.

Departments may request an exemption for an entrenched incumbent, from the CAO or designate, where it can be demonstrated that a change of supplier will create economic or technical inefficiencies and cause significant inconvenience or substantial duplication of costs.

Suppliers on this list must be reviewed every five (5) years, by the CAO or designate, to ensure the reasons for exemption from regular competition as presented in this policy are still valid. If the reasons are found to be invalid, the department responsible for the goods or services must plan to procure as per this policy in the next instance they are required.

12. OPEN COMPETITION PROCESS

Directors will ensure appropriate specifications are prepared for the goods, services, and construction to be acquired. Specifications should be in sufficient detail to allow bidders to prepare a clear and complete response. Where possible, all requirements should be specific rather than implied (i.e. insurance, warranties, environmental issues, safety requirements, quality of materials, and equipment supplied, etc.). Where specifications or details are not readily available, Directors will ensure a sufficient and appropriate description of the desired outcome is included.

Procurement Documents

Procurement documents will include the following:

- Form of Instructions to Bidders
- Form of Procurement (see **Section 9** for appropriate process)
- Form of Contract Agreement
- Form of General Conditions
 - Include the method for which bids are evaluated, and the evaluation criteria. It will also include the set pass mark (80%) for the proposal evaluation process.
- Project drawings and/or specifications, where required.

Certain competitions follow prescribed processes. In the case of competitions where the specification for goods or services is clearly stated the minimum instruction to bidders will include:

- Closing date and time.
- The fact that all bids must be submitted in sealed envelopes, clearly marked with the purpose of the competition number.
- All information necessary for the bidder to prepare the bid on the specific requirements for completion of the project.

Other methods of competition may require a two-envelope process. Submissions must be sealed in an envelope separate from the bid. The proposal will be opened prior to the bids and evaluated. Only bidders who have passed the evaluation will have their bid reviewed.

The detailed internal process of procurement competition can be found in the *Accounts Payable Procedure*.

Privilege Clause

A statement will be included in the advertisement and the tender document that states:

“The Municipality reserves the right to accept or to reject any or all bids received, or to select a bid which is deemed by the Municipality to be in its best interests. The Municipality reserves the right to negotiate with the lowest compliant bidder in the event that all bids are higher than anticipated.”

Bidders to Investigate

Bidders are responsible to know the work sites and conditions discussed in the competition. A statement will be included in the competition documents that states:

“Before bidding, bidders shall have examined the site of the work and shall have satisfied themselves as to the working conditions, including labour conditions and labour rules, the nature and kind of work to be done, any special risks associated therewith and all other matters which may be necessary in order to form a proper conception under which the work will be required to be performed. Bidders shall not be entitled to claim at any time after closing of competition that there was any misunderstanding in regard to all such conditions.”

Competition Advertisement

Potential bidders are to be notified by posting on the Nova Scotia Procurement Portal and other means of soliciting potential bidders, such as the use of newspaper advertising, and/or direct contact if necessary.

Single Envelope Openings

- All bids will be received by the Municipality at the location, date, and time identified in the competition advertisement.

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- Staff receiving the documents will stamp or mark the received date and time on the envelope and place the tender in a secure location.
 - No bids will be received by fax; however, amendments will be accepted if the price is not revealed in the fax.
 - At the appointed time of opening the Manager, Accounting & Financial Reporting, department Director, or designate, and Administrative Assistant will meet in the prescribed location.
 - The Directors or designate will bring the bids (which have been securely stored until the hour of closing) to the prescribed location for opening.
 - The public is permitted to view the opening. The Municipality will record the proceedings at the opening, including the names of those persons in attendance, names of those who submitted a bid, the document submitted, and the amounts of the bids, if declared at the time of the opening.
 - Opened bids will then be referred to the appropriate Director and/or staff member for review and analysis, along with the Manager, Accounting & Financial Reporting.
 - A recommendation will be made to the CAO who will ensure that an appropriate written report and recommendation to Council is completed, if required.
 - Manager, Accounting & Financial Reporting will review and provide financial information to this report before the Director, Financial Services signing.
 - Bids received after the closing will be returned unopened to the bidders.
 - Any information pertaining to the bid including the names and numbers of bidders will not be divulged until after the opening.
 - Once a bid has been awarded, the names of bidders and total prices of bid will be posted to the Nova Scotia Procurement Portal.

Two-Phase Envelope Openings

- During the opening process, only the proposal envelope will be opened at the appointed time.
- Price Criteria Envelopes will be opened only following an evaluation of all qualified proposals.
- Only those proposals which achieve pass mark (80%) established in the competition documents will be opened.

- The opening of Price Criteria Envelopes will be done in the presence of the Manager, Accounting & Financial Reporting, department Director, or designate, and Administrative Assistant who will record the process.
- Opened cost envelopes will then be referred to the appropriate Director and/or staff member for review, analysis, along with the Manager, Accounting & Financial Reporting.
- A recommendation will be made to the CAO who will ensure that an appropriate written report and recommendation to Council is completed, if required.
 - Manager, Accounting & Financial Reporting will review and provide financial information to this report before the Director, Financial Services signing.
- Individual bidders will only be provided with summary information of the successful bidder's score as it related to their own score. At the request of the bidder a meeting may be held to discuss the bidder's score.
- Once a bid has been awarded, the names of bidders and total prices of bid will be posted to the Nova Scotia Procurement Portal.

Competition Awarding

Depending on the evaluation method defined in the competition documents, it will be customary to award the bidder of the lowest price or the highest cumulative score meeting the specifications. However, the Municipality reserves the right to accept or reject any offer; if it is in the best interest of the Municipality to reject the lowest bid and accept another, this may be done. The reasons for the decision must be clearly documented.

The evaluation criteria should be used in cases where price is not the only factor to be considered:

- References.
- Past performance history.
- Capability to conduct the project.
- Whether the bid is realistic.
- Completion date of bids.
- Any other criteria that the Municipality may consider necessary that will be weighed in addition to costs.

Specific evaluation criteria shall be included in each of the competition documents to ensure bidders and staff are aware of the requirements.

If all the bids received exceed the approved budgeted one of the following must be done:

- Cancel or postpone the project.
- Recommend to the CAO (through to Council) that an additional allocation be made to the affected budget.
- Undertake negotiations in the scope of the work with the bidder submitting the accepted bid to reduce or alter the scope and advise the CAO of the change in work scope.

In the case of a tie bid where there is no local bidder, the names of the bidders will be placed on equal sized pieces of paper and placed in a box. One name will be drawn, by a person chosen by the CAO, and will be the successful bidder.

In the case of a tie bid where there is a local bidder, the bid will be awarded to the local bidder in compliance with the Sustainable Procurement Policy of the Province of Nova Scotia.

All bidders will be notified of the decision. The winning bidder will be notified, and the agreement will be signed. Copies of the contract will be kept with the appropriate Director and Manager, Accounting & Financial Reporting, and originals filed with the Municipal Clerk.

After the awarding of a contract, the bids are open for public inspection except to the extent otherwise stated in the competition documents and subject to the Freedom of Information and Protection of Privacy Act of Nova Scotia. All submissions must be kept in accordance with the Records Management Policy.

Amendment or Withdrawal of Submissions

Submissions may be amended or withdrawn by letter, e-mail, or fax. Amendment of individual unit prices is the only acceptable price amendment. Amendments will not disclose either original or revised total price and will be submitted in the form specified in the “Instructions to Bidders” section of the contract document.

Progress Payments

All progress payments submitted on projects will be approved by the consultant (if any) and the CAO or responsible Director. West Hants Regional Municipality will make payments based on a term of net 30 days.

Change Orders

All change orders requests must be approved by the CAO prior to the work being completed.

- All change orders should be forwarded to Manager, Accounting & Financial Reporting for review and recording.
- Manager, Accounting & Financial Reporting will ensure the CAO gets these in a timely manner for approval.
- All change orders are required to have a new PO created and approved by CAO.

APPENDIX I - ALTERNATIVE PROCUREMENT PRACTICES

The following circumstances provided by the Canada Free Trade Agreement (CFTA) – Alternative Procurement Awards, when applicable, are allowable exceptions to this policy, provided they are within the budget or a result of an emergency AND have CAO approval:

1. Insofar as is strictly necessary where, for reasons of urgency brought about by events unforeseeable by West Hants Regional Municipality, the goods, services, or construction could not be obtained in time using an open competition.
2. Where goods or services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open competition could reasonable be expected to compromise confidentiality, result in the waiver of privilege, cause economic disruption, or otherwise be contrary to public interest.
3. To ensure compatibility with existing products, or to maintain specialized products that must be maintained by the manufacturer or its representative.
4. To ensure the protection of patents, copyrights, or other exclusive rights.
5. Due to an absence or competition for technical reasons.
6. For the procurement of goods or services that are controlled by a supplier that has a monopoly.
7. For goods purchased on a commodity market. A commodity market is a physical or virtual marketplace for buying, selling, and trading raw or primary products.
8. For work performed on a leased building or property that may be performed only by the lessor.
9. For work to be performed on a property by a contractor according to provisions of a warranty or guarantee held in respect of the property of the original work.

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10. Where a procuring entity procures a prototype of a first good or service that is developed in the course of, and for a particular contract for research, experiment, study, or original development. This may include limited production or supply in order to incorporate the results of field testing and to demonstrate that the good and service is suitable for production or supply in quantity to acceptable quality standards but does not include quantity production or supply to establish commercial viability or to recover research and development costs.
 11. For purchases made under exceptionally advantageous conditions that only arise in the very short term in the case of unusual disposals such as those arising from liquidation, receivership, or bankruptcy but not for routine purchases from regular suppliers.
 12. The requirement is for a work of art.
 13. Where a contract is awarded to a winner of a design contest provided the contest has been organized in a manner consistent with the principals of this policy, in particular related to the publication of notices; and the participants are judged by an independent jury with a view to a design contract being awarded to a winner.
 14. For the procurement of subscriptions to newspapers, magazines, or other periodicals.
 15. For additional deliveries by the original supplier of goods or services that were not included in the initial procurement, where a change of supplier for sub additional goods, services, or construction cannot be made for economic or technical reasons such as requirements for interchangeability or interoperability with existing equipment, software, services, or installations procured under the initial procurement, and would cause significant inconvenience or substantial duplication of costs for the Municipality.
 16. No bids were submitted, or no suppliers requested participation; no bids that conform to the essential requirements of the competition documentation were submitted; no suppliers satisfied the conditions for participation.
 17. For the procurement or acquisition of fiscal agency or depository services, liquidation, or management services for regulated financial institutions, or services related to the sale,

redemption, and distribution of public debt, including loans, government bonds, notes, and other securities.

18. For the procurement of goods and services for commercial sale or resale, or for use in the production or supply of goods or services for commercial sale or resale.
19. For the procurement of goods and services financed primarily from donations that are subject to conditions that are inconsistent with this policy.
20. Procurement of goods or services from another government body.
21. Procurement from philanthropic institutions, non-profit organizations, prison labour, or persons with disabilities.
22. Where compliances with the normal methods of procurement would interfere with the Province's ability to maintain security or order or to protect human, animal, or plant life or health.
23. The procurement supports a measure adopted with respect to Aboriginal peoples.

Under the Canada Free Trade Agreement (CFTA), Alternative Procurement Awards for the above circumstances, 1 and 3 to 16 inclusively must be publicly posted to the Nova Scotia Procurement Portal within 72 hours of being awarded, if the award value is greater than the CFTA thresholds of goods or services greater than \$101,100 and construction greater than \$252,700. The posting must include the supplier's name, award amount, circumstance description and number, and the project description.

I, **Deanna Snair**, Municipal Clerk of the West Hants Regional Municipality, in the Province of Nova Scotia, do hereby certify that this is a true copy of the Policy as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the **26th** day of **March, 2024**.

Deanna Snair, Municipal Clerk

<i>Adoption</i>	
<i>Notice to Council:</i>	March 9, 2020
<i>Approval:</i>	March 23, 2020
<i>Description:</i> Initial approval of the Procurement and Tendering Policy, RCOFN-003.00. Approved by the Co-ordinating Committee of the Region of Windsor and West Hants Municipality.	
<i>First Amendment</i>	
<i>Notice to Council:</i>	March 12, 2024
<i>Approval:</i>	March 26, 2024
<i>Description:</i> • Amend Policy Name from “<i>Procurement and Tendering Policy</i>” to “<i>Procurement Policy</i>” • Amend overall policy formatting and updated to use more standard wording, such as competition instead of tender. • Amend definitions to remove: ○ Bid by Invitation ○ Council ○ CAO ○ Director ○ Employee ○ Municipality ○ Public Tender • Amend definitions to add:	

- Alternative Procurement
- Asset Retirement Obligations (ARO)
- Best Value
- Bid
- Bidder
- Competition
- Entrenched Incumbent
- Invitational Competition
- Limited Competition
- Open Competition
- Piggyback Procurement
- Procurement Value
- Public Advertisement
- Single Source Procurement
- Social Considerations
- Sole Source Procurement
- Standing Offer
- Supplier
- Sustainable Procurement
- Amend *Section 5* to increase the Purchase Order value threshold from \$500 to \$1,000.
- Amend *Section 7* title from *Methods of Procurement* to *Procurement of Goods, Services, and Construction*.
 - Add sub-section on ARO.
 - Add sub-section on Architects and Engineering procurement.
- Add *Section 8 – Sustainable Procurement* to align with the Climate Act Committees work.
- Amend *Section 9* to display the different types of procurement competition options, including check lists on when to use each.
 - New Procurement Types added:
 - Canoe Procurement
 - Piggyback Procurement
- Amend *Section 10* to move Alternative Procurement list to *Appendix I*

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- Add *Section 11 – Entrenched Incumbent* to allow the Municipality to extend relationships with certain suppliers that would cause undue hardship or cost to change.
 - Amend *Section 12* from *Procurement Procedure* to *Open Competition*
 - Amend Privilege Clause and Bidder to Investigate sub-sections to adjust wording to match industry.
 - Add Change Order sub-section.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: WHRM Council

Submitted by: _____
Carlee Rochon, Director, Financial Services

Date: March 12, 2024

Subject: Temporary Borrowing Resolutions

LEGISLATIVE AUTHORITY

Municipal Government Act, Part VI, Power to Spend Money 65 (A) & Power to Borrow Money 66.

RECOMMENDATION or DECISION REQUEST

Committee of the Whole recommends that ...

... Council approves the renewal of a temporary borrowing resolution in the amount of \$57,467 for the purchase of Fire Equipment.

... Council approves a temporary borrowing resolution in the amount of \$564,068, for the Roof at Brooklyn Fire Department Station 1.

... Council approves a temporary borrowing resolution in the amount of \$65,252, for the rear parking lots at Hantsport Fire Department.

... Council approves a temporary borrowing resolution in the amount \$285,062, for the purchase of Dump Truck – Salt/Plow.

... Council approves a temporary borrowing resolution in the amount \$232,656, for the purchase of Sidewalk Machine w/Flail Mower.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic ☒	Councillor Activity ☐
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A Temporary Borrowing Resolution (TBR) is a required step in the process to secure the necessary borrowing to support the purchase of items of significant cost required by the Municipality. A TBR requires Council approval to move forward.

West Hants Regional Council approved the following capital projects:

<u>Item</u>		<u>Budget Amount</u>	<u>Budget Approval</u>	<u>Total Cost</u>
BFD 2 - Boiler Replacement		\$ 20,000	2022-23 Budget	\$ 16,050
HFD - SCBA	TBR 1	\$ 25,000	2022-23 Budget	\$ 21,050
HFD - Thermal Imaging Cameras		\$ 15,018	2023-24 Budget	\$ 13,197
HFD - Master Intake Valve Repair		\$ 6,500	2023-24 Budget	\$ 7,170
Total Fire Equipment		\$ 66,518		\$ 57,467
BFD 1 - Roof Replacement	TBR 2	\$ 568,804	2023-24 Budget	\$ 564,068
HFD - Rear Parking Lot	TBR 3	\$ 120,000	2023-24 Budget	\$ 65,252
Replace 2011 Salt/Plow - Dump Truck*	TBR 4	\$ 250,000	2023-24 Budget	\$ 285,062
Replace 2006 Sidewalk Machine with Flail Mower	TBR 5	\$ 280,000	2022-23 Budget	\$ 232,656

*An increase in value was approved during the procurement process, bringing the total approved to \$350,000.

Announced February 26th, the Spring Debenture call has been scheduled for April 25th. And these three finished capital projects will require approved temporary borrowing resolutions in advance of the call date.

DISCUSSION

Municipal Finance offers favorable fixed lending rates for municipal capital purchases. To meet the necessary lending requirements a Temporary Borrowing Resolution (TBR) is required, which needs Council and Minister approval.

To be able to participate in the upcoming Municipal Finance semi-annual debenture call, a 'Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate' must be approved by Council. Approving this now would qualify the Municipality to take part in the Spring debenture call.

It should be noted that the Minister approval date of the TBR in the resolution document has been left blank. The resolution document is a Municipal Finance's procedural step and should be left blank for Municipal Finance Division staff to complete.

NEXT STEPS

1. Minister approval of the temporary borrowing resolutions.

2. Recommendation report to West Hants Regional Council to apply for the Spring 2024 Debenture call, scheduled for April 25th.

FINANCIAL IMPLICATIONS

The full financing charges for all the above projects are included in the 2023-24 operating budget, so they will have no impact on the current fiscal year.

ALTERNATIVES

- Council could reject the proposed TBRs, but in doing so would have to direct staff as to how the items will be funded.

ATTACHMENTS

- Temporary Borrowing Resolution #1
- Temporary Borrowing Resolution #2
- Temporary Borrowing Resolution #3
- Temporary Borrowing Resolution #4
- Temporary Borrowing Resolution #5

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendations.

Report Prepared by: _____
Carlee Rochon, Director, Financial Services

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer

MUNICIPAL COUNCIL OF THE

West Hants Regional Municipality

TEMPORARY BORROWING RESOLUTION

Amount: \$ 57,467

Purpose: Fire Equipment (Bulk)

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the
West Hants Regional Municipality, subject to the approval of the Minister
of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the West Hants Regional Municipality has
adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are
so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHEREAS the Council of the West Hants Regional Municipality has
determined to borrow for the purposes of Fire Equipment (Bulk);

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the
West Hants Regional Municipality borrow a sum or sums not exceeding
Fifty-seven four hundred sixty-seven Dollars (\$ 57,467) for the
purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the
West Hants Regional Municipality to such an amount as the Council deems
necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act
and that the Council borrow from time to time a sum or sums not exceeding
Fifty-seven four hundred sixty-seven Dollars (\$ 57,467) in total from
any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the
approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read
and duly passed at a meeting of the Council of the

West Hants Regional Municipality

held on the day of , 2024.

GIVEN under the hands of the Clerk and under the seal of the

West Hants Regional Municipality

this day of , 2024.

Clerk

MUNICIPAL COUNCIL OF THE

West Hants Regional Municipality

TEMPORARY BORROWING RESOLUTION

Amount: \$ 564,068

Purpose: BFD 1 Roof Replacement

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the West Hants Regional Municipality, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the West Hants Regional Municipality has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHEREAS the Council of the West Hants Regional Municipality has determined to borrow for the purposes of BFD 1 Roof Replacement;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the West Hants Regional Municipality borrow a sum or sums not exceeding Five hundred sixty-four thousand and sixty-eight Dollars (\$ 564,068) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the West Hants Regional Municipality to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding Five hundred sixty-four thousand and sixty-eight Dollars (\$ 564,068) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the West Hants Regional Municipality held on the ____ day of _____, 2024.

GIVEN under the hands of the Clerk and under the seal of the West Hants Regional Municipality this ____ day of _____, 2024.

Clerk

MUNICIPAL COUNCIL OF THE

West Hants Regional Municipality

TEMPORARY BORROWING RESOLUTION

Amount: \$ 65,252

Purpose: HFD - Rear Parking Lot

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the West Hants Regional Municipality, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the West Hants Regional Municipality has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHEREAS the Council of the West Hants Regional Municipality has determined to borrow for the purposes of HFD - Rear Parking Lot;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the West Hants Regional Municipality borrow a sum or sums not exceeding sixty-five thousand two hundred fifty-two Dollars (\$ 65,252) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the West Hants Regional Municipality to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding sixty-five thousand two hundred fifty-two Dollars (\$ 65,252) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the West Hants Regional Municipality held on the ____ day of _____, 2024.

GIVEN under the hands of the Clerk and under the seal of the West Hants Regional Municipality this ____ day of _____, 2024.

Clerk

MUNICIPAL COUNCIL OF THE
West Hants Regional Municipality
TEMPORARY BORROWING RESOLUTION

Amount: \$ 285,062

Purpose: Dump Truck - Salt/Plow

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the West Hants Regional Municipality, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the West Hants Regional Municipality has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHEREAS the Council of the West Hants Regional Municipality has determined to borrow for the purposes of Dump Truck - Salt/Plow;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the West Hants Regional Municipality borrow a sum or sums not exceeding two hundred eighty-five thousand and sixty-two Dollars (\$ 285,062) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the West Hants Regional Municipality to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding two hundred eighty-five thousand and sixty-two Dollars (\$ 285,062) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the West Hants Regional Municipality held on the ____ day of _____, 2024.

GIVEN under the hands of the Clerk and under the seal of the West Hants Regional Municipality this ____ day of _____, 2024.

Clerk

MUNICIPAL COUNCIL OF THE
West Hants Regional Municipality
TEMPORARY BORROWING RESOLUTION

Amount: \$ 232,656

Purpose: Sidewalk Machine with Flail Mower

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the West Hants Regional Municipality, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the West Hants Regional Municipality has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHEREAS the Council of the West Hants Regional Municipality has determined to borrow for the purposes of Sidewalk Machine with Flail Mower;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the West Hants Regional Municipality borrow a sum or sums not exceeding two hundred thirty-two thousand six hundred fifty-six Dollars (\$ 232,656) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the West Hants Regional Municipality to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding two hundred thirty-two thousand six hundred fifty-six Dollars (\$ 232,656) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the West Hants Regional Municipality held on the ____ day of _____, 2024.

GIVEN under the hands of the Clerk and under the seal of the West Hants Regional Municipality this ____ day of _____, 2024.

Clerk



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: Committee of the Whole

Submitted by: Kevin Bennett, Manager of Parks & Recreation Facilities

Date: March 5, 2024

Subject: Request for Pre-Approval for Parks & Grounds Maintenance Equipment

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 65 authorizes Council to expend funds for municipal purposes.

RECOMMENDATION

Committee of the Whole recommends to Council that an allocation of \$14,400 be pre-approved for the 2024/25 Operating Budget to support the procurement and lease of an articulating mower and further recommends that an allocation of \$60,000 be pre-approved for the 2024/25 Capital Budget to support the procurement and purchase of three sub compact mowers (tractors) to be taken from the Operating Reserve.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☐	Social ☐	Economic ☒	Councillor Activity ☐
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The Community Development Department currently has three older residential lawn mowers (2011 Cub Cadet; 2015 Cub Cadet (tractors) and a 2011 Woods zero turn mower) that due to the maintenance issues are not worth repairing and no longer meet the demands and needs of the department. Further, in the fall of 2023 the 1995 John Deere tractor was stolen from the Windsor Community Center storage building where it was being stored. This tractor has not been recovered and was not covered under the insurance policy for replacement.

DISCUSSION

Due to the time required to tender and purchase and or lease this necessary maintenance equipment, staff are making this request to procure the equipment before 2024-25 budget deliberations, to ensure they are available for the 2024 mowing season (May-September).

The three Sub Compact mowers would provide the strength and versatility of a compact utility tractor, however, typically have engines with less than 25hp and have the mower deck mounted between the front and rear axle.

In addition to the three sub compact mowers (tractors) that we are seeking approval to replace, the department is requesting positive consideration be given to the approval to procure the lease of an articulating mower before the start of the mowing season. An articulating mower features a pivotal connection between the front and rear sections, allowing for superior maneuverability, particularly on challenging terrain within the municipality.

NEXT STEPS

Pending council approval, staff will commence the procurement process.

FINANCIAL IMPLICATIONS

The approximate cost to lease an articulating mower (\$1,200 per month) and to purchase three sub compact tractors (approx. \$20,000 each) all of which are currently included in the 2024-25 operating and capital budgets.

The WHRM operating reserve is estimated balance on March 31, 2024, of \$2.9 million.

ALTERNATIVES

1. Council can choose not to pre-approve this request understanding that WHRM does not currently have enough mowing equipment to maintain our parks and green spaces and the service level will be significantly reduced until such time that the 2024/25 budget is approved and the equipment can be sourced. This is not the course of action recommended but it is within the Council's purview.
2. Council could choose to pre-approve only some of the equipment requested recognizing this may also impact service delivery.

ATTACHMENTS

WHRM Parks & Grounds Mower Equipment List

CHIEF ADMINISTRATIVE OFFICER REVIEW

The municipality receives many comments regarding the care of green spaces and athletic fields. The recommendation will help support the current maintenance program.

I support the recommendation.

Report Prepared by: _____
Kevin Bennett, Manager Parks & Recreation Facilities

Report Reviewed by: _____
Kathy Kehoe, Director, Community Development

Report Reviewed by: _____
Carlee Rochon, Director, Financial Services

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer

Community Development Department Parks Maintenance Equipment

QTY	Equipment/Vehicle	Year	Current Status
1	Kubota Zero Turn mower	2023	Leased
1	Kioti 30 HP Tractor	2022	Leased
1	Three-point hitch gear for this tractor		
	- 1 - 5' bushhog - 1 6' finish mowers - 1- 6' landscapers rake - 1 – 5' box blade - 1 – 4' tiller - 1 – post auger - 1 – drum aerator - 1 – fertilizer spreader - (without the midsize 30HP tractor or one similar most of the 3-point hitch gear is not of use to us)		
1	Vantrac 4520Y	2022	Leased
1	Kubota BX mower with loader implement	2018	Good working order
	Kubota BX with mower & backhoe implements (Maplewood)	2012	Good working order
1	Cub Cadet mower (used in Windsor (residential mower)	2011	Not dependable/should surplus
1	John Deere mower (St Croix)	2010	Not dependable/might get one more summer out of this.
1	Kubota Zero turn mower	2015	Fair working order
	TRACTORS NO LONGER IN USE		
1	Cub Cadet residential mower (Riverbank Cemetery)- not worth fixing... should surplus	2015	Not worth fixing
	Woods Zero turn mower	2011	Not working
1	John Deere	1995	Stolen



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: Committee of the Whole

Submitted by:


Todd Richard, Director of Public Works

Date: March 5, 2024

Subject: Windsor Water Treatment Plant – Addition of Third Process Train

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 23 authorizes Council to make policies for municipal purposes.

RECOMMENDATION or DECISION REQUEST

It is recommended for Committee of the Whole to recommend to Council that:

Council approve awarding the Detailed Design Phase 1, of the Third Process Train Windsor WTP Project, as identified in the 2023/24 capital budget to CBCL, for the over budget total Design cost of \$208,707.00 plus applicable taxes.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐
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This additional Process Train for the water treatment plant was deemed necessary through consultation with CBCL Consulting Engineers as part of a future needs assessment by the Windsor Water Utility. The current treatment facility does not meet a regulatory requirement for filter redundancy. Adding the third process train will meet the regulatory requirement by having complete filter redundancy to meet the peak water demands with one filter out of

service. Continued commercial and residential development in our Windsor and Three Mile Plains growth centres has required an additional water treatment process train to meet our future demands.

The addition of a 3rd process train is part of an integral phased plan approach on consolidation of water utilities. Identified capital projects to continue to meet regulatory and water production requirements are as follows:

- Source water control and intake improvements. These are currently taking place within the Mill Lakes Watershed, new watershed road construction, water intake and screening improvements along with earthen dam and sluice gate modifications.
- New Water Storage Tank Construction – Planned for summer 2024.
- Falmouth – Windsor Water Distribution System interconnection – Currently in detailed design phase.
- 3rd Process Train addition at the Windsor Water Treatment Facility.

Future longer-term planning is to explore additional source water and or increasing current source water storage.

Through this integrated plan, major capital improvements that would have been required previous to the Windsor / West Hants consolidation can now be deferred or eliminated by the regional approach and having the systems interconnected with more storage and production capacity as a combined connected utility along with greater redundancy & resiliency though required upgrades. Having the 3rd process train will allow the treatment operations to maintain water production on a more consistence basis when dealing with such things as, process maintenance, process equipment breakdowns, process upsets and filter backwashing.

DISCUSSION

This project consists of the addition of a complete third process train including, static mixer, flocculation system, clarification with dissolved air flotation (DAF), and filtration requiring an addition to the existing building, an upgraded saturator/recycle system and PLC would also be required.

This additional process train will be housed in a new building immediately adjacent to the existing. To avoid increasing the load on the existing structure and the difficult connection of the new roof onto the existing wall, it is recommended that the new structure be built. The new building will be approximately 7m wide (east-west direction) by 20m long and 7m high. In an effort to match the existing buildings throughout the site, the new building will have a precast concrete roof (hollow core planks) with concrete block walls and brick cladding, all supported on a concrete foundation.



Location for Access to Expansion, Platform (Above) and Floor (Below)

The third DAF train shall contain the same design specifications of the existing trains with the exception of a sump hole or sloped DAF floor with a central hole for draining/cleaning. The train will be integrated into the existing clearwell and backwash/waste systems and contain all necessary inline instrumentation to meet NSECC requirements. The third DAF system will be supported by a larger saturator and recycling pumping system that will also support the existing DAF tanks. Sizing of this equipment will be determined during the design phase.

The PLC would see the replacing of existing hardware in the existing PLC panel to Allen Bradley CompactLogix, upgrading all controls with modern equipment and incorporate new I/O into the panel.

In December 2023 West Hants Regional Municipality requested proposals for Engineering Services for the Windsor Water Treatment Plant Third Process Train to support this project from Design through final construction. This closed on January 18, 2024. The only submission received was from CBCL.

Staff have reviewed the CBCL proposal and have determined that it does meet requirements set out in the RFP. CBCL is experienced and well equipped to handle this design as they have been involved with the operations and design of the Windsor Water Treatment plant for many years. CBCL has been involved in several assessment, optimization and upgrade projects at the Windsor Water Treatment Plant including the development of the Third Train Conceptual design. They are very familiar with WHRM's intentions, options and the overall scope of work involved in this project.

This project has two distinct phases that could occur in different fiscal periods; Design in 2024/25 and Tendering and Construction planned for 2025/26. Therefore, WHRM Engineering staff requested the sole proponent, CBCL, to further clarify and requote on their proposal to separate Phase 1 (Design) from Phase 2 (Tendering & Construction Management Services).

The municipality plans to be prepared to call for construction tenders by late Fall 2024 or early winter. Projected start date for construction is Spring 2025, with Project Completion by late Fall 2025.

NEXT STEPS

Upon approval by Council, staff will award the Engineering Services to CBCL so they may proceed with the Detailed Design of the Construction Tender Documents.

FINANCIAL IMPLICATIONS

Tendering Timeline:

Posted to Procurement	December 18, 2023
Closing Date	January 18, 2024
Price Expiry Date	March 18, 2023
Days Remaining	6 Days

2023-24 Capital Budget – Filter Redundancy WTP – 3rd Process Train

Tender Pricing	\$208,707.00
Non-Recoverable Tax (4.29%)	<u>\$8,953.53</u>
Tender Total	\$217,660.53
2023-24 Budget Value	\$150,000.00
Variance (over budget)	(\$67,660.53)

This project will not be completed in 2023-24 and will be carried over into the 2024-25 Capital Budget. The 2024-25 Capital Budget will reflect the new amount to be funded through the Depreciation fund. This project will increase the filter redundancy and bring the Utility in compliance with regulatory requirements.

ALTERNATIVES

1. Council may choose not to proceed with this planned project.

ATTACHMENTS

- CBCL Third Process Train Submittal Jan 18, 2024
- CBCL Proposal Revision Feb 7, 2024

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

Report Prepared by: 
Erin Amirault, P.Eng. Project Engineer Public Works

Report Reviewed by: _____

Report Approved by: 
Mark Phillips, Chief Administrative Officer



Request for Proposals Engineering Services for Windsor Water Treatment – Third Process Train Design

Proposal



West Hants
something inspiring awaits

238310.00 • January 2024



January 18, 2024

West Hants Regional Municipality
76 Morison Drive, PO Box 3000
Windsor, NS B0N 2T0

To whom it may concern:

RE: Request for Proposals Engineering Services for Windsor Water Treatment Plant – Third Process Train Design (WWHPW23-18)

CBCL Limited (CBCL) is pleased to offer the following proposal to the West Hants Regional Municipality (WHRM) in response to the Request for Proposals Engineering Services for Windsor Water Treatment Plant – Third Process Train Design (WWHPW23-18).

We thank you for the opportunity to submit this proposal, and hope that we will be given the opportunity to further our relationship and commitment through the professional services described in this proposal. We are available at your convenience to discuss any aspect of our submission.

Yours very truly,

CBCL Limited



Prepared by:
Ben Bickerton, M.A.Sc., P.Eng.
Process Engineer
Direct: (902) 492-7979, Ext. 2271
E-Mail: bbickerton@cbcl.ca



Reviewed by:
Mike Chaulk, M.A.Sc., P.Eng.
Manager, Process Department

Proposal No.: 238310.00

This document was prepared for the party indicated herein. The material and information in the document reflects CBCL Limited's opinion and best judgment based on the information available at the time of preparation. Any use of this document or reliance on its content by third parties is the responsibility of the third party. CBCL Limited accepts no responsibility for any damages suffered as a result of third-party use of this document.

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Appendices

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- B Insurance
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1 Technical Ability / Staff Resources

1.1 Corporate Profile



As an employee-owned firm, we are committed to creating a positive and lasting impact on people and our planet by providing world-class multidisciplinary engineering and environmental consulting services.

Since 1955, CBCL has focused on making meaningful global contributions. With experience in over 100 countries, our multi-talented team creates innovative solutions for our clients that positively shape tomorrow.

CBCL has 12 offices in five provinces. Our diverse team of over 400 employees is committed to providing technical excellence and exceptional service. We consider the short and long-term social, environmental, and sustainable effectiveness of every project. Our teams deliver in excess of 1,500 projects a year in multiple sectors, including Bridges, Buildings, Climate Resilience, Coastal, Environmental, Geotechnical, Industrial, Municipal, Ports & Marine, Sustainability, Transportation, and Water.

1.2 Water Treatment

Municipal infrastructure, including water and wastewater treatment, has been the cornerstone of CBCL's work for the past 60 years. Our Process Engineering staff have in-depth experience in all aspects of water and wastewater collection, monitoring, and treatment, including:

- ▶ Pumping.
- ▶ Waste stream characterization.
- ▶ Flow gauging.
- ▶ Treatability testing.
- ▶ Process selection and development.
- ▶ Feasibility studies.
- ▶ Pre-design.
- ▶ Detailed design.
- ▶ Cost estimation.
- ▶ Permitting.
- ▶ Decommissioning and demolition.
- ▶ Construction inspection and administration.

- ▶ Plant commissioning and start-up.
- ▶ Operator training.
- ▶ Evaluation and optimization of existing treatment systems, and more.

Our water and wastewater treatment projects are consistently recognized as standing out for their positive impact on communities and for the quality of infrastructure they provide. CBCL are leaders in the Atlantic Canada Water and Wastewater Association – a community of professionals committed to water and wastewater infrastructure in the region, and our team of engineers and technicians live and work among the projects we deliver. CBCL has designed over \$200M worth of water and wastewater infrastructure in the region over the last 10 years, including projects that incorporate new groundwater supplies into small and medium size communities to improve supply, treatment, and monitoring. We bring this expertise and experience to each project we deliver to the benefit of all parties involved.

1.3 Staff Team

CBCL has assembled a qualified team of professionals selected based on a depth of experience in water treatment plant design. All staff have extensive experience in their area of speciality. The work will be executed by the personnel listed in this proposal. Team members' experience, roles, and responsibilities are summarized in the following paragraphs. CVs are provided in Appendix C.

Ben Bickerton, M.A.Sc., P.Eng. – Project Manager



Mr. Bickerton is an Engineer in the Process Engineering Department at CBCL. He holds a B.Eng. in Environmental Engineering from Dalhousie University, and a M.A.Sc. in Civil Engineering from Dalhousie University specializing in water quality and treatment. Since joining CBCL in 2012, Mr. Bickerton has been involved in dozens of water treatment plant and water treatment system design projects, ranging from the very small in residential/commercial applications to the largest facilities in Atlantic Canada. Ben has been involved in several assessment, optimization and upgrade projects at the Windsor WTP including the development of the Train 3 conceptual design upgrade preceding this RFP and is therefore uniquely familiar with WHRM's intentions, options and the overall scope of work involved in the expansion.

As project manager, Ben will provide overall management, coordinate project team activities, leading consultations with stakeholders, ensure deliverables are submitted on schedule, and oversee quality assurance throughout the project. Ben will chair project meetings and provide routine status reports, and during the construction phase will act as the primary point of contact to the contractor on behalf of the municipality.

Andrew Gates, P.Eng. – QA/QC Advisor



As VP of Infrastructure at CBCL Limited, Andrew has corporate responsibility for the successful delivery of all projects within the sector. At CBCL this sector includes active practices in Transportation, Marine, Bridges, Municipal, Coastal and Water Resources and Climate Change. Andrew has over 30 years of experience in the consulting engineering field and had led the development of CBCL's expertise in alternate project delivery and in particular P3 projects. This has included transportation, composting, water, health care and district heating projects. Andrew has also led design-build water and wastewater projects, and has many years' experience in organizing large multi-disciplinary project teams.

Andrew has recently been involved in several WHRM initiatives to improve, expand and interconnect WHRM linear infrastructure and was notably CBCL's Project Manager for the original design and construction of the WTP in 2000/2001, providing him a unique understanding of the existing facility and any site-specific issues encountered during construction and commissioning.

Meghan Lea, B.Eng., M.A.Sc. – Process Design



Ms. Lea joined CBCL in 2023 as a Process Engineer-In-Training. Prior to joining CBCL, Ms. Lea had completed a Bachelor of Mechanical Engineer from Queen's University in 2018, followed by a Master of Applied Science in Civil and Resource Engineering from Dalhousie University in 2023. Meghan also worked for CBCL as a Mechanical Engineering Intern from 2015 to 2017. Meghan's research focused on Pb²⁺ adsorption and removal of microplastics in wastewater, raw water, and drinking water.

Judy Fowler, M.A.Sc., P.Eng. – Structural Design



Judy is a structural engineer with sixteen (16) years' progressive design experience. She has completed her Master's degree in Structural Engineering with a focus on bridges. She has received several awards including the Dr. S. K. Malhotra Scholarship, Dr. H. W. L. Doane FEIC Scholarship, George Geoffrey Meyerhoff Award, as well as Research and Faculty of Graduate Studies Scholarships.

At CBCL, Judy's responsibilities have included the preparation of tender drawings, cost estimates, technical specifications, design calculations, structural assessments, and client liaison. Her design and assessment work includes the development of loads on structures including all climatic loads. She has participated in a wide range of projects including: design of treatment facilities, design of industrial structures (electrical substation and bus structures), design of pipe supports for bridges, design of cable/pipe tray supports, inspection, assessment and design of bridges, design and renovation of buildings, design of marine structures, underground chambers and retaining walls.

Chris Ruddick, P.Eng. – Mechanical Design



Mr. Ruddick is a registered Professional Mechanical Engineer working in the fields of building design, construction, commissioning, and energy efficiency. Mr. Ruddick received his degree from Dalhousie University in 2000 and has been working in this field since 2001. Prior to joining CBCL Limited in 2008, he worked for ADI in Fredericton, NB, and Stantec in Vancouver, BC. Chris is regularly involved in design of water and wastewater treatment plants, working with CBCL's process group and leading the design effort for the buildings-mechanical aspects of these facilities.

Lohn Hick, P.Eng. – Electrical Designer



Mr. Hick is an electrical design engineer with thirty (30) years of experience in all aspects of a project including planning, design, project management, construction documentation, site services and commissioning. He has acted as the lead electrical engineer on numerous multi-discipline industrial, commercial, and municipal projects including manufacturing plants, oil and gas facilities, water and wastewater treatment plants, water booster stations, well water sites, wastewater pumping stations, laboratories, and office spaces. Mr. Hick is involved with the planning, design, and implementation of SCADA systems and PLC/RTU based automation systems in the water and wastewater treatment industry. His design responsibilities include power distribution, emergency power, lighting, controls, fire alarm systems, and telecommunications. He has also conducted various studies and analysis including project feasibility studies, equipment assessments, short circuit, and protection coordination studies.

Notably, Lohn was the lead designer for the electrical and instrumentation design of the Windsor WTP in 2000/2001.

Kristien Praest, CET – Automation Specialist



Mr. Praest is an electrical technologist with twelve (12) years of experience in automation. He graduated from the Nova Scotia Community College in 2009 with a diploma in Electrical Engineering Technology and joined CBCL Limited in August 2014. Since graduating in 2009, Mr. Praest has programmed and commissioned over fifteen (15) new SCADA systems of varying complexity. He has extensive experience programming PLC's and HMI's from various vendors, including Allen Bradley, Schneider Electric, General Electric, and Maple Systems. As well as SCADA and visualization platforms Trihedral VTScada, FactoryTalk View, and FactoryTalk VantagePoint EMI. Mr. Praest is knowledgeable in serial and ethernet communication protocols, including Ethernet/IP, Modbus, DNP3, and has been involved in several projects to modify and upgrade the existing SCADA system at the Windsor WTP, giving him a strong understanding of the current systems and any requirements for upgrades to accommodate Train 3.

1.4 Organizational Chart

The following organizational chart (Figure 1.1) has been prepared to demonstrate how we anticipate organizing our team to execute the scope of work identified in the RFP. The project team's experience will help to ensure that we can provide the engineering and professional resources needed to deliver the project on time and on budget. Key personnel are qualified for their roles on this project and have worked together on similar assignments.



Project Manager

Ben Bickerton, M.A.Sc., P.Eng.

QA/QC Advisor

Andrew Gates, P.Eng.

Process Support

Meghan Lea, B.Eng., M.A.Sc.

Structural Design

Judy Fowler, M.A.Sc., P.Eng.

Mechanical Design

Chris Ruddick, P.Eng.

Electrical Design

Lohn Hick, P.Eng.

Automation Specialist

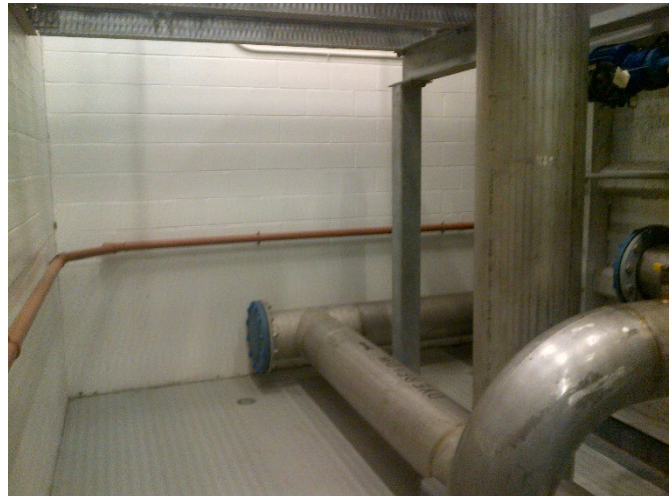
Kristien Praest, CET

2 Proposed Approach & Project Plan

2.1 Project Understanding

The project entails designing and constructing a third process train to complement the existing two-train plant, with major components including a package flocculation, DAF clarification and multimedia filtration system as well as PLC upgrade and clarifier recycle system equipment. To implement these upgrades, an expansion of the existing building, including foundations, superstructure, mechanical and electrical components are required.

Furthermore, the project involves incorporating a larger saturator and recycling pumping system, aligning with existing systems. Upgrading the PLC hardware to Allen Bradley CompactLogix, ensuring compliance with regulatory requirements, and providing comprehensive inspection services during construction are integral aspects of the proponent's understanding. The proponent is committed to delivering detailed designs, cost estimates, and project schedules in adherence to municipal, provincial, and federal standards. The proposal also acknowledges the importance of SCADA/PLC programming and the production of accurate record drawings during and post-construction. Overall, the proponent is poised to provide a thorough and compliant solution to meet the project's objectives.



2.1.1 Design Challenges/Considerations

There are several pipes that exit the existing building and are buried underground or connect into a below grade overflow chamber (located at the north end of the west wall) which will make constructing a foundation in this area challenging.

Several options have been considered in the conceptual design report, summarized as follows:

1. Remove a portion of the overflow chamber and re-route the pipes to allow for the new foundation wall construction.
 - a. This option would allow for the position of the new treatment train to be in line with the two existing trains and allow for a direct extension of the existing trench into the new building. However, the north wall of the new building will be close to existing underground tanks (base slab of the tanks is deep relative to the minimum required footing depth for frost protection on the new building) and design checks will be required to ensure any surcharges imposed on the tank wall will not cause overstress. An alternative is to drop the new footing elevation down to match the base slab of the tank. Checks will also be required on the existing underground chamber where the foundation passes over top.
2. Construct a combination of foundation walls, footings and a grade beam to span over/under or connect into the existing overflow chamber and re-route pipes as required to suit construction.
 - a. This option may minimize the disruption of the existing pipes and overflow chamber but may provide challenges to provide a suitable foundation to support the new building as it is dependent on the strength of the overflow chamber. The overflow chamber is also susceptible to being undermined if a new grade beam/shoring is required below, therefore underpinning options may be explored.
3. Locate the new building to the south of the overflow chamber and pipes.
 - a. This option minimizes the disruption of the existing pipes and overflow chamber. Since the new foundation will be further from the underground tanks at the north end of the building it reduces the level of concern for surcharging the tank wall. Due to the building offset, an underground chamber may be required outside between the new and existing buildings to facilitate easy access to the below grade pipes. This option also requires slightly longer pipe runs to connect the new and existing treatment trains.

Early in the project, a decision on the project delivery approach should be made. Based on the project's primary goal of installing a third package treatment train, it may be beneficial to plan for an equipment pre-selection approach to allow finalization of the design of this key project component prior to the completion of the 'balance-of-plant' design. This, along with the final design approach for building expansion and integration will be confirmed following advancement of the preliminary design options and discussions with WHRM.

2.2 Proposed Approach

The following sections outline our proposed methodology in delivering the scope of work and phases described in the RFP.

Phase 1.0: Concept Phase

Task 1.1: Project Initiation & Management

Upon award, CBCL will coordinate a kick-off meeting with WHRM. The purpose of the meeting is to:

- ▶ Obtain background information.
- ▶ Review project objectives, the proposed schedule, and budget.
- ▶ Establish communication protocols.
- ▶ Identify key issues for consideration.

If required, CBCL will adjust the scope of work to accommodate WHRM's needs. Meeting minutes summarizing the key points of discussion, action items, and parties responsible will be provided to attendees.

As part of the ongoing project management, CBCL will provide the following services each month:

- ▶ Design meetings with minutes and action items.
- ▶ Project status updates including details on the work completed, progress, schedule, and budget updates.
- ▶ Schedule design and report review meetings for each submission. Recording comments and resolutions to same.

Task 1.2: Review Background Information

While we are very familiar with the site and have written the reports referenced in the RFP, we will re-review all relevant background documentation provided by WHRM, including but not limited to:

- ▶ Current as-built drawings.
- ▶ Conceptual Design Assessment.
- ▶ 2023 Water System Assessment Report.
- ▶ Windsor-West Hants Water System Review.
- ▶ Operator log sheets.
- ▶ SCADA data.
- ▶ Shop drawings.
- ▶ Original equipment specifications.
- ▶ O&M manuals.

Task 1.3: Site Assessment

Following the kick-off meeting, CBCL will arrange for site visits from the various discipline leads to the WTP. These visit will be used to:

- ▶ Assess infrastructure to determine specifications/location of new foundation.
- ▶ Conduct a geotechnical investigation (and provide a detailed report on findings).
- ▶ Provide a topographic survey (if necessary – this may not be required based on existing information).

- ▶ Solicit input from operations staff with respect to operational/maintenance issues to be considered during design.
- ▶ Flag any items requiring further investigation.
- ▶ Gather additional information, if required.

During the site visit we will liaise with WHRM staff to ascertain details about existing and potential new systems, as well as operational considerations.

Phase 2.0: Preliminary Design Phase

Task 2.1: Assess Environmental Impacts

During the preliminary design phase, CBCL will conduct a thorough analysis of the project's potential effects on the environment. We are dedicated to identifying and addressing any adverse impacts, proposing effective mitigation measures throughout the construction and operational phases. Our strategy includes the adoption of sustainable construction practices, minimizing disruption to natural habitats and to the existing source water reservoir, and implementing erosion control measures to prevent soil runoff.

Ongoing monitoring during the construction phase will allow us to promptly identify and address any unforeseen impacts, demonstrating our commitment to responsible environmental practices that contribute to the long-term sustainability of the surrounding ecosystem.

Task 2.2: Heating/HVAC Options Analysis

To fulfill the heating and HVAC options analysis, our approach involves an evaluation of potential new systems, focusing on both the new expansion area and the entire Water Treatment Plant (WTP). We will provide a summary report that outlines potential upgrades, including detailed descriptions, efficiencies, estimated construction cost impacts, maintenance requirements, and other pertinent considerations. As described in the RFP, the base engineering fee scope is structured around the incorporation of new air source heat pumps, unit heaters, and a Heat Recovery Ventilation (HRV) system tailored specifically for the new space. It is our priority to align the heating system with the West Hants Regional Municipality's Municipal Climate Change Action Plan, striving for zero emissions where feasible. Additionally, our design will be future-oriented, ensuring compatibility with potential expansions to the existing WTP. This proactive approach reflects our dedication to sustainability, energy efficiency, and the long-term viability of the infrastructure.

Task 2.3: Preliminary Design Report (50% Design)

Following discussion on the project scope and WHRM's preferred approach to various items described above, design work will be advanced to the 50% completion level and a Preliminary Design Report will be prepared for review purposes. The draft report will

describe the process used to develop the preliminary design. All data gathered, analysis conducted, and findings of the study will be compiled and summarized in a report.

The report will specifically include the following:

- ▶ Architectural drawings.
- ▶ Structural plans.
- ▶ Mechanical and electrical system layouts.
- ▶ Integration to existing pipework systems.
- ▶ Network architecture and I/O list.
- ▶ Preliminary material selections.
- ▶ Cost estimates.
- ▶ Updated Project Schedule.

Phase 3.0: Detailed Design Phase

The purpose of this phase of the project is to advance the detailed design of the proposed WTP expansion to the tender-ready stage. A general description of the work is outlined below, pending confirmation of WHRM's preference with respect to the project delivery approach (i.e. inclusion of a pre-selection stage).

Task 3.1: Preliminary Design Confirmation and Pre-Selection

After the preliminary design direction has been confirmed, the project will advance to the detailed design phase. The first task will be to prepare a Request for Proposals or Request for Quotation for the primary process equipment package. The pre-selection package will include the appropriate drawings, specifications and background information required to allow a range of equipment suppliers to prepare a proposal. CBCL will provide the pre-selection package to WHRM for public tender, or solicit proposals from a number of potential vendors. Once proposals are received, CBCL will provide a summary and recommendation on the preferred equipment supplier. Typically, we arrange for a separate initial contract directly between the equipment supplier and the Owner to facilitate the production of detailed shop drawings; once these are approved, these are integrated into the overall design package. This allows for certainty of key design parameters (e.g. power requirements, dimensions) as well as helping to improve confidence in the estimated overall project cost earlier in the design schedule.

Task 3.2: Geotechnical Investigation

A geotechnical investigation will be undertaken to determine the subsurface conditions on-site. Boreholes will be used to characterize the subsurface conditions within the proposed area of construction. Drilling of boreholes will be performed by a track mounted drill rig. Drilling crew will be supervised by Conquest Engineering (a division of CBCL). Incidences of rock and ground water will be noted. Soil samples will be collected during the field investigation for laboratory analysis. Following completion of the field/laboratory work, a geotechnical report will be issued summarizing the conditions encountered in the field and

recommendations for design and construction. Geotechnical information will supplement the preliminary/detailed design process.

Task 3.3: Detailed Design Development (95%)

An updated design report and engineering drawings will be prepared based on the previously technical information that has been gathered and compiled along with the pre-selected equipment details. The design report will present the rationale supporting the project and will include design criteria, capacity, and physical dimensions for each unit operation within the recommended treatment process, as well as:

- ▶ Project approvals summary.
- ▶ Process flow diagrams and preliminary P&IDs.
- ▶ Site plans.
- ▶ Electrical, instrumentation and controls plans.
- ▶ Construction sequence and operations during construction.
- ▶ Ancillary components and spaces.
- ▶ General arrangement drawings for treatment facility component.
- ▶ General arrangement drawings for demolition components.
- ▶ Capital cost assessment, risk identification and mitigation strategies.

The report will be presented to regulatory agencies for review and engagement into the approvals process. We will provide digital (PDF and AutoCAD) copies of the drawings and reports for review.

Drawings anticipated for inclusion in the 95% submission include:

Task 3.2.1: Architectural Design

Architectural drawings will include:

- ▶ Floor plan.
- ▶ Reflected ceiling plan.
- ▶ Roof plan.
- ▶ Sections.
- ▶ Elevations.
- ▶ Details.
- ▶ Room finish schedule.
- ▶ Door/frame & hardware schedule.

Task 3.2.2: Process Design

Process drawings will include:

- ▶ Process Flow Diagram
- ▶ P & I Drawings
- ▶ Process Piping Plans & Sections
- ▶ Schedules and Miscellaneous Details

Task 3.2.3: Structural Design

Structural drawings will include:

- ▶ General Arrangement Plans and Notes
- ▶ Building Cross Sections
- ▶ Floor Plans
- ▶ Sections
- ▶ Miscellaneous Details

Task 3.2.4: Electrical & Instrumentation Design

Electrical and instrumentation drawings will include:

- ▶ Partial Single Line Diagram
- ▶ Power and Instrumentation Layout
- ▶ Lighting Layout
- ▶ I/O List and Cabling
- ▶ Panel Upgrade Drawings
- ▶ Block Diagrams and Control Schematics
- ▶ Details

Task 3.2.5 Mechanical Design

Mechanical drawings will include:

- ▶ Plumbing Plan
- ▶ HVAC Plan
- ▶ Details

In addition to drawings, we will also develop a Class A Cost Estimate as part of the 95% Detailed Design submission. CBCL has two Registered Quantity Surveyors (RQS) on staff full-time supported by professional engineers in process, civil, structural, mechanical, electrical, instrumentation and control, and chemical disciplines. In addition to participating in cost planning activities for projects, our quantity surveyors maintain our construction costs database. CBCL has developed and maintained a proprietary cost database for municipal construction work for over 30 years. We track construction costs specific to Atlantic Canadian municipal projects. All the data is gathered from historical tender results for mid-sized to large sized projects in the region.

Following this submission of we have allowed for a period of review and comment by the Municipality. We will hold a meeting to discuss and review the contents of the design package which should build on previously submitted technical information developed through the preliminary design process. Following review, we will finalize the document.

Approval applications will be made prior to the construction tender call-in order to allow for processing by requisite regulatory agencies including Nova Scotia Environment and Climate Change and related environmental and utility agencies. CBCL will work to secure the required approvals to construct and operate the treatment facilities on behalf of the Municipality.

Phase 4.0: Tender Phase

Task 4.1: Finalize Tender Documents

The 95% documents will be updated based on any further feedback from WHRM and an “Issued for Tender” package (100%) will be prepared. The drawings and specifications will be stamped by a Professional Engineer licensed to practice in the province of Nova Scotia. The tender package will include contract documents, design drawings, and technical specifications which adhere to the Municipal and Provincial Standard Specifications.

CBCL will provide the final tender documents (including the tender drawings, bid documents, bid forms, and technical specifications) to WHRM (AutoCAD and PDF).

Task 4.2: Tender Period Technical Support

CBCL will receive queries from the contractor community regarding the tender package. We will record all tender period queries in a register. We will respond to bidder questions by providing technical clarification or modifications to the tender documents by way of addendum, as required. Our project team partners will be consulted throughout the tender period in response to questions received.

Following confirmation of the design criteria, consideration will be given to how best to undertake the equipment procurement process. Options will include the traditional project delivery method (design/bid/build), hard specification (standard of acceptance – no equal), or equipment pre-selection (RFQ process). CBCL will offer recommendations on which procurement strategy to take and will provide alternative procurement documents based on the selected approach.

Task 4.3: Review of Tender Submittals

CBCL will review the tender packages and assist WHRM with award, including any post-tender negotiation. Upon selection of a successful contractor, CBCL will prepare signing documents.

Phase 5.0: Construction Phase

Task 5.1: Construction Administration

As part of the Construction Administration phase for this project, CBCL will complete the following:

- ▶ Maintain communication channels.
- ▶ Facilitate receipt of pre-contract submittals.
- ▶ Review, approve, and track shop drawings.
- ▶ Respond to Requests for Information (RFIs).

- ▶ Review progress payment requests and certify payment.
- ▶ Review requests for changes to the contract and develop Contemplated Change Orders, Change Orders, and Change Directives, with WHRM's approval.

Task 5.2: Construction Observation & Inspection

CBCL will employ a part-time site inspector who will oversee the administration and inspection of key construction activities. Our site inspector, as per the RFP, will:

- ▶ Be available to inspect significant components such as time-sensitive tasks and work that is concealed once complete.
- ▶ Monitor progress periodically or as needed.
- ▶ Ensure conformance to design specifications.

It is anticipated that construction observation will be required full-time for a number of weeks, covering site preparation and excavation, formwork and rebar installation, and concrete pours for the foundations and new floor slab. It is then expected that part time inspection would be continued for the duration of the project on an as-appropriate basis, to review progress related to building construction and M&E work.

Task 5.3: Automation

SCADA/PLC programming will be completed by the consultant's automation expert. There are several options for automation design and a final approach will be determined with approval from WHRM in the early design phase, but the current proposed approach used for the purposes of this proposal is to have the equipment supplier design and provide a new PLC control panel in accordance with CBCL's specifications, as determined during the pre-selection phase. CBCL will design an upgrade to the existing PLC panel to ensure that the new PLC is equivalent. The new arrangement will result in two PLCs dividing the plant functions – the new PLC primarily being used to control new equipment and instruments, with the existing upgraded PLC covering the balance of plant functions and communicating with the new PLC over a network connection.

CBCL's automation team will be responsible to completely integrate the new process equipment control systems with existing WTP control equipment and to provide additional process monitoring features beyond those being provided as part of vendor equipment supply.

Phase 6.0: Closeout Phase

Task 6.1: Record Drawings

CBCL will use the as-built drawings, supplied manuals, and operation and maintenance manual to prepare record drawings for the system, which will include changes made during construction. CBCL will then provide digital copies (PDF and CAD formats).

Task 6.2: Final Deficiency Report

Items that are identified as not complying with the relevant standard will be noted and options to bring the item into compliance, including costs and timelines, will be investigated. In the event that a major deficiency is identified which will require a pre-design to determine costs, the corrective action will be noted as a pre-design requirement. In this case, some possible options may be identified but costing will not be provided.

2.3 Project Schedule

At the outset of project execution, we will establish a process for continual control and monitoring of the schedule. The key to effective schedule control is to measure actual progress and compare it to planned progress on a timely and regular basis and to take necessary corrective action immediately.

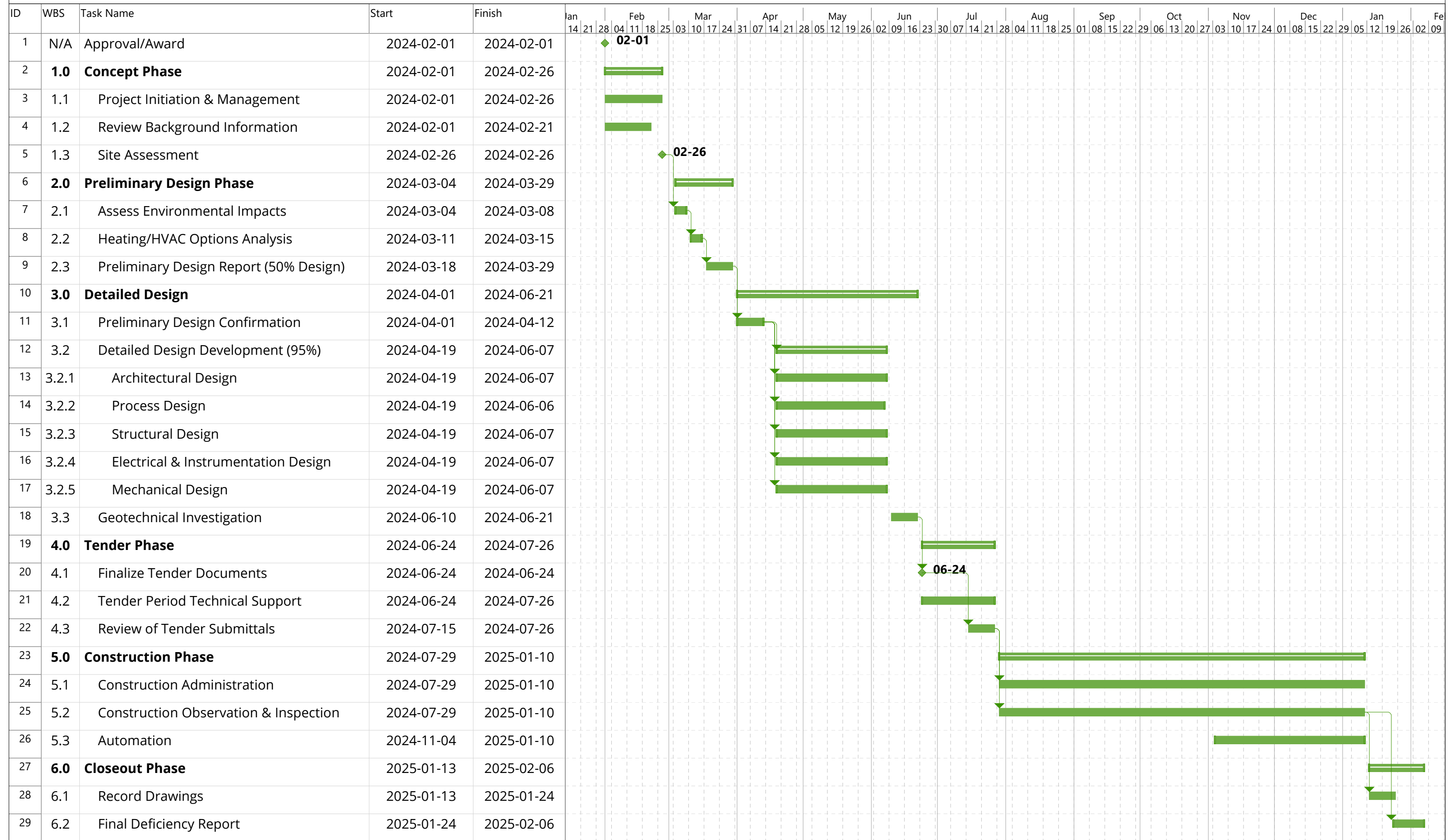
Our proposed project schedule is presented as Figure 2.1. CBCL will endeavor to maintain these project milestones, however, should unforeseen circumstances result in scheduling issues, CBCL will communicate these issues with WHRM as they arise, and adjust the schedule as/if required.



West Hants Regional Municipality



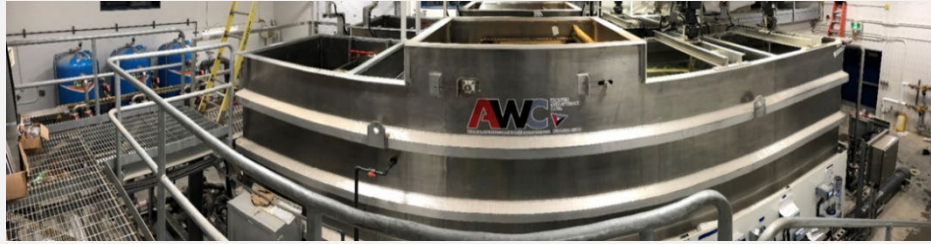
Request for Proposals for Engineering Services for Windsor Water Treatment Plant - Third Process Train Design (WWHPW23-18)



3 Key Representative Project Reference

We have included the Potlotek Tender Package in Appendix D.

Project Name	Potlotek First Nation Water Treatment Plant
Project Location	Chapel Island, NS
Client	Kriss Sarson Indigenous Services Canada Engineer Phone: (902) 661-6248 Email: kriss.sarson@sac-isc.gc.ca
Completion Date	2020
Description	Potlotek First Nation, located in Chapel Island, NS, installed a nanofiltration treatment system in 1999 to provide potable water to the community of 600. Since that time, water quality issues including elevated manganese and low chlorine residual were persistent. In 2014, CBCL Limited was engaged to provide an assessment of the existing facility, and subsequently to prepare a preliminary design report for plant upgrade options. Interim upgrades to the existing facility to extend its functional life were designed and installed, and CBCL was then tasked with the design and construction administration services for a new water treatment plant, constructed in 2021. This also included a new raw water intake, new treated water transmission main, new water storage tower and associated infrastructure, and demolition of the existing water plant and tower. CBCL provided assessment, interim upgrade design, detailed design, construction phase services, as well as complete operation and maintenance management plans and operator training for the first year of plant operation. Design work for this project included a multi-disciplinary team, including environmental assessment, civil, treatment process and building design and the full range of tendering and construction administration services on behalf of Potlotek.



CBCL was involved throughout the development and execution of the water treatment upgrade in Potloteck, corrected drinking water issues which were widely publicized in national media as an unacceptable standard of service on a First Nation. The detailed design requirements were developed by CBCL in the course of establishing difficulties of the existing plant, including both treatment technology, condition and issues related to operational complexity and staffing requirements. Aside from technical challenges related to a wholesale replacement of the drinking water treatment and storage infrastructure, there was significant pressures to complete the project on time and budget, and for the completed systems to function as intended, as the project garnered significant media attention. These objectives were achieved, and the plant has been online since late 2021 without any service interruptions or Boil Water Advisories in the community.

Key Team Members

Ben Bickerton, Mike Chaulk, Lohn Hick

4 Other Project References for Proposed Team Members

4.1 Safe Clean Drinking Water

Project Name	Safe Clean Drinking Water Project – Owner’s Engineer
Project Location	Saint John, NB
Client	City of Saint John
Completion Date	2019
Description	Since 2014 CBCL has been working on behalf of the City of Saint John to develop the Safe Clean Drinking Water Project. The project value approaches \$100 million and includes the construction of a new 75 MLD surface water treatment plant to provide the City with improved quality drinking water. CBCL developed concept design, project specifications, and completed design and construction oversight in advance of commissioning. The project includes 6 bulk chemical storage tanks: each in the range of 25,000 L for storage of coagulant, caustic, and sodium hypochlorite. The tanks are fitted with fill lines, drains, overflows, level measurement, process supply, vent, and safety features.  Included in this project was extensive review of potential residuals handling for the new facility. Options considered included discharge to near by freshwater bodies, discharge to sewer and possible recycle within the WTP. Due to regulatory constraints and public perceptions, filter backwash recycling within the WTP was selected

	and implemented. Dissolved air flotation (DAF) is used to treat the WTP residuals streams, with the clarified water returned to the front of the plant. CBCL was heavily involved in the process, which saw one of the first implementations of filter backwash recycle at a WTP in Atlantic Canada.
Key Team Members	Ben Bickerton, Andrew Gates, Judy Fowler, Lohn Hick, Marty Hiltz, Archie Thibault

4.2 Corner Brook Water Treatment Plant Design

Project Name	Corner Brook Water Treatment Plant Design
Project Location	Corner Brook, NL
Client	City of Corner Brook
Completion Date	2017
Description	CBCL worked with the City of Corner Brook to develop a re-defined WTP project beginning in 2014. Prior efforts to design and construct the facility did not meet budget requirements. Through a focused methodology CBCL reviewed plant capacity, treatment goals, facility standards, residuals management and operability features to develop a detailed project description and specifications. The plant was constructed as a 3 train DAF process with 3 gravity media filters, UV disinfection, chlorination, and corrosion control. The corrosion control program was developed in detail and the original proposed lime/CO₂/caustic system was replaced with soda ash and orthophosphate to reduce capital and operating costs.
Key Team Members	Ben Bickerton, Andrew Gates, Mike Chaulk, Lohn Hick



4.3 Moncton WTP Clarifier Retrofit

Project Name	Moncton WTP Clarifier Retrofit
Project Location	Moncton, NB
Client	City of Moncton
Completion Date	2021
Description	In 2017 CBCL completed an initial condition assessment of the 20-year-old Moncton WTP (capacity – 90 MLD). Concurrent with this assessment the facility source water experienced a significant blue-green algae bloom that threatened the safety of the regional water supply. This event resulted in a series of subsequent undertakings that have defined an overall Harmful Algal Bloom (HAB) treatment strategy for the City. CBCL developed this strategy working with the City and evaluated needs for removal of algal matter and cyanotoxins. Conceptual design and equipment pre-selection was completed based on upgrade to a DAF process with conventional filtration.  The first phase of the HAB strategy evolved to include the retrofit of the existing four clarification basins to convert the old upflow contact clarifiers to an Actiflo ballasted flocculation process capable of treating algae, and adaptable to future enhanced treatment methods. While originally planned as a DAF project the Actiflo process was selected based on ability to fit within existing plant constraints and following pilot testing. This phase is currently nearing completion with two of the four Actiflo trains in operation and a third in commissioning. The value of Phase 1 is approximately \$5.0M.  Phase 2 of the HAB strategy, which has commenced, includes the enhancement of the treatment process to add resiliency for algal toxin treatment. This phase requires a period of research and pilot testing to select the appropriate enhancement process, which could include options of absorption, oxidation, or a combination thereof. The estimated value of Phase 2 is \$20M.
Key Team Members	Ben Bickerton, Judy Fowler, Lohn Hick, Marty Hiltz, Mike Chaulk

4.4 Windsor Water Treatment Plant & Expansion

Project Name	Windsor Water Treatment Plant & Expansion
Project Location	Windsor, NS
Client	Town of Windsor / West Hants Regional Municipality
Completion Date	2002
Description	CBCL Limited completed the preliminary and detailed engineering design for the Windsor WTP and the plant was constructed in 2001, serving the Town of Windsor using a two train flocculation/DAF/gravity filtration. While several members of the original design team are still actively involved in treatment plant design at CBCL (Andrew Gates, Kevin Murphy and Lohn Hick), more recent engagement of CBCL by the (amalgamated) West Hants Regional Municipality is focusing on overall regional planning for the water utility, incorporating CBCL studies for expansion of the Windsor WTP with a third DAF train and filter (2019) and distribution system growth and interconnection feasibility (2020). 
Key Team Members	Andrew Gates, Lohn Hick

5 Proposal Cost

Based on the scope of work outlined in Section 2.2, we have developed a summary of proposed fees and disbursements as Table 5.1. The proposed total lump sum cost for this project is \$398,727.00, including expenses and disbursements, exclusive of HST.

We appreciate the opportunity to work with WHRM on this project. We are available to review or provide supplemental proposal information as needed to clarify our project approach, level of effort, assumptions, and budget.



Prepared by:
Ben Bickerton, M.A.Sc., P.Eng.
Process Engineer



Reviewed by:
Mike Chaulk, M.A.Sc., P.Eng.
Manager, Process Department

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February 7, 2024

Erin Amirault, P.Eng.
Project Engineer
West Hants Regional Municipality
76 Morison Drive, PO Box 3000
Windsor, NS B0N 2T0

Dear Ms. Amirault:

RE: *Amendment to CBCL's Proposal for Engineering Services – Windsor Water Treatment Plant – Third Process Train Design (WWHPW23-18)*

Following submission of CBCL's proposal for engineering services in response to the subject RFP, CBCL prepared a summary of potential scope and budget refinement options aimed to reduce the overall cost in the design phase and the value of the initial engineering consulting engagement. These options were discussed with WHRM staff on January 29th, 2024 and summarized in an email dated January 30th, 2024. Based on the discussions and feedback to potential scope reduction items, the purpose of this letter is to formally modify the proposed scope of services and cost for each phase as detailed herein and in the attached Revised Work Breakdown Structure (Time-Task Matrix).

Concept Phase

No changes are proposed to the initial scope and budget (\$15,080 + HST). The services proposed in this phase are necessary to allow the project team to review the facility, the proposed upgrades, identification of potential design issues, etc. and complete site visits as necessary for members of the multi-discipline design team.

Preliminary Design Phase

The preliminary design phase included Task 3.1: Assessment of Environmental Impacts, Task 3.2: Heating/HVAC Options Analysis, and Task 3.3: Preliminary (50%) Design Report. CBCL proposes removing Task 3.1 from the scope and deleting the associated budget (\$3,651 + HST). The level of effort associated with Task 3.3 will be reduced significantly to produce a design report suitable for regulatory approval only, rather than a comprehensive record of work completed to the 50% level as described in the original proposal. This reduction in scope/level of effort will reduce the original budget for this task by \$5,115 + HST.

Detailed Design Phase

The detailed design phase includes a level of effort which we propose is appropriate for the detailed engineering of this significant expansion of the existing treatment facility. The detailed design phase requires significant collaborative input from architectural, structural, geotechnical, process, mechanical, electrical and instrumentation design groups within CBCL. No changes to the original RFP response in terms of scope and budget are proposed.

Tender Phase

The original RFP response included "Task 4.1: Finalize Tender Documents" under the tender phase. Assistance with the preparation and compilation of technical specifications and contract front-end documents requires input from the Project Services group within CBCL and we presented their effort separate from the tasks listed under the "detailed design" phase. However, the preparation of these documents (technical specifications in particular) is typically done alongside the engineering drawing development, and therefore should not be considered a separate activity following the design phase. We propose to include this task and its associated budget in the modified scope of work but remove/defer the remaining tasks from the original proposal, reducing the current proposed budget by \$8,427 + HST.

This approach will also provide a tender-ready design package (including design drawings, technical specifications, and front-end contract documents) which WHRM can then proceed to tender immediately, or delay release to better suit budgets, funding opportunities and/or market conditions. This is a relatively common approach to engineering design scoping as a natural "cut-off" point for significant design projects. CBCL will re-offer tender phase services as needed if and when WHRM proceeds to a public tender procurement phase.

Construction Phase

All proposed construction phase services will be removed/deferred from the current scope of work, resulting in a budget reduction of \$157,832 + HST.

Closeout Phase

All proposed closeout phase services will be removed/deferred from the current scope of work, resulting in a budget reduction of \$14,996 + HST.

Erin Amirault, P.Eng.
February 7, 2024

The revised engineering scope is associated with a total cost reduction of \$190,020.00 + HST, resulting in a current proposed lump sum cost of \$208,707.00, including expenses and disbursements, exclusive of HST. A summary of proposed time required by members of the CBCL project team, professional fees, expenses and disbursements by phase and task is appended to this letter in Attachment A.

We appreciate the opportunity to work with WHRM on this project. We are available to review or provide further supplemental proposal information as needed to clarify our project approach, level of effort, assumptions, and budget.

Yours very truly,

CBCL Limited



Prepared by:
Ben Bickerton, M.A.Sc., P.Eng.
Process Engineer
Direct: 902-421-7241 x2271
E-Mail: bbickerton@cbcl.ca



Reviewed by:
Mike Chaulk, M.A.Sc., P.Eng.
Manager – Process Engineering

Attachments: Revised Work Breakdown Structure (Time-Task Matrix)

CC: Todd Richard, WHRM
Martin Croney, WHRM

Proposal No: 238310.00

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West Hants
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WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐		Recommendation ☒		Decision Request ☐		Councillor Activity ☐	
Property ☒	Public Opinion ☐	Environment ☐	Social ☐	Economic ☒	Councillor Activity ☐		

To: Committee of the Whole

Submitted by: _____
Todd Richard, Director, Public Works

Date: March 11, 2024

Subject: Purchase of Equipment

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 65 authorizes Council to expend funds for municipal purposes.

RECOMMENDATION or DECISION REQUEST

It is recommended for Committee of the Whole to recommend to Council that:

Council authorize staff to purchase two new one ton trucks and have them upfitted up to the budgeted amount of \$260,000 inclusive of HST, less the any trade in value of trucks being replaced.

BACKGROUND

The equipment tendered (WHPW23-6) was identified and approved in the 2023/24 Capital budget. On July 25, 2023 Council moved to purchase the tendered equipment from Pothier Motors Ltd who were the only tender submission.

July 26, 2023 Staff issued a purchase order to Pothier Motors Ltd (PML).

On February 22, 2024 Staff received word from PML that the trucks are no longer available and PML are unable to guarantee or estimate a future delivery date.

DISCUSSION

As per the West Hants Regional Municipality's Procurement Policy and Nova Scotia Procurement Guidelines, as the vendor is no longer able to fulfill the tendered items and were the only vendor to submit a tender in July 2023, WHRM is within their rights to approach vendors who are known to have the required trucks and request quotes.

As such, staff are requesting direction to allow for the purchase of two new trucks and upfit them to meet minimum tendered specification needs, warranty, and service availability within budget. These trucks, if found could be from different dealers at different times. Availability of this type of truck is very low, however staff believe a successful search can be achieved.

Pothier Motors has already received and paid WHRM, \$25,000 for truck 35. Therefore, the only trade value remaining is for truck 41.

Estimated Trade-In Values – Approved in July 2023:

2023-24 Capital Budget – Truck Replacement – Unit 41 \$20,000

2023-24 Capital Budget – Truck Replacement – Unit 35 \$25,000 (Received)

Total Estimated Trade in Value \$45,000

The estimated trade value for unit 41 may have changed since the initial RFP.

NEXT STEPS

Pending approval of Council; staff would issue Purchase Orders to appropriate vendors for purchasing of trucks along with upfitting unit with required equipment.

FINANCIAL IMPLICATIONS

As these trucks were budgeted for in the 2023-24 Capital Budget there are no financial implications to purchase two different trucks, within the same budget amount. Should Council

move not to continue with the search we would have \$260,000 less of a draw on capital reserves. This would not be recommended.

ALTERNATIVES

1. Council may choose not to proceed with one or both of the vehicle purchases.

ATTACHMENTS

- Previous recommendation report – July 2023.

CHIEF ADMINISTRATIVE OFFICER REVIEW

The equipment purchases are in alignment with the 2023/24 Capital budget approvals.

I support the recommendation.

Report Prepared by: _____
Troy Burgess, Manager of Public Works Operation

Report Reviewed by: _____
Todd Richard, Director of Public Works

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer



West Hants
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WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐		Recommendation ☒		Decision Request ☐		Councillor Activity ☐	
Property ☒	Public Opinion ☐	Environment ☐	Social ☐	Economic ☒	Councillor Activity ☐		

To: Committee of the Whole

Submitted by: _____
Todd Richard, Director, Public Works

Date: July 11, 2023

Subject: Purchase of Equipment (WHRMPW22-06)

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 65 authorizes Council to expend funds for municipal purposes.

RECOMMENDATION or DECISION REQUEST

It is recommended for Committee of the Whole to recommend to Council that:

Council approves the award of tender for the purchase of two 1 Ton Trucks, upfitted as tendered (WHPW23-06) from Pothier Motors Ltd for the tendered price of \$105,744.22, and \$130,642.92 plus applicable taxes less trade in values of \$45,000.

BACKGROUND

The equipment tendered (WHPW23-6) was identified and approved in the 2023/24 Capital budget.

DISCUSSION

As per the West Hants Regional Municipality's Procurement Policy and the evaluation formula set out in the tenders document the following are the results after review and evaluation of the above-mentioned tenders.

Tender #WHPW23-06 had one tender submission for the 1 Ton Trucks. After evaluation both trucks met tendered specification needs, warranty, service availability and the combined price was within budget.

NEXT STEPS

Pending approval of Council; staff would award the equipment tender and issue Purchase Orders to the successful proponent.

FINANCIAL IMPLICATIONS

Tendering Timeline:

Posted to Procurement	May 1, 2023
Closing Date	May 18, 2023
Price Expiry Date	August 10, 2023
Days Remaining	22 Days

2023-24 Capital Budget – Truck Replacement – Unit 41

Tender Pricing	\$105,744.22
Non-Recoverable Tax (4.29%)	<u>\$4,536.43</u>
Tender Total	\$110,280.65
Less: Trade in Value	<u>(\$20,000.00)</u>
Total Cost to WHRM	\$90,280.65
2023-24 Budget Value	\$130,000.00
Variance (over budget)	\$39,719.35

Within the 2023-24 Capital Budget, this Unit 41 replacement truck is scheduled to be funded through the WHRM Vehicle Reserve. This reserve has a projected March 31, 2024, reserve balance of \$8,571. With this vehicle coming in \$39,719.35 under budget, this will increase our expected year-end reserve balance to \$48,290.35.

2023-24 Capital Budget – Truck Replacement – Unit 35

Tender Pricing	\$130,642.92
Non-Recoverable Tax (4.29%)	<u>\$5,604.58</u>
Tender Total	\$136,247.50
Less: Trade in Value	<u>(\$25,000.00)</u>
Total Cost to WHRM	\$111,247.50
2023-24 Budget Value	\$130,000.00
Variance (over budget)	\$18,752.50

Within the 2023-24 Capital Budget, this Unit 35 replacement truck is scheduled to be funded between the WHRM Vehicle Reserve and the former Town of Windsor Public Works Equipment Reserve. With this vehicle coming in \$18,752.50 under budget, it is my suggestion to continue to withdrawal the full \$68,541 from the Windsor Public Works Equipment Reserve, as this reserve is scheduled to have a zero balance on March 31, 2024, reflect the savings in the WHRM Vehicle Reserve. This will further increase our expected March 31, 2024, balance for this reserve, up to 67,042.85.

ALTERNATIVES

1. Council may choose not to proceed with the purchases.

ATTACHMENTS

- None

CHIEF ADMINISTRATIVE OFFICER REVIEW

The equipment purchases are in alignment with the 2023/24 Capital budget approvals and are under budget.

I support the recommendation.

Report Prepared by: _____

Troy Burgess, Manager of Public Works Operation

Report Reviewed by:

Todd Richard, Director of Public Works

Report Approved by:



Mark Phillips, Chief Administrative Officer



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: Mayor Zebian and Members of West Hants Regional Municipality Council

Submitted by: _____
Deanna Snair, Municipal Clerk

Date: March 12, 2024

Subject: Landowner Appointment to Mills Lake Watershed Advisory Committee – Recommendation Report

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act – Sections 24-27 (Standing, special and advisory committees; Vacancy on Boards, Commissions and Committees; Citizen Advisory Committees; and Community Committees).

RECOMMENDATION or DECISION REQUEST

... that Council approves the following landowner be appointed to the Mills Lake Watershed Advisory Committee for the term April 1, 2024 to October 31, 2026: Greg O’Leary.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☒	Social ☐	Economic ☐	Councillor Activity ☐
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The Mill Lakes Watershed supplies the reservoir from which the Windsor Water Utility, operated by the Municipality, withdraws water. The Windsor Water Utility currently supplies water to the community of Windsor and the Three Mill Plains Water Utility. The Three Mile Plains Water Utility services communities of Three Mile Plains, Curry’s Corner, Garlands Crossing, and Wentworth Creek. In 1964, the area surrounding Mill Lakes, Hants County, was designated a Protected Water Area. Regulations were also enacted for the designated area to protect the water supply. The regulations were updated in 1986 under the Water Act. The Mill Lakes Watershed Protected

Water Area contains four thousand three hundred ninety-four and a half (4394.5) acres of land (1778.4ha). The Mill Lakes Watershed Committee was first established in 2005 by the former Town of Windsor in response to the need to develop a Source Water Protection Plan.

DISCUSSION

Mills Lake Watershed Advisory Committee is comprised of:

- Four (4) Landowner Representatives
- One (1) Councillor and one (1) alternate
- One (1) Nova Scotia Department of Lands and Forestry Representative
- One (1) Water Utility Representative
- One (1) Planning and Development Department Representative
- One (1) Nova Scotia Environment Representative (voting)

Due to unforeseen circumstances a vacancy has occurred.

Committee members must be landowners and through both advertisement and word-of-mouth, one landowner expressed interest in becoming a member of the committee, Mr. Greg O’Leary. Should Council support this recommendation, the committee composition would be met.

NEXT STEPS

Landowner(s) will be contacted and notified of their appointments.

FINANCIAL IMPLICATIONS

Resident members appointed to a Committee of Council will receive remuneration in accordance with the Council Remuneration Policy, which is identified in the annual Operating Budget.

ALTERNATIVES

Council could choose to not support the recommendation and direct staff to advertise the vacancy. This is not the recommendation from staff.

ATTACHMENTS

Appendices from the Meeting and Committee Procedural Policy: Appendix J – Mill Lakes Watershed Advisory Committee

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

Report Prepared by: _____

Deanna Snair, Municipal Clerk

Report Approved by:  _____

Mark Phillips, Chief Administrative Officer

APPENDIX J

Mill Lakes Watershed Advisory Committee

1. PREAMBLE

- 1.1. The Mill Lakes Watershed supplies the reservoir from which the Windsor Water Utility, operated by the Municipality, withdraws water. The Windsor Water Utility currently supplies water to the community of Windsor and the Three Mill Plains Water Utility. The Three Mile Plains Water Utility services communities of Three Mile Plains, Currys Corner, Garlands Crossing, and Wentworth Creek.

In 1964, the area surrounding Mill Lakes, Hants County, was designated a Protected Water Area. Regulations were also enacted for the designated area to protect the water supply. The regulations were updated in 1986 under the Water Act. The Mill Lakes Watershed Protected Water Area contains four thousand three hundred ninety-four and a half (4394.5) acres of land (1778.4ha).

The Mill Lakes Watershed Committee was first established in 2005 by the former Town of Windsor in response to the need to develop a Source Water Protection Plan.

2. DEFINITIONS

- 2.1. In Appendix J,
- a) "Committee" means the Mills Lakes Watershed Advisory Committee;
 - b) "Councillor" means an elected member the Council of the Municipality;
 - c) "Municipality" means the West Hants Regional Municipality;
 - d) "Staff" means a person employed by the Municipality.

3. PURPOSE

- 3.1. The primary objective of the Mill Lakes Watershed Advisory Committee is to provide a forum for the Landowners, the Municipality and other Stakeholders to work cooperatively to maintain the water quality and quantity in the Mill Lakes Watershed. The Committee recognizes that the protection of source water is the first step in the multi-barrier approach to clean, safe drinking water.

4. ROLE OF THE MILL LAKES WATERSHED ADVISORY COMMITTEE

- 4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the Mill Lakes Watershed.
- 4.2. In addition, the Committee will:

-
- a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
 - b) assist with revisions of the regulations for the Protected Water Area as required;
 - c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
 - d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
 - e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
 - f) advise on forest matters and other land use issues;
 - g) develop Best Management Practices (BMP) for activities in the Mill Lakes Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
 - h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
 - i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the Mill Lakes Watershed;
 - j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).
 - k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

5.1. The Committee members will be comprised of:

- Four (4) Landowner Representatives
- One (1) Councillor and one (1) alternate
- One (1) Nova Scotia Department of Lands and Forestry Representative
- One (1) Water Utility Representative
- One (1) Planning and Development Department Representative
- One (1) Nova Scotia Environment Representative (voting)

5.2. The Landowner Representatives must own land in the Mill Lakes Watershed and will not include the Municipality.

6. ADMINISTRATION

- 6.1. A quorum for the Committee will be five (5) members; of which two (2) must be a Landowner Representatives and one (1) must be a Councillor. .
- 6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Committee to the Committee of the Whole. The Committee Chair will be elected every two years on even numbered years by the Committee.
- 6.3. The Committee will meet semi-annually. The Chair may call for additional meetings as required.
- 6.4. All Landowners are welcome to attend Committee meetings as observers.
- 6.5. A General Meeting of landowners may be called every two (2) years at the discretion of the Committee.
- 6.6. Administrative services for the Committee will be provided by the Municipality.
- 6.7. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.