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## **Committee of the Whole Meeting**

October 24, 2023

Berwick Town Hall Council Chambers

6:30pm

### **AGENDA**

- 1. Call to Order**
- 2. Approval of the Agenda**
- 3. Approval of the Minutes**
  - a. September 26, 2023
  - b. October 3, 2023 Special COTW
- 4. Department Reports**
  - a. BDVFD
  - b. Community Development
  - c. Public Works
  - d. Finance
  - e. CAO
- 5. Committee Reports**
  - a. Accessibility Advisory Committee
  - b. Community Development Committee
  - c. Intern IMSA Board
    - i. Kings Transit Authority
    - ii. Valley Waste
  - d. Kings Point to Point
  - e. Kings Regional Emergency Management Committee
- 6. Mayor's Report**
- 7. Adjournment**

# Berwick & District Vol. Fire Dept. CoTW Report for Oct. 2023

## Thirteen alarms to report from September 18- October 16

**Training:** Last week we had a training session on solar panels and what to do when an emergency occurs at these solar sites, and how to keep our firefighters safe during these emergencies.

**Equipment/ Repairs:** We will be replacing our keyless entry system at the firehall in the coming weeks. No other major repairs to report.

**Water storage tank project/ Truck update:** Our group has met with the team from Roscoe Construction and all items have been discussed to make this project a success. From our last meeting it sounds like this project may start on October 24.

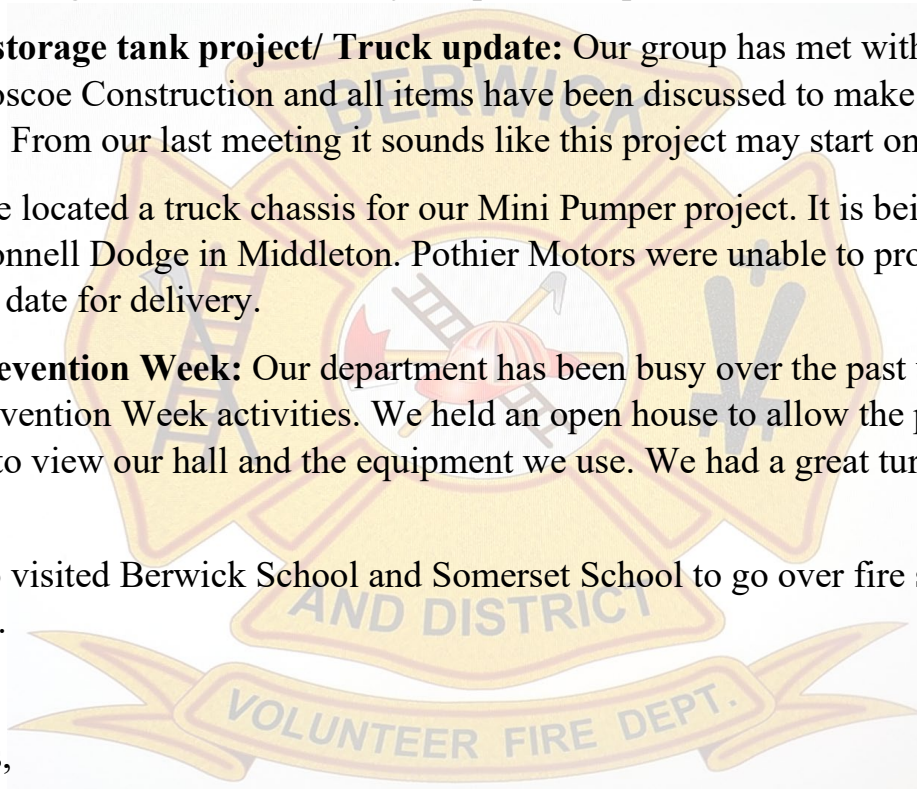
We have located a truck chassis for our Mini Pumper project. It is being purchased from Connell Dodge in Middleton. Pothier Motors were unable to provide a suitable date for delivery.

**Fire Prevention Week:** Our department has been busy over the past week with Fire Prevention Week activities. We held an open house to allow the public the chance to view our hall and the equipment we use. We had a great turn out for this event.

We also visited Berwick School and Somerset School to go over fire safety with the kids.

Regards,

Luke Redden





# Municipality of the County of Kings

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*Land of Orchards, Vineyards and Tides*

## Town of Berwick Activity Report - September 2023

	Last Fiscal Year		This Fiscal Year	
	Total For September 2022	Total For Year to Date	Total For September 2023	Total For Year to Date
<b><u>PERMIT COUNTS</u></b>				
Building Permits	1	28	1	17
Development Permits	0	0	0	0
Demolition Permits	0	1	0	0
Sign Permits	0	0	0	0
<b>Total Permits</b>	<b>1</b>	<b>29</b>	<b>1</b>	<b>17</b>
<hr/>				
TOTAL BUILDING VALUE	\$8,400	\$3,951,755	\$216,100	\$1,392,380
PERMIT VALUE	\$32	\$5,007	\$258	\$2,485
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<b><u>NUMBER OF UNITS</u></b>				
One Unit	0	9	1	4
Two Unit	0	8	0	0
Multi Unit	0	0	0	0
Townhouse	0	0	0	0
Farm Dwelling	0	0	0	0
Mobile Home	0	0	0	0
Farm Tenement	0	0	0	0
<b>Total Residential</b>	<b>0</b>	<b>17</b>	<b>1</b>	<b>4</b>
Recreational Cabins	0	0	0	0
<b><u>SUBDIVISIONS</u></b>				
Total Plans Approved	0	0	0	0
Total Lots Approved	0	0	0	0



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*Land of Orchards, Vineyards and Tides*

Report Date: 10/16/2023

## Town of Berwick Building Permit Statistics - September 2023

### Permits by Building Type

Building Type	Total
ONE UNIT	1
	1

### Summary of Est. Value by Building Type

Building Type	Total Est. Value
ONE UNIT	\$216,100.00
	<b>\$216,100.00</b>

### Dwelling Units Created

#### Permits by Building Type

Building Type	Total
ONE UNIT	1
	1

#### Summary of Est. Value by Building Type

Building Type	Total Est. Value
ONE UNIT	\$216,100.00
	\$216,100.00

### Dwelling Units Demolished

		Total
SINGLE-DETACHED	0	0
RECREATIONAL CABIN	0	0
SEMI-DETACHED	0	0
ROW	0	0
APARTMENT	0	0
	0	0

# Town of Berwick

Building Permit Statistics - September 2023

<u>Work Type</u>		<u>Building Type</u>		<u>Building Type</u>		<u>Proposed Use</u>	
ADD	ADDITION	AB	ACCESSORY BUILDING	IN	INSTITUTIONAL	AG	AGRICULTURAL
CON	CONSTRUCTION	AG	AGRICULTURAL	MH	MOBILE HOME	CM	COMMERCIAL
LOC	LOCATION	AU	ACCESSORY USE	MU	MULTI UNIT	FI	FISHING
OTH	OTHER	BH	BOAT HOUSE	OU	ONE UNIT	FO	FORESTRY
RNO	RENOVATION	CM	COMMERCIAL	RC	RECREATIONAL CABIN	IN	INSTITUTIONAL
DMO	DEMOLITION	DK	DECK	RV	RECREATIONAL VEHICLE	MF	INDUSTRIAL
		FD	FARM DWELLING	SN	SIGN	NA	NOT APPLICABLE
		FI	FISHING	SP	SWIMMING POOL	RC	RECREATIONAL
		F0	FORESTRY	SO	SOLAR	RE	RESIDENTIAL
		FT	FARM TENEMENT	TH	TOWN HOUSE		
		GA	GARAGE	TU	TWO UNIT		
		ID	INDUSTRIAL				

Permit	Location	Work Type	Bldg Type	Prop Use	Est Value
230694	MARSTERS AVE	CON	OU	RE	\$216,100.00
					<b>\$216,100.00</b>

# Committee of the Whole Monthly Report



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**Department:** Community Development  
**Date:** October 18, 2023

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## Key highlights

- Fitness Centre membership is sitting at 573 (Wildcats included) as of October 14<sup>th</sup>. The FC's Birthday Celebration was a great success, held on October 15<sup>th</sup>, exactly five years from the day the doors opened!
- Spicer Park natural playground equipment will be installed the week of October 23<sup>rd</sup>-27<sup>th</sup>. The exact dates will be dependent on Public Works availability.
- We will be working with Fathom Studio to complete a design for Centennial Park. This will begin in six weeks and will include consultation with staff, committees and the community before finalizing the design.
- J. Hebb continues to wait for feedback on the first draft of the Active Living Strategy. Set to present in November to the WKCHS, J. Hebb is meeting with M. Larsen to review information and materials for the presentation.
- Considering contractor availability, and timeliness, Public Works have agreed to complete the work at the Trailhead including installation of a culvert and accessible parking space. J. Hebb will oversee this project with work to be completed by the end of November.
- J. Hebb has spearheaded a call for names for the Trailhead location on Mill Street. There has been 40+ submissions with a week remaining prior to the deadline.
- Centennial Flags have been installed in the downtown core; we have received wonderful feedback from the community.
- N. Palmer organized a wonderful Volunteer Appreciation breakfast which was held on October 14<sup>th</sup> at the Berwick Lions Hall. It was well attended with an estimated 70 attendees. Three awards were given out and all nominees were present to accept. Next year will mark the 50<sup>th</sup> year Anniversary of the Provincial Volunteer awards.
- In partnership with the Valley REN, the Town has partnered on a local project/group created to welcome and support newcomers to the Town of Berwick.
- N. Palmer organized a local Terry Fox Walk on Saturday, September 20<sup>th</sup>. The Berwick School hosted a walk the week before. The Town event received strong feedback with the 13 walkers saying it was well led and signed. They reached and surpassed their fundraising goal.
- N. Palmer continues to work with Finance to complete the final reports for Summer Student grants.
- A local small business owner, R. Moore, approached the Town to support a local market through the donation of space. The event was held on October 15<sup>th</sup> and welcomed over 500 people through the doors of the Town Hall Gymnasium.
- The Accessibility Committee has decided to design and support a Social Media

Campaign in the coming year led by J. Hebb. The committee highlighted that funding for the year 2024 would be requested to have signers attend major speeches and functions led by the Town.

- As noted in the latest edition of the In-Cider we will celebrate with a Centennial Holly Jolly Jubilee from November 30<sup>th</sup> – December 2<sup>nd</sup>. More details to follow.
- N. Palmer has been working with local volunteers and organizations to support the Berwick and District School Food Fundraiser to take place Saturday, October 21<sup>st</sup> at the Berwick Lions Hall. The Harvest Dinner will provide funds to the Pay-What-You-Can School Lunch Program at Berwick School.
- In a continued effort to better support E.D.I. in our community N. Palmer attended sessions at RNS and AMANS conferences to increase knowledge and understanding.
- Eight bicycles and safety helmets have been distributed in the community as part of an initiative spearheaded by N. Palmer to recycle community bicycles. Six have been given to the Evangeline Club and two to members of our community.

### **Next Month Priorities:**

- K. Verrette to set up a lunch and learn in partnership with local REN, to be hosted in November.
- The CD team continue to plan for the Evening Market & Monster Mash including Live Music, Vendors, Food Trucks and Childrens Activities on October 26<sup>th</sup> from 4:30 – 6:30 PM
- K. Verrette to attend and support D. Conrad and local business owners in discussions around Holiday promotions and community planning. The meeting is scheduled for October 23<sup>rd</sup>.
- Since receiving support from Council to sign the Anti-Racism Charter, N. Palmer has begun work to outline an Action Plan.

**Department: Public Works Report.**  
**Date: October 13, 2023**

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**Key Highlights:**

- Brush pickup started October 16, and will run until the 27th.
- Leaf pickup will run November 6 – 10.
- The drop-off bin is now available at 216 Main St. until November 30.
- Pavers have a few more sidewalks cuts to finish and six sewer cuts to fix along with a few meters of paving along Bezanson St. to finish up for this year's paving.
- The work on the Lagoon #1 will be finished the week of October 16th. There are a few things that must be checked and gone over with the contractor before the job can be signed off.
- Eastern Trenchless repaired two spots along Main Street on September 30. This was done with new technology that allows the repairs to occur without digging up the pipe.
- The Wastewater Treatment Operator has closed and resumes are being reviewed.

**Next Month Priorities:**

- We will be getting plows ready for winter work.
- Ordering salt and sand, and loading the shed for winter.
- Cutting brush along different streets and roads.
- We will be cleaning up remaining ditches that require it.
- We will have the sewer cleaning truck doing pipe cleaning on our main sewer lines for a week.

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**Department:** Finance  
**Date:** October 2023

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**Key Highlights**

**BEC**

- Oct. 4- Attended first witness preparation session for the BEC UARB General Rate Application Hearing.
- Oct.11- Attended second witness preparation session for the BEC UARB General Rate Application Hearing.
- Oct.12- Was a member of the panel for the BEC UARB General Rate Application Hearing.
- Responses to undertakings derived from the UARB General Rate Application Hearing will be prepared and submitted to the UARB within the next week.
- BEC administration continues to work closely with the power line technicians to ensure timely and accurate meter readings are collected for billing cycles. Ensuring the meter reads are accurate and received in a timely manner is critical to ensuring residents receive bills for consistent periods, with accurate, actual reads.
- Nov.1- Regular BEC Commission meeting.

**TOWN**

- Prepared 2024/25 5-Year Capital Investment Template and circulated to department managers for first inputs.
- We continue to make progress on our 22/23 financial audit preparation and are keeping regular and open communication with our external auditors.
- Sep. 29- Attended AREA meeting in Bedford; Agenda topics included solar subscriptions, HOME program and status updates on municipalities' solar garden projects.
- The Town's borrowing package for the Municipal Finance Fall Debenture Intake has been submitted for financing the purchase of the 2023 John Deere Backhoe. Funds are expected to be received on or around Oct. 24<sup>th</sup>.
- We have received the Note from our financial institution, regarding our requested increase to our line of credit for the Solar Garden project. We are awaiting the Minister's approval of the amended Temporary Borrowing Resolution and funds will be advanced to our line of credit immediately upon receipt of said approval. This will provide a significant relief to the Town's cash flow.
- Oct. 17<sup>th</sup>-20<sup>th</sup> – All members of our Finance team attended components of the Association of Municipal Administrators of Nova Scotia Fall Conference. This provided valuable training sessions, excellent educational workshops and wonderful networking opportunities with municipal colleagues.
- Oct.26<sup>th</sup>- Attending the Joint Council Workshop regarding Solar Garden subscription

options.

- Meetings have been held with the Finance Team to identify their key goals and deliverables as part of the performance management review process for 22/23.
- In reviewing key goals and deliverables, as well as operational responsibilities, staff have communicated feeling pressures in the collective attempt to provide excellent customer service, in addition to completing their primary job functions as we do not have a single, dedicated resource to provide customer service. Being mindful of this feedback, we will focus on exploring options which will balance individuals' functions, allowing them to be successful within their primary roles and ensuring we are providing exceptional service to our residents.

**Next Month Priorities:**

- 22/23 Financial Audit preparation
- 22/23 Financial Information Return
- Circulate 2024/25 Operational Budget for first inputs.
- GIS related to Asset Management training is still pending for staff. Awaiting response from AIM staff.
- Proposed 2024/25 Budget Schedule:
  - **Late November** – 2024/25 Council Priority Setting session
  - **December 12<sup>th</sup>, 2023**-1<sup>st</sup> Draft Capital Budget
  - **January 9<sup>th</sup>, 2024**-1<sup>st</sup> Draft Operating Budget
  - **January 24<sup>th</sup>, 2024**- 2<sup>nd</sup> Draft Operating Budget/Capital budget and information responses/scenarios
  - **Week of January 29<sup>th</sup>, 2024** –Budget Public Information Session (BPIS)
  - **February 13<sup>th</sup>, 2024**- Responses to budget information requests and BPIS feedback
  - **February 27<sup>th</sup>, 2024** -Final Draft Operating and Capital Budget to COTW
  - **March 12<sup>th</sup>, 2024**- Approval of 2024/25 Operating & Capital budgets

# Committee of the Whole Monthly Report



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**Department:** CAO  
**Date:** October 2023

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## **Key Highlights**

- Continue to work with AREA staff on documenting current BEC operations for the optimization study and attend regular biweekly meetings.
- Attended an AREA meeting to discuss solar subscription options, interim power purchase agreement for solar garden, and Home Program update.
- Prepare for solar subscription joint council workshop on October 26.
- Attended witness preparation for BEC UARB hearings.
- Participated in interviews with recruitment firms for Joint Utility Director. KBRS has been selected and there is a kick-off meeting scheduled for October 23.
- Communications has fully integrated the process for internal and external requests and continues to work on general updates of website, social media, electronic sign for Town related communications and community organizations.
- Work on a communications plan and social media strategy continues, including a community survey for communications.
- The fall edition of the In-Cider went out on October 13.
- Communications attended a Valley REN session on AI.
- Staff attended AMANS pre-conference workshops on Plain Language Communications, Microsoft 365, Preparation for the 2024 Municipal Election, and Enhancing Policies and Bylaws. The CAO attended the full conference.
- Preparation for the Community Solar Garden opening is underway. The proposed date is November 27 and will include speeches and sign unveiling and bus tour of the solar garden.
- The UARB released its decision to deny the appeal on Council's decision to approve a development agreement regarding lands located at 245 Commercial Street, Berwick, Nova Scotia (PID 55238844).
- The public hearing for Kent Field Estates is scheduled for November 6 at 6:30 pm.
- Met with representative from the Clean Foundation to learn more about their Community Climate Capacity grant program.

**Next Month Priorities:**

- Attend NSFAM Conference from Nov. 7 to 10.
- Prepare for priority setting session with Council in late November.
- Engage engineering firm to complete stormwater designs for next year projects and begin work on wastewater treatment plant upgrade designs.
- Schedule asset management GIS training for staff and finalize transfer of data to KMCC and fire department/commission.
- Complete mid-year performance reviews for direct reports.
- Recruit for Director of Public Works.

# 4.1 IMSA Deliverables

IMSA Pilot Project Deliverables

Agenda #.4.1

## PROJECT STATUS REPORT

### PROJECT SUMMARY

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REPORT DATE	PROJECT NAME	PREPARED BY
October 18, 2023	IMSA Project	Dwight Whynot/Sonny MacDougall

### STATUS SUMMARY

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## PROJECT OVERVIEW

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TASK	MNP	DWIGHT WHYNOT	STATUS
<p>Transit Studies and Project Management - KTA</p>	<p>Not Yet Started</p>	<p>Phase 1 ICIP</p>	<p>Approved and RFP issued May 8, 2023                      RFP closed on June 9, 2023 and 3 vendors responded.                      Responses are being reviewed. Multiple questions have been sent to the respondents and answers received.                      Bring to July 19 BOD meeting for approval.                      Plan is for final report from the selected consulting group before end of 4th quarter.                      WSP was selected to perform the Phase 1 study. Work has commenced and route review and schedules are being completed first. Public meetings outreach is scheduled for the first of October.                      WSP just completed a series of public meetings, interviews with drivers and collecting responses from an on-line survey. Work continues on route planning and schedule proposals.</p>

			Phase 2 ICIP	<p>Application currently in approval process with INFC.</p> <p>Completed Climate Resilience Study for INFC.</p> <p>Approved and waiting for government announcement.</p> <p>Had government announcement on September 22nd at the KTA offices. Both Federal and Provincials representatives were in attendance.</p>
			Rural Transit - Shelters	Federal and Provincial Funding secured. Waiting on Phase 1 report for implementation
Long Term Service Contracts - VW		Not Yet Started	Compost Contract	<p>Contract extension approved by the Board.</p> <p>In place for 6 year term.</p>
			Recycling Processing Contract	<p>5 years remaining and EPR in place.</p> <p>EPR regulations have been announced, waiting on additional details to determine path forward regarding collection and processing of recyclables.</p>
			Collection Contract	<p>Management preparing RFD Board to prepare new RFP.</p> <p>To be discussed in 3rd Quarter 2023.</p> <p>Had initial meeting with EFR regarding contract extension and impacts of EPR.</p>

			Landfill Contract	<p>Liaison Committee to meet M 31 - meeting cancelled.</p> <p>Attempting to re-schedule this meeting as soon as possible</p> <p>Meeting took place on August 28 in Chester. Good discussion and many take aways for the parties to work on prior to the next meeting.</p> <p>Follow up meeting was held in Chester on September 28, which included CAO Beaudin and CAO Conrod. Good meeting and additional take aways for staff to work on.</p>
Collaboration with General Managers and Reporting Aspects to the Interim IMSA Board	N/A		Reporting Template	<p>Continuing the development of the reporting tools.</p> <p>New financial statement presentation.</p> <p>Refining the GM reports to the Board to cover critical information.</p>
Drafting of the new IMSA's	Not Yet Started		New IMSA	<p>Researching options in the province that may provide framework for our group.</p> <p>Contacted Pictou County and Joint Services in Lunenburg to discuss current structure.</p>
Provide ongoing Communication with Municipal Parties, Service Partners and Staff	Develop a financial reporting template.		Develop a reporting template	Developing this document as a tool
			Ongoing communications	<p>Need to increase discussions with parties – plan additional individual meetings.</p> <p>Phase 1 Study at KTA requires multiple citizen meetings and discussions with municipal services and councils.</p>

<p><b>Mentorship of KTA General Manager</b></p>	<p>Supporting role – currently no GM to mentor</p>	<p>Provide mentorship in finance, budget, HR, team building and strategic planning</p>	<p>Began the process, however left the organization and the position remains vacant. Once organizational structure is determined, this task will continue. Mentoring other staff at KTA to develop a strong leadership team to assist in moving the organization forward. New operational staff at KTA are learning and providing a new and positive approach to operating the business.</p>
<p><b>Analysis of Service Partner Options</b></p>	<p>Not Yet Started</p>	<p>Analysis of the financial and service impacts of ownership versus purchase services</p>	<p>Initial review and discussion of Valley Waste, cost model will be in final recommendations. KTA recommendations will be part of the Phase 1 study over the next 6 months</p>
<p><b>Governance and Organizational Structure</b></p>	<p>Preliminary review started</p>	<p>Prepare a report in January 2024 for all options available regarding structure and services provided</p>	<p>Initial review of options. EPR and Phase 1 study will be key milestones in the organizational structures recommended. Due to timing final report may be delayed. New Director of Corporate Services to aid in building new structure.</p>
<p><b>Preparation of Strategic Plans</b></p>	<p>Not Yet Started</p>	<p>Strategic Plan for KTA and VW</p>	<p>Initial SWOT analysis has started. Again, EPR and Phase 1 will dictate the evolution of both organizations. This will be an early 2024 task</p>

<p>Development of Capital Investment Plans</p>	<p>Reviewed capital plans for 2023/24. Further development will be provided</p>	<p>Capital Investment Plans and necessary requirements</p>	<p>Will be further developed for KTA as the Phase 1 study is completed and we understand the new asset requirement for the system. Valley Waste is developing a year vision for Capital assets and the investment plan will continue to evolve.</p>
<p>Cost Accounting of Valley Waste and Diversion Streams</p>	<p>The model has been developed and the data is being populated in the model. Additional data is being collected to provide the necessary details that are required of the model.</p>	<p>Compile Data</p>	<p>Currently working on the model and collecting appropriate data. Have progressed to the third level of data detail for the model. Model is now completed and data collected over the summer will be entered to provide an initial review. Data was supplied to MNP by VW staff and waiting for response from MNP.</p>
<p>Analysis of Net Municipal Cost Sharing Formulas</p>	<p>Not Yet Started Worked on over the next six months</p>	<p>Part of Governance and Organizational Report</p>	<p>Not Yet Started Worked on over the next six months</p>
<p>Preparation of Period Ending Working Papers, Continuity Schedules and Preparation of Financial Statements</p>	<p>The first Year-end cycle has begun and MNP staff are completing and training VW and KTA staff to prepare and complete the audit process. Audit is near completion.</p>	<p>Coordinate staff and workflows</p>	<p>Assisting MNP as needed</p>
<p>Development/Refresh of Budgeting, Period-Ending Variance and Year-End Financial Statement Reporting Templates</p>	<p>The monthly reporting templates have been implemented. Year-end reporting will be further refined during the current audit cycle. Substantial work was completed during the re-statement of the 2022/23 year-end.</p>	<p>N/A</p>	<p>Started development of working papers. New Director of Corporate Services will be integral in building and populating the 2024/25 budget for VW and KTA.</p>

Development of Five-Year Business Plan		High level planning, many of the other items need to be clarified first.	Develop five-year plans to define strategic priorities, capital, rates, charges, reserves and long-term debt	High level planning, many of other items need to be clarified first. Early 2024 start date for this development.
Financial Policies		Develop and draft policy statements related to financial operations for both Valley Waste and KTA has begun. Some individual policies will be coming to the Board for approval. An RFD presented at the May Board meeting further explains the process going forward	MNP have started the review of the current VW financial policies.	Assisting as necessary.
Mentor Finance Personnel		<p>New reporting templates have been developed and will be further refined as feedback is received. Guidance on policy and workflow is being provided.</p> <p>Recruitment and mentoring of Director of Finance role.</p> <p>The 2022/23 year-end audit has been completed for both VW and KTA. Audited statements will be presented to the BOD on September 20th for approval. Audit Committee had a meeting on September 5 to review.</p>	<p>Transactional function guidance and support. Completed year-end work and assisted in completing audited statements and accompanying work.</p>	<p>Continue to work with the current staff and MNP to make improvements in the day-to-day accounting and finance functions.</p> <p>Recruitment and mentoring of Director of Finance role.</p> <p>Short list of three candidates. Interviews being scheduled.</p> <p>Re-started the process to attract the best candidate for the role and its many functions.</p> <p>Short listed two candidates and were unsuccessful in attracting the preferred candidate.</p> <p>Back to the market currently looking for the best match.</p> <p>Interviewed two new candidates and selected one as our preferred candidate. Were successful in recruiting the preferred candidate and the candidate started in the new role on October 3, 2023.</p>

# 5.1 VW General Managers report

Valley Region Solid Waste-Resource Management Authority  
Report to the Interim Intermunicipal Services Agreement Board of Directors

Agenda Item No. \_\_\_\_\_

**Subject:** Valley Waste-Resource Management – General Managers Report

**From:** Andrew Wort

**Date:** October 10, 2023

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## **Extended Producer Responsibility (EPR)**

Andrew Garrett will provide an update at the meeting to explain the EPR PPP process and a recommendation to participated. VWRM Authority, through the ISMA, delivers Solid Waste Management services on behalf of the member. VWRM has responsibility to register and implement EPR-PPP on behalf of its membership. The process will require staff to provide detailed information for curbside collection and recycling. EPR – PPP will commence on December 1<sup>st</sup> 2025. At that point if VWRM opts to participate, we will no longer have responsibility for residential recycling.

VWRM can also represent Annapolis County, however this would require Annapolis to pass a motion to designate VWRM as their EPR representative.

## **Mobius Awards**

Divert Nova Scotia holds an annual awards banquet. This year's event is November 1<sup>st</sup> in Halifax. VWRM nominated a winner this year and staff will attend. If any board member wishes to attend, please advise us.

## **Reuse Center**

The Reuse Center closed during Covid and was reopened in April with a new staff person in charge. The popularity of the center has grown significantly with sales exceeding expectations. Prior to Covid the Reuse center averaged about 1000\$ per week and its largest day was 1800.00\$.

The education team has developed a Facebook page that now has 1000 followers, which is significant. The Center has also garnered national recognition and our education team is presenting virtually to a Manitoba waste diversion conference.

Link to Facebook page is ... [Facebook](#)

## Capital Projects / Request for Proposals (RFP), etc.

1. Hydro Geology RFP for site monitoring closed and there were three respondents. The total price to install the wells was significantly higher than the budgeted amount. VWRM staff are reviewing the current capital budget to determine how to cover the additional budget requirement.
2. **Banking POS Services RFP** under development –The RFP is for both banking and Point of Sale (POS) services, however the option to split these into two different awards is written into the RFP. POS is a significant cost item and there is potential merit in entering into a separate agreement for this service.
3. **Engineering Services** – an Expression of interest to provide engineering services was released and closes on October 26<sup>th</sup>, 2023.

Respectfully submitted,  
Andrew Wort  
General Manager  
Valley Waste Management Authority



Quarterly Financial Report

For period ended September 30, 2023

**Valley Region Solid Waste-Resource Management Authority**  
**Statement of Revenue and Expenditures**  
**For the three months ending September 30, 2023**



	Current Quarter	Actual Previous Quarter	YTD	Budget YTD	Budget Variance
<b>Revenues</b>					
West Management Centre	144,131.50	100,958.50	245,090.00	318,243.00	-73,153.00
East Management Centre	974,542.55	712,595.45	1,687,138.00	1,420,066.00	267,072.00
Service agreements and Diversion Credits	650,858.71	209,398.29	860,257.00	843,942.00	16,315.00
RRFB Approved Programs	50,300.00	0.00	50,300.00	52,500.00	-2,200.00
Communications and Enforcement	31,072.80	50,677.20	81,750.00	63,576.00	18,174.00
Wind Turbine	0.00	6,235.00	6,235.00	22,500.00	22,500.00
<b>Total Program Revenues</b>	<b>1,850,905.56</b>	<b>1,079,864.44</b>	<b>2,930,770.00</b>	<b>2,720,827.00</b>	<b>248,708.00</b>
Municipal Parties Contributions <sup>1</sup>	1,655,396.12	1,986,475.88	3,641,872.00	3,641,872.00	0.00
Municipal Parties Contribution-Reserve Fund <sup>2</sup>	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues, Contributions &amp; Transfers</b>	<b>3,506,301.68</b>	<b>3,066,340.32</b>	<b>6,572,642.00</b>	<b>6,362,699.00</b>	<b>248,708.00</b>
<b>Expenses</b>					
Residential Collection	833,470.39	582,947.61	1,416,418.00	1,437,172.00	-20,754.00
Residual Transportation and Disposal	725,820.91	486,360.09	1,212,181.00	1,193,460.00	18,721.00
Organics Processing and Transportation	298,297.00	240,000.00	538,297.00	552,500.00	-14,203.00
Recyclable Processing and Transportation	262,632.61	115,159.39	377,792.00	409,131.00	-31,339.00
Construction & Demolition Debris Processing	1,752.00	0.00	1,752.00	74,462.00	-72,710.00
East Management Centre Operations	298,244.95	360,002.05	658,247.00	666,496.00	-8,249.00
West Management Centre Operations	152,539.43	194,766.57	347,306.00	375,219.00	-27,913.00
Household Hazardous Waste	39,233.34	67,195.66	106,429.00	83,146.00	23,283.00
Communications and Enforcement	137,712.26	126,046.74	263,759.00	287,559.00	-23,800.00
Wind Turbine	3,265.11	7,435.89	10,701.00	11,100.00	-399.00
General Administration	227,128.81	198,012.19	425,141.00	424,316.00	825.00
Financial Services	43,461.24	6,351.76	49,813.00	103,823.00	-54,010.00
Information Technology	1,763.59	14,389.41	16,153.00	28,113.00	-11,960.00
Transfer to Capital Reserve Fund(s) <sup>2</sup>	476,469.84	14,031.16	490,501.00	275,000.00	215,501.00
<b>Total Expenses</b>	<b>3,501,791.48</b>	<b>2,412,698.52</b>	<b>5,914,490.00</b>	<b>5,921,497.00</b>	<b>-7,007.00</b>
<b>Net Surplus (Deficit)</b>	<b>4,510.20</b>	<b>653,641.80</b>	<b>658,152.00</b>	<b>441,202.00</b>	<b>255,715.00</b>

Valley Region Solid Waste-Resource Management Authority  
Statement of Reserve Funds



	Capital	Equipment
Opening Balance	2,299,879.00	90,504.00
Contributions from operations		
Contributions from asset sales		
Interest earned	-14,031.16	
Purchase of assets		
<b>Ending balance</b>	<b>2,285,847.84</b>	<b>90,504.00</b>
Consists of		
Bank balance		93,059.00
GIC investment	2,270,071.00	
Due from (to) operations	15,776.84	-2,555.00
	<b>2,285,847.84</b>	<b>90,504.00</b>

Valley Region Solid Waste-Resource Management Authority  
 Statement of Municipal Billings



	Opening Receivable	Quarterly invoice	Special invoice	Interest	Receipts	Ending Receivable
Kings	-43.04	1,215,118.00		0.00	-1,215,074.96	0.00
Kentville	632.95	170,967.00		0.00	-171,599.52	0.43
Wolfville	0.00	163,089.00		0.00	-163,089.00	0.00
Berwick	71.55	50,953.00		0.00	-51,024.55	0.00
Middleton	49,463.26	33,638.00		0.00	-83,101.00	0.26
Annapolis Royal	0.00	21,632.00		0.00	-21,632.00	0.00
<b>Totals</b>	<b>50,124.72</b>	<b>1,655,397.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,705,521.03</b>	<b>0.69</b>



Kings Transit Authority

# General Manager's Report

As presented at the October 18, 2023 Board Meeting

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Agenda 7.1

## [Garage and Fuel Prices](#)

### [Buses](#)

The bus availability continues to be an issue given the age and mileage of the units.

All buses are operational other than routine maintenance and delays in repair parts.

Bus drivers are still difficult to hire and retain. We continue to advertise and recruit in all areas.

We have been successful in hiring three part time drivers and one full time driver.

### [Fuel](#)

Our per unit cost for Diesel this week is \$1.55 per litre. With a total YTD fuel consumption of \$259,418 for 2023-24 , we are \$121,008 under in the fuel budget. This is only the first quarter of the current year and fuel prices continue to be forecasted at higher prices for the year. Carbon tax impacts have now been reflected in our pricing.

## [Ridership and Revenue](#)

### [Ridership](#)

Ridership numbers for YTD 2023 have seen a 41% increase across the entirety of the KTA system compared to 2022.

### [Revenue](#)

Total fare revenue YTD 2023 was \$403,638 versus a budget YTD of \$397,237.5 Ridership numbers are reflected in the increased fare revenue that we are experiencing.

## [ICIP Project Update](#)

The ICIP Phase 1 Study is well underway. We have held public meetings, performed on-board ridership reviews, the on-line survey is active, meetings with drivers are completed, GIS overlays of routes and demographics has been completed.

## [Human Resources](#)

Kings Transit and Valley Waste has successfully recruited a Director of Finance and Corporate Services. Dan L'Abbe joined the organization on October 3, 2023 in this new role.

## [Monthly Activities](#)

Those following is the list of actions and activities from the previous meeting up until the current one:

1. The Phase 1 ICIP study is on-going requiring daily monitoring.
  2. The Phase 2 ICIP approval has been received and the public announcement happened on September 22, 2023.
  3. Working with new Director of Finance.
  4. Day to day operations of the business
-



Quarterly Financial Report

For Six months Ended Sep 30, 2023



## Statement of Revenue and Expenditures

### Total Operations

Six months ended September 30, 2023

	Current Period	Prior Period YTD	Actual YTD	Budget YTD	YTD Variance	
<b>Revenue</b>						
Fares	205,366	198,272	403,638	397,259	6,379	
Mechanic Labour	10,260	3,038	13,298	65,000	(51,703)	
Advertising income	-	2,200	2,200	7,500	(5,300)	
Operating grants PNS	-	-	-	11,000	(11,000)	
Operating grants			-			
Kings County	60%	271,574	216,129	487,703	487,703	-
Kentville	20%	98,861	63,707	162,568	162,568	-
Wolfville	15%	74,145	47,780	121,925	121,926	(1)
Berwick	5%	24,715	15,927	40,642	40,642	-
Annapolis		176,929	151,073	328,002	328,002	(0)
Digby		102,214	67,953	170,167	170,167	0
Interest Revenue	-	-	-	150	(150)	
Miscellaneous	-	-	-	-	-	
<b>Gross Revenue</b>	964,064	766,078	1,730,142	1,791,917	(61,775)	
<b>Expenses</b>						
Salaries - administration	135,095	72,619	207,714	136,300	71,414	
Salaries - operations	351,477	407,530	759,008	853,740	(94,732)	
Fuel	148,705	108,884	257,589	380,400	(122,811)	
Insurance	47,120	43,665	90,785	90,000	785	
Repairs and maintenance	80,950	17,021	97,971	162,500	(64,529)	
Other expenses	68,286	93,974	162,260	168,975	(6,715)	
<b>Total expenses</b>	831,632	743,694	1,575,327	1,791,915	- 216,588	
<b>Net surplus (deficit)</b>	\$ 132,432	\$ 22,384	\$ 154,815	\$ 2	\$ 154,813	



## Statement of Revenue and Expenditures

### Core

**Six months ended September 30, 2023**

	Current Period	Prior Period	Actual YTD	Budget YTD	Budget Variance	
<b>Revenue</b>						
Fares	148,365	142,533	290,898	282,251	8,647	
Mechanic Labour	10,260	3,038	13,298	65,000	(51,703)	
Advertising income	-	2,200	2,200	5,000	(2,800)	
Operating grants PNS	-	-	-	11,000	(11,000)	
Operating grants			-			
Kings County	60%	271,574	216,129	487,703	487,703	-
Kentville	20%	98,861	63,707	162,568	162,568	-
Wolfville	15%	74,145	47,780	121,925	121,926	(1)
Berwick	5%	24,715	15,927	40,642	40,642	-
Interest Revenue	-	-	-	150	(150)	
Miscellaneous	-	-	-	-	-	
Management fee			-		-	
Annapolis		41,648	41,512	83,160	83,297	(137)
Digby		14,867	16,251	31,118	29,735	1,383
<b>Gross Revenue</b>	684,436	549,076	1,233,512	1,289,272	(55,760)	
<b>Expenses</b>						
Salaries - administration	135,095	72,619	207,714	136,300	71,414	
Salaries - operations	243,128	298,637	541,765	660,220	(118,455)	
Fuel	80,257	58,762	139,019	220,500	(81,481)	
Insurance	29,215	28,272	57,487	50,000	7,487	
Repairs and maintenance	40,249	12,522	52,770	87,500	(34,730)	
Other expenses	64,733	74,031	138,764	134,750	4,014	
<b>Total expenses</b>	592,675	544,844	1,137,519	1,289,270	(151,751)	
<b>Net surplus</b>	\$ 91,760	\$ 4,232	\$ 95,993	\$ 2	\$ 95,991	



## Statement of Revenue and Expenditures

### Annapolis

#### Six months ended September 30, 2023

	Current Period	Prior Period	Actual YTD	Budget YTD	Budget Variance
<b>Revenue</b>					
Fares	37,408	36,568	73,976	78,135	(4,159)
Advertising income	-	-	-	2,000	(2,000)
Operating grants PNS	-	-	-	-	-
Operating grant Annapolis	176,929	151,073	328,002	328,002	(0)
Miscellaneous	-	-	-	-	-
<b>Gross Revenue</b>	214,337	187,640	401,977	408,137	(6,160)
<b>Expenses</b>					
Management fee	41,648	41,512	83,160	83,297	(137)
Salaries - operations	67,321	73,767	141,088	127,440	13,648
Fuel	43,468	30,468	73,936	107,400	(33,464)
Insurance	15,078	6,911	21,989	22,500	(511)
Repairs and maintenance	27,730	3,663	31,393	50,000	(18,607)
Other expenses	319	10,834	11,153	17,500	(6,347)
<b>Total expenses</b>	195,564	167,155	362,719	408,137	(45,418)
<b>Net surplus</b>	\$ 18,773	\$ 20,485	\$ 39,258	\$ -	\$ 39,258



## Statement of Revenue and Expenditures

### Digby

Six months ended September 30, 2023

	Current Period	Prior Period	Actual YTD	Budget YTD	Budget Variance
<b>Revenue</b>					
Fares	19,592	19,171	38,764	36,873	1,891
Mechanic Labour	-	-	-	-	-
Advertising income	-	-	-	500	(500)
Operating grants PNS	-	-	-	-	-
Operating grant Digby	102,214	67,953	170,167	170,167	0
Interest Revenue	-	-	-	-	-
Miscellaneous	-	-	-	-	-
<b>Gross Revenue</b>	<b>121,807</b>	<b>87,124</b>	<b>208,931</b>	<b>207,540</b>	<b>1,391</b>
<b>Expenses</b>					
Management fee	14,867	16,251	31,118	29,735	1,383
Salaries - operations	41,029	35,126	76,155	66,080	10,075
Fuel	24,979	19,654	44,634	52,500	(7,866)
Insurance	2,827	8,482	11,309	17,500	(6,191)
Repairs and maintenance	12,971	836	13,808	25,000	(11,192)
Other expenses	3,234	9,109	12,343	16,725	(4,382)
<b>Total expenses</b>	<b>99,909</b>	<b>89,458</b>	<b>189,367</b>	<b>207,540</b>	<b>18,173</b>
<b>Net surplus (deficit)</b>	<b>\$ 21,898</b>	<b>\$ (2,334)</b>	<b>\$ 19,564</b>	<b>\$ -</b>	<b>\$ 19,564</b>



**Ridership Data**  
**Six months ended September 30, 2023**

	Core	Annapolis	Digby	Total
Riders previous year	68,596	38,950	16,078	123,624
Riders current six months	84,915	42,929	22,355	150,199
Total operating Costs	1,137,519	362,719	189,367	1,689,605
Cost per Rider	\$ 13.40	\$ 8.45	\$ 8.47	\$ 11.25
Revenue offsets	420,674	73,976	38,764	533,413
Net Costs	716,845	288,743	150,603	1,156,192
Net Cost per Rider to Municipal Units	\$ 8.44	\$ 6.73	\$ 6.74	\$ 7.70

COTW, Oct.24, 2023.

Kings Point to Point Transit.

Board Meeting, Sept. 20, 2023.

The meeting was called to order at 5:07 pm.

Territorial Acknowledgement.

Assistant hired to answer phones and assist with data gathering for Community Recovery Grant.

Discussion of frequency of financial reports, leading to frequency of Board meetings.

Councilors will check with their municipalities to see if there are any issues with reducing the number of meetings. To be decided next meeting.

Kathleen distributed stats for August and an updated CTAP report, accepted by the Board.

Office staff, three out on medical, one short term. Hired one three days a week.

Looking into 365 Microsoft to manage email account in house.

Minor flooding due to overwhelmed Kentville water system, toilet seal was replaced.

Chris met with Evangeline Club and Kings County Senior Safety Society, info passed onto office.

Policy updates:

Drug policy replaced by Fit For Work and expanded to include other items that may interfere with ability to work.

HR appointments made by Manager not by the Board.

Overtime is paid as earned, not banked.

Holidays occurring on weekends that result in a "holiday Monday" and are not Federally regulated, will become floating holidays for those who are required to work.

Bereavement policy expanded to include significant loved ones regardless of family relationship.

Return to work & Accommodation's section has been added.

Employee Discipline changed to Employee Performance reducing discipline with the addition of restorative options and employee self-correction.

Next meeting:

Oct. 18, 2023 at 5:00pm.

20 Aberdeen St., Kentville.

Respectfully submitted by  
Councilor Goddard.

**From:** Dan Stovel, Kings REMO REMC

**Date:** Tuesday, October 24, 2023

**Subject:** Kings REMO Regional EM Advisory Committee Meeting, Monday, October 16, 2023

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The Kings REMO Regional Emergency Management Advisory Committee met on Monday, October 16, 2023 (Meeting for information purposes only as there was not a quorum for putting forward Motions)

Key issues of discussion included:

- **Presentation: Department of Agriculture (Ross MacNeil, Senior Agriculture Representative)**
  - The NSDA Regional Office is located in Kentville
  - During Events, NSDA:
    - Provides coordinated updates to NSDA on impacts to agricultural operations.
    - Coordinates with Provincial EMO.
    - Provides subject matter expertise depending on the event – example Chief Veterinary Officer, Farm Animal Welfare Veterinarian
  - Industry Initiatives:
    - NSFA is establishing an Emergency Management Advisory Committee with industry (staff) – will be posting a position for an Emergency Management Coordinator
    - Commodity Associations are being encouraged to develop Emergency Management Plans
    - NSFA Supported producers who took the Large Animal Rescue Training from DNRR
  - NSDA conducts operational maintenance and surveillance on dykeland infrastructure
  - NSDA monitors major events in advance and will coordinate with local EMOs
  
- **Public Health Update:**
  - **COVID-19 Update**
    - **WHO, Dr Tedros, Director General, 2023-05-05**
      - The recent declining trend in the number of new cases reported globally should be interpreted with caution due to decreased testing, sequencing and reporting, alongside reporting delays in many countries.
      - Globally, 96 countries are reporting COVID-19 cases and 37 are reporting COVID-19 deaths. Note that this statistic does not reflect the actual number of countries where cases or deaths are occurring
  
    - **Health Canada, 2023-09-12**
      - In Canada, most COVID-19 activity indicators continue to increase.
      - COVID-19 Activity Levels were moderate in the majority of reporting provinces and territories, with most observing stable or increasing trends.
      - National percent positivity has been increasing since early July.
      - Overall outbreak incidence has increased since late July.
  
  - **NS COVID-19: Reporting Period September 2023**
    - 440 PCR positive cases of COVID-19
    - 28 hospitalizations, and
    - 2 deaths

2023-10-03, Free Vaccines available to protect against COVID

- Nova Scotia will also be offering updated COVID-19 vaccine to people aged six months and older and regular-dose influenza vaccine for those six months to 64 years old. These vaccines are free, safe and protect against the latest strains of both illnesses.
- They will be available later this month.
- It is safe and convenient to receive both the influenza and COVID-19 vaccines at the same time, and it is recommended that Nova Scotians book them at the same appointment if their provider is offering this option.
- Vaccines will be available following this approximate schedule:
  - Moderna's updated COVID-19 vaccine – the week of October 16
  - Pfizer's updated COVID-19 vaccine – late October/early November
- People who have already completed the primary series of COVID-19 vaccine can receive a dose of the updated COVID-19 vaccine if it has been at least six months since their last COVID-19 vaccine or known COVID-19 infection

2023-10-06 COVID-19 Vaccine Available across Nova Scotia

- It is one of the new, monovalent vaccines, which provide the best protection against the latest strain of the virus.
- People aged six months and older who have already completed the primary series of COVID-19 vaccine can receive a dose of the updated Moderna vaccine if it has been at least six months since their last COVID-19 vaccination or known COVID-19 infection.
- Nova Scotians are encouraged to get the COVID-19 vaccine and the influenza vaccine at the same time. People aged 65 years and older can now receive the high-dose influenza vaccine for free, and appointments are currently available.
- Appointments for COVID-19 and influenza vaccines in pharmacies and outreach clinics will be posted online as they become available at:  
<https://novascotia.flow.canimmunize.ca/en/covid-flu-booking>
- Pfizer's updated; monovalent COVID-19 vaccine is expected to arrive in late October/early November.

• **Alert Ready**

- Enhanced ability to raise public awareness of emergencies / serious events
- An ability to transmit public alerts via existing media structures (tv, radio, cell phones, RSS feeds, The Weather Network)
- Facilitate coordinated communication to the public by emergency management stakeholders
- NSEMO is the "Authorized Government Agency" for this system and currently utilizes Shubie Radio (PSFC) to send Alerts
- RCMP and HRM Police agencies issue their own alerts
- Requirements to receive an Alert Ready Message
  - Compatible LTE device (Long Term Evolution 4G)
  - Latest operating system software version for the compatible device
  - The compatible device must be connected to the LTE network at the time of the alert.
  - Will not receive alert on a 3G network
  - Will not receive alert when connected to Wi-Fi.
- CAOs in Kings County are the authorized Approvers for a Kings County Alert Ready message. As a 'REMO' any CAO can approve the Alert Ready message in Kings County – municipal PIN assigned to each CAO
- Ongoing municipal awareness through the Kings REMO Emergency Preparedness Community Outreach program

• **2023 Wildfire Season: March 15 to October 15**

To-date, there have been reported 220 Wildfires in Nova Scotia with 17 of those being reported in Kings County

The 17-year average for wildfires in Kings County is 21 wildfires/year

- **2023 Hurricane Season**

2023 was updated to be an ‘above-average’ Hurricane Season by NOAA on August 10<sup>th</sup>:

- 14-21 named storms (average 14)
- 6-11 Hurricanes (average 7)
- 2-5 Major Hurricanes (average 3)

To-date, there have been 18 named Tropical Storms, 6 of which have reached Hurricane strength, and 3 of those reached Major Hurricane strength

The Atlantic Hurricane season continues through to end-November

- **Comfort Centres** [www.KingsREMO.ca/comfort.aspx](http://www.KingsREMO.ca/comfort.aspx)

- 26 Comfort Centres (as of 2023-10-16)
- The Lake Paul/Lake George Comfort Centre is unavailable until further notice due to remediation issue for fungus cleanup.
- Pending Additions (Provincial Generator Program Funding):
  - Devour Studios (Wolfville)
  - Salvation Army Church (Kentville)

- **Community Outreach Program**

**2023 Outreach sessions:**

Jan-Oct            25 presentations

2023-10-17	Tideways Apartments (Wolfville)
2023-10-23	Valley Waste Regional Management Staff (2 presentations)
2023-10-24	Town of Berwick Council
2023-10-25	Black Rock Community Centre
2023-10-26	PROBUS New Minas Baptist Church
2023-11-07	Amateur Radio Group
2023-###-##	NS Public Housing Authority Staff (Western Region)

- **Kings REMO Social Media**

Social media offer the opportunity to connect and cooperate with the networked public, take advantage of the capabilities and innovations of virtual volunteers, and to reach people quickly with alerts, warnings and preparedness messages

Kings REMO actively uses Social Media to increase community awareness:

Facebook followers:

6,761    2023-07-17 (+ 1,824)

8,228    2023-10-16 (+ 1,467)

Twitter followers:

858      2023-07-17 (+ 23)

950      2023-10-16 (+ 92)

Instagram followers:

262      2023-06-17 (+ 5)

285      2023-10-16 (+ 23)

- **Vulnerable Persons Registry (VPR) Program**

Kings REMO working to develop a 'Community of Champions' to increase awareness of the VPR Program

**2023-05-18 Email from Greg Barr**, on AMANS Board of Directors, to VPR Coordinator inquiring about presenting/speaking at a future Board Meeting

**2023-05-19 Email from AMANA Executive Director** regarding potential for Kings VPR Program to be briefed to AMANS Meeting – June agenda is already full but will look to future meetings.

**2023-06-20 HRM** announced the adoption of a Voluntary Vulnerable Persons Registry

**2023-07-19 Email from CAO Richmond County** on AMANS List Serve regarding the development of a province-wide registry for the Vulnerable Persons Registry program

**2023-10-03 CBC Cape Breton Morning Show interview:** 'The Path to a Vulnerable Persons Registry'

ACTION: Kings REMO REMAC membership to promote awareness of the Kings VPR Program within their organizations and community

- **Kings REMO Training & Exercises**

Sep 13-14: ICS 200 - Kings

Oct 11-13: Weather Interpretation – West Hants

Nov 8-9: ICS 400 – Kings

Nov 16: BEM Course – Kings

2023-07-20 Hurricane-ECC Activation Workshop

2023-11-01 NS EMO Preparedness Workshop (Kings County)

**Hurricane-ECC Activation Workshop After Action Review**

Participants: 20 (Virtual Workshop)

Municipal Staff: 11

Agency Representatives: 9

What went well:

- Review of CBRM Lessons Learned and their impact to Kings County
- Introduction of Artificial Intelligence as a tool to support Emergency Preparedness & Planning

Areas for Improvement:

- In-person scenario discussions
- Development of Public Messaging

Improvement Plan:

- Action-Oriented Exercises

**Motion to approve the After-Action Review deferred to the January 15, 2024 meeting as there was not a quorum present at the October 16, 2023 meeting**

- **2023-11-01 NSEMO Preparedness Workshop**

Date: Wednesday, November 1

Time: 1:30pm – 4:30pm

Venue: New Minas Firehall Auditorium, 6 Jones Rd., New Minas

Attendees: Municipal Staff, RCMP, CRC, NSHealth, EHS, DPW, DNRR, Salvation Army, ESS, KTA, VSAR

- Conducted to replace NSMO Regional Exercise Program that was disrupted during Hurricane Fiona and the Wildfire Evacuations
- Aim is to disseminate the lessons learned from Fiona and the Wildfire Evacuation events, discuss local preparedness issues and training requirements
- Feedback from session(s) will be gathered and returned to participants by mid-January
- Agenda:
- Meeting introduction (10 minutes)
- Disseminate and discuss the lessons learned from Fiona and the Wildfire Evacuation events (60 minutes)
- Discuss local preparedness issues and training requirements (60 minutes)

**Next Meeting:** Monday, January 15, 2024