



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☒	Recommendation ☐	Decision Request ☐	Councillor Activity ☐
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To: Committee of the Whole

Submitted by: Mark Phillips, Chief Administrative Officer

Date: February 10, 2026

Subject: Regional Emergency Management Operations (REMO) – Kings and WHRM Intermunicipal Service Agreement

LEGISLATIVE AUTHORITY

Municipality and village service agreements 60 (1) - A municipality or a village may agree with one or more municipalities, villages, service commissions, the Government of the Province or of Canada or a department or agency of either of them or a band council pursuant to the Indian Act (Canada) to provide or administer municipal or village services.

RECOMMENDATION

That Committee of the Whole recommends to Council,

.....that the West Hants Regional Municipality enter into an intermunicipal service agreement, substantively the same as the Kings REMO Agreement presented at the February 10, 2026 Committee of the Whole Meeting, to form a Regional Emergency Management Organization with neighboring Kings County municipalities for the provision of emergency management services for the geographic areas of Kings County and the West Hants Regional Municipality.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐
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Through the Nova Scotia Emergency Management Act municipalities are responsible for coordinating disaster and emergency planning, preparedness, responses and recovery activities as it relates to emergency and community disasters. The Nova Scotia Department of Emergency Management provides oversight to municipalities ensuring their compliance with the Act including the provision of a municipal emergency bylaw, an emergency management organization, that a coordinator is appointed, that an emergency plan is in place and that general services and resources are provided to respond to events.

The former units of the Towns of Windsor and Hantsport and the Municipality of the District of West Hants formed a REMO to support EMO related responses in a more efficient manner. As the municipal dissolution process and more recent consolidation process of the former units were carried out, the REMO title has been dropped as the prior units are now one.

DISCUSSION

The newly formed Nova Scotia Department of Emergency Management (DEM) is responsible for coordinating disaster and emergency planning, preparedness, responses and recovery activities. They help make sure that Nova Scotians are safe and prepared during emergencies and disasters. They also provide timely emergency alerts and information.

The department coordinates partners and resources during province-wide and large-scale emergencies. They also support municipalities, local emergency management organizations and communities.

The department is also responsible for the creation and oversight of the new Provincial EMO Standards. A primary component of the new standards is the requirement for municipalities to participate in a REMO and not a stand-alone EMO.

As noted on the Nova Scotia EMO website, “Municipalities are responsible for the local response to emergencies. The Regional Emergency Management Organization (REMO) model is the best way for municipalities to effectively share resources to support a consistent and intentional approach to emergency management programming.

Using findings from research into best practices and lessons learned locally, across Canada, and globally, as well as input from municipal partners themselves, DEM is setting the direction for province-wide resiliency by providing standards for REMOs. These regional organizations will support all five elements of emergency management programs: prevention, mitigation, preparedness, response, and recovery. The REMO standards are set out within three categories: structure, planning, and operations.” – NS DEM

The new requirement to form a REMO has prompted the WHRM to seek out municipal partners that can form a REMO. Both Kings County municipalities and the municipality of East Hants were approached for partnerships. Through discussions East Hants has elected to partner with its neighbors to the east and north and we have found a greater community of interest with units within Kings County.

Under this model and through the amendment of the current Kings REMO agreement standards and requirements will be met. Existing units including the WHRM have current EMO plans in place that will have to be updated and modernized to achieve compliance. The REMO and its Planning Committee plus the REMO coordinator will be the human resources dedicated to the delivery and oversight of EMO matters.

The coordinator has traditionally been hosted by the Town of Wolfville at their administrative offices. This model is expected to continue.

Pending Council's approval, moving forward through the agreement the coordinator will be the sole employee of the REMO with administrative support being provided by each municipal unit as required. The current WHRM EMO coordinator remains on leave and will be reincorporated into the EMO service delivery system appropriately and proportionately upon their return.

The budget impacts for the REMO is indicated below in the financial section of the report.

FINANCIAL IMPLICATIONS

WHRM portion or percentage funding requirement equals \$27,139 or 23.3% as noted in the table below.

Related Data	UA	UA%	Pop	Pop %	Comb %	Equal Shares	Pop & UA	
Berwick	\$225,263,152	3.2%	2,455	3.9%	3.6%	\$9,135	\$3,057	\$12,192
Kentville	\$737,752,810	10.6%	6,630	10.6%	10.6%	\$9,135	\$9,051	\$18,186
Kings	\$5,263,090,135	75.9%	48,461	77.4%	76.7%	\$9,135	\$65,358	\$74,493
Wolfville	\$707,747,530	10.2%	5,057	8.1%	9.1%	\$9,135	\$7,795	\$16,930
	\$6,933,853,627	100.0%	62,603	100.0%	100.0%	\$36,540	\$85,260	\$121,800

Related Data	UA	UA%	Pop	Pop %	Comb %	Equal Shares	Pop & UA	Totals
Berwick	\$225,263,152	2.5%	2,455	3.0%	2.7%	\$7,308	\$2,344	\$9,652
Kentville	\$737,752,810	8.2%	6,630	8.1%	8.1%	\$7,308	\$6,945	\$14,253
Kings	\$5,263,090,135	58.6%	48,461	59.0%	58.8%	\$7,308	\$50,152	\$57,460
Wolfville	\$707,747,530	7.9%	5,057	6.2%	7.0%	\$7,308	\$5,986	\$13,294
West Hants	\$2,043,287,546	22.8%	19,509	23.8%	23.3%	\$7,308	\$19,831	\$27,139
	\$8,977,141,173	100.0%	82,112	100.0%	100.0%	\$36,540	\$85,260	\$121,800

ATTACHMENTS

1. Kings, Kentville, Wolfville and Berwick REMO Intermunicipal Service Agreement, October 2021
2. "DRAFT" Regional Emergency Management organization (REMO) Provincial Standards, October 2025
3. Nova Scotia Emergency Management Act

CHIEF ADMINISTRATIVE OFFICER REVIEW

N/A

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

Report Prepared by:  _____
Mark Phillips, Chief Administrative Officer

THIS INTERMUNICIPAL SERVICES AGREEMENT made in quadruplicate this 19 day of October, 2021.

BETWEEN:

MUNICIPALITY OF THE COUNTY OF KINGS, a body corporate, pursuant to section 7 of the *Municipal Government Act*, S.N.S., 1998 c. 18;

(hereafter, “Kings”)

-and-

TOWN OF BERWICK, a body corporate, pursuant to section 8 of the *Municipal Government Act*, S.N.S., 1998 c. 18;

(hereafter, “Berwick”)

-and-

TOWN OF KENTVILLE, a body corporate, pursuant to section 8 of the *Municipal Government Act*, S.N.S., 1998 c. 18;

(hereafter, “Kentville”)

-and-

TOWN OF WOLFFVILLE, a body corporate, pursuant to section 8 of the *Municipal Government Act*, S.N.S., 1998 c. 18;

(hereafter, “Wolffville”)

(collectively, the “parties hereto”)

WHEREAS section 60 of the *Municipal Government Act* (MGA) provides for the delivery of municipal services on such terms and conditions as agreed by the Participating Municipal Units (PMU), and for the delegation of service delivery to a party to an Agreement;

WHEREAS the PMUs executed the Kings Regional Emergency Services Agreement on 27 September 2006 to provide for a coordinated joint municipal response to an emergency occurring within any PMU;

WHEREAS a cooperative partnership has been established operating under the name Kings County Regional Emergency Management Organization (REMO) with a purpose to provide comprehensive emergency services to the region, to render mutual aid with respect to personnel and equipment during an emergency, and for joint provision of service and facilities by the PMUs per Part III MGA and section 10 *Emergency Management Act* (EMA);

WHEREAS the parties hereto desire to develop a regional emergency response plan that includes complementary emergency management by-laws, a common risk assessment plan and Memoranda of Understanding with other interested parties;

WHEREAS the parties hereto agree to appoint and purchase the services from one PMU who will serve as the Host Unit to provide management of the service, to ensure operational efficiency and accountability to the PMUs;

WHEREAS the PMUs agree that this regional initiative will include having a Regional Emergency Management Coordinator, who shall be an employee or contractor of the Host Unit, a Regional Emergency Management Advisory Committee (REMAC), comprising elected officials of each PMU, and a Regional Emergency Management Planning Committee (REMPC), comprising public sector staff and regional not-for-profit personnel;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT, for and in consideration of the joint and several mutual covenants herein contained, and other valuable consideration, the receipt and sufficiency of which is acknowledged by all PMUs, the parties hereto mutually covenant and agree with each other as follows:

DEFINITIONS

1. In this Agreement:

- (a) **CAO** means Chief Administrative Officer, and has the same meaning as in the MGA or successor legislation as may be enacted from time to time;
- (b) **Emergency Management Act (EMA)** means *Emergency Management Act*, S.N.S., 1990, c. 8, as amended;
- (c) **Fiscal Year** means the 12-month period beginning April 1 and ending March 31 of the following calendar year;
- (d) **Host Unit** means the PMU authorized by the parties hereto to provide general management and administration of regional emergency services, including, without limitation, accounting, legal, human resource and administrative oversight per this Agreement;
- (e) **MGA** means *Municipal Government Act*, S.N.S., 1998, c. 18, as amended;
- (f) **Participating Municipal Units or PMU** means, collectively, the parties hereto;
- (g) **Regional Emergency Management Advisory Committee (REMAC)** means the Mayors and one member of Council of each PMU;

- (h) **Regional Emergency Management Coordinator (REMC)** means the employee or contractor of the Host Unit responsible for preparing annual work plans, budgets, outcome reports and timelines for deliverables;
- (i) **Regional Emergency Management Organization (REMO)** means the REMAC, the REMC and the REMPC, and is the municipal emergency management organization of the PMUs pursuant to s. 10 (1) (c) of the EMA;
- (j) **Regional Emergency Management Planning Committee (REMP)** means the committee comprising public sector staff and not-for-profit personnel detailed in Schedule B; and
- (k) **Special Resolution** means a motion introduced at a duly called meeting that is passed by a majority of the PMUs including Kings.

EFFECT

- 2. The parties hereto agree that this Agreement is effective as at the date first above written and replaces the 27 September 2006 Regional Emergency Services Agreement and 12 March 2018 Intermunicipal Services Agreement.
- 3. The PMUs hereby agree that the provision of services governed by this Agreement shall be managed and delivered by REMO which shall, effective as at the date of execution of this Agreement, commence operations in accordance with the provisions herein.

DECLARING A STATE OF LOCAL EMERGENCY

- 4. In accordance with the EMA, a Council or Councils of the parties hereto may, when satisfied that an Emergency exists or may exist in all or any area of their Municipality, declare a State of Local Emergency.
- 5. If a Council(s) is unable to act promptly under section 15 of the Act, the Mayor or Mayors of those municipalities may declare a State of Local Emergency.
- 6. Once the State of Local Emergency is declared, and when the declared State of Local Emergency involves two or more of the parties to this Agreement, the Mayors shall authorize, pursuant to s. 15 (1) (b) of the Act, REMO to act in his or her stead during the declared State of Local Emergency.
- 7. When the declared State of Local Emergency is exclusive to one of the parties hereto, that Mayor shall authorize pursuant to s. 15 (1) (b) of the Act, REMO to act in his or her stead under the declared State of Local Emergency.

8. When the declared State of Local Emergency is exclusive to one of the parties hereto, the incremental costs incurred by REMO associated with that specific declaration shall be borne exclusively by the party to which the emergency relates. Where the PMU objects to the assignment of costs, REMAC shall consider an alternate cost-sharing formula, and if not agreed by all parties hereto, the dispute provisions of the Agreement shall govern.

LOCAL AND REGIONAL EMERGENCY MANAGEMENT

9. An Emergency may be declared a State of Local Emergency by the Council or the Mayor of the parties hereto in accordance with the EMA regardless of whether the State of Local Emergency is wholly or in part specific to their municipality.
10. Per section 10 EMA, the parties hereto agree to form and maintain REMAC to advise on emergency management plans.
11. REMAC shall serve in a standing and advisory committee capacity to the PMUs and make joint recommendations to the respective Councils of the PMUs per section 24 MGA and section 10 EMA.
12. REMAC shall operate in accordance with terms of reference appended hereto as Schedule A.
13. REMAC shall have the authority to approve budget reallocations pursuant to Schedule C of this Agreement if the total budget is not exceeded and an allocation does not involve the acquisition of a tangible capital assets or long-term debt.
14. In accordance with s. 10 of the Act, the REMAC shall act in the stead of the parties' Emergency Advisory Committees. Similarly, a REMPC and REMC will act in place of the municipal committees and coordinators.
15. Each of the parties hereto shall appoint a municipal staff member to serve as a liaison between their respective municipality and the REMPC.

REMO GOVERNANCE

16. The parties hereto agree that enactment of REMO-related policies and by-laws shall be designed to be, to the extent possible, complementary policies and by-laws and require adoption of by each PMU pursuant to the MGA.

PROGRAM ADMINISTRATION

17. REMO shall be administered in accordance with Part II MGA. The Chief Administrative Officer of the Host Unit shall be responsible for the duties assigned to the Host Unit under this Agreement that without limitation include management of the REMC and administration of the REMO budgets and financial reporting.
18. The PMUs shall authorize a Host Unit to provide general management and administration of regional emergency services, including, without limitation, accounting, legal, human resource and administrative oversight subject to other provisions herein.
19. The Host Unit will employ or contract a Regional Emergency Management Coordinator (REMC) responsible for preparing annual work plans, budgets, outcome reports and timelines for deliverables, prepared and presented to the PMU CAOs, then to the Host Unit, and to the REMAC for review and approval.
20. The PMUs agree that the Town of Wolfville is the Host Unit pursuant to this Agreement for the first Fiscal Year of the Term, with any subsequent Host Unit appointment to occur by Special Resolution at the first REMAC meeting of each Fiscal Year.
21. The Host Unit shall:
 - (a) Procure goods and services, in accordance with the *Public Procurement Act*, 2011, c. 12;
 - (b) Provide accounting services and reports to the CAOs and to REMAC on a semi-annual basis that are in accordance with the Canadian Generally Accepted Accounting Principles, including financial variance reports of actual year-to-date expenditure relative to budget, with provision of said services on a cost-recovery basis with said costs forming part of the REMO budget;
 - (c) Convene a minimum of two meetings per year of the PMU CAOs to review work plans, progress reports, budgets, outcome reports, and financial statements prepared by the Host Unit and the REMC with such meetings to be held in advance of the applicable REMAC meetings; and
 - (d) Execute contracts, including, without limitation, equipment, facilities, personnel and funding agreements with other orders of government, pursuant to an approved work plan.

REGIONAL EMERGENCY MANAGEMENT COORDINATOR

22. The Host Unit shall employ or contract the services of a REMC on a part-time basis in accordance with this Agreement. The REMC is an employee or contractor of the Host Unit for payroll, accounting, employment rights and budget administration purposes.
23. The REMC shall be responsible for effective and efficient administration of REMO, including, without limitation:
 - (a) development and implementation of a strategy that contemplates plans and operations of the PMUs;
 - (b) preparation of an annual work plan;
 - (c) preparation of an annual budget per the requisites in the Financial provisions herein;
 - (d) development and circulation of an annual outcome report; and
 - (e) Recommendation of policy and management procedures to REMAC and PMUs in consultation with Regional Emergency Management Planning Committee (REMPC) to ensure a state of preparedness for emergencies.
24. The REMC shall report to the CAO of the Host Unit or designate.
25. The Host Unit will provide office space for the REMC on a cost-recovery basis while the remaining PMUs will provide as-needed office space *gratis*.
26. The REMC shall develop and provide a work plan for review by the PMU CAOs and REMAC in January of each year and every six months thereafter, or more frequently as the PMUs may determine with a minimum of 30 days' notice to the REMC.

REGIONAL EMERGENCY PLANNING COMMITTEE

27. The parties hereto agree that REMO shall form and maintain a Regional Emergency Management Planning Committee (REMPC) in accordance with terms of reference appended hereto as Schedule B.

TERM AND TERMINATION

28. The term shall commence on the date of execution of this Agreement and end on 31 March 2022 and shall continue year over year for each Fiscal Year (the "Term") subject to annual reviews for contract adjustments that will be considered by 31 December each year, including without limitation annual adjustments to Schedule D.

29. The parties hereto may elect to terminate this Agreement for any reason at any time on agreement of all parties hereto in writing, without liability, with sixty (60) days' written notice.
30. Upon termination of this Agreement, the current assets of the REMO are vested in the PMUs who are Parties to the Agreement at the time of termination and those PMUs are responsible for the liabilities of the REMO in proportion to their accumulated contributions to the REMO.

WITHDRAWAL

31. A PMU may withdraw from this Agreement at the beginning of any Fiscal Year by providing written notice to the other PMUs a minimum of twelve (12) months in advance of the commencement of the Fiscal Year in which they intend to withdraw.
32. Any party withdrawing from this Agreement remains responsible for its share of any liabilities of the REMO incurred up to the date of the withdrawal and any severance, penalty or other costs necessarily incurred by the REMO as a result of the withdrawal.
33. It is further agreed by the PMUs that the remaining PMUs shall not be financially responsible for costs incurred by a withdrawing PMU.

REMO ACTIVATION

34. REMO shall be activated by the Host Unit, at the request of any PMU, to increase the resources and scope of a municipal response, and the REMC shall initiate the response through the Emergency Coordination Centre (ECC) at the level appropriate to the emergency.
35. The regional ECC is a centralized coordination facility located within the Municipality of the County of Kings Municipal Complex at 181 Coldbrook Village Park Drive.
36. REMO may operate, maintain and manage physical facilities for emergency responses at the scene and at the ECC.
37. The REMC is responsible for ensuring that Nova Scotia Emergency Management Organization (NSEMO) is informed of any activation of REMO.

REMO OPERATION

38. REMO, via the REMC, shall be directly responsible for resource coordination to conduct emergency response operations, and shall keep the CAOs and NSEMO informed.

39. In the event REMO capacity is or is likely to be exceeded, REMO, via the Host Unit, will engage support from other agencies as required, and to that end shall develop regional agreements with other REMOs with said agreements being administered pursuant to provision 21(d) of this Agreement.

FINANCIAL – REMO OPERATIONS

40. Allocation of budgeted costs per Schedule C of this Agreement shall be made in accordance with Schedule D hereto with said Schedules forming part of this Agreement.
41. The Host Unit shall invoice the PMUs for their *pro rata* share of the annualized budget in Schedule D at the start and mid-point of each Fiscal Year.
42. The Host Unit, through the REMC, shall prepare and submit an annual budget by December 31 of each Fiscal Year for presentation to the PMU CAOs and then to REMAC for review and approval by April 1 of the succeeding Fiscal Year. For the 2021-22 Fiscal Year the budget is attached as Schedule “C”, and year-over-year increases shall be to a maximum of Consumer Price Index (CPI) as published in December of each year by Statistics Canada for Nova Scotia (all goods being included).
43. In the event any PMU objects to a change to the budget allocation or an increase that exceeds CPI (Objecting PMU), the Objecting PMU may register its opposition to the same and thereafter, may require that the budget be approved as a Special Resolution. Failure to receive support of a Special Resolution shall require the Host Unit to propose a new budget that offers a remedy to the objection.
44. Upon approval, the budget shall be provided to the CAO of each PMU.
45. Annual surpluses incurred shall be refunded to the PMUs based on each PMU contribution to the budget.
46. Budget overages will require prior approval of all PMUs.
47. Deficits incurred are to be added to the funding commitments assessed to the PMUs succeeding Fiscal Year.

FINANCIAL – EMERGENCY EVENTS

48. Any PMU may request resources from the other parties as required, to be provided at cost to the requesting PMU.

49. Fire response shall continue to be delivered and cost-shared in accordance with the terms of the Kings County Mutual Aid Agreement.
50. Where an emergency event does not involve all PMUs and any PMU objects to the application of the operating cost-sharing formula in Schedule D, REMAC shall consider an alternate cost-sharing formula, and if not agreed by all parties hereto, the dispute provisions of this Agreement shall govern.

INSURANCE

51. In the event services are provided by a Host Unit employee, all remaining PMUs shall be named as additional insureds on the Host Unit's general liability insurance policy in the amount of \$5,000,000.
52. In the event the Host Unit provides services through a third-party services contract, the contractor shall insure each of the PMUs by policy in the amount of \$5,000,000.

DISPUTE RESOLUTION

53. Notwithstanding any other provision in this Agreement, any dispute that cannot be resolved shall be referred to mediation. Where a dispute remains unresolved by mediation, then any PMU may refer such dispute to arbitration by provision of written notice to all parties hereto. In the event of arbitration, the arbitrator appointed shall be agreed by the parties within 30 days of submission to arbitration; in default of agreement, the parties will refer the choice of arbitrator to the Supreme Court in accordance with section 12 of the *Commercial Arbitration Act* (Nova Scotia) (CAA) . The arbitrator shall agree to conduct the arbitration in accordance with the terms of this Agreement. The appointed arbitrator shall have all the powers given by the CAA. The award and determination of the arbitrator shall be final and binding and each party hereto agrees not to appeal from such award or determination. The costs of any such arbitration shall be borne equally by the parties unless otherwise ordered by the arbitrator.

NOTICE

54. Any notice under this Agreement, unless otherwise provided, may be given if delivered or mailed, postage prepaid, or by facsimile transmission or electronic transmission to:

CAO
Municipality of the County of Kings
181 Coldbrook Village Park Drive
Coldbrook, NS B4R 1B9

CAO
Town of Berwick
236 Commercial Street
Berwick, NS B0P 1E0

CAO
Town of Kentville
354 Main Street
Kentville, NS B4N 1K6

CAO
Town of Wolfville
359 Main Street
Wolfville, NS B4P 1A1

APPLICABLE LAW

55. The law governing this Agreement and any action, matter or proceeding based upon or relating to this Agreement shall be the law of the Province of Nova Scotia, which shall have exclusive jurisdiction over any action or proceeding based upon or relating to this Agreement.

SEVERABILITY

56. The parties covenant and agree that the invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of any other provision, and any invalid provision will be severable, or will be deemed to be severable.

WAIVERS AND AMENDMENTS

57. No action by any party to this Agreement shall be construed as a waiver saving express written provision of such waiver, and this Agreement shall not be amended saving express written provision of such amendment by all parties hereto.

RELATIONSHIP OF PARTIES

58. The PMUs intend that the parties hereto shall not be treated as partners or members of a joint venture for any purpose.

FURTHER ASSURANCES

59. The parties hereto agree to execute and deliver any further documents or assurances or to furnish any further information or perform any other act reasonably necessary to give full effect to the terms herein.

EXECUTION

60. This Agreement may be executed by facsimile and in counterpart, and without limiting the foregoing, operates in accordance with the Term and Termination provisions herein.

TIME

61. Time shall in all respects be of the essence in the Agreement.

[remainder of page left intentionally blank signature pages follow]

IN WITNESS WHEREOF the parties have executed this Agreement by their respective officials, duly authorized on that behalf, on the day and year first above written.

WITNESS

Small
WITNESS

Mayor

Chief Administrative Officer


Mayor

Michael R Payne
Chief Administrative Officer

SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF

Jennifer West
WITNESS

SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF

L. Morrison
WITNESS

TOWN OF KENTVILLE

Sandra B. Snow
Mayor

D. Snobe
Chief Administrative Officer

TOWN OF WOLFVILLE

W. Donohue
Mayor

unibaudin
Chief Administrative Officer

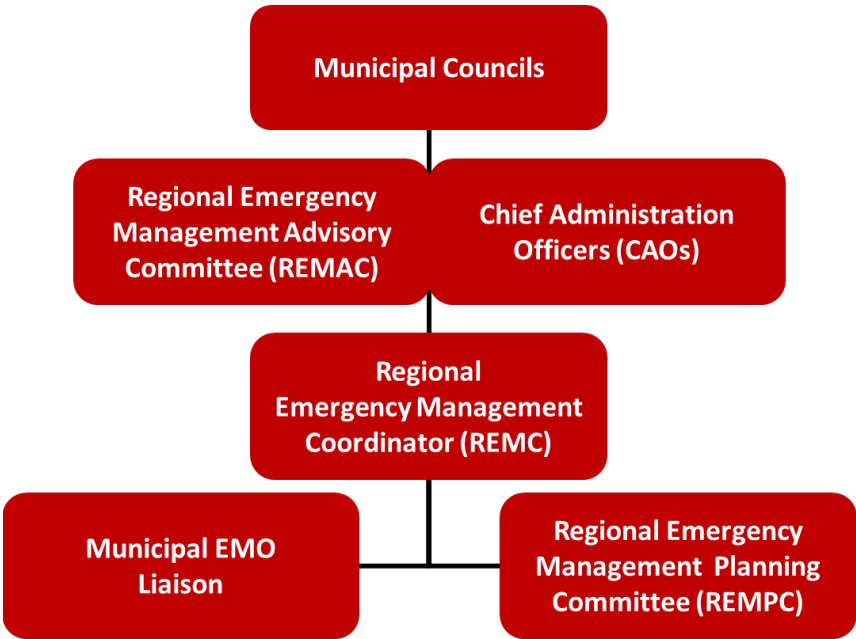
SCHEDULE A
TERMS OF REFERENCE
REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE (REMAC)

Committee	REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE (REMAC)
Background	Under s. 10(1)(d) of the <i>Nova Scotia Emergency Management Act</i> , municipalities are required to “ <i>appoint a committee consisting of members of the municipal council to advise it on the development of emergency management plans</i> ”.
Mandate	Direct and oversee the development of the Regional Emergency Management Plans (REMPs) and briefing Council(s) on same.
Duties and Responsibilities	• Exercise all powers necessary as conferred by the <i>Provincial Emergency Management Act</i> once a declaration has been made • If required, renew the State of Local Emergency declaration every seven (7) days • Authorize the expenditure of municipal funds • Advise and continually update Municipal Councils on the current emergency situation • When safe and appropriate, visit the emergency site(s) • When and if required, and in conjunction with the Public Information Officer, brief the media • When and if necessary, through the Public Information Officer, inform the public of significant developments occurring • Ensure that appropriate information is passed to Provincial Authorities • Provide oversight of the Regional Emergency Management Work Plan • To approve plan amendments proposed by the Regional Emergency Management Planning Committee (REMPC)
Committee Chair	The Chair of the Kings County Regional Emergency Management Advisory Committee (REMAC) shall be determined by the Committee at the first meeting of each calendar year.
Composition and Terms of Service	• The Regional Emergency Management Advisory Committee shall be comprised of two (2) members of the Councils participating in the Intermunicipal Services Agreement

Schedule of Meetings

- The Municipal Council representatives on the REMAC shall be appointed for two-year terms of office with said terms/dates being set to align with the dates of general municipal elections.
- The Regional Emergency Management Advisory Committee shall meet not less than quarterly (4 times per year).

Committee Structure



The Regional Emergency Management Coordinator (REMC) shall attend in an *ex officio* capacity, and pursuant to s. 31(2)(a) *Municipal Government Act*, CAOs may attend and make observations and suggestions.

The Committee shall advertise and convene in public session subject to provisions of s. 22 *Municipal Government Act* (open meetings and exceptions).

Meeting Quorum

- Meeting Quorum shall be 50% plus 1 of the elected members.

Agenda Items and Minutes

- Administrative support (Recording Secretary) shall be provided by the municipality of the Chairperson
- All Agenda items must be forwarded to the Recording Secretary within ten (10) working days of the next scheduled meeting.

**Review of
Terms of
Reference**

- The Agenda with related documents will be made available to the Committee members three (3) working days prior to a scheduled meeting
- The meeting Minutes will be made available within ten (10) working days of the meeting

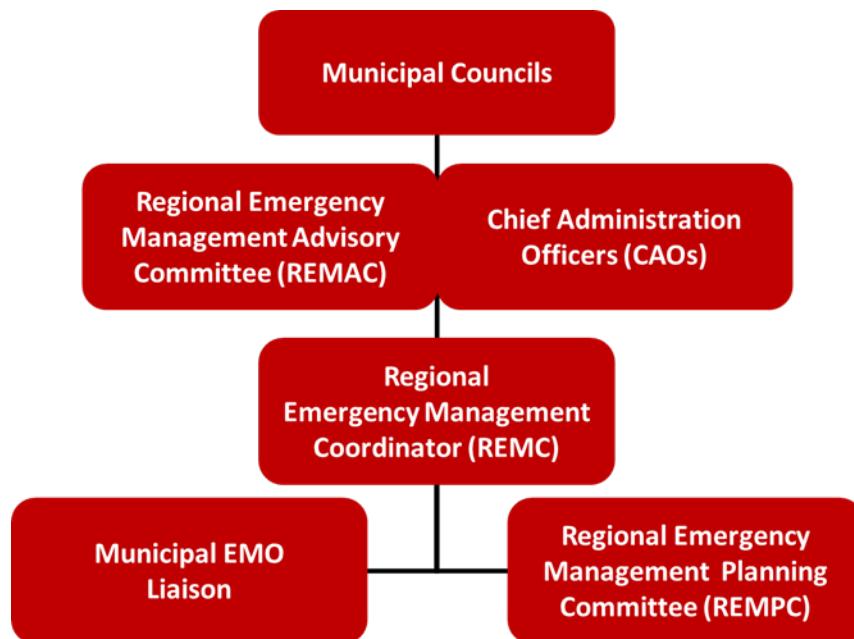
The REMAC Terms of Reference are to be reviewed by the REMAC every two (2) years.

SCHEDULE B
TERMS OF REFERENCE
REGIONAL EMERGENCY MANAGEMENT PLANNING COMMITTEE (REMPC)

Committee	REGIONAL EMERGENCY MANAGEMENT PLANNING COMMITTEE (REMPC)
Background	A cooperative partnership has been established operating under the name of Kings County Regional Emergency Management Operation (REMO). The purpose of REMO is to provide comprehensive emergency services to the region, to render mutual aid with respect to personnel and equipment during an emergency, and for joint provision of service and facilities by the Municipality of the County of Kings and the Towns of Wolfville, Kentville, and Berwick (the participating municipal units). The Kings County REMO has been formed pursuant to s. 10(1)(b) of the <u>Nova Scotia Emergency Management Act</u>, and through an Intermunicipal Services Agreement enabled under s. 60 <i>Municipal Government Act</i>. Through these authorities, the participating municipal units have determined that a Regional Emergency Management Planning Committee (REMPC) should be formed to provide advice and guidance relative to emergency planning. Kings County comprises a land area of 2,126.71 km², with a total population of 60,600 and a population density of 28.5/km² (as of the 2016 Census of Population conducted by <u>Statistics Canada</u>) – see <u>Annex A, Kings County Map</u>. Kings County is a dynamic industrial, agricultural, commercial, residential community that has the potential to be affected by a number of natural and man-made disasters or emergencies. Disasters and major emergencies can present challenges for Kings County. The effective exchange of emergency information with the community, and more importantly, those impacted directly by an emergency event is critical to a successful response. Planning for this exchange of emergency information between internal and external stakeholders, the community (both residents and businesses) and the media greatly increases the County’s chances of an effective response and organized recovery from the emergency.

Mandate	The role of the Regional Emergency Management Planning Committee is to: • provide interactive communication among affected parties and municipal staff on matters of Emergency Management; • promote education, integration and training as necessary; and • when needed, include measures to enhance personal preparedness and business continuity, and to advise the Regional Management Advisory Committee (REMAC).
Duties and Responsibilities	• Contribute to the identification of risks arising from emergencies in Kings County; • Provide information and expertise relating to the occurrence and mitigation of potential emergencies in Kings County; • Contribute to the continuous improvement of the Regional Emergency Management Plan (REMP) through monitoring, review and development. (Coordinated by the County of Kings Regional Emergency Management Coordinator); • As required, participate in functional sub-committees and work groups to plan for specific emergencies, address issues, and develop and implement projects; • Support the development of Plans to address emergencies based on existing and emerging hazards; • Contribute to testing components of the REMP through the development and participation in emergency exercises; and • Advise the Regional Emergency Management Advisory Committee (REMAC) on development and amendment of Regional Emergency Management Plans
Committee Chair	The Chair of the Kings County Regional Emergency Management Planning Committee is the Regional Emergency Management Coordinator (REMC).
Schedule of Meetings	• Four meetings per fiscal year with additional meetings to be scheduled if deemed necessary by the Committee As required for special projects and initiatives. • After a major emergency or incident that required the use of the REMP, or organizational changes. • After significant amendments have been made to the REMP through review or legislative changes. • Upon identification of a new risk or hazard.

Committee Structure and Membership



The Committee shall convene in public session subject to provisions of s. 22 *Municipal Government Act* (open meetings and exceptions).

The standing members of the Committee shall be comprised of persons representing the following organizations and departments:

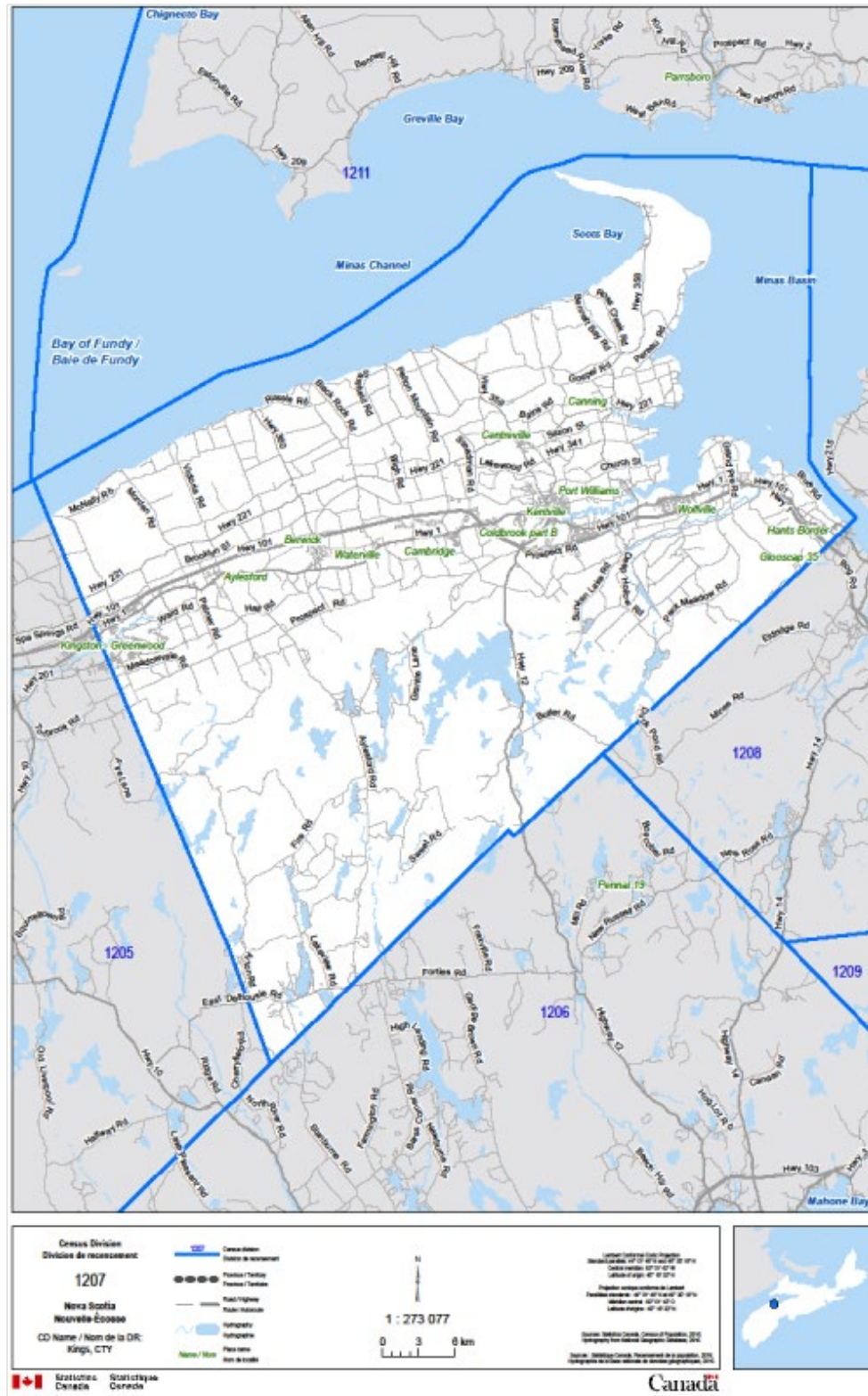
- Regional Emergency Management Coordinator (REMC)
- Alternate REMC
- Finance & Corporate Services
- Engineering
- Community Planning
- Parks and Recreation
- Fire Service
- Police Service
- Emergency Social Services
- Health Services
- Transportation Services
- Annapolis Valley Regional School Board
- Amateur Radio Group
- Ground Search and Rescue

On an adhoc basis, representatives from the following organizations and agencies may be requested to attend specific meetings:

- Provincial agencies

	• Utilities • Community Groups • Volunteer Organizations • Neighbouring jurisdictions • Business and Industry • Mutual aid partners
Meeting Quorum	Meeting Quorum shall be 50% plus 1 of the standing members of the REMPC.
Agenda Items and Minutes	• All Agenda items must be forwarded to the REMPC within ten (10) working days of the next scheduled meeting. • The Agenda with related documents will be made available to the Committee members five (5) working days prior to the next scheduled meeting. • The meeting Minutes will be made available within ten (10) working days of the meeting.
Review of Terms of Reference	The REMPC Terms of Reference are to be reviewed by the REMPC every two (2) years.

Annex A – Kings County Map



SCHEDULE C
ANNUAL REMO BUDGET

Wages	\$ 50,000
Benefits	8,000
Office, communications, printing	9,000
Travel	5,000
Program development and legal	8,000
	<u>\$ 80,000</u>

SCHEDULE D
REMO SHARING FORMULA

Municipal Unit:		Kings	Berwick	Kentville	Wolfville	Total
REMO Budget (Schedule C)	\$ 80,000					
Equal shares	30%	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 24,000
Population and Uniform Assessment	70%	43,338	2,046	5,838	4,778	56,000
	100%	\$ 49,338	\$ 8,046	\$ 11,838	\$ 10,778	\$ 80,000
Unit % of total		62%	10%	15%	13%	100%
Related Data:						
		UA	UA %	Pop	Pop %	Combined % (applied to 70% share)
Kings		3,562,881,949	76%	47,404	79%	77%
Berwick		147,196,578	3%	2,509	4%	4%
Kentville		488,850,683	10%	6,271	10%	10%
Wolfville		475,487,658	10%	4,159	7%	9%
		4,674,416,868	100%	60,343	100%	100%

Regional Emergency Management Organizations (REMO)

Provincial Standards

October 7, 2025

Nova Scotia Department of Emergency Management

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Preamble

Since 2019, Nova Scotia has witnessed an increase in the number and severity of weather events. Lessons learned during the response to and recovery from these disasters has underscored the importance of effective municipal emergency management programs.

The Department of Emergency Management (DEM) has the goal of pursuing excellence in emergency management in Nova Scotia through creating a culture of preparedness and building resiliency beginning at the community level and extending to provincial programs and operations.

Municipalities are responsible for the local response to emergencies. The Regional Emergency Management Organization (REMO) model is the best way for municipalities to effectively share resources to support a consistent and intentional approach to emergency management programming.

Using findings from research into best practices and lessons learned locally, across Canada, and globally, as well as input from municipal partners themselves, DEM is setting the direction for province-wide resiliency by providing standards for REMOs. These regional organizations will support all five elements of emergency management programs: prevention, mitigation, preparedness, response, and recovery. The REMO standards are set out within three categories: structure, planning, and operations.

Citations

These standards may be cited as the REMO Standards for Nova Scotia.

Effective Date

These REMO Standards for Nova Scotia will come into effect on [date TBC].

Roles, Responsibilities, and Standards

Department of Emergency Management

1. All aspects of emergency management

The *Emergency Management Act* and *Emergency Preparedness and Nova Scotia Guard Act* give the Minister of the Department of Emergency Management authority over all things respecting emergency management planning, preparedness, mitigation, response, and recovery in Nova Scotia.

2. Other Ministerial authority

The Minister also has the legislated power to:

- a. Supervise relevant legislation and regulations;
- b. Coordinate emergency management plans;
- c. Make surveys and studies;
- d. Conduct public information programs;
- e. Conduct training and exercises;
- f. Procure supplies for emergencies;
- g. Authorize implementation of emergency management plans;
- h. Enter into agreements respecting emergency management plans;
- i. Lead, direct, and support a coordinated response to and recovery from emergencies, critical incidents, or other times of need;
- j. Delegate authority to a person or class or persons;
- k. Declare a State of Emergency for all or part of the Province, which gives organizations supporting the emergency response broad powers and authority to support an effective emergency response;
- l. Require municipalities to submit emergency management plans for review;
- m. Establish procedures for the prompt and efficient implementation of emergency management plans;
- n. Require any person to develop emergency management plans in conjunction with the Department or municipalities to remedy or alleviate any hazard to persons or property;
- o. Require municipalities to participate in a Regional Emergency Management Organization;
- p. Make orders to ensure public safety and compliance with legislation and regulations;
- q. Make regulations including standards for Regional Emergency Management Organizations, emergency management programs and business continuity plans.

3. Support by the Department of Emergency Management (DEM)

The Department of Emergency Management supports Regional Emergency Management Organizations (REMOs) and member municipalities through:

- Provision of templates and guidance for required documents and processes, including Emergency Management Plans, activation triggers, THIRA / HRVA, By-laws, Standard Operating Procedures, After-Action Reports, etc.;
- Provision of training and exercising opportunities through its regional and provincial staff, activities, and processes; and
- Regular review of municipal / REMO emergency management and business continuity programs to identify strengths and opportunities for improvement and prioritize gaps in capabilities to be addressed.

4. DEM may assume direction

The Department of Emergency Management has the authority to assume direction and control an emergency, critical incident, or other time of need at any time that a REMO is unwilling or unable to do so.

Municipalities

All municipalities in Nova Scotia are required to:

5. Participate in REMO

All municipalities must actively participate in their designated Regional Emergency Management Organization (REMO) and ensure it meets the Provincial REMO Standards and Regulations;

6. Have a By-Law

Municipalities must have an Emergency Management by-law in place. Members of the same REMO may have the same by-laws but must ensure each council approves the municipal by-law and that it receives the required Ministerial approval. By-laws must, at a minimum:

- Describe and provide details for key aspects of a comprehensive emergency management program, including, at a minimum:
- Confirm participation in a Regional Emergency Management Organization (REMO);
- Detail roles and responsibilities of elected officials, municipal staff, and key regional partners with roles in the REMO;
- Provide for a dedicated full-time position for the Regional Emergency Management Organization, shared by member municipalities (see position requirements in Appendix B);
- Require a joint Regional Emergency Management Plan;
- Require the review, revision, updating, and approval of all aspects of the Regional Emergency Management Program by the REMO Planning Committee and DEM every two years;

- Establish a REMO Emergency Operations Centre (EOC) or Emergency Coordination Centre (ECC) that follows provincial standards;
- Outlines a process for the REMO to seek municipal approval to enter into mutual aid agreements with organizations and/or other municipalities.

7. Oversee REMO

Member municipalities must ensure their REMO meets required minimum capabilities set out by the Department of Emergency Management.

Regional Emergency Management Organizations

Regional Emergency Management Organizations (REMOs) must meet the following capabilities through implementation plans clearly laid out in by-laws, plans, and standard operating procedures:

8. Regional Emergency Management Plan

Prepare and coordinate the Regional Emergency Management Plan that includes, at a minimum, the details for:

- Leading emergency operations on behalf of the partner municipalities in the REMO;
- Coordinating all emergency management services and resources for the REMO;
- Ensuring the participation of REMO and municipal staff, and key elected officials, in regional and provincial emergency management and business continuity exercises and training as required by the Department of Emergency Management;
- Ensuring the designated emergency management lead and/or alternate(s) can be contacted by DEM or other emergency management partners at all times;
- Identifying a Chair and Alternate for the Regional Emergency Action Committee (REAC);

9. REMO EOC / ECC

Provision must be made to establish, operate, and maintain of a REMO Emergency Operations Centre or Emergency Coordination Centre (REMO EOC / ECC) that meets minimum requirements established in Appendix B of these standards.

10. Emergency Management Program

A regional emergency management program must be outlined in by-laws, plans, and other supporting documents that, at a minimum:

- Aligns with Provincial legislation, regulations, standards, guidance, and standard operating procedures;

- Contains a clear description of the REMO's components, goals, and how the program will be implemented, reviewed, and updated;
- Includes a Threat Hazard Identification and Risk Assessment or Hazard Risk Vulnerability Assessment to be reviewed and updated as necessary every two years and a new THIRA / HRVA conducted every ten years;
- Plans for communication redundancies including the provision and use of backup communications in the event of the loss of phone, cellular and/or internet service. The plan must include consideration of how the REMO will inform staff, elected officials, the public, address media queries and social media content, and inform DEM of developments at the REMO level;
- Details procedures for evacuations and shelter-in-place procedures, including consideration of any egress challenges;
- Describes the roles and responsibilities for all REMO and municipal staff, elected officials, and key municipal EM partners who will be involved in the emergency response, outlining a clear chain of command for decision-making;
- Describes in detail the process and authority for direction and control of emergencies by the REMO, CAOs, elected officials, and staff within the EOC / ECC;
- Plans for required participation by key elected officials, staff, and partners in regionally- and provincially-led training and exercises. All training and exercise plans must comply with DEM standards and requirements. At a minimum, there will be an annual facilitated discussion or tabletop and a full-scale exercise in each region every four years;
- Details how a Vulnerable Persons Registry (VPR) will be operated in compliance with Provincial legislation, regulations, standards, and guidance.
- Provides for regular review of the REMO EM program by the REMO Planning Committee every two years in consideration of Nova Scotia legislation, regulations, standards, guidance, and lessons learned from events and exercises;
- Outlines the process for identifying and tracking lessons learned from exercises and events, the preparation of after-action reports for significant events and exercises, and implementing recommendations;
- Contains a public alerting plan that includes the identification of REMO alert requestors or issuers and authorizers, as well as participation in relevant public alerting training;
- Details the process and plan for delegation of authority to ensure continuity of operations;

- Provides a recovery plan that includes planning for emergency social services and psychosocial supports for residents affected by the disaster;
- Identifies and plans for impacts to regional critical infrastructure and essential services through hazard-specific plans;
- Includes consideration for the use of provincial DEM platforms (e.g., WebEOC) with DEM training provided; and
- Identifies capability thresholds at which point the REMO may request assistance or resources from DEM Regional Operations, the Provincial Coordination Centre, or other sources.
- Provides for review every two years by DEM and the REMO of its Regional Emergency Management Program to identify strengths and gaps to be addressed.

11. Business Continuity Plan

REMOs and member municipalities must have a Business Continuity Plan (BCP) in place that aligns with Provincial legislation, regulations, standards, and guidance. At a minimum, this plan will:

- Consider critical business functions of the member municipalities, and how the REMO will support the timely restoration of essential services to residents following a business disruption or emergency event;
- Outline the key components of the Regional Business Continuity Management Program that considers planning, education/outreach, training, and exercising for business disruptions;
- Include a risk assessment, impact analysis, and disaster response procedures that consider natural, human-made, and cyber security / technology events; and
- Be reviewed by DEM every four years to identify strengths and gaps to be addressed.

12. Mutual Aid Agreements

REMOs may form mutual aid agreements or memoranda of understanding with other municipalities, non-governmental organizations, or other entities to support regional emergency management planning, preparedness, response, and recovery operations. Such agreements will be in addition to the supports and services available to the region through the Nova Scotia Guard.

13. Activation Triggers

REMOs will develop activation triggers for their EOC / ECC detailing at which levels it will activate in the event of an emergency. The triggers will also outline deactivation / demobilization processes. Provision must be made to activate the REMO EOC/ECC in

the event of the activation of the DEM Regional Emergency Operations Centre (REOC / ECC) or Provincial Coordination Centre at Full Activation, or upon the request or recommendation by DEM leadership or staff.

Activation triggers will include, at minimum, consideration of:

- Wildland fires with municipal risks/impacts
- Evacuations
- Floods
- Hurricanes
- Severe winter storms
- Extreme heat
- Extreme cold
- Prolonged power outages
- Drinking water shortages / drought

14. Public Alerting

REMOs and member municipalities must follow policies and procedures as established by DEM for requesting or issuing public alerts. This include identifying authorized requestors and issuers and notifying DEM. REMO staff, elected officials, municipal first responders, designated municipal staff and key regional emergency management partners must participate in public alerting education as required by DEM.

15. Notification

REMOs and partner municipalities must ensure the prompt notification of DEM of:

- An actual or developing emergency or potential emergency that threatens the safety, well-being, or property of the residents in a manner that requires or may require the support from the Department of Emergency Management or other provincial resources;
- Impacts to the Region or a member municipality from an emergency;
- Activation of a REMO EOC / ECC ;
- The opening of a comfort centre or reception centre by a REMO; and
- The potential or actual requirement for assistance from DEM including support from the Nova Scotia Guard.

Appendix A: Definitions

In these Regional Emergency Management Organization Standards, terms are defined as follows:

Business Continuity Management	Holistic management process that identifies potential threats to a department and the impacts on business operations (especially critical business functions) that those threats, if realized, might cause. It provides a framework for building organizational capacity and developing resilience, supporting an effective and efficient response to disruptive events.
Business Continuity Plan (BC Plan)	A documented collection of procedures and information that is developed, compiled, and maintained in readiness for use in a disruptive event, which will enable the department to recover and continue to deliver its critical products and services at an acceptable predefined level.
Critical Business Function	High priority business activities, programs and services that are essential in meeting the department or government mandate, and which have the highest priority in terms of business continuity and recovery time objective.
Critical Infrastructure	The processes, systems, facilities, technologies, networks, assets, and services essential to the health, safety, security or economic well-being of Nova Scotians and the effective functioning of government.
Emergency	A present or imminent event in respect of which the Minister or a municipality 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.
Emergency management	The management of emergencies concerning all-hazards, including all activities and risk management measures related to prevention and mitigation, preparedness, response and recovery
Emergency management plan	A document to define programs and procedures 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.

Emergency management program	A risk-based program consisting of elements covering prevention, mitigation, preparedness, response, and recovery activities.
Regional Emergency Operations Centre (REOC / ECC) (Provincial)	The Department of Emergency Management (DEM) will operate Regional Emergency Operations Centres (REOC / ECC s) that and will contain the necessary working space and communications capacity to enable effective coordination of emergencies at the Regional level by DEM. Outside of emergencies, these facilities will house the regional staff and programs to support REMOs. These provincial facilities are referred to as REOC / ECC s in plans, standards, and guidance.
Regional Emergency Management Organization Emergency Operations Centre or Emergency Coordination Centre (REMO EOC / REMO ECC) (Municipal)	Each REMO will establish and operate a REMO Emergency Operations Centre. This is also a physical location with the space and equipment necessary to maintain effective coordination of emergencies and communication with the Provincial REOC / ECC and PCC. These facilities are differentiated with the name REMO EOC / ECC in plans, standards, and guidance.
Hazard	A potentially damaging physical event, phenomenon, or human activity that may cause the loss of life or injury, property damage, social and economic disruption, or environmental degradation.
Incident management	The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.
Mitigation	Sustained actions taken to eliminate or reduce risks and impacts posed by hazards well before an emergency or disaster occurs; mitigation activities may be included as part of prevention.
Municipality	A city, incorporated town, or municipality of a county or district.

Preparedness	Actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.
Provincial Liaison Officer	A representative of Joint Task Force Atlantic who is located at EMO and acts as that vital link between civilian and military operations.
Regional Emergency Action Committee (REAC)	The REAC is comprised of Provincial department representatives and stakeholders, including REMOs, NGOs, and private-sector representatives.
State of emergency	A state of emergency declared by the Minister, pursuant to the <i>Emergency Management Act</i> .
State of local emergency	A state of local emergency declared by a municipality or renewed by it, pursuant to the <i>Emergency Management Act</i> .

Appendix B: Municipal Emergency Management Roles and Minimum Standards for Responsibilities

Leadership & Program Compliance

Role: Provide strategic leadership and ensure REMO compliance with provincial legislation and standards.

Minimum Standards / Deliverables:

- Maintain compliance with the Nova Scotia Emergency Management Act and related regulations.
- Submit updated Emergency Management Program documents to DEM at least every two years.
- Provide semi-annual reports to CAOs and municipal councils with policy recommendations.
- Participate in 100% of required provincial or regional emergency management committees.

Emergency Planning & Coordination

Role: Lead the development and coordination of regional emergency management plans and partnerships.

Minimum Standards / Deliverables:

- Review and update the Regional Emergency Management Program annually.
- Update sub-plans (evacuation, communications, hazard-specific) at least every two years.
- Conduct THIRA (Threat and Hazard Identification and Risk Assessment) every two years and complete full reassessment every 10 years.
- Maintain active and current Mutual Aid Agreements and MOUs with partners, reviewed at least every 3 years.

Emergency Operations & Response

Role: Lead emergency activations and ensure the operational readiness of the Regional Emergency Coordination Centre.

Minimum Standards / Deliverables:

- RECC meets or exceeds all DEM facility and operational standards.
- Maintain 24/7 contact readiness and ensure 2+ trained alternates available at all times.
- Document and submit incident reports within 15 business days post-event.

- Participate or lead in all major regional emergency activations.

Training, Exercises & Evaluation

Role: Develop and implement a regional training and exercise program to ensure preparedness.

Minimum Standards / Deliverables:

- Conduct at least:
 - 1 tabletop or facilitated discussion annually.
 - 1 full-scale exercise every 4 years.
- Ensure compliance with DEM training standards for municipal staff and volunteers.
- Complete After-Action Reports (AARs) and Improvement Plans (IPs) within 30 days of exercises or incidents.

Public Awareness & Communication

Role: Lead public education and maintain emergency communications systems.

Minimum Standards / Deliverables:

- Deliver a minimum of 4 public outreach events or campaigns per year (one per quarter).
- Ensure at least 2 trained authorized public alert issuers per municipality.
- Maintain redundant internal and external communications systems, tested quarterly.
- Update public emergency communication procedures annually.

Recovery & Mitigation

Role: Coordinate disaster recovery and promote risk reduction and climate adaptation initiatives.

Minimum Standards / Deliverables:

- Complete initial impact assessments within 5 business days of an event.
- Submit Disaster Financial Assistance (DFA) applications within provincial timelines.
- Incorporate mitigation strategies into planning documents within 12 months of relevant assessments or events.
- Identify and submit at least one funding application per year for emergency management improvements.

Business Continuity & Administrative Management

Role: Ensure continuity of essential municipal services and maintain administrative records.

Minimum Standards / Deliverables:

- Develop and review the Regional Business Continuity Plan every 4 years.
- Assist municipalities in identifying critical functions and ensure plans are updated biennially.
- Maintain accurate records and reports of all emergency management activities and updates.
- Submit a comprehensive annual report to all CAOs and municipal councils by March 31st each year.

Inter-Municipal & Provincial Liaison

Role: Serve as the key point of contact with DEM and facilitate inter-municipal coordination.

Minimum Standards / Deliverables:

- Attend all regional/provincial coordination meetings.
- Provide quarterly briefings to CAOs summarizing inter-agency developments or changes.
- Maintain and document regular communications (at least monthly) with DEM Outreach Officers.

Availability & Operational Readiness

Role: Be available for emergency activations and on-call duties.

Minimum Standards / Deliverables:

- Participate in on-call rotation as scheduled, with response within 30 minutes of call-out.
- Maintain operational readiness of personal and regional response equipment.
- Complete a readiness checklist for REMO's facilities and systems.

Notes:

- These deliverables represent minimum expectations and can be adjusted based on local needs, scale of operations, or performance plans.
- Performance against these standards should be reviewed annually in collaboration with CAOs and councils.

Appendix C: Minimum Requirements for REMO Emergency Operations Centres / Emergency Coordination Centres

A committee will explore technical requirements, equipment

- Size and location, number of people it can hold
- Capability for virtual or in-person activation with in-person preferred when there are impacts and the REOC or PCC are at full activation. (Communication redundancies are already a standard).
- (It was recommended that both virtual and in-person activations be exercised)

Appendix D: Standards for Use and Management of Vulnerable Persons Registries

- Details to follow

Emergency Management Act

CHAPTER 8 OF THE ACTS OF 1990

as amended by

2005, c. 48, ss. 1-6; 2007, c. 10, s. 2; 2009, c. 12
2011, c. 9, ss. 4-15; 2014, c. 34, s. 6; 2024, c. 6, ss. 2-5



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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; 2014, c. 34, s. 6; 2024, c. 6, ss. 2-5

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

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(The table of contents is not part of the statute)

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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.*

SEPTEMBER 20, 2024

- (aa) “Department” means the Department of Emergency Management;
- (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 Emergency Management;
- (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; 2014, c. 34, s. 6; 2024, c. 6, s. 2.

Act prevails and Minister’s authority

3 (1) Where there is a conflict or inconsistency between this Act, the regulations or an order made by the Minister under this Act and any other enactment respecting emergencies, this Act, the regulations and the order 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; 2024, c. 6, s. 3.

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 Finance and Treasury Board;
- (c) the Deputy Minister of the Office of the Premier;
- (d) the Deputy Minister of Justice;
- (e) the Deputy Minister of Municipal Affairs and Housing;
- (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; 2014, c. 34, s. 6; O.I.C. 2021-209.

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 His 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) 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, which must include plans for the continuity of the functions of the municipality.

- (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; 2024, c. 6, s. 4.

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 subsec-

tion (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) assigning administration of a regulation made under this Act to a member of the Executive Council other than the Minister;

(ea) assigning duties under this Act and the regulations to a member of the Executive Council other than the Minister or to any other person;

(eb) respecting the vesting of special powers and duties in the Minister, a member of the Executive Council other than the Minister or any other person during a state of emergency or state of local emergency;

(ec) respecting the relocation, reassignment and mobilization of employees of the Province, private-sector professionals and private-sector tradespersons during a state of emergency or state of local emergency;

(ed) prescribing the forms to be used for a declaration of a state of emergency or state of local emergency and renewals and 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; 2024, c. 6, s. 5.

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