



Municipal Emergency Management Advisory Committee

Tuesday, March 18, 2025

6:00 p.m.

Virtual

AGENDA

1. Call to Order
2. Items Added to the Agenda (Approval of the Agenda)
3. Review of the Minutes
 - a) February 10, 2025
4. Emergency Services Coordinator, Re: Information Items
 - a) Emergency Management Brochures
 - b) Comfort Centre Opening List
 - c) Draft – Emergency Management Guide for Elected Officials
 - d) Voluntary Vulnerable Persons Registry (VVPR) Update – April roll-out
 - e) Voyent Alert Update – April roll-out - Verbal
5. Correspondence, Re:
 - a) Letter from Hon. Kim Masland regarding an update on Municipal Disaster Financial Assistance (DFA) claims.
6. Recommendations to Council
7. Next Meeting Date
8. Adjournment



Municipal Emergency Management Advisory Committee (MEMAC)

February 10th, 2025

Location: Virtual - Zoom

Present: Warden Lois Landry, Deputy Warden Brent Sampson,
Councillor Amanda Mombourquette, CAO - Troy
MacCulloch, ESC - Steve Marcellus

Call to Order:

CAO Troy MacCulloch called the meeting to order at 6:30 p.m.

Election of the Committee Chair

Councillor Mombourquette was nominated by Warden Landry, seconded by Deputy Warden Sampson. No further nominations, Councillor Mombourquette acclaimed.

Review of the Minutes, September 4th, 2024

It was the consensus of the Committee to approve the minutes as presented.

Correspondence from Min. Masland

A letter was received related to activation levels between municipalities and the province. In an effort towards a consistent and impactful emergency response with NSEMO the request is to match or activate a level below.

Voluntary Vulnerable Person Registry

ESC updated the Committee on the registry and next steps. ESC is reviewing PHIPA for information security.

Voyent Alert

ESC updated the Committee on the progression of the templates and next steps. All current templates are bilingual and being tested.



Status of Emergency Shelters vs. Comfort Centres

The committee discussed the two types and roles of volunteers and the Red Cross. Policy to be updated.

Next Meeting Date

March 10th, 2025, at 6:30 p.m.

Adjournment

There being no further business, the meeting was adjourned at 7:45 pm.

Recording Secretary

Chairperson

Opening a Comfort Centre:


The decision to open a Comfort Centre may be made by the community group responsible for the Centre or by the request of the Municipality. The opening of a Municipal Comfort Centre within Richmond County shall be reported to the Emergency Services Coordinator (ESC).

In situations of widespread emergency or where the Municipality has been made aware of utility disruptions in a community, the ESC may contact the Comfort Centre contact person to discuss the activation of a centre. This discussion may be initiated by the area Councillor if they have been made aware of problems through contact with community residents.

Once the decision has been made to open a Comfort Centre, the Emergency Services Coordinator will inform NSEMO, NS211, the Canadian Red Cross and the Department of Community Services.

Communications

The opening of a Comfort Centre will be disseminated by the Emergency Services Coordinator (ESC), or designee, through:

-  VOYENT ALERT!
- Local Municipal websites
- Social Media accounts
- Local news media, commercial tv and radio
- News Releases



Emergency Services Coordinator
emo@richmondcounty.ca
902-226-3990



www.richmondcounty.ca

Richmond County Comfort Centres



www.richmondcounty.ca

What is a Comfort Centre?

A comfort centre is a community hall or fire hall that is opened up in a time of need to provide a location where community members can gather for a short period of time during the day.

What does a Comfort Centre provide:

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

- **get warm**
- **re-charge devices**
- **use washroom**
- **get a warm drink**
- **check on each other, and share information**
- **get updates on weather and power resumption**

Some centres may provide:

- Light snacks and/or food prepared by volunteers
- A space for community members to prepare their own food

Comfort Centres are not overnight shelters

Location of Richmond County Comfort Centres

- **Isle Madame VFD**
5125 NS-320, Arichat
- **New Horizon Seniors Club**
2373 NS-206, Arichat
- **Royal Canadian Legion Br. 150**
1219 Veteran's Memorial Dr., Arichat
- **Little Anse Samson's Cove Social Action Centre**
4114 Hwy 206, Little Anse
- **Janvrin's Island Community Hall**
1442 Janvrin Harbour Rd., West Arichat
- **D'Escousse Civic Improvement Hall**
320-3276 Main St., D'Escousse
- **Rocky Bay Irish Club**
751 Rocky Bay Rd., D'Escousse
- **Louisdale VFD**
6457 NS-4, Louisdale
- **Louisdale Lion's Club**
3128 Whiteside Rd., Louisdale
- **St. Louis Parish Hall**
148 Grandique Ferry Rd., Louisdale
- **Riverdale Community Centre**
106 Vince MacCarthy Dr., Lwr River Inhabitants
- **Lakeside Community Centre**
8598 West Bay Rd., St. Peter's

Location of Richmond County Comfort Centres

- **St. Peter's Lions Hall**
39 Lions Ave., St. Peter's
- **Loch Lomond VFD**
3349 Loch Lomond Rd., Loch Lomond
- **Grand River VFD / Community Hall**
11 Eastside Grand River Rd., Grand River
- **District 10 VFD**
14799 NS-4, Red Islands

As of February 10, 2025



Basic Emergency Kit Checklist

- Water** – two litres of water per person per day
- Food** – that won't spoil, such as canned food; energy bars and dried foods (replace once a year)
- Manual can opener**
- Wind-up or battery-powered flashlight** (and extra batteries)
- Wind-up or battery-powered radio** (and extra batteries)
- First Aid Kit**
- Extra keys** (for your car and house)
- Cash** and change
- Important family documents** such as identification, insurance and bank records
- Emergency Plan**, include a copy in your kit as well as contact information



IS YOUR FAMILY PREPARED?

Additional Emergency Supplies

- Two additional litres of water per person per day for cooking and cleaning
- Candles and matches or lighter
- Change of clothing and footwear for each household member
- Toiletries and personal hygiene items
- Hand sanitizer, toilet paper and garbage bags
- Mobile phone charger
- Pet food and supplies
- Infant formula, baby food and supplies
- Activities for children like books, puzzles or toys
- Prescription medications, medical equipment
- Utensils, plates and cups
- Household chlorine bleach or water purifying tablets
- Basic tools (hammer, pliers, wrench, screwdrivers, work gloves, pocketknife)
- Whistle (to attract attention)
- Duct tape



Emergency Go-Bag

Your Emergency Kit at home will help sustain you and your family for up to 72 hours or more, but what if you have to quickly evacuate (perhaps in under 30 minutes)?

Each member of your family should have an "Emergency Go-Bag" prepared:

- Food & Water
- Medications
- Radio
- Flashlight & Batterie
- Seasonal Clothes
- Pet Supplies
- Phone & Charger
- Whistle
- Duct Tape
- First Aid Kit
- Cash
- Copies of Important Documents:
 - Identification
 - Insurance Papers
 - Home inventory
 - Family Emergency Plan



When to reuse sandbags:

Any sandbags which did not come into contact with floodwaters can be safely reused or stored. We do recommend keeping any sandbags that did not come in contact with flood waters as we are not out of hurricane season yet and it will save you a trip for the next storm that approaches.

How to store sandbags:

If you want to keep the clean sandbags for a potential future flooding event, make sure to store them in a dry place preferably indoors or undercover. A great tip is to get a garbage can with lid and keep the bags in there. Make sure the garbage can is in a garage or undercover to help keep water away from the sandbags.



Individuals are reminded they should always wash their hands with soap and warm water after contact with floodwater or handling items that have come into contact with floodwater.

If an open wound comes into contact with floodwater, soil, or contaminants, immediately:

- Clean it thoroughly with soap and warm water
- Apply an antibiotic ointment to reduce the risk of infection.
- Apply a bandage.
- Check the wound and change the bandage regularly.
- See a doctor.



Emergency Services Coordinator

emo@richmondcounty.ca

902-226-3990

Richmond County Cleaning up after Flooding

After the floodwaters dissipate, homeowners and communities are typically responsible for the cleanup.

This includes proper handling and disposal of emergency sandbags.



Proper Handling & Disposal of Sandbags

Tips

The use of sandbags is a simple, but effective way to prevent or reduce flood water damage. Properly filled and placed sandbags can act as a barrier to divert moving water around, instead of through, buildings. Sandbag construction does not guarantee a water-tight seal, but is satisfactory for use in most situations.

Because sandbags may rot or breakdown and become unstable over time, they should be removed from use as soon as the threat of flooding is gone. It is especially important to remove sandbags near roadways and waterways since loose or leaking sand can create dangerous conditions for drivers and possibly affect streams, wetland and storm drains.

In most instances, sand used for flood protection can be treated as clean soil and be used as general fill (not along watercourses or in floodplains), substitute aggregate in construction applications or blending into gardening.

- Wear gloves and boots to protect yourself from scrapes and contaminants
- Sand that has been in contact with floodwater containing bacteria, hazardous chemicals, sewage, septic waste, and oil or fuel products can cause health problems and environmental damage if not handled properly.
- Because of the possibility of contamination and the health and environmental risks they pose, sand from sandbags should never be used in sandboxes, playgrounds, or other areas where it will be on the ground surface or directly in contact with people. It can only be used in construction projects.
- Sand should not be disposed of in a wetland, waterway, flood plain or other environmentally sensitive or protected area.



Tips

- Do not dispose of sand into your local watercourse.
- Unused, empty sandbags can be saved for future use, recycled, or disposed of.
- Clean, filled sandbags can be saved and reused at other flood sites for up to six months
- The sand be used for fill, to cover icy roads and sidewalks, mixed into concrete or mortar, as a base for sidewalks or pavement, or for cover in a landfill.
- Check with your municipality to see if unused sandbags may be returned to their local work depots.

Although sandbags can be stored for reuse, mold can become a problem if they are stored when damp. Dry out sandbags as much as possible before storage. If emptied and dried, the sacks can be filled again. Otherwise, they may rot after a period of time because of the damp sand. If not using the sandbag again, dispose of the empty sandbag properly to prevent litter problems. Empty sandbags can be disposed of with normal trash.

Get a Kit:

Being prepared for an emergency also means having the necessary supplies on hand to help you and your family cope.

Richmond County ESC recommends that you keep a disaster preparedness kit in your home with enough supplies to meet your family's needs for at least 72 hours. By taking the time now to store food, water and other supplies, you can provide for your entire family in the event of an emergency.

Items to include in your Emergency Kit include:

- Bottled Water (2 litres per person per day)
- Non-perishable Food
- Radio (battery or wind-up)
- First Aid Kit
- Flashlight (battery or wind-up)
- Emergency phone list



STAY INFORMED

<https://www.richmondcounty.ca/>
<https://beta.novascotia.ca/government/emergency-management>
<https://weather.gc.ca/>



Emergency Services Coordinator
emo@richmondcounty.ca
902-226-3990

Richmond County Emergency Preparedness



www.richmondcounty.ca

Know the Risks

Being aware of the potential risks we face in Nova Scotia can help you to be better prepared should an emergency occur. You may find it helpful to make a list of these risks and think about how they might affect you and your family.

Knowing the risks in your community or region can help you to be better prepared when an emergency occurs. Some of the risks we face are seasonal such as:

- **winter storms,**
- **flooding,**
- **wildfires and**
- **hurricanes.**

Other risks include:

- **industrial incidents,**
- **transportation and**
- **infrastructure accidents.**



Make a Plan

Everyone needs an emergency plan. It will help you and your family know what to do if an emergency should occur.

Every household needs an emergency plan. It will help you and your family know what to do in case of an emergency. Your family may not be together when an emergency occurs. Plan how to meet or how to contact one another and discuss what you would do in different situations.

To create your own plan, visit the Public Safety and Emergency Preparedness 'Make an Emergency Plan' website: www.getprepared.gc.ca/cnt/plns/mk-pln-en.aspx

It will take you about 20 minutes to make your family emergency plan online.

Keep this document in an easy-to-find, easy-to-remember place (for example, with your emergency kit). Photocopy this plan and keep it in your car and/or at work.

Make a Plan

Before starting, you will need to think about:

- Safe exits from home and neighbourhood
- Meeting places to reunite with family or roommates
- Designated person to pick up children should you be unavailable
- Contact persons close-by and out-of-town
- Health and insurance information
- Places for your pet to stay
- Risks in your region
- Location of your fire extinguisher, water valve, electrical panel, gas valve and floor drain



What do VVPR registrants need to do in an emergency?

VVPR registrants still need to call **9-1-1** if they are experiencing an emergency.

They are also responsible for having an emergency plan in place to be prepared to remain safe for at least three days.

The VVPR registration does not guarantee a registrant's safety but is an added safeguard where the Municipality can share needed information with local emergency organizations to make every effort to minimize a VVPR registrant's safety during emergencies.

The VVPR is not intended to be used for recovery activities such as snow removal and/or tree removal.

Emergency Contact List:

Build a list of important contacts for easy reference during an emergency!

Important contacts include:

- Local Police
- Local Fire Department
- Children's School
- Power Company
- Insurance Company
- Family Members
- Friends
- Colleagues

Keep a Contact List:

- On your cell phone
- By your home phone
- In your wallet/purse

**Emergency Services
Coordinator**

emo@richmondcounty.ca

902-226-3990



Richmond County Voluntary Vulnerable Persons Registry

The VVPR is a **voluntary** registry for residents of the Municipality who may require more support during **emergency situations** due to special assistance requirements.



Municipality of the
County of Richmond



What is the goal of the registry?

The goal of the VVPR is to provide responders with quick access to necessary critical information about a registered person so that they can respond appropriately in an emergency.

When a Vulnerable Person is thought to be at risk due to circumstance/need as outlined on their form, or a set time has passed, the information will be shared with relevant organizations, enabling an appropriate response and effective assistance for the residents.



Who should consider registering?

Residents who have a:

- Visual impairment
- Mobility impairment
- Hearing impairment
- Wheelchair use
- Heart problems
- Bedridden
- Developmental/Intellectual Autism Spectrum Disorder (ASD), Down Syndrome, etc.
- Cognitive impairment (Alzheimer's, Dementia, etc.)
- Mental health conditions
- any resident who requires electricity for life-sustaining equipment such as oxygen, dialysis, etc.

The Municipality of the County of Richmond
Vulnerable Persons Registry

REGISTRATION FORM
Please print and fill out this confidential application as accurately as possible.

Privacy Statement
The Municipality of the County of Richmond stores all personal and essential information to protect your information. With your consent, the Municipality will provide your information to authorized emergency service groups only when required to improve your safety during emergencies. It is noted that the Municipality does not share information that has been shared with emergency service groups and to whom.

Who are you completing this form for?

Yourself

For an individual requiring assistance

With permission

Without Permission

Personal Information for Individual Requiring Assistance

First Name: _____ Last Name: _____

Date of Birth: _____

Sex: Male Female Gender Not Confirming Prefer not to say

Address: _____ City: _____

City/Town/Village: _____ Special Access Code*: _____

Province: _____ Postal Code: _____

Primary Phone: _____ Secondary Phone: _____

TTY (Telecommunications) TDD (Telecommunications)

Fax E-mail

License Home Care services: Yes No

If Yes, state the organization: _____

Additional Information: _____

How do I register?

Pick up a form from the Municipal Office in Arichat, request a form by email from the Emergency Services Coordinator at emo@richmondcounty.ca, or download from the Municipal website <https://www.richmondcounty.ca/>

The vulnerable person, parent/guardian or other legal authority will complete the registration form, sign and return it to the Municipal office.

Once the form is entered into the registry, a confirmation e-mail will be sent out confirming that the form was entered into the system. Once registered, the person will remain on the registry until they request to be removed.

It is the responsibility of the vulnerable person, parent/guardian or other legal authority to ensure that any changes in information are updated immediately.

Dist	Community / Location	Address	Comfort Centre / Emergency Shelter	Open / Closed	Operating Hours
1	Isle Madame VFD	5125 NS-320, Arichat, NS B0E 1A0		Closed	
	New Horizon Seniors Club	2373 NS-206, Arichat, NS B0E 1A0		Closed	
	Royal Canadian Legion Branch #150	1219 Veteran's Memorial Dr, Arichat, NS B0E 1A0		Closed	
	Little Anse Samson's Cove Social Action Centre	4114 Hwy 206, Little Anse, NS B0E 3C0		Closed	
2	Janvrin Island Community Hall	1442 Janvrin Harbour Rd, West Arichat, NS B0E 3J0		Closed	
	D'Escousse Civic Improvement Hall	320-3276 Main St, D'Escousse, NS B0E 1K0		Closed	
	Rocky Bay Irish Club	751 Rocky Bay Rd, D'Escousse, NS B0E 1K0		Closed	
3	Louisdale VFD	6457 NS-4, Louisdale, NS B0E 1V0		Closed	
	Louisdale Lions Club	3128 Whiteside Rd, Louisdale, NS B0E 1V0		Closed	
	St. Louis Parish Hall	148 Grandique Ferry Rd, Louisdale, NS B0E 1V0		Closed	
	Riverdale Community Centre	106 Vince MacCarthy Dr, Lwr River Inhabit., NS B0E 1J0		Closed	
4	Lakeside Community Center	8598 W Bay Rd, St. Peter's, NS B0E 3B0		Closed	
	St. Peter's Lions Hall	39 Lions Ave, St. Peter's, NS B0E 3B0		Closed	
5	Loch Lomond VFD/Community Hall	3349 Loch Lomond Rd, Loch Lomond, NS B2E 1C5		Closed	
	Grand River Community Hall / VFD	11 Eastside Grand River Rd, Grand River, NS B0E 1M0		Closed	
	District 10 VFD	14799 NS-4, Red Islands, NS B0E 3B0		Closed	



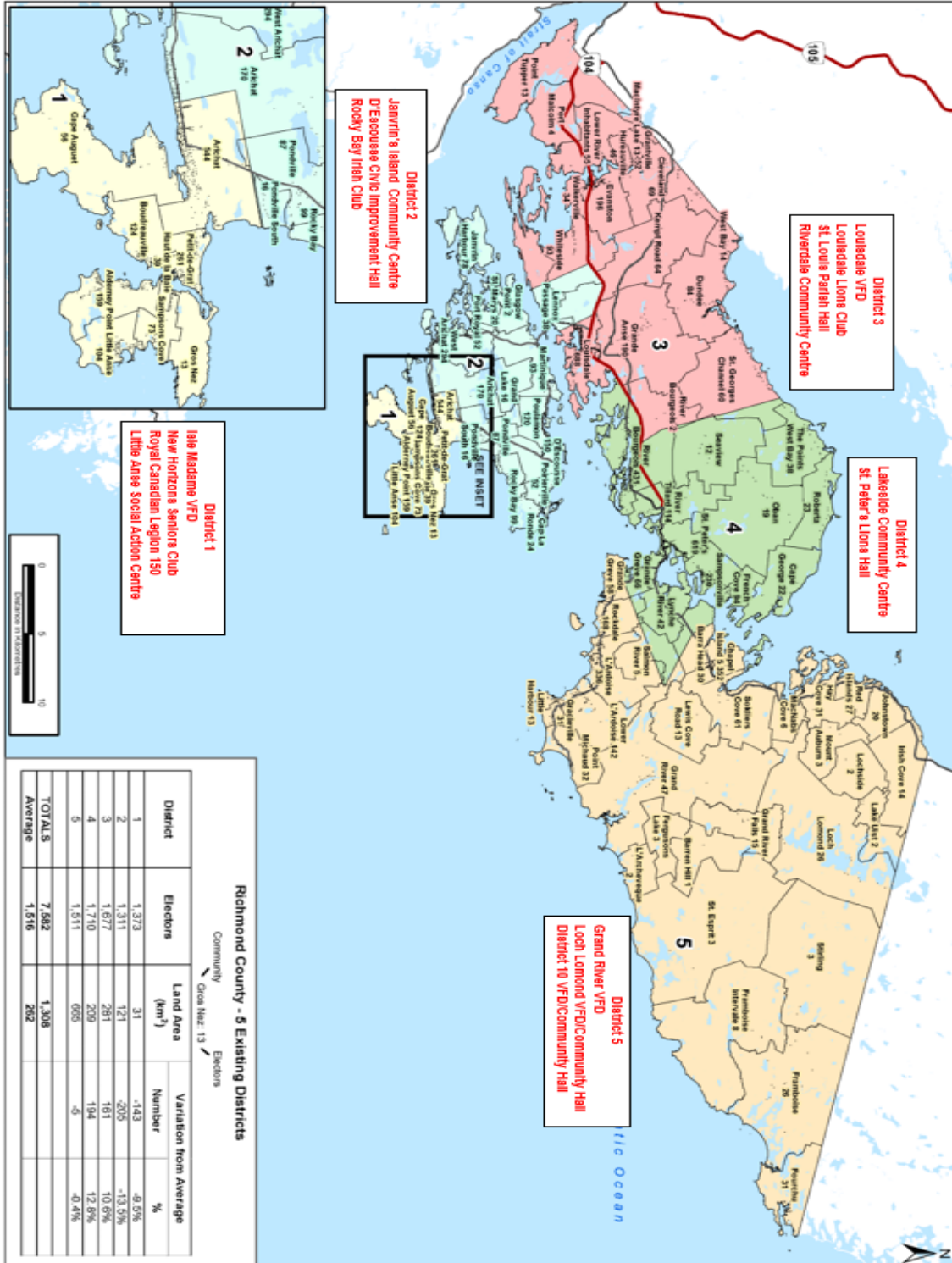
TITLE	LIST OF MUNICIPALITY COMFORT CENTRES
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Municipality of the County of Richmond Comfort Centres	
District	Community / Location
1	Isle Madame VFD P.O. Box 279, 5125, Hwy 320, Arichat, NS, B0E 1A0 Fire Hall: (902) 226-3660 islemadame.63@gmail.com
1	New Horizon Seniors Club 2373 NS-206, Arichat, NS, B0E 1A0 (902) 226-1915
1	Royal Canadian Legion Branch #150 1219 Veteran's Memorial Drive, P.O. Box 294, Arichat, NS, B0E 1A0 (902) 226-3089 Facebook - Royal Canadian Legion-ISLE MADAME Branch 150
1	Little Anse Social Interaction Centre 4114 Highway 206, Little Anse, NS, B0E 3C0 (902) 226-2001
2	Janvrin Island Community Hall 1442 Janvrin Harbour Road, West Arichat, NS, B0E 3J0 info@janvrinisland.ca Facebook - Janvrin's Island Community News
2	D'Escousse Civic Improvement Hall 3276 NS-320, D'Escousse, NS, B0E 1K0 (902) 227-8069
2	Rocky Bay Irish Club 791 Rocky Bay Rd, D'Escousse, NS, B0E 1K0 (902) 226-3463
3	Louisdale VFD P.O. Box 522, 6457 Hwy 4, Louisdale, NS, B0E 1V0 Fire Hall : (902) 345-2157
3	Louisdale Lions Club 3128 Whiteside Rd, Louisdale, NS, B0E 1V0 (902) 345-2379
3	St. Louis Parish Hall 148 Grandique Ferry Road, Louisdale, NS, B0E 1V0 (902) 345-2316 Facebook - Louisdale St. Louis Parish
3	Riverdale Community Centre Lower River Inhabitants, Port Hawkesbury, NS, B0E 2V0 (902) 625-0012
4	Lakeside Community Center St. Peter's, NS, B0E 3B0 (902) 535-2640

4	St. Peter's Lions Hall 32 Lions Ave, St. Peter's, NS, B0E 3B0 (902) 535-2482 StPetersLions@hotmail.com Facebook - St. Peter's Area Lions Club
5	Loch Lomond VFD/Community Hall 1177 Passage Rd, Loch Lomond, NS, B2E 1C4 Fire Hall: (902) 822-3340 lochlomondvfd@outlook.com
5	Grand River Community Hall / VFD 11 East Side Road, PO Box 37, Grand River, NS, B0E 1M0 (902) 587-2966
5	District 10 (Red Islands) VFD 14799 Hwy # 4, Red Islands, NS, B0E 3B0 (902) 535-3375 district10red@outlook.com Facebook - District 10 Red Islands Volunteer Fire Department
Richmond County Municipal Building is the Main ECC Emergency Services Coordinator - 902-226-3990	



TITLE **COMFORT CENTRE & DISTRICTS MAP**





THE MUNICIPALITY OF THE COUNTY OF
LA MUNICIPALITÉ DU COMTÉ DE
RICHMOND

General Overview Guide to Emergency Management for Elected Officials

(Not intended as a complete reference document)

May 2024

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Executive Summary

The Municipality of the County of Richmond is vulnerable to many hazards, ranging from severe storms and flooding to forest fires and power outages. Our Elected officials play a role and share responsibility for ensuring the public safety and welfare of their communities.

Emergency Management operations before, during, and after an emergency or disaster, are essential functions our Elected Officials and local government agencies can influence. Elected officials must have a clear understanding of how government responds to emergencies and disasters, what resources are available, what types of assistance can be provided to citizens, and how much time it may take to deliver that assistance. Elected Officials are sometimes the first to receive a call from the public so they must be able to instill a sense of calm in disaster victims and the public, and temper expectations of what the government can do to aid in the recovery.

A coordinated message to the public between elected officials and emergency management is necessary so people do not receive conflicting information.

This guide is meant to be a general overview of the Emergency Management process to assist our Elected Officials and is not intended as a complete reference document. Contact your Emergency Management person for further information or questions.



Quick Reference Checklist

BEFORE THE DISASTER:

- Reinforce Preparedness Messages
- Become Familiar with Legislation
- Know your area.
- Support Businesses in Knowing their Risks.
- Become Familiar with Municipal Emergency Management Plans

RESPONDING TO THE DISASTER

- Refer Calls to the Appropriate Agencies
- Be Consistent when Talking with the Media
- Stay Safe and Lead by Example in the Impacted Area(s)

AFTER THE DISASTER

- Support Recovery Efforts

Get Prepared



Know the Risks



Make a Plan



Get a Kit

What you need to know

When there is a disaster, the public will turn to leadership in Richmond County for answers and assistance.

While citizens will often turn to their Elected Officials for guidance and assurance during difficult times, Elected Officials have no direct role in Emergency Management.



The following information is intended to guide Elected Officials through individual emergency preparedness steps. By gaining an understanding of the Municipality of the County of Richmond emergency management system and knowing how to best communicate with citizens after disaster hits, Elected Officials can affect the outcome of an emergency in a positive manner.



Nova Scotians are encouraged to be ready to cope on their own for at least the first 72 hours of an emergency.

Elected Officials:

- Attending initial briefings for Situational Awareness.
- The roles and responsibilities of Elected Officials do not include attendance at the Emergency Coordination Centre (ECC) unless specifically requested by the ECC Manager. Visits to the ECC by Municipal Mayors will be coordinated by the ECC Manager.
- Support the ECC Manager in the management of the emergency response and provide strategic direction as requested by the ECC Manager.
- Report to the Chair of the Municipal Emergency Management Advisory Committee (MEMAC) any credible information that comes in from your constituents.
- Be available to meet and discuss a declaration of a State of Local Emergency as recommended by the ECC Manager (Nova Scotia Emergency Management Act).

- Provide advice on the long-term impact of an incident on people, critical infrastructure, the environment, finances, operations, business, industry, and reputation.
- Prepare your homes so that you can be available for duty when the time comes.
- Help spread the Public Safety Information developed by the ECC Information Officer and approved by the ECC Manager (CAO). A **coordinated message** to the public is necessary so people do not receive conflicting information.
- Let the professionals trained in emergency management do their jobs. Understand why it is important that any site visits to the impact area are to be coordinated through the Incident Commander and the Information Officer.
- Unless specifically asked to do so, please do not speak to the media. Follow the communications strategy.
- Do not speculate on what is happening regarding the emergency incident.
- Do not share privileged information that could jeopardize the operation.



In consultation with the Emergency Coordination Centre (ECC), through the ECC Manager:


- Keep the community informed of the situation via Public Information messages developed by the Information Officer and approved by the ECC Manager (CAO)
- Engage with other levels of government for financial and resource support as required.
- Provide briefings to other levels of government.
- Authorize major expenditures as required.

Municipality of the County of Richmond Emergency Services Coordinator

Over time the position of Emergency Management Coordinator evolved to the Emergency Services Coordinator (ESC) and a full-time employee was hired to fill the role, as of September 1, 2022.

The Municipal Emergency Management Plan (MEMP) for Richmond County is based on an all-hazards approach to ensure that the County is prepared for any type of disaster or incident — whether natural or human caused.

Richmond County Hazard Risk Vulnerability Assessment (HRVA)

		Municipality of the County of Richmond Risks and Hazards Matrix				
		Severity				
		What is the Severity of Injuries/ Potential Damages / Financial Impacts				
		1 - Insignificant	2 - Minor	3 - Moderate	4 - Major (Significant)	5 - Severe (Catastrophic)
Likelihood	5 Almost Certain (Highly Probable) Every 5 years or less	Medium	High 1 - Telephone failure	Very High 1 - Power blackout	Very High 1 - Blizzards 2 - Freezing rain 3 - Oil spill / contamination 4 - Storm surge	Very High 1 - Hurricane winds 2 - Major forest fire 3 - Water pollution
	4 Likely Once every 10 years	Medium	High 1 - Major infrastructure failure 2 - Small boat accident	High 1 - Major structure fire 2 - Major road incident 3 - River flood 4 - Extreme heat event	Very High 1 - Long term closure of highways 2 - Epidemic 3 - Major water main break / water shortage 4 - Plane crash	Very High 1 - Ship disaster
	3 Possible (Might Occur) Once every 20-30 years	Low	Medium 1 - Bomb threats 2 - Severe Fog	High 1 - Water shortage 2 - Fuel shortage 3 - Major gas line break 4 - Major frost or freeze 5 - Pipe line - CNG explosion	High 1 - Drought 2 - Cyber attack 3 - Chemical Spill / contamination 4 - Major hailstorm	Very High
	2 Unlikely (Not Expected) Could occur every 50 years	Low 1 - Smog episode 2 - Waste disposal issue 3 - Tsunami/Tidal Wave	Medium 1 - Major gas leak 2 - Hostage incident 3 - Major urban fire	Medium 1 - Tornado	High 1 - Flash flood 2 - Major industrial accident	Very High 1 - Earthquake
	1 Rare Once every 100+ years	Low	Low	Medium 1 - Dam breaking 2 - Civil disobedience	Medium 1 - Actual bombing 2 - Mud or landslide	Medium 1 - Terrorist attack 2 - Radiation fallout

(Richmond County Hazards Analysis 2023-05-17)

Getting Involved Before a Disaster

Reinforce Preparedness Measures with the Public and Prepare Yourself

Elected Officials should **reinforce** messages on the importance of making family communication plans, preparing emergency kits, and maintaining disaster supplies such as food, water, batteries, and first aid supplies.



72 Hour Preparedness

The **72-hour preparedness** message should always be communicated when discussing emergency preparedness with the citizens of Richmond County. If an emergency happens in Richmond County, it may take emergency workers some time to reach residents. All residents of Richmond County should be prepared to take care of themselves and their families for a minimum of 72 hours.



Richmond County has personal disaster preparedness information available through the Emergency Services Coordinator and community sessions are provided on request.

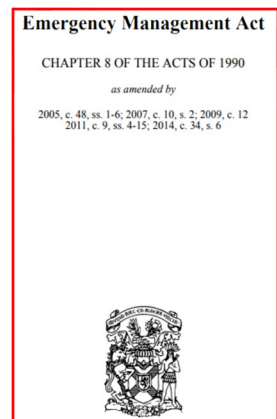
Elected Officials also need to have individual and family plans in place and maintain a current list of contacts and phone numbers they might need during response to a disaster.

Become Familiar with Legislation

Generally knowing how local, provincial, and federal response resources are requested and mobilized gives officials credibility when talking with the public and responding to questions from the media. (States of Local Emergency)

Provincial and federal resources can be requested through the Emergency Management Office of Nova Scotia (NSEMO).

The [Richmond County Municipal Emergency Management By-law \(#50\)](#) provides for the direction and control of the County's emergency operations under the provincial Emergency Management Act.



State of Local Emergency

Through the [Nova Scotia Emergency Management Act](#), the Municipal Mayors/Wardens and Council have the power to declare or renew a state of local emergency, to terminate the state of local emergency and the power to put emergency plans into operation. The process is outlined in the [Richmond County Municipal Emergency Management By-law \(#50\)](#).

The Municipal CAO as ECC Manager, or designate, will make the recommendation to declare a State of Local Emergency. Municipal Mayors/Wardens will call a Special Council meeting and whoever is present within an hour represents a quorum and can make the declaration ([Form 4](#)). If a quorum is not present, the Mayor/Warden of each Municipality has the power to declare a State of Local Emergency ([Form 5](#)). The Declaration will identify specific powers, identify to whom they are delegated and where the powers are in force. The extraordinary powers, outlined in Section 14 of the [NS Emergency Management Act](#), include:

- Seize real or personal property.
- Require qualified person to render aid.
- Control or prohibit travel.
- Restore essential services.
- Cause evacuation.
- Authorize entry without a warrant.
- Cause demolition.
- Procure or fix prices.

The County can declare a State of Local Emergency for seven (7) days; then the declaration must be terminated or renewed. The province does not have to approve the declaration but can veto it.

Support Businesses in Knowing their Risks!

Businesses within Richmond County should have emergency plans to safeguard employees and property and to mitigate the impact of possible disruptions. Elected Officials should encourage businesses to take emergency preparedness steps consistent with existing standards and practices. Small businesses play critical roles in the economy of the County.

Recovery planning for municipal government and industry will increase the chances of economic recovery after a disaster.

Statistics show that approximately 40 per cent of businesses and industries involved in a catastrophic disaster do not reopen; 30 per cent of those that do reopen close within three (3) years (*This is an industry average based on surveys after major disasters such as Hurricanes and Wildfires*).

Familiarization with County Plans

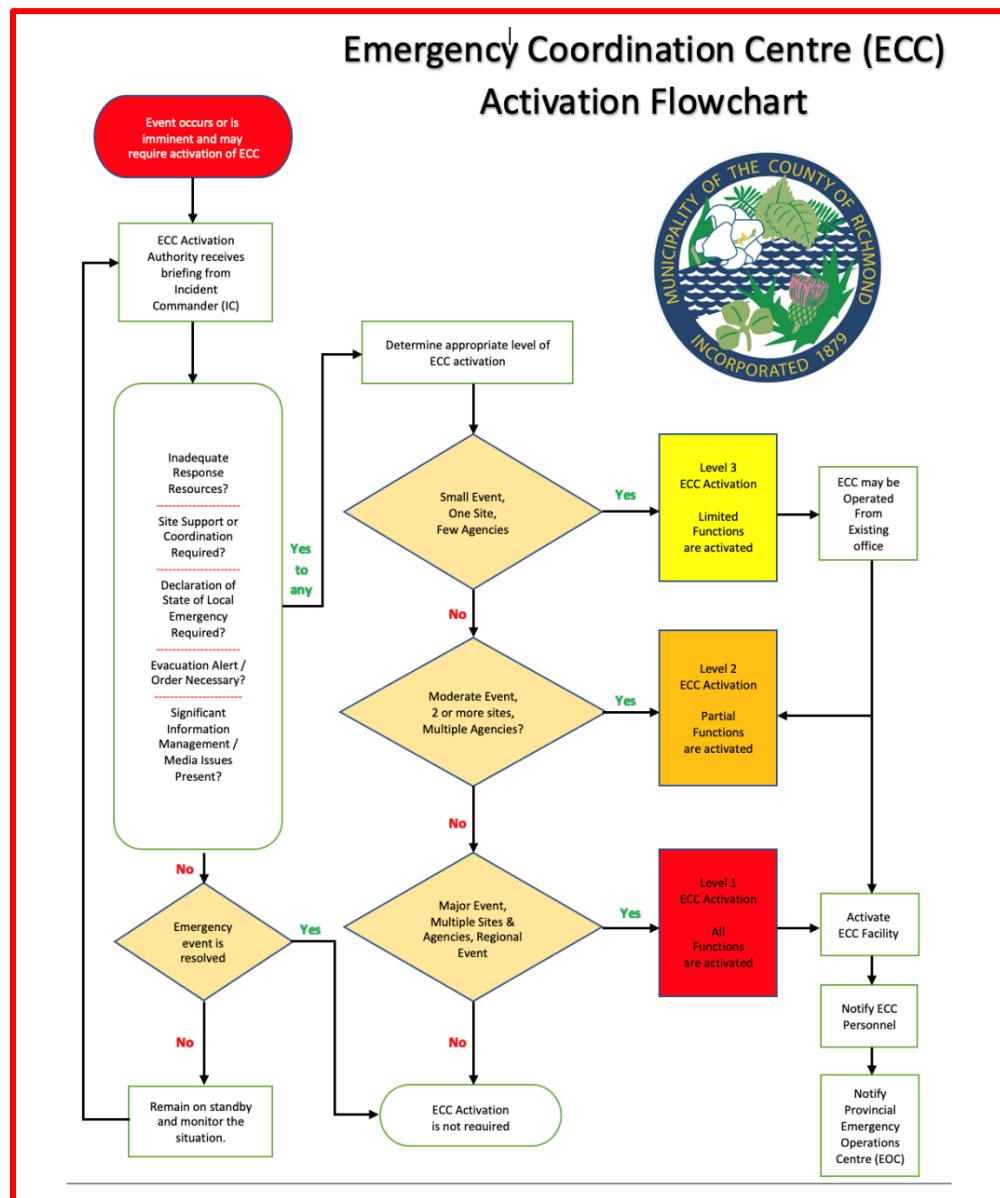
Richmond County has developed a [Municipal Emergency Management Plan \(MEMP\)](#), which is reviewed and updated annually by the ESC.

Emergency Coordination Centre (ECC)

When there is an incident, the Emergency Coordination Centre (ECC) can be activated when the incident size requires support.

Criteria for ECC activation include (but are not limited to):

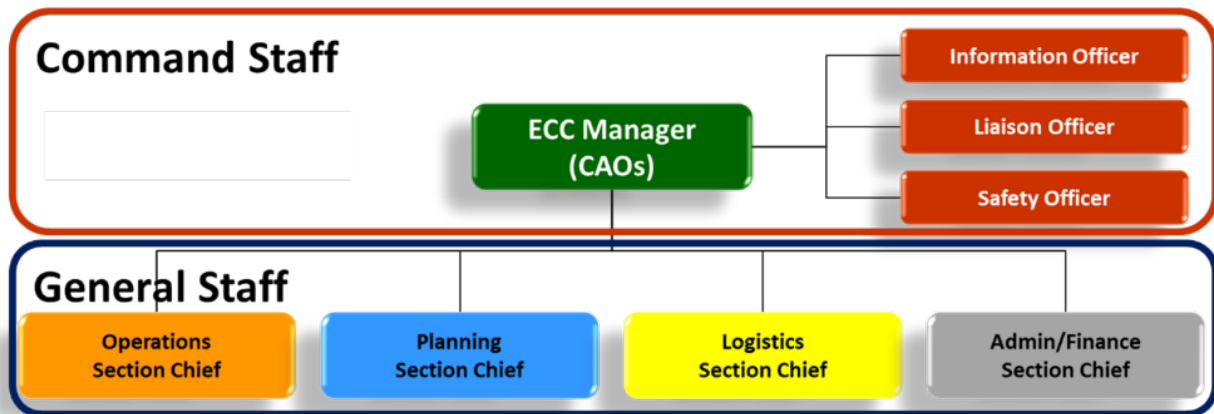
- A significant number of people are at risk, e.g., chemical release that would require immediate or potential evacuation of the surrounding area.
- Potential for prolonged disruption of essential services.
- Immediate or potential threat to life, health, property, or the environment beyond the ability of first responders to handle; and
- Potential for the situation to escalate.



The role of the Emergency Coordination Centre (ECC):

- Coordinate activities and resources in support of the Incident Commander in the field.
- Coordinate and reconfigure municipal services for the remainder of the municipality or agency.
- Coordinate and disseminate information to the public, during and immediately following an incident.
- Provide policy direction.
- Establish priorities and strategies.
- Collect, analyze, and display information related to the incident and
- Plan for recovery, short and long-term.

The ECC is staffed with Municipal staff and supporting organizations from across Richmond County under the Incident Command System.



- Incident specialists to support tactical actions
- Take all incoming calls
- Create Action Request forms and distribute to other Sections
- Follow-up with originator
- Provide IC site objectives to ECC members
- Participate in ECC briefings

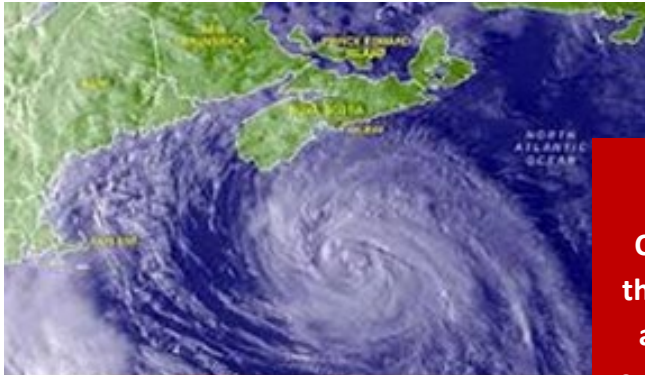
- Collect, analyze, and display situation information
- Forecast plans for next operational period
- Prepare and distribute ECC Action Plan (IAP Form 201) and facilitate Action Planning process
- Track resources
- Prepare the restoration plan
- Get technical specialists

- Provide telecomm and information technology
- Locate or acquire equipment, supplies, personnel, facilities, and transportation
- Arrange for food, lodging, and other support services as required for ECC and all sites
- Coordinate with Operations to establish priorities for resources

- Maintain all financial records throughout the incident
- Record on-duty time for all personnel
- Ensure a continuum of the payroll process for all employees responding to the incident
- Process worker compensation claims
- Process travel and expense claims

Positions and Staff scaled according to need.

Responding to the Disaster



Communication with the public is critical in the days and hours leading up to an incident, as well as during and immediately after an event. Some hazards like flooding and severe winter weather offer some warning to officials and the public. Others, like chemical spills, may occur without notice.




Regardless of the type of hazard, Elected Officials can play a productive communication and response role.



Emergency incident site visits for Elected Officials will be coordinated through the Emergency Coordination Centre (ECC)

Talking to the Media

The CAO and Warden are the official approved speakers on behalf of the County. The Richmond County Communications Strategy should be followed when requests for comment are received. Remain consistent with messages released by Information Officers when speaking with the media. If calls from the media are expected, request and retain talking points and pre-released bulletins from the Emergency Coordination Centre (ECC), NSEMO PCC when activated.



What you say to the media can have a great impact on the public's perception of response and recovery efforts.

Refer Calls from the Public

As an Elected Official, you probably will receive calls from your constituents. Work with the Public Information Officer in the Emergency Coordination Centre to coordinate public information.

All requests for comment should be referred to the appropriate person. Emergency communications for Richmond County emergencies or disasters are typically released from the CAO or Warden with consultation of the Emergency Coordination Centre (ECC).

It is the responsibility of the Public Information Officer (PIO) to release warnings, life safety messages and directions to the media and the public at large. Questions from the public should be directed to the Public Information Officer within the ECC. Questions should not be directed through the 911 service as they will likely be very busy with issues related to the first response to the incident.

Elected officials can play two additional roles when responding to calls or questions from the public: pass along accurate information to the public and compile issues and concerns. In sharing information with citizens, it is important that Elected Officials stay within the parameters of previously shared information and directives from Corporate Communications to help establish realistic expectations about the municipal response and services.

Elected Officials can help by doing such things as encouraging citizens to help their neighbours, e.g., shovelling the sidewalk during severe winter weather.

Stay Safe and Lead by Example

Elected Officials could face the issue of evacuating their own neighbourhood during a disaster. Only by staying safe can officials help others. Elected Officials should follow directives to evacuate or shelter-in-place.

If Elected Officials wish to re-enter or visit an impacted area, they should send a request through the Emergency Coordination Centre due to safety concerns for them and emergency responders in the area.

Increase Awareness of Response Capabilities

Due to population increases, more reliance on technological infrastructures and interdependencies of utilities, e.g. power grid, the number of incidents which can occur is increasing. Elected Officials can positively affect the outcome of a disaster or emergency in the policy area through active participation on the quarterly Municipal Emergency Management Advisory Committee (MEMAC) meetings.

After the Disaster

As an Elected Official, you should get regular briefings on the extent of damage and status of the recovery process from the Emergency Coordination Centre (ECC) Manager. These briefings will help you answer questions from your constituents and the media

Support Recovery Efforts

Recovery involves all the cleanup, repair and financial assistance needed to return an area back to pre-disaster condition. As soon as it is safe to do so, the County will conduct preliminary damage assessments to determine the level of damage to private property and community infrastructure.

Financial assistance may be available from the Province or Federal Government through Disaster Recovery Programs.

During the recovery phase, regular briefings will be provided on the extent of damage and status of the recovery process. These briefings will keep you informed and better able to answer questions from your constituents and the media. Implementation of mitigation measures to prevent, avoid or lessen the reoccurrence of identified hazards ensures a safer community, and often one that is more livable and attractive to its citizens.

Key Phone Numbers and Contacts

Emergency Numbers to Remember

911	This is for emergencies only. If someone's health, safety or property is threatened and help is needed right away, call 911 Emergencies include: <ul style="list-style-type: none">• Fire• Serious Accident• Crime in progress• Emergency Medical Situation• Poisoning
811	For health information and advice when you have a health concern or question
511	For information about Provincial roads in Nova Scotia
211	For Community and Social Services

Other Important Numbers

NSEMO – Nova Scotia EMO	1-866-424-5620
NS Power	1-877-428-6004
Bell Aliant	1-800-663-2600 or 611
Eastlink	1-888-345-1111
Drinking Water Safety	1-877-936-8476
Food Safety	1-877-252-FOOD (3663)
Forest Fires (Wildfire)	1-800-565-2224
Poaching/Wildlife (Emergency Situations)	1-800-565-2224
Environmental Emergencies (Such as Oil Spills and Gas Leaks)	1-800-565-1633

Emergency Services Coordinator

1-902-226-3990

esc@richmondcounty.ca

Municipality of the County of Richmond

www.richmondcounty.ca



THE MUNICIPALITY
OF THE COUNTY OF
RICHMOND
LA MUNICIPALITÉ
DU COMTÉ DE



The Municipality of the County of Richmond

Vulnerable Persons Registry

REGISTRATION FORM

Please print and fill out this **confidential** application as accurately as possible.

Privacy Statement

The Municipality of the County of Richmond ensures all internal and external measures are taken to protect your information. With your consent, the Municipality will provide your information to authorized emergency service groups only when required to improve your safety during emergencies. Tracking will be done by the Municipality when information has been shared with emergency service groups and to whom.

Who are you completing this form for?

- Yourself
- For an individual requiring assistance
- With permission _____
- Without Permission _____ Signature of individual

Personal Information for Individual Requiring Assistance

First Name:	Last Name:
Date of Birth:	
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Gender Non-Conforming <input type="checkbox"/> Prefer not to say	
Address:	Unit:
City/Town/Village:	Special Access Code*:
Province:	Postal Code:
Primary Phone: <input type="checkbox"/> TTY (Teletypewriter)	Secondary Phone: <input type="checkbox"/> TTY (Teletypewriter)
Email:	
I receive Home Care services: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state the organization: _____ _____	
Additional Information: _____ _____ _____	

Special Assistance Needs of Individual Requiring Assistance

Please check all that apply:

- Visual impairment
- Mobility limitations
- Hearing impairment
- Wheelchair use
- Heart problem(s)
- Bedridden
- Developmental/Intellectual (Autism Spectrum Disorder – ASD, Down Syndrome, etc.)
- Cognitive (Alzheimer's, etc.)
- Mental Health

Other: _____

Life Sustaining Equipment used:

- Oxygen
- Ventilator
- Dialysis

Other: _____

- I have back up electricity for life-sustaining equipment.
- I will require electricity after _____ (**minimum 6**) hours to remain safe.

- I currently receive Meals on Wheels
Note: If selected, it will not guarantee meal assistance during large-scale emergencies

- I do not have family support locally.

How long can you care for yourself in a large-scale emergency?

(As a guide, think about your day-to-day activities)

- | | |
|--|---|
| <input type="checkbox"/> Less than 6 hours | <input type="checkbox"/> 24 to 48 hours (1-2 days) |
| <input type="checkbox"/> 6 to 12 hours | <input type="checkbox"/> 48 to 72 hours (2-3 days) |
| <input type="checkbox"/> 12 to 24 hours | <input type="checkbox"/> Greater than 72 hours (3 days or more) |

Primary Emergency Contact

First Name:	Last Name:
Relationship (Please check one of the following): <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Son/Daughter <input type="checkbox"/> Sibling <input type="checkbox"/> Power of Attorney <input type="checkbox"/> Relative <input type="checkbox"/> Friend <input type="checkbox"/> Other (specify) _____	
Address:	Unit:
City/Town:	Postal Code:
Province:	Phone:
Email:	

Secondary Emergency Contact

First Name:	Last Name:
Relationship (Please check one of the following): <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Son/Daughter <input type="checkbox"/> Sibling <input type="checkbox"/> Relative <input type="checkbox"/> Friend <input type="checkbox"/> Other (specify) _____	
Address:	Unit:
City/Town:	Postal Code:
Province:	Phone:
Email:	

Legal Guardian / Power of Attorney Information (If applicable for those registering someone other than themselves)

First Name:	Last Name:
Relationship (Please check one of the following): <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Son/Daughter <input type="checkbox"/> Sibling <input type="checkbox"/> Relative <input type="checkbox"/> Friend <input type="checkbox"/> Other (specify) _____	
Address:	Unit:
City/Town:	Postal Code:
Province:	Phone:
Email:	

Annual Updates

Select your preferred preference for annual updates.

Please contact: Applicant Legal Guardian Primary Emergency Contact
 Secondary Emergency Contact

Choose one of the following update methods:

Phone Mail (paper form) Email (must ensure email for above contact) In person (Municipal Building)
 Other (specify) _____

Consent

Please read and sign below for your application to be reviewed:

I consent for the Municipality of the County of Richmond to provide the information provided in my VPR registration form to emergency service groups (local fire, police and paramedics) for use during emergencies.

I understand that if I rely on electricity for life-sustaining equipment such as oxygen, my information may be provided to NS Power and the Canadian Red Cross during extended power outages.

I understand that it is my responsibility to ensure that the VPR program has accurate and up to date information at all times even though it will be reviewed annually using whichever method is listed in the registration form.

I understand I am responsible for having an emergency plan in place and if possible, to be prepared to remain safe for at least 72 hours (three days). In an emergency, I still need to call 9-1-1 and I recognize that the VPR does not guarantee my safety. It is a safeguard where emergency responder groups will have information needed to make every effort to increase the possibility of my safety during emergencies.

Legal - I remise, release and forever discharge the MOCR and its respective servants, agents, employees, contractors, successors, and assigns of and from all manner of actions, causes of actions, costs, accounts, covenants, claims and demands, which I ever had, now has or for which my heirs, executors, administrators, or assigns, or any of them hereafter can, shall or may have for or by reason any cause, mater or thing arising out or attributable to the participation in the Voluntary Vulnerable Persons Registry.

Signature of Applicant / Legal Guardian

Date

Witness Signature (Only if signing with an 'X')

Relationship

Emergency Services Coordinator
emo@richmondcounty.ca
902-226-2400 / 902-226-3990
2357 Hwy 206, P.O. Box 120, Arichat, NS B0E 1J0
www.richmondcounty.ca

Voluntary Vulnerable Persons Registry (VVPR)

FAQs – Frequently Asked Questions

What is the Voluntary Vulnerable Persons Registry (VVPR)?

The VVPR is a ***voluntary*** registry for residents of the Municipality who may require more support during ***emergency situations*** due to special assistance requirements. The VVPR is managed through the Municipality's Emergency Services Coordinator.

The VVPR is not intended to be used for recovery activities such as snow removal and/or tree removal.

What is the goal of the registry?

The goal of the VVPR is to provide responders with quick access to necessary critical information about a registered person so that they can respond appropriately in an emergency.

When a Vulnerable Person is thought to be at risk due to circumstance/need as outlined on their form, or a set time has passed, the information will be shared with relevant organizations, enabling an appropriate response and effective assistance for the resident.

Who should consider registering?

Residents who have a:

- Visual impairment
- Mobility impairment
- Hearing impairment
- Wheelchair use
- Heart problems
- Bedridden
- Developmental/Intellectual (Autism Spectrum Disorder (ASD), Down Syndrome, etc.)
- Cognitive impairment (Alzheimer's, Dementia, etc.)
- Mental health conditions
- any resident who requires electricity for life-sustaining equipment such as oxygen, dialysis, etc.

Who can register a person?

Any Vulnerable person can register themselves or if unable, a parent/legal guardian (with signed consent) or someone with legal authority (power of attorney) can complete the form on their behalf.

How do I register?

1. Pick up a paper form from the Municipal Office in Arichat, request a form by email from the Emergency Services Coordinator at emo@richmondcounty.ca, or download from the Municipal website <https://www.richmondcounty.ca/>
2. The vulnerable person, parent/guardian or other legal authority will complete the registration form, sign and return it to the Municipal office.
3. Once the form is entered into the registry, a confirmation e-mail will be sent out confirming that the form was entered into the system.
4. Once registered, the person will remain on the registry until they request to be removed.
5. It is the responsibility of the vulnerable person, parent/guardian or other legal authority to ensure that any changes in information is updated immediately.

Note: If you are the parent/guardian of the person being registered, you will be required to provide your contact information, including your email address for the purposes of keeping the registry updated. There is a section for permission which needs to be completed if the vulnerable person is unable to complete the registration themselves.

How do I update the registry?

Each registrant of the VVPR is responsible for ensuring that personal information is always up to date. Updates can be:

- emailed to emo@richmondcounty.ca,
- phoned in to 902-226-3990 or
- in person at the Municipal office in Arichat.

Note: An update check will be conducted annually by the Emergency Services Coordinator, however, timely updates are crucial to assisting those vulnerable and waiting for the annual update may cause delays.

What do VVPR registrants need to do in an emergency?

VVPR registrants still need to call **9-1-1** if they are experiencing an emergency. They are also responsible for having an emergency plan in place to be prepared to remain safe for at least three days. The VVPR registration does not guarantee a registrant's safety but is an added safeguard where the Municipality can share needed information with local emergency organizations to make every effort to minimize a VVPR registrant's safety during emergencies.

The VVPR is not intended to be used for recovery activities such as snow removal and/or tree removal.

Resources for Emergency Preparedness can be found here:

- [Government of Canada - Emergency preparedness guide for people with impairments / special needs](#)
- [Nova Scotia EMO Emergency Preparedness](#)
- [Red Cross Emergency Preparedness and Recovery](#)
- [Government of Canada - Get Prepared](#)
- [Government of Canada - Your Preparedness Guide](#)

In what situations will the VVPR program be activated by Emergency Management?

The VVPR program will be activated for the following:

Hazard Notifications

- Extreme weather events or other hazards posing moderate risk to community.
- Extreme weather events or other hazards posing moderate risk to Critical Infrastructure.
- Extreme weather events or other hazards where communicating preparedness recommendations to the public is necessary.
- Extreme weather-related events or other hazards where sheltering in place instructions is being recommended due to risk of compromised road infrastructure.
- Extreme weather-related events or other hazards where a voluntary evacuation has been issued and temporary lodging has been made available.

Evacuation Alerts

- Extreme weather events or other hazards posing extreme risk to community where a potential for evacuation order is significant.

Evacuation Orders

- Extreme weather events or other hazards that pose an imminent risk to community and life safety that trigger instruction for mandatory evacuation orders.

Evacuation Rescinds

- When the imminent risk has been nullified and residents are able to return to their communities.

What can registrants expect if they are included in the VVPR?

When the VVPR program is activated during an event, responses to VVPR registrants will be prioritized according to the personal information submitted on the application form (e.g., vulnerabilities during emergencies relating to mobility, vision or hearing impairment, need for electricity for life-sustaining equipment, etc. - as listed above in the eligibility criteria).

If an event noted above occurs or is foreseen:

- A warning will be sent through **Voyent Alert** to registrants, and their emergency contacts, if possible (telephone, text, email).
- **Emergency Management staff will conduct phone calls if needed or attempt door-to-door contact through Emergency Management volunteers when it is safe to do so.**
- **The VVPR is not intended to be used for recovery activities such as snow removal and/or tree removal.**

After such an event:

- Check-in communications through **Voyent Alert** will be sent to the registrant, and their emergency contacts via all methods of contact, if possible (telephone, text, email).
- Prioritization checks will be conducted based on personal information included in the registration form, with door-to-door contact, as necessary.

For example, in the case of an impending hurricane, **Voyent Alert** communications will be sent out, telephone and/or door-to-door checks may be made, and if a registrant relies on life sustaining equipment that requires electricity, they would be prioritized for available support.

How is consent obtained to use personal information in the VVPR during an emergency?

Each VVPR registrant agrees to allow the Municipality to provide some of the information in the VVPR registration form to local first responders if necessary for use during emergencies. Some of the information provided by the registrant may also be shared with Emergency Management volunteers and service providers for those registrants who rely on electricity for life-sustaining equipment such as oxygen.

Under what authority do we collect and use personal information that has been shared in the form?

In accordance with Section 485 of the Municipal Government Act, any personal information collected on the VVPR registration form will be used only by municipal staff and, if necessary, individuals and/or organizations assisting the Municipality for purposes related to the VVPR program.



**Emergency Management
Office of the Minister**

One Government Place, 1700 Granville Street, Halifax, Nova Scotia, Canada B3J 1X5 • Telephone 902-424-5550 Fax 902-424-0581 • Minister.EmergencyManagement@novascotia.ca

March 13, 2025

VIA EMAIL

To: Mayors, CAOs and Wardens

RE: Update on Municipal Disaster Financial Assistance (DFA) Claims

I am writing to provide an update regarding the processing of Municipal Disaster Financial Assistance (DFA) claims. As you know, Nova Scotia has been through an unprecedented series of emergency events in recent years, both in their number and scale. Unfortunately, this trend can be observed across Canada. We received a large volume of claims for these events, and prioritized processing those from individuals. Now that we are nearing completion of those requests, we can shift our focus to municipal claims. We understand these claims are currently in various stages of completion and submission to the province.

To help advance this important work, the Department of Emergency Management will contract an external accounting agency to assist municipalities to complete both the compilation of claims, our review of them and their submission to the federal government. Working with you, we plan to compile and review DFA claims your municipality has during the upcoming 2025-26 fiscal year including those arising from the February 2024 snow event which impacted large areas of Cape Breton Island and northern Nova Scotia.

We believe that by working together, and supported by external resources, we can complete the tasks required to submit the municipal DFA claims to the federal government for payment. We recognize that awaiting final settlement of these claims can become a financial pressure for your municipalities. As we have done in several cases, we can meet to review the claims and determine, with ministerial approval, if a portion of the funding can be advanced pending final settlement.

We will remain in contact on this matter as part of our regular emergency management discussions and please contact us in the interim to discuss questions you may have.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kim Masland".

Hon. Kim Masland
Minister of Emergency Management