



STAFF REPORT

TO: Municipal Council

FROM: Jennifer Bell, Administrator of Protective Services

APPROVED BY: Erin Hartley, Deputy CAO

DATE: May 13th, 2026

SUBJECT: **REMO BYLAW – E-300, REVISED - FIRST READING**

ORIGIN:

A staff report was prepared and discussed at Council's September 10th, 2025, meeting, repealing REMO Bylaw E200 and the first reading of the new REMO Bylaw E300 was conducted. At the September 10, 2025, Council Meeting the motion to approve REMO Bylaw E300 was passed.

BACKGROUND

The approved REMO Bylaw E300 underwent additional revision by the Province of Nova Scotia, and recommendations were made for changes to the document. The document was revised and is again being presented to each municipal unit for review.

RECOMMENDED MOTION: REMO BY-LAW

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne, as recommended by REMO, approves Revised Bylaw E-300.

BUDGET CONSIDERATIONS:

No change to budget.

ATTACHMENTS

Revised REMO By Law E-300

By-law # E300
REGIONAL EMERGENCY MANAGEMENT BY-LAW

The Council of the Municipality of the District of Shelburne pursuant to section 10(1)(a) *Emergency Management Act*, S.N.S. 1990, c.8, enacts as follows:

SHORT TITLE

This By-law may be cited as the Emergency Management By-Law

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Part 1 Purpose

The Nova Scotia *Emergency Management Act* requires municipalities to adopt a Municipal Emergency Management By-law with the aim of establishing a municipal emergency management organization and preparing and approving emergency management plans. This by-law will allow for the Municipality of the District of Shelburne to work with neighboring municipal units of the Municipality of the District of Barrington, Town of Clarks Harbour, Town of Shelburne and the Town of Lockeport to develop coordinated plans on a regional level which will better serve residents.

Part 2 Definitions

- 2.1 **Act** means the *Emergency management Act, S.N.S. 1990, c,8*;
- 2.2 **Agreement** means the Agreement entered into accordance with Clause 10(1)(a) of the Act, among the Municipality of the District of Shelburne, the Municipality of the District of Barrington, the Town of Clarks Harbour, the Town of Shelburne and the Town of Lockeport dated September 1, 2024, attached as Appendix A.
- 2.3 **Assistant Regional Emergency Management Coordinators** means a staff member appointed from the Municipality to liaison with the coordinator.
- 2.4 **Council** means the Council of a municipality, town or village.
- 2.5 **Deputy Regional Emergency Management Coordinator** means the person charged to back up or replace the Regional Emergency Management Coordinator during all phases of emergency planning.
- 2.6 **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 municipality/municipalities.
- 2.7 **Emergency Management** means the prevention and mitigation of preparedness for, response to and recovery from emergencies.
- 2.8 **Municipality** means the Municipality of Shelburne.
- 2.9 **Regional Emergency Management Executive Committee** means the Advisory Committee established pursuant to the Agreement, and as required by Clause 10(1)(d) of the Act.
- 2.10 **Regional Emergency Management coordinator** means coordinator, the person appointed by Council, and in accordance with the Agreement, as required by Clause 10(1)(c) of the Act.
- 2.11 **Regional Emergency Management Organization (REMO)** means the organization established by the Agreement, and as required by Clause 10(1)(b) of the Act.

- 2.12 **Regional Emergency Management Planning Committee** the Committee established by the Agreement responsible for recommending policy and procedures to the Executive Committee for maintaining a reasonable state of preparedness for emergencies.
- 2.13 **Regional Emergency Management Plans** means plans, programs or procedures prepared by the Regional emergency Management Organization that are intended to mitigate the effects of an emergency or a disaster and to provide for the safety, health, or welfare of the civil population of property in the event of such an occurrence, as set out in Clause 2(d) of the Act.
- 2.14 **State of Local Emergency** means a state of local emergency declared by a Municipality pursuant to the Act and the Regulations made pursuant thereto, and this By-Law.
- 2.15 **Warden** means the Warden of the Municipality of Shelburne.

Part 3 Regional Emergency Management Organization

- 3.1 Council hereby establishes a Regional Emergency Management Organization (REMO), and shall create an intermunicipal agreement with its partners, specifying funding, governance, and other requirements of Councils.
- 3.2 The Regional Emergency Management Organization shall consist of the following people and committees:
- 3.2.1 The Regional Emergency Management Executive Committee (Executive Committee);
 - 3.2.2 The Regional Emergency Management coordinator;
 - 3.2.3 The Regional Emergency Planning Committee (Planning Committee)
 - 3.2.4 Assistant Emergency Management Coordinator (Assistants).

Part 4 Regional Emergency Management Executive Committee

- 4.1 Council shall appoint representatives to the Executive Committee in accordance with the Agreement.
- 4.2 The Council's representative on the Executive Committee shall always be no fewer than two members of the Council, one of whom shall be the Warden/Mayor, as referenced in the REMO Agreement.
- 4.3 The Executive Committee shall, on behalf of REMO:
- 4.3.1 Shall approve of REMO plans and policies;

- 4.3.2 Recommend the annual budgets to Council;
- 4.3.3 Provide directions to the coordinator and the Planning Committee, as deemed appropriate by the Executive Committee from time to time;
- 4.3.4 Brief Council on the development and approval of REMO plans and policies whenever required to do so by Council;
- 4.3.5 Brief Council on developments during a State of Local Emergency when deemed necessary.

Part 5 Regional Emergency Management Coordinator

- 5.1 The coordinator and Deputy coordinator shall be appointed in accordance with the Agreement.
- 5.2 The coordinator shall:
 - 5.2.1 Be responsible for appointing a Chair of the Planning Committee;
 - 5.2.2 Coordinate and prepare REMO plans, training, and exercises;
 - 5.2.3 Be responsible for on-going public education programs related to emergency preparedness;
 - 5.2.4 Following the activation of the REMO Plan or a declaration of state of local emergency, coordinate municipal operations with those of the provincial and federal governments during a declared emergency;
 - 5.2.5 Ensure all emergency operations centers and equipment are fully operational;
 - 5.2.6 Advise the Department of Emergency Management of any real or anticipated event or emergency as required by the *Emergency Management Act*
 - 5.2.7 Perform such other duties as may be required by the Executive Committee.

Part 6 Regional Emergency Planning Committee

- 6.1 The Planning Committee, as per the Agreement, Section (17), shall be comprised of the coordinator, the Deputy coordinator and the Assistant coordinators.
- 6.2 The Planning Committee may include, but not be limited to, persons responsible during an emergency to provide:
 - 6.2.1 Local Law Enforcement;

- 6.2.2 Ground Search and Rescue;
 - 6.2.3 Fire Services;
 - 6.2.4 Municipal Public Works representatives;
 - 6.2.5 Provincial OSD and Red Cross;
 - 6.2.6 Provincial Department of Health and Wellness;
 - 6.2.7 Regional Housing Authority;
 - 6.2.8 Emergency Health Services;
 - 6.2.9 Provincial Department of Natural Resources;
 - 6.2.10 Provincial Department of Public Works;
 - 6.2.11 Telecommunications;
 - 6.2.12 Public Information Services;
- Department of Emergency Management

6.3 The Planning Committee shall:

- 6.3.1 Assist the coordinator in the preparation and coordination of REMO Plans, to maintain a reasonable state of preparedness for emergencies.
- 6.3.2 Formulate policy and procedure recommendations, planning, training, and exercises.

Part 7 Assistant Emergency Management Coordinators

- 7.1 The Assistant Emergency Management coordinator/ appointed in accordance with Clause 25 of the Agreement shall:
 - 7.1.1 Participate in Planning Committee meetings;
 - 7.1.2 Assure that the interests of the Municipality are served by participating in training, exercises, and responses.

Part 8 Agreements

- 8.1 Council hereby agrees that the Executive Committee may enter into agreements with the Government of Canada, the Province of Nova Scotia, a Municipality, or any other person or organization, for the provision of services in the development and implementation of Regional Emergency Management Plans.

Part 9 Budget Considerations

- 9.1 The Municipality shall share the normal operational costs of the REMO based on an annual budget divided proportionally based upon a blended formula including uniform assessment, population, and equal shares, in accordance with Clauses 41, 42 and 43 of the Agreement.

Part 10 Declaration of a State of Local Emergency

- 10.1 Council may, when satisfied that an emergency exists or may exist in all or any area of its own Municipality, declare a State of Local Emergency in respect of their own Municipality or an area thereof.
- 10.2 If any of the Councils are unable to act promptly under Section 12(2), the mayors of the Towns of Clarks Harbour, the Town of Shelburne and the Town of Lockeport and the Wardens of the Municipality of Barrington and Municipality of Shelburne may declare a State of Local Emergency, subject to Section 12(3) of the Act, in respect of their own Municipality or area thereof.

If both the Mayors and/or Wardens and Councils of the Municipality of the District of Barrington the Municipality of the District of Shelburne and the Town of Clarks Harbour, The Town of Shelburne and the Town of Lockeport are unable to act promptly to declare a State of Local Emergency in their own jurisdiction under Section 15(2) of the Act, any one of the Mayors or Wardens may, subject to the provisions of Sections 12(2) and 12(3) of the Act, declare a State of Local Emergency in regards to an emergency that exists or may exist in all or within any area of the Municipality of the District of Barrington, the Municipality of the District of Shelburne, the Town of Clarks Harbour, the Town of Shelburne or the Town of Lockeport.

After signing a declaration or termination of a State of Local Emergency or the issuance of an order under Section 14 of the Act, Council shall immediately communicate or publish details on the municipal website or by the means most likely to inform the affected residents.

Part 11 Duties During an Emergency

- 11.1 Following the activation of any Regional Emergency Plan or a declaration of a state of local emergency:
 - 11.1.1 Every Councilor shall advise the coordinator and Warden as to their location and how they may be contacted.
 - 11.1.2 Every employee and agent of the Municipality who has a role in such emergencies as assigned in the Regional Emergency Management Plans, shall:
 - 11.1.2.1 Advise the coordinator of their location and how they may

be contacted; and

11.1.2.2 fulfill such duties described in the emergency operational plan.

11.1.2.3 Provide the Minister with a copy of the Declaration of a State of Local Emergency, and renewals thereof, as required by the *Emergency Management Act*.

Part 12 Repeal

12.1 This by-law repeals and replaces Municipal Emergency Management By-law # E200

Clerk's Annotation for Official By-law Book

Date of first reading: _____

Date of advertisement of Notice of Intent to Consider: _____

Date of second reading: _____

Date of mailing to Minister a certified copy of By-law: _____

Date of Ministerial approval (s. 10 (1) (a) of the Act): _____

Date of advertisement of Passage of By-law: _____

Effective Date of By-law: _____

I certify that this **Regional Emergency Management By-law E300**-- was adopted by Council and published as indicated above.

Municipal Clerk

Date