

AGENDA

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. PROCLAMATIONS

- 3.1 Right to Know Week – September 23 – 29, 2024
- 3.2 National Day for Truth and Reconciliation – September 30, 2024

4. APPROVAL OF THE MINUTES

- 4.1 Council Meeting Minutes – July 15, 2024
- 4.2 Special Council Meeting Minutes – July 29, 2024
- 4.3 Special Council Meeting Minutes – August 6, 2024

5. ANYTHING BY CITIZENS

Procedure: A thirty-minute period will be provided for members of the public to address Council regarding questions, concerns and/or ideas. Each person will have a maximum of two minutes to address Council with a second two-minute period provided there is time remaining within the thirty-minute "Anything by Citizens" period.

6. NEW BUSINESS

- 6.1 RFD 045-2024 Appointment List Update – CAO
- 6.2 2024-2025 Capital Project Update – Director of Finance

7. REPORTS

- 7.1 Management Report – CAO
- 7.2 Middleton Fire Department Dispatch Report for July – CAO
- 7.3 Middleton Fire Department Dispatch Report for July – CAO
- 7.4 Planning Advisory Committee Jul 24/24 DRAFT Minutes – Mayor Atkinson
- 7.5 IMSA Board Jul 17/24 DRAFT Minutes – Mayor Atkinson
- 7.6 Mayor's Report

8. CORRESPONDENCE

- 8.1 CCBF Letter to Mayors and Wardens – Correspondence from Minister Lohr
- 8.2 NSEMO – Correspondence from Minister Lohr
- 8.3 DOJ Policing Service Recipient Update

9. ANYTHING BY MEMBERS

10. IN-CAMERA

- 10.1 Personnel

11. ADJOURNMENT



Proclamation

RIGHT TO KNOW WEEK **September 23 - 29, 2024**

- WHEREAS** the **Town of Middleton** has adopted the principles of openness, transparency and accountability; and
- WHEREAS** sections 462 through 502 of the *Municipal Government Act* gives citizens a right of access to information in the custody or under the control of the **Town of Middleton**; and
- WHEREAS** access to information ensures citizens of Nova Scotia have the opportunity for meaningful participation in the democratic process; and
- WHEREAS** a celebration of the right of citizens to access information will facilitate informed public participation in policy formulation, ensure fairness in government decision-making and permit the airing and reconciliation of divergent views; and
- WHEREAS** the **Town of Middleton** joins all other Canadian jurisdictions and democracies world-wide in acknowledging international Right to Know Week.

THEREFORE, be it resolved that I, **Sylvester Atkinson, Mayor of the Town of Middleton**, do hereby proclaim September 23 to September 29, 2024, to be Right to Know Week in the **Town of Middleton**.

Dated at Middleton, Nova Scotia
this 16th day of September 2024.

Sylvester Atkinson, Mayor



Proclamation

National Day for Truth & Reconciliation September 30th, 2024

WHEREAS the Truth and Reconciliation Commission released its final report on June 2, 2015, which included 94 Calls to Action to redress the legacy of residential schools and advance the process of Canadian reconciliation; and

WHEREAS the recent discoveries of remains and unmarked graves across Canada have led to increased calls for all levels of government to address the recommendations in the TRC's Calls to Action; and

WHEREAS all Canadians and all orders of government have a role to play in reconciliation; and

WHEREAS recommendation #80 of the Truth and Reconciliation Commission called upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process; and

WHEREAS the Federal Government announced September 30th, 2021, as the first National Day for Truth and Reconciliation (National Orange Shirt Day) and a statutory holiday.

THEREFORE, be it resolved that I, **Sylvester Atkinson, Mayor of the Town of Middleton**, do hereby proclaim September 30, 2024, to be National Day for Truth and Reconciliation in the **Town of Middleton**.

Dated at Middleton, Nova Scotia
this 16th day of September 2024.

Sylvester Atkinson, Mayor

REQUEST FOR DECISION
Appointment List
RFD#: 045-2024



To: Town Council
From: Ashley Crocker, CAO
Date: September 16, 2024
Subject: Appointment List Update

Guiding Principles for Decision-Making

Accountability Transportation Diversity Sustainability Engaged Informed

References/Attachments

- Updated Appointment list

Legislation

- *Municipal Government Act*

Recommendation

That Council, on recommendation from the CAO, remove Benjamin Croll as a Development Officer.

That Council, on recommendation from the CAO appoint Brigitte Stennett as Town Treasurer.

That Council, on recommendation from the CAO and Chair of the Planning Advisory Committee appoint Hilary Campbell as a member of the Planning Advisory Committee.

That Council, on recommendation from the CAO, remove Meg Carroll as an Animal Control Officer.

That Council approve the 2024-25 Appointment List, as presented.

Background

Hilary Campbell applied for the vacant position on the Planning Advisory Committee. Benjamin Croll no longer works for Brighter Community Planning and Consulting, and Meg Carroll no longer works for the County of Annapolis. Brigitte Stennett is the Town's new Director of Finance.

REQUEST FOR DECISION
Appointment List
RFD#: 045-2024



Financial Implications

N/A

Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
X	Community	
X	Governance	
	Council Strategic Initiative	

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: 16 September 2024

TOWN OF MIDDLETON
APPOINTMENT LIST
(Approved by Council July 15, 2024)

COUNCIL

MAYOR SYLVESTER ATKINSON, DEPUTY MAYOR GAIL SMITH

COUNCILLORS

JOHN BARTLETT, MICHAEL FAIRN,
BERNADETTE KNAPP, CHAD LEBLANC, GARY MARSHALL

COMMITTEE OF THE WHOLE

MAYOR ATKINSON, DEPUTY MAYOR GAIL SMITH,
COUNCILLORS JOHN BARTLETT, MICHAEL FAIRN,
BERNADETTE KNAPP, CHAD LEBLANC, GARY MARSHALL

ACCESSIBILITY ADVISORY COMMITTEE

COUNCILLOR MICHAEL FAIRN, **VACANT**, ELIZABETH
MASON-SQUIRES, DIANNE MCDONALD, JOHN SMITH,
KATRINA KELLOGH, **VACANT**, KRIS STOJIC, JODI GOUDEY

AR ENVIRONMENTAL SUSTAINABILITY COMMITTEE

COUNCILLOR JOHN BARTLETT

ASSET MANAGEMENT WORKING GROUP

Town Council: DEPUTY MAYOR GAIL SMITH
Staff: CAO ASHLEY CROCKER, **DOF BRIGITTE STENNETT**
DPW ADAM VERRAN

AUDIT COMMITTEE

Citizens: **VACANT**, SANDRA FOURNIER
Town Council: MAYOR SYLVESTER ATKINSON, DEPUTY MAYOR
GAIL SMITH, COUNCILLORS MICHAEL FAIRN, BERNADETTE
KNAPP, CHAD LEBLANC

BUSINESS PARK EXPANSION WORKING GROUP

Town Council: MAYOR ATKINSON, COUNCILLOR JOHN BARTLETT
Staff: CAO ASHLEY CROCKER, **BRIGITTEE STENNETT**

COMMUNITY CENTRE & FIRE HALL COMM

Fire Department: MIKE TOOLE, JODY SPIDLE, SCOTT VEINOT
Town Council: MAYOR SYLVESTER ATKINSON, COUNCILLORS
BERNADETTE KNAPP, GARY MARSHALL
Town Planner: CHRIS MILLIER
Staff: CAO ASHLEY CROCKER, DPW ADAM VERRAN

DANGEROUS & UNSIGHTLY PREMISES ADMINISTRATOR

DPW ADAM VERRAN, CAO ASHLEY CROCKER (ALT)

IMSA WORKING GROUP

MAYOR SYLVESTER ATKINSON

ANNAPOLIS COUNTY INTER-MUNICIPAL WORKING GROUP

COUNCILLORS MICHAEL FAIRN, CHAD LEBLANC

MIDDLETON SWIMMING POOL SOCIETY

KRYSTAL KANE (PRESIDENT), TARA BALCOME (TREASURER),
CHRIS BAKER, ALEX BALCOME, **VACANT**
JAMIE PEPPARD, JENNIFER BALCOME

PLANNING ADVISORY COMMITTEE

Citizens: **HILARY CAMPBELL**, MARGARET JERKE,
DIANNE MCDONALD, HOWARD SELIG
Town Council: MAYOR SYLVESTER ATKINSON, DEPUTY MAYOR
GAIL SMITH, COUNCILLOR JOHN BARTLETT

POLICE ADVISORY BOARD

Citizens: DAVE MCCOUBREY, JOHN THOMPSON,
SANDRA FOURNIER
Town Council: DEPUTY MAYOR GAIL SMITH, COUNCILLORS
JOHN BARTLETT, BERNADETTE KNAPP
NS Dept. of Justice: **VACANT (Ad with Province)**

REGIONAL LIBRARY BOARD

JILL COX

REMO ADVISORY COMMITTEE

COUNCILLORS BERNADETTE KNAPP, GARY MARSHALL

REMO PLANNING COMMITTEE

CAO ASHLEY CROCKER, DPW ADAM VERRAN

**SOLDIERS MEMORIAL HOSPITAL FOUNDATION
REPRESENTATIVE**

ANNE CROWELL (June 2024)

SOURCE WATER PROTECTION ADVISORY COMM

Citizens-Town: **VACANT**, BRENDA FORD, BRYSON CROWELL
Citizens-County: FRED ROCH
County Council: COUNCILLOR WENDY SHERIDAN
County Planner: **VACANT**
Town Council: BERNADETTE KNAPP, CHAD LEBLANC
Town Planner: DAWN SUTHERLAND
Town Engineer: DPW ADAM VERRAN
CAO: ASHLEY CROCKER

VALLEY REN LIAISON & OVERSIGHT COMM.

COUNCILLORS JOHN BARTLETT, MICHAEL FAIRN (ALT)

TOWN CLERK

SARA MARCEAU

TOWN ENGINEER

DPW ADAM VERRAN

TOWN TREASURER

BRIGITTE STENNETT

TRAFFIC AUTHORITY

SGT MIKE MAXWELL, DPW ADAM VERRAN

WESTERN REGIONAL HOUSING AUTHORITY

Citizen at Large: DIANNE MCDONALD

YOUTH AMBASSADOR COMMITTEE

MAYOR SYLVESTER ATKINSON, DEPUTY MAYOR GAIL
SMITH, COUNCILLOR JOHN BARTLETT, KRISTA STEELE

YOUTH AMBASSADOR

VACANT

ANIMAL CONTROL OFFICER

ZACHARY CROMWELL

AUDITORS

BDO CANADA

BUILDING & FIRE OFFICIALS

MARK JAMIESON, DANNY WRIGHT, ANDREW DOBSON &
ERIN SCHURMAN-KOLB

DEVELOPMENT OFFICER(S)

DAWN SUTHERLAND
CHRYSTAL FULLER

FIRE CHIEF

MIKE TOOLE

FIRE CONSTABLES

GORDON RODGERS, KENT SMITH, SCOTT WYNOT

FIRE WARDS

MIKE TOOLE, SCOTT VEINOT, JODY SPIDLE

RCMP NCO IN CHARGE

SGT MIKE MAXWELL

REMO COORDINATOR

BRIAN ORDE
NANCY CHISHOLM (ALT)

RETURNING OFFICER

SARA MARCEAU

TOWN CRIER

VACANT

TOWN SOLICITORS

TAYLOR MACLELLAN COCHRANE

VWRM BYLAW ENFORCEMENT OFFICER

DALE ROBERTS

2024-2025 CAPITAL BUDGET

Project Name	Brief Description	Cost	Project #	Costs to Date	Status
TOWN GENERAL PROJECTS					
ROTARY PARK PAVILION ROOF	Replace shingles	14,600	22-03	14,600	Project completed and paid in full.
PUBLIC WORKS SAND & SALT BUILDING - ROOF & LIGHTING	Replace shingles	9,900	22-08		Quotes received, selection made, and now waiting for work to be performed.
ROSA M. HARVEY LIBRARY ROOF	Replace shingles half roof	8,800	24-01		Quotes received, selection made, and now waiting for work to be performed.
HEAT PUMP - PUBLIC WORKS OFFICE	Heat pump - PW	2,900	24-04		Decision on project will be made based on heating needs this winter.
LINE PAINTER	Crosswalks, parking, stop	8,900	24-08	8,550	Project completed and paid in full.
SCADA FOR 4 LIFT STATIONS	Sewer SCADA	30,000	23-04		Received hardware, waiting for installation, after which invoice will be paid.
LIFT STATION PUMP REPLACEMENT	Sewer pump	8,300	23-05		Project complete- invoice for \$8,146 signed for payment in September 2024.
SCHOOL ST LIFT STATION SUCTION LINE	Sewer upgrade	4,200	24-07		Seeking updated quote.
MARSHALL ST SEWER PIPE AND MANHOLE REPLACEMENT	Sewer - Marshall St	20,000	23-12		Looking at alternate solutions- project may not go forward.
SANITARY SEWER MAIN & MANHOLE - BRIDGE STREET	Sewer - Bridge St	20,000	24-13	5,256	Project completed - invoice for manhole and excavator paid. Awaiting invoice from Mid Valley for \$10K.
SIDEWALK REPLACEMENTS	Section on Comm & Gates	25,000	22-14		Project completed- received invoice this week \$11K. Staffing costs still to be allocated to project.
VEHICLE REPLACEMENT - PUBLIC WORKS	Public works truck	50,000	24-06		Project will go to tender in the winter (current truck to be used until March 2025).
TOTAL TOWN		\$ 202,600		\$ 28,406	
WATER UTILITY PROJECTS					
HEAT PUMP - WATER TREATMENT BUILDING	Temperature control	7,200	24-03		Quotes received, selection made, PO has been issued.
SCHOOL STREET RECONSTRUCTION - REPLACE WATER LINES	Engineering work this year	35,000	22-21		Adam met with CBCL on site to discuss project. Follow-up required.
FIRE HYDRANT REPLACEMENTS	Hydrants - 3 per year	18,000	22-10		Project to start in September 2024.
WATER METER REPLACEMENTS	Replace 40 meters & wand	12,200	22-11		Wand and Meters purchased and received, but not yet installed. Invoice to be paid in September 2024.
WATER RESERVOIR	Reservoir - 2 year project	1,553,200	22-12-A	20,766	Project started, roadway cleared, and tank location has been prepped.
WELL PUMP REPLACEMENT	Replace Pump #3	25,000	24-09		Project has been deferred to 2025.
BOOSTER PUMP REBUILD	Water booster pump	4,000	24-11	3,868	Project completed and paid in full. Project moved from Operating to Capital.
TOTAL WATER		\$ 1,654,600		\$ 24,634	
TOTAL 2024-2025 CAPITAL PROJECT EXPENDITURES APPROVED JULY 29, 2024		\$ 1,857,200		\$ 53,040	

Management Report

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COUNCIL'S STRATEGIC INITIATIVES

#	STRATEGIC INITIATIVE	UPDATE
1	Community Centre & Fire Hall To build a new accessible and inclusive Community Centre & Fire Hall	<ul style="list-style-type: none">• Staff have explored three different grant programs to help fund the new Community Centre Fill Hall• The CCFHC instructed staff to explore a phased approach with JOST and the low bidder.• Received phased approach. Exploring funding options.
2	New Reservoir To build a new reservoir to serve the customers of the Middleton Water Utility	<ul style="list-style-type: none">• Two grant applications were submitted. One was through the DMAF program on July 19/23 and the Town was not successful. The second was through the provincial MCGP program on December 13/23, and the Town received \$3.1 million in March 2024• A land swap was completed – the new reservoir will be constructed on Junction Road• An application was made to the UARB and the project was approved on August 2/24• A public tender was posted for the reservoir project and the contract was awarded to Roscoe Construction on Aug 6/24• Site preparation has begun
3	Economic Development Initiatives To concentrate on economic development initiatives that support business park growth, brand awareness and small business	<ul style="list-style-type: none">• COMPLETE – the final plan document on the Business Park Expansion Study was received and presented to Council on Nov 21st
4	Public Safety To address public safety concerns in the downtown and public spaces	<ul style="list-style-type: none">• Concerns that are brought forward by Mayor and Council during COTW and Council meetings continue to be communicated to public works for investigation. Many of these concerns relate to safety of sidewalks, crosswalks, and roads.
5	Infrastructure Maintenance To develop an asset management plan focused on improving the maintenance of town infrastructure	<ul style="list-style-type: none">• Final Asset Management Report was received from AIM in 2020• Staff have completed 3/5 courses through AIM• The Asset Management Plan is being updated as the courses are taken, and the Working Group is meeting to review the updates that were made• A maintenance plan is in the process of being drafted and will be finalized after the AMP is complete

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OPERATIONAL PRIORITIES

#	STRATEGIC INITIATIVE	UPDATE
1	Boundary Review Prepare RFP and Award RFP	<ul style="list-style-type: none">• COMPLETE: the UARB have approved Council's request to maintain the Council size at 7, with 6 Councillors and 1 Mayor, all elected at large
2	Secondary Plan Finalize scope of work and award work to third party	<ul style="list-style-type: none">• Land swap has been executed with the developer• Developer submitted a request to amend the MPS/LUB via a Secondary Planning Strategy• Staff have applied to the Housing Accelerator Fund – this was unsuccessful, and no grant money was awarded• Jan 9th - Kick-off meeting• Feb. 1st – Public Workshops• Feb 20th – presentation to Council• May 28th – draft final plan presented to staff• Jun 26th – draft final plan presented to Council and PAC• Jul 15th – draft final plan presented to landowners• Planner working with main landowner on implications for construction• Plan still needs to be approved by Council, and MPS/LUB amendments approved
3	Main Street/Taylor Drive Crosswalk Move crosswalk	<ul style="list-style-type: none">• COMPLETE: The Crosswalk Light has been installed, and the overhead light is now working.
4	Second Lake Agree on key points for partnership agreement with AEA Club	<ul style="list-style-type: none">• No further update - staff have met with the AEA Club to further build the draft of the new lease agreement

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OPERATIONAL UPDATES

ADMINISTRATION

Completed	In Progress	Issues
<p>Staffing:</p> <ul style="list-style-type: none">• Employment contracts for some positions have been completed• Interviews for Economic Development Coordinator (shared position with County of Annapolis and Town of Annapolis Royal)	<p>Staffing:</p> <ul style="list-style-type: none">• Working on formalizing employment contracts for some staff	<p>Staffing:</p> <ul style="list-style-type: none">• Director of Recreation and Community Development is retiring on Sep 27th – CAO to understand recreation needs before any decisions are made with this position
<p>Project Work:</p> <ul style="list-style-type: none">• ICIP Status report for Community Centre Fire Hall – this funding expires Mar 31/24, have been granted an extension to Mar 31/26 as of Sep 12/24• Reservoir application was approved by the UARB on Aug 2/24• Submitted an application to the Housing Accelerator Fund, Round 2	<p>Project Work:</p> <ul style="list-style-type: none">• Council orientation package• Options for Town Hall	<p>Project Work:</p>
<p>Other Items:</p> <ul style="list-style-type: none">• Discussed collaboration with the County of Annapolis, Town of Annapolis Royal and Village of Lawrencetown regarding the new Equity and Anti-Racism legislation that mandates a strategy be in place by Apr 1/25• Update to High-Risk Action Plan was submitted to the Province on Sep 4/24• Workshop with Fire Department on Sep 9/24	<p>Other Items:</p> <ul style="list-style-type: none">• High Risk Action Plan items – management team is still working on some of the items not completed• Management team reviewing priorities, policies, by-laws	<p>Other Items:</p> <ul style="list-style-type: none">• Affordability Study of keeping certain assets and services will be completed after:<ul style="list-style-type: none">○ Asset Management Plan is updated○ Standard maintenance schedules for all assets are created○ Agreements and legislation have been reviewed

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FINANCE

Completed	In Progress	Issues
<ul style="list-style-type: none">Recruitment for Director of Finance is complete. New Director started on August 12, 2024.Tax billings were sent out on September 4, 2024.Tax Arrears letters were sent out on September 5, 2024.HST reconciled and remitted for April 2023 and September 2023 on August 21, 2024. Payments already received from government.AP & AR reconciliations completed in audit prep.Bank recs for January, February, and March are complete.Corrections to September to December bank recs are complete.Councillor and CAO expense reporting completed in audit prep.Update financial policies to reflect actions of High-Risk Action Plan	<ul style="list-style-type: none">Preparation of Quarter 2 water billsInputs for Water Rate StudyBank recs for April – August 2024Year-end audit. Audit was moved to the second week in September.Preparation of year-end financial statements for audit.Budget vs Actual variance analysis with audited financialsPhasing the budget for loading into DiamondTraining of new Finance staffReview of new Payroll software for consideration	<ul style="list-style-type: none">Need audit to be complete before preparation of SOE A and SOE B can commence, as well as the FIR

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RECREATION & COMMUNITY DEVELOPMENT

Completed	In Progress	Issues
<ul style="list-style-type: none">• Day camps wrapped up very successfully and with no incidents, approximately 232 kids went through the program.• Adventure Programs were well attended, the weather threw a few curveballs. We had 111 canoe/kayak rentals this summer in a shorter than normal rental season. 3 from Ontario, 2 from BC, 3 from PEI, 49 from the County, 28 from Middleton and the remainder from other parts of Nova Scotia.• Heart Run and Century Ride completed successfully, bringing hundreds of people into Middleton over the course of two days.• Summer Events were successful this year. Some new things included Laser Tag, Volleyball, Karaoke, Paint Nights.• Hosted two basketball skills camps for youth between the ages of 6-13 in memory of Coach Shaffner at the outdoor courts.• In conjunction with the REN, we co-hosted a Welcome Network Event on Aug 1st which was well attended and a great way to welcome some of our many newcomers to town.	<ul style="list-style-type: none">• Preparing wetland for official launch. Signposts and most signs in. Three more signposts to complete.• Parks busier than ever. Ball hockey and softball are new or back. Basketball, soccer (now over), and several pavilion activities.• The Accessibility Committee began basic audits at Town Hall and will continue this process in the coming months on town-owned properties.	<ul style="list-style-type: none">• Dock and riverbank is starting to slide off. A major rehaul may be in order.• Vandalism still an ongoing issue.• Camera stolen from library location.

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PLANNING

Completed	In Progress	Issues
<ul style="list-style-type: none">• 4 Development and Building Permits issued• 2 building inspections conducted• 2 fire inspections conducted, and deficiency letters sent• 4 fire inspections were closed out	<ul style="list-style-type: none">• IF Holdings DA – application for a development on Commercial Street which will add one commercial unit and 6 residential units to an existing building was approved by Council on July 17 and no appeals were lodged• Revised agreements have been approved by Planner and solicitor and sent to our lawyer.• Waiting on an affidavit to be signed by applicant.	
	<ul style="list-style-type: none">• Development Agreement for 438 Main Street has been signed and sent to legal to be registered with the land registration office (LRO)	
	<ul style="list-style-type: none">• The closing date for the Province’s Property Opportunity Notices was March 30• They have received proposals for all three properties and are in the process of evaluating them	
	<ul style="list-style-type: none">• Applicant submitted application for LUB Text Amendment• File has been referred to planner	

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PUBLIC WORKS

Completed	In Progress	Issues
<p><u>General Public Works:</u></p> <ul style="list-style-type: none"> Repaired catch basins and storm lines 	<p><u>General Public Works:</u></p> <ul style="list-style-type: none"> Painting Basketball Court Ditching and storm Repairs 	<p><u>General Public Works:</u></p>
<p><u>Public Works Equipment:</u></p> <ul style="list-style-type: none"> Replaced Accelerator on Loader Repaired U-joints in Trackless 	<p><u>Public Works Equipment:</u></p> <ul style="list-style-type: none"> Servicing of Large Generators (load test etc.) 	<p><u>Public Works Equipment:</u></p>
<p><u>Roads, Streets, Sidewalks:</u></p> <ul style="list-style-type: none"> Replaced two sections of sidewalk (Gates Avenue and Commercial Street) Yellow line painting 	<p><u>Roads, Streets, Sidewalks:</u></p> <ul style="list-style-type: none"> Patching Water main Breaks Replacing old MH covers 	<p><u>Roads, Streets, Sidewalks:</u></p> <ul style="list-style-type: none"> Sink hole on Commercial just past North Street
<p><u>Water & Equipment</u></p> <ul style="list-style-type: none"> Repaired water break on Commercial St., Connaught Ave., School St. Hydrant Painting 	<p><u>Water & Equipment</u></p> <ul style="list-style-type: none"> Replace damaged not working meters New Reservoir construction has started (site prep) Repaired multiple water line breaks, need to pave 	<p><u>Water & Equipment</u></p> <ul style="list-style-type: none"> Flow meter in well field
<p><u>Wastewater & Equipment</u></p> <ul style="list-style-type: none"> New UV Lights Installed Cleaned North Street Lift Station 	<p><u>Wastewater & Equipment</u></p> <ul style="list-style-type: none"> Install SCADA at Freeman, Brooklyn, School St. lift stations Cleaning out catch basins 	<p><u>Wastewater & Equipment</u></p> <ul style="list-style-type: none"> Brooklyn Street has issues during very heavy rainfall Oil leakage on pump at Hospital Lift station (sent to Truro to have tested)

Management Report

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FIRE DEPARTMENT

Completed	In Progress	Issues
<ul style="list-style-type: none">• Monthly truck inspections• Truck 11 (front line pumper) yearly service inspection• Members attended MFR training nights• One member attended the Atlantic Fire Leadership convention		<ul style="list-style-type: none">• Resolved a minor electrical issue with the rescue truck.• Addressing electrical problems affecting emergency lighting on our 91 pumper. Repairs are underway.

Incident Summary
From Jul 1 24 to Jul 31 24

Date/No.	Address/Type	Minutes	Responders		Injuries	Fatalities
			Full Time	Part Time		
Jul 6 24 24-04984	07:51:23 89 North St, MIDDLETON Commercial Fire Alarm	4	0	0		
Jul 10 24 24-05119	09:42:11 89 North St, MIDDLETON Commercial Fire Alarm	10	0	0		
Jul 11 24 24-05210	20:11:10 121 Main St, MIDDLETON Flood	186	0	0		
Jul 13 24 24-05319a	15:33:55 490 Main St, KINGSTON Mutual Aid to the Scene	14	0	0	Assistance to 24-05319	
Jul 14 24 24-05367	20:21:06 3 Freeman St, MIDDLETON MVA - No Entrapment	0	0	0		
Jul 19 24 24-05517	20:27:42 12424 Highway 1, BRICKTON MVA - No Entrapment	43	0	0		
Jul 20 24 24-05549	14:27:21 775 Brooklyn Rd, BROOKLYN Grass / brush	0	0	0		
Jul 22 24 24-05616	19:04:57 47 Victoria St, MIDDLETON MVA - No Entrapment	37	0	0		
Jul 23 24 24-05642	15:07:32 3 Hollow Dr, MIDDLETON Transformer on fire	10	0	0		
Jul 24 24 24-05670	09:23:52 14393 Highway 1, WILMOT Investigation	11	0	0		
Jul 24 24 24-05685	19:03:45 33 Victoria Rd, WILMOT Electrical	54	0	0		
Jul 25 24 24-05703	12:13:07 31 Brooklyn Rd, BROOKLYN MVA - Confirmed Entrapment / Unknown	67	0	0		
Jul 25 24 24-05716	19:11:33 227 Marshall St, MIDDLETON Offroad Vehicle	53	0	0		
Jul 28 24 24-05795	18:39:37 Highway 101 Dm164, BRICKTON MVA - No Entrapment	52	0	0		
14 incidents for Middleton		9 hrs 1 mins	0	0		
		9 hrs 1 mins	0	0		

Incident Summary
From Aug 1 24 to Aug 31 24

Date/No.	Address/Type	Minutes	Responders	Injuries	Fatalities
Aug 2 24 24-05985	23:43:31 1 Meadow Ln, MIDDLETON Medical	45	0		
Aug 7 24 24-06135	16:09:13 198 Commercial St, MIDDLETON Medical	35	0		
Aug 10 24 24-06221	03:46:32 462 Main St, MIDDLETON Commercial Fire Alarm	66	0		
Aug 15 24 24-06401	21:31:58 259 Main St, MIDDLETON Commercial Fire Alarm	10	0		
Aug 23 24 24-06603	04:45:36 106 Main St, MIDDLETON Lift assist	0	0		
Aug 24 24 24-06635	08:06:09 1136 Lily Lake Rd, MOSHERS CORNER Passenger vehicle fire - car, van	80	0		
Aug 27 24 24-06730	01:11:44 142 School St, MIDDLETON Vehicle fire - Other	66	0		
Aug 31 24 24-06855	12:54:19 241 Main St, MIDDLETON MVA - No Entrapment	0	0		
8 incidents for Middleton		5 hrs 2 mins	0		
		5 hrs 2 mins	0		

INTERIM INTERMUNICIPAL SERVICES AGREEMENTS BOARD

“MEETING MINUTE” BASED ON BOARD MEETING HELD JULY 17, 2024

VALLEY WASTE—KEY TOPICS OF INTEREST

EXTENDED PRODUCER RESPONSIBILITY FOR PACKAGING AND PRINTED PAPER

- Circular Materials Atlantic has hired their new Managing Director. Andrew Philopoulos is leaving his role as Director of Solid Waste for Halifax to join Circular Materials Atlantic in August.
- The Regional Chairs Committee has prepared and released a letter to NSECC Minister Halman requesting that NSECC use their portion of Divert NS’s net revenues to cover the costs of newspaper being recycled in NS rather than using diversion credit funding allocated to NS municipalities.
- The Regional Chairs Committee is sending a letter to Divert NS expressing their desire to maintain curbside collection of all recyclable materials, and to ensure fair negotiations for the collection and processing of recycling from non-residential sources. Divert NS is responsible for reviewing and approving the Readiness Plan from Circular Materials

AUDITED STATEMENTS

The Board has approved the VWRM Audited Financial Statements for the year ending March 31, 2024. The resulting surplus funds in the amount of \$1,466,007 will be returned to Municipal Parties based on their proportional shares soon.

CAPITAL PROJECTS UNDERWAY

- A Request for Proposals for the Provision of a Hazardous Waste Containment Building at the EMC has been released with a closing date of July 18, 2024
- A Request for Proposals for the Provision of a Prefabricated Steel Structure to provide shelter over the hazardous waste facility and dry storage of hazardous materials has been released with a closing date of July 18, 2024.
- With the public procurement process complete, staff are awaiting the delivery of a 4X4 Pick-up Truck, 2 vertical cardboard balers and a wheel loader as per the approved capital budget.

QUARTERLY TONNAGE REPORT

	F2023-2024	F2024-2025	Variance
Incoming Curbside Materials			
Curbside	5,462.90	5,663.16	200.26
Clean-up	1,264.73	1,481.40	216.67
HHW & Stewardship	59.13	36.26	- 22.87
	6,786.76	7,180.82	394.06
Incoming Customer Materials			
Garbage	3,940.92	3,671.27	- 269.65
Recycling	151.94	495.74	343.80
Organics	171.94	140.30	- 31.64
Sorted C&D	740.97	960.12	219.15
Mixed C&D	1,171.98	1,534.12	362.14
Metals	35.17	57.33	22.16
Yard Waste	65.63	261.58	195.95
	6,278.55	7,120.46	841.91
Outgoing Materials			
Garbage	8,163.85	8,413.83	249.98
Organics	2,670.51	2,837.04	166.53
Recycling	1,291.91	1,594.27	302.36
Sorted C&D	22.40	3,877.14	3,854.74
Metals	353.01	-	- 353.01
Yard Waste	65.73	100.88	35.15
	12,567.41	16,823.16	4,255.75



MEETING MINUTE

Kings Transit Authority

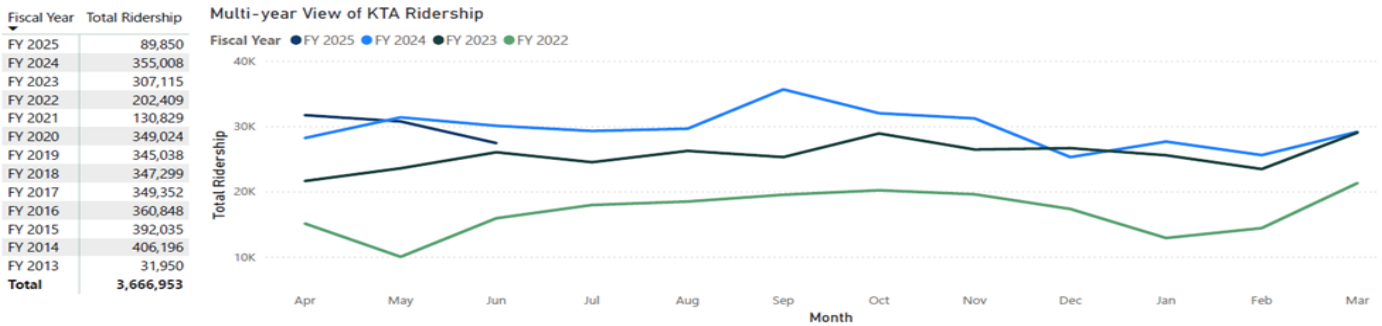


AUDITED FINANCIAL STATEMENTS

The Kings Transit Authority Audited Financial Statements, as endorsed for approval by the Audit Committee, for the year ending March 31, 2024 were presented to the Board. The participating municipalities will be contacted soon regarding any surplus funds to be returned or where applicable any deficit funds to be paid.

KEY PERFORMANCE INDICATORS

The Kings Transit Authority continues to compile Key Performance Indicator data regarding fuel costs, ridership and route success. Ridership data is also now being gathered by municipal unit and as that data matures, it will be invaluable in planning future routing. A consolidated Ridership graph is below:



Notes:
KTA stopped providing service to West Hantz in 2015
COVID had a significant impact on ridership for a couple of years including and after 2021
As of May 21, 2024, transfers are no longer counted as riders

IMSA PILOT PROJECT UPDATE

A successful Joint Council session facilitated by the Municipality of Kings was held on Thursday, June 4, 2024 with all participating Parties to the Interim Intermunicipal Services Agreement present. All Councils have now approved the execution of an Amending Agreement to the current Agreement extending it for a 1 year period or to June 30, 2025. The Parties also approved the addition of the Municipality of Digby as a Party to the Agreement with voting rights on Pilot Project matters only. The transformational work underway will continue over the coming months under the continued leadership of Dwight Whynot.

MUNICIPALITY OF ANNAPOLIS COUNTY

The Municipality of Annapolis County Council voted unanimously to rejoin the Valley Region Solid Waste-Resource Management Authority as a full equity party under an Intermunicipal Services Agreement effective April 1, 2025.

UPCOMING MEETING

The next meeting date for the Interim Intermunicipal Services Agreements Board is to be announced.
There will not be a meeting in August unless deemed necessary.

REQUESTS FOR PROPOSALS

Work continues on the development of two Request for Proposal documents with the first being for the provision of Five 40' Battery Electric passenger buses and the second being for the Provision of Project Management Services for Phase 2 of the Investing in Canada Infrastructure Program Project. It is anticipated that the Request for Proposals for the provision of the Battery Electric Buses will be released publicly soon. The Board will be provided with additional information as these two important projects move forward. The Board has approved the purchase of a used 2009 Bus to address current fleet challenges.

MAYOR'S REPORT – SEPTEMBER 2024

July 15	Council Meeting
July 17	IMSA Working Group
July 19	Heart of the Valley Day Float
July 23	100 th Birthday for Tom Franklin
July 24	Planning Advisory Committee – No quorum
Aug 6	Special Council Meeting
Sept 3	Committee of the Whole Meeting



**Municipal Affairs and Housing
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

July 18, 2024

Dear Mayors and Wardens:

I am pleased to inform you that the Province has signed a new 10-year agreement with the federal government under the Canada Community-Building Fund (CCBF). This agreement will provide \$318 million in the first five years to our 49 municipalities, offering up-front and predictable long-term funding to help address local infrastructure priorities.

The CCBF will continue to play a crucial role in upgrading the municipal infrastructure that our residents rely on. This includes projects related to drinking water, wastewater, public transit, and community energy. As you are aware, enhancing our infrastructure is a key component in addressing the housing crisis. With the renewal of this agreement, we can ensure that critical infrastructure will continue to be built, maintained, and expanded, fostering a more sustainable and resilient Nova Scotia.

Together with our municipal partners, we can build and revitalize the public infrastructure necessary to improve housing supply and affordability, foster economic growth, and enhance the quality of life for all Nova Scotians. The commitment of both the federal and provincial governments to this partnership underscores our collective dedication to the well-being of our communities.

If you have any questions or require further information, please do not hesitate to reach out to our office using the CCBF program email: CCBF@novascotia.ca. We look forward to continuing our collaboration to create stronger and more vibrant communities across Nova Scotia.

Sincerely,

A handwritten signature in blue ink, appearing to read 'John A. Lohr'.

Honourable John A. Lohr
Minister of Municipal Affairs and Housing

c: Chief Administrative Officers



**Municipal Affairs and Housing
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

July 16, 2024

To Mayors and Wardens:

Re: Coordination on Emergency Alert System

As the province grapples with another devastating loss of life and incredible infrastructure damage, it is important that we reiterate the important role we all play in ensuring that Nova Scotians have appropriate, timely and necessary information in cases of emergencies.

We have seen all too well that emergencies are dynamic situations. They can develop quickly and without warning.

Currently, the only way a municipal emergency alert is issued by the Province is when a municipality requests one. Under the current policy procedures, the municipality sends a form with the text of the alert to the Shubenacadie Radio Communications Centre, who liaises with EMO, enters it into the system and issues the alert. The Province does not veto requests.

We feel very strongly that since municipalities are the closest to critical events as they unfold, local municipal leaders, elected officials and senior staff are best positioned to understand their capacity on the ground and thus the need for the issuance of an emergency alert.

If a municipal request isn't received, an alert doesn't get issued.

All of that said, last week something extremely rare happened. The Province took the unusual step of issuing an alert without a request. In that case, no municipal request was received, requiring the Province to bypass the municipal systems and directly issue the alert.

As you may be aware, there is legislation before the House surrounding emergency alerts that will set the course well into the future. This legislation includes the establishment of the Nova Scotia Guard, establishment of a municipally funded network of Regional Emergency Management Organizations (REMOs) across the Province and a modernized emergency management and alert system. Over the course of the summer, there is extensive outreach and consultations taking place. Following the input from the consultation process, it is our expectation that this legislation will pass in the fall.

In the interim, as the Minister responsible for the current Emergency Measures Act, I am taking the following immediate steps:

1. All municipalities continue to be authorized to request the issuance of an alert and we ask them to be more vigilant in issuing alerts.

From a provincial perspective, we are changing things to make the process as streamlined as practical. Specifically, we are eliminating any internal interaction with the alert and making the process more direct. There will be no wording checks, no content checks and no potential to slow down the issuance. Ultimately, this means that the municipality will make the decision, contact the Shubenacadie base and the base will simply move the alert to the Pelmorex platform and from there it will be sent out.

The alert system is a critical tool in an effective emergency response. Alerts will be issued within 15 minutes of receiving a request. We ask that you reach out this week to schedule refresher training for appropriate municipal staff as necessary.

2. We are also requesting that the RCMP and HRP review their internal policies and update/remove any internal policy that restricts their use of the alert system and instead ask that they proactively expand their use of the system to include any public safety situations they may be aware of (for example, flooding risks).
3. We are also expanding access to the alert system to include all municipal police forces, fire services and other first responders.

These categories of organizations have previously not had the ability to directly request that an alert be issued. This is a policy change. The goal is to have more access to the alert system.

We will be reaching out to these organizations to schedule training. We recognize that some organizations may be reluctant to accept this responsibility and authority. This is normal but the reality is that they play an important role and in many emergency situations their members are the first to recognize and assess any risk to public safety. They can play a critical role in saving precious time by issuing a necessary alert directly.

Finally, our EMO team and I will begin to more aggressively issue alerts, even when the municipality has not requested one. This is a policy change in that in the absence of a timely municipal response, the Province will proceed with issuing the alert using the validated information available to them.

Please understand that in these situations, time is of the essence and the Province may not have time to fully consult municipalities before acting. This provision will remain in place until municipal capacity has increased to the point where emergency alerting will be implemented at the REMO level.

As noted in my letter to you in the Spring, this new, impending legislation is built on significant engagement with Nova Scotians over the past year and focuses on three key areas: communication, coordination and volunteer management.

Mayors and Wardens
Page 3

Combined, these efforts will result in greater preparedness, impact, and efficiency before, during and after any emergency.

Provincial staff will be in contact to discuss the new protocol with your Chief Administrative Officers.

Sincerely,

A handwritten signature in blue ink, appearing to read "John A. Lohr".

Honourable John A. Lohr
Minister of Municipal Affairs and Housing

c: Chief Administrative Officers

NSEMO Alert Ready Policy & Standard Operating Procedures

Nova Scotia
Emergency
Management
Office

July 20, 2022

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Policy Statement

The Nova Scotia Emergency Management Office (NSEMO) established a provincial public alerting program, NS Alert Ready, which will be used to notify and alert the people of the province when emergency events are emerging or occurring.

This document will outline the authorities and establish responsibilities which will govern the operational requirements of the NS Alert Ready program, incorporating identified national standards. The province will oversee the NS Alert Ready program utilizing set standards which will remain in effect for the province wide implementation.

Rationale

NSEMO wants to ensure that all partners in the NS Alert Ready program clearly understand their responsibilities, authority, and the processes for issuing public alerts in Nova Scotia.

Policy Objectives

This document details stakeholder roles and responsibilities and standard operating procedures required to deliver the program, along with other important information. The objectives of this document are the following:

1. To establish a policy model that ensures the consistent notification of the public during emergencies;
 - To guide the process to effectively and efficiently support the Alert Ready program; and
 - To ensure stakeholders clearly understand and support their roles within the program through a combination of written guidance, training, and exercising.

History

The National Public Alerting initiative was first proposed in 2008. A Federal, Provincial and Territorial roundtable chaired by Public Safety Canada, the Senior Official Responsible for Emergency Management (SOREM), deemed a mass notification system critical. This group oversees the overall governance of Alert Ready in Canada.

A competitive tender process was launched and Pelmorex won the bid to build, operate and manage the national alerting system (NAAD).

Alert Ready Process

Organizations and jurisdictions with a legislative mandate for public alerts can request an alert. Some organizations are trained and equipped to issue certain alerts themselves.

The flowchart below outlines the process for requesting an Alert Ready message. The process is comprised of a trigger, the Alert Ready request, the creation of an Alert

Ready message, and the approval of issuing an Alert Ready message. These steps often occur at the same time, acknowledging the potential urgency and timeliness of the message.

References and Authorities

The Emergency Management Act: Section 8 subsection (d): The Department may, subject to the approval of the Minister, (f) conduct public information programs relating to the prevention and mitigation of damage during an emergency.

Previous policies and/or standard operating procedures

Once approved as in force, this document replaces any previous policies or standard operating procedures regarding public alerting in Nova Scotia.

Definitions

Alert Ready: Is the public facing name of the National Alert and Aggregation Dissemination (NAAD) system and supporting national initiative.

Authorized Government Agencies (AGAs): Government agencies that have entered into a formal agreement with Pelmorex Communications to access the NAAD System and make their alerts available to LMDs. AGAs could include federal, provincial, territorial, and municipal governments and agencies.

Common Alerting Protocol - Canadian Profile (CAP-CP): The CAP-CP is a set of rules and managed lists of values that are standardized. They were defined in support of automated translation and message composition, as well as routing, filtering, and validation of alert originator rights. All NAAD System users must follow this format.

Jurisdictions: Any geographical area governed by elected officials. Examples: Rural Municipalities, First Nation communities, towns, villages.

Last Mile Distributor: Last Mile Distributors are responsible for making Alert Messages available to the public. They include cable TV and direct-to-home satellite service providers, TV and radio stations, wire-line and wireless telecommunications carriers, and Internet service providers. On August 24, 2014, the Canadian Radio-television and Telecommunications Commission (CRTC), by way of Broadcasting Regulatory Policy CRTC 2014-444, made the distribution of emergency alert messages a condition of their broadcasting license.

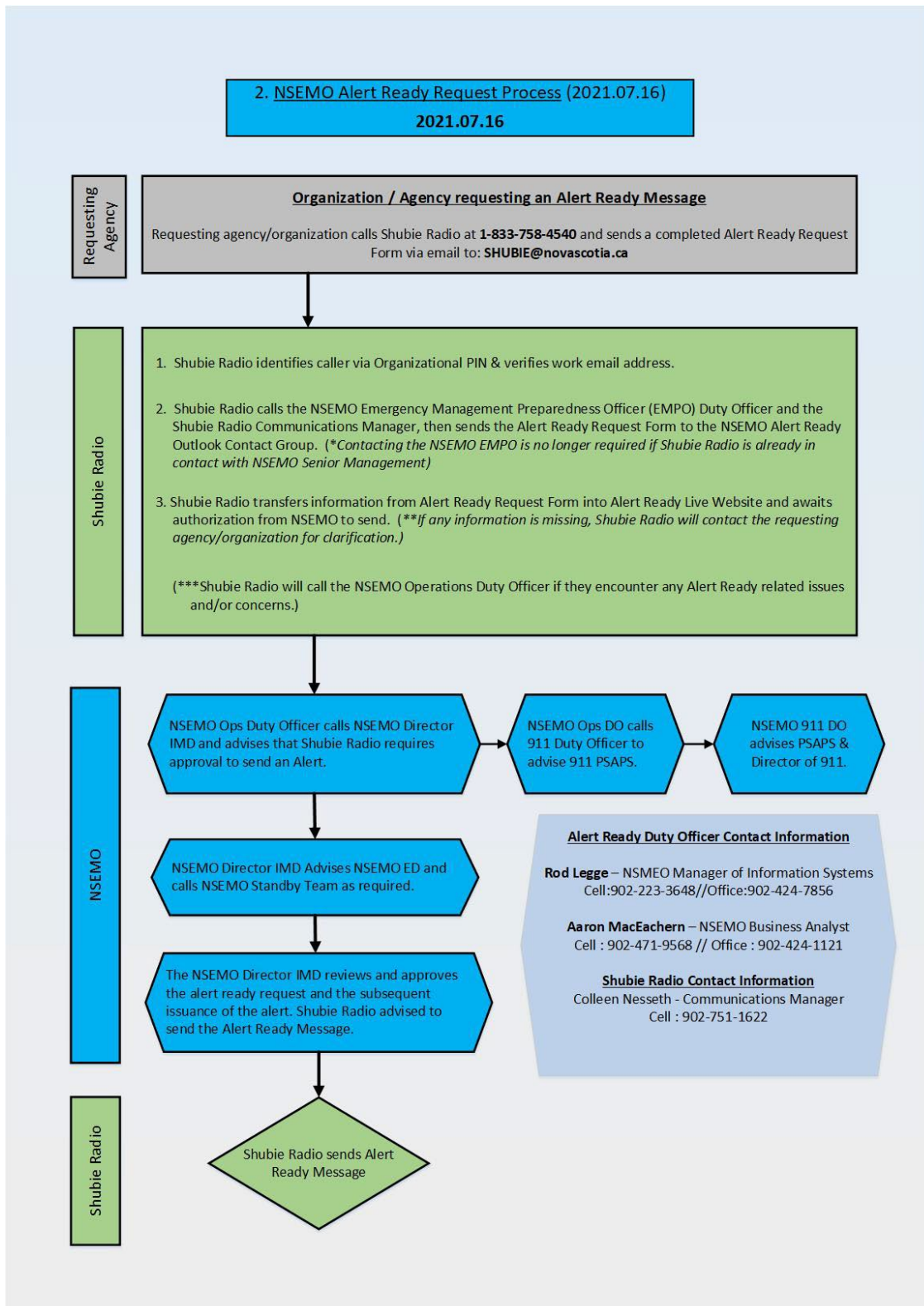
Organizations: A group of people who work together in an organized way for a shared purpose. Each user belongs to an organization. Examples: RCMP, Fire detachment, government department.

National Alert and Aggregation Dissemination system (NAADs): Is a secure infrastructure that enables public safety messages from Authorized Government Agencies to be made available to Broadcasters or Last Mile Distributors to issue across the air notifying people of emergency situations.

Commonly Used Acronyms

Abbreviation	Definition
CAP-CP	Common Alerting Protocol – Canadian Profile
CRTC	Canadian Radio-television and Telecommunications Commission
DMAH	Department of Municipal Affairs and Housing
LTE	Long-Term Evolution
NAADS	National Alert and Aggregation Dissemination System
NSEMO	Nova Scotia Emergency Management Office
SOP	Standard Operating Procedure
TWN	The Weather Network
WPA	Wireless Public Alerting

Flow Chart Nova Scotia Alert Ready Process:



For additional information specific the public alerting process as well as the approval process, see:

- Standard Operating Procedure - Options for Participating in NS Alert Ready program
- Standard Operating Procedure - Requesting an Alert
- Standard Operating Procedure - Generating an Alert, Alert Updating, and Cancelling
- Standard Operating Procedure - Types of Alerts That Warrant an Alert

Alert Ready Approvals and Delegated Authority

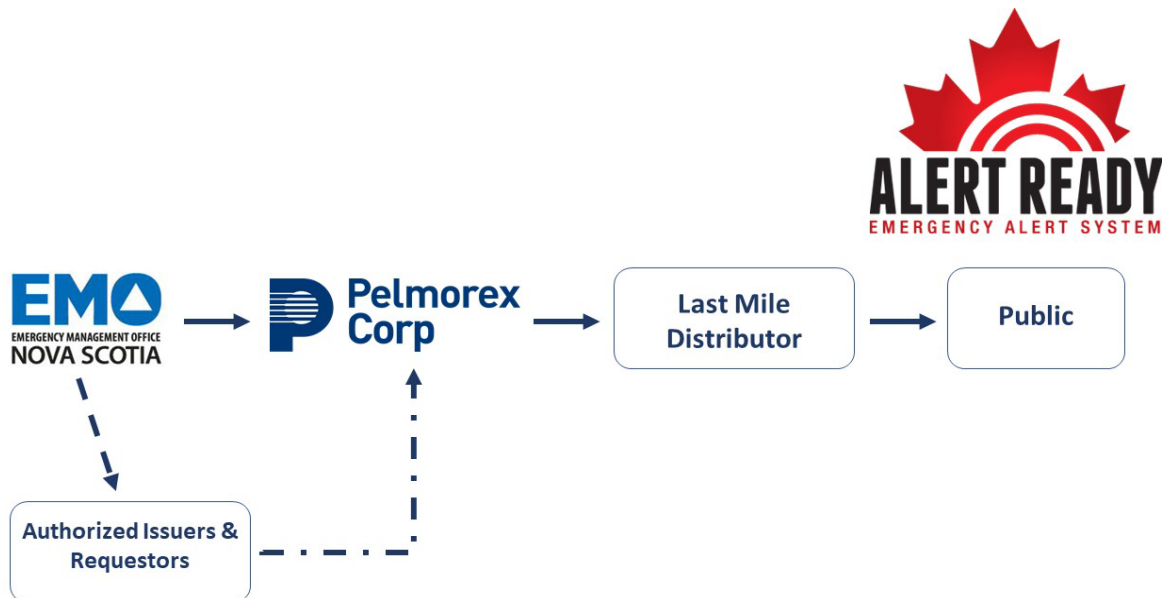
Alert Ready messages are disseminated by Public Safety Field Communications' Shubenacadie Dispatch Office. Requests for an Alert Ready message from an Authorized Requestor are approved by NSEMO's Director of Incident Management Division (IMD) or delegate. Given the urgency of a Broadcast Intrusive (BI) Alert, NSEMO has developed a notification sequence to mitigate against the risk of not being able to reach the Director of IMD for approval to send the Alert.

For additional information on the Nova Scotia Alert Ready approval process, see:

- Standard Operating Procedure – Alert Ready Approvals and Delegated Authority.

Roles and Responsibilities

The following are the roles and responsibilities of the stakeholders involved with Alert Ready.



There are five primary roles within the NS Alert Ready program that are illustrated in the graphic above. Four of the five responsibilities of key stakeholder have been incorporated into SOPs.

Emergency Management Office (NSEMO)

NSEMO is the Authorized Government User of Alert Ready for Nova Scotia. In this role, NSEMO:

- Oversees and manages authorized Alert Ready issuers and requestors
- Administers the NAADs platform for all Nova Scotia authorized users
- Offers a training program for authorized requestors and issuers
- Develops and maintains the Nova Scotia Alert Ready Request Form

For information about NSEMO as the Authorized Government Agency, see SOP 1 - Authorized Government Agency Responsibilities.

Authorized Issuers and Requestors

As the Authorized Government Agency for Alert Ready, NSEMO may delegate the authority to issue and request public alerts. An Authorized Issuer is an organization that has received training to send Alert Ready messaging. An Authorized Requestor is an organization that has received training to request Alert Ready messaging.

For information about Authorized Issuers and Requestors, see:

- Standard Operating Procedure – Options for Participation in NS Alert Ready
- Standard Operating Procedure - NS Alert Ready Participant Responsibilities
- Standard Operating Procedure - NS Alert Ready Training Requirements

Pelmorex

Pelmorex owns and manages the National Alert Aggregation and Dissemination (NAAD) System. They do not issue any types of alerts. Their responsibility is to ensure the NAAD system is ready and available for authorized alerts issuers to create and disseminate emergency alerts. They provide a limited level of technical support for the NAAD platform.

For information about Pelmorex's scope of responsibility, see:

- Standard Operating Procedure - Authorized Government Agency Responsibilities
- Standard Operating Procedure - When Assistance is Required.

Last Mile Distributors

Last Mile Distributors are responsible for making Alert Messages available to the public. They include cable TV and direct-to-home satellite service providers, TV and radio stations, wire-line and wireless telecommunications carriers, and Internet service providers. On August 24, 2014, the Canadian Radio-television and Telecommunications Commission (CRTC), by way of Broadcasting Regulatory Policy CRTC 2014-444, made the distribution of emergency alert messages a condition of their broadcasting license. The role of the Last Mile Distributors is to maintain, repair, and replace the Emergency

Alert Receivers and to participate in the alerting program by delivering the alerts when required.

Public

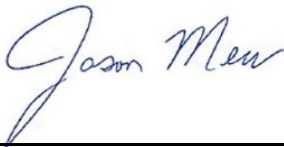
The public is the intended audience of a public alert. Their role is to receive the alert and follow the instructions provided with the alert.

Review and updating of this policy

This policy will be reviewed and updated as required at a minimum of every two years.

Approval

Approved by:



Jason Mew
Director of Incident Management

Date: July 28, 2021

Annex 1: Standard Operating Procedures

Standard Operating Procedure – Requesting an Alert

This standard operating procedure only applies to authorized requesting agencies. Authorized issuing organizations are out of scope for this SOP.

Requesting Agency:

The Authorized Requestor calls Nova Scotia's Public Safety Field Communications Shubenacadie Dispatch Office (hereafter referred to as Shubie Radio) at 1-833-758-4540 and submits a completed Alert Ready Request Form via email to SHUBIE@novascotia.ca

NOTE: Acknowledgment of a request for an Alert will not occur until a completed Alert Ready request form with proof of approval is received.

Shubie Radio:

- Identifies Requestor via organizational PIN.
- Confirms work email address from Alert Ready Request Form submission.
- Calls the NSEMO Alert Ready Duty Officer and relays all information, including Requestor contact information and Alert Ready Request Form via email to the NSEMO Alert Ready Outlook Contact Group.

Note: Shubie Radio calls the Alert Ready Duty Officer if they encounter any Alert Ready issues or concerns.

Nova Scotia Emergency Management Office:

Note: These steps are not exclusively sequential, some steps occur concurrently to reflect the urgency and timeliness of an Alert.

- NSEMO Alert Ready Duty Officer calls NSEMO Director of IMD
- NSEMO Director IMD advises 911 Duty Officer to advise 911 PSAPs.
- NSEMO 911 Duty Officer advises 911 PSAPs and Director of 911.
- NSEMO Director of IMD advises NSEMO Executive Director.
- NSEMO Director of IMD activates the NSEMO Standby Team (as required)
- NSEMO Executive Director notifies Department of Municipal Affairs and Housing senior leadership (DMAH).
- NSEMO Director of IMD advises Shubie Radio to send the Alert Ready Message.
- Shubie Radio sends Alert Ready Message.

Standard Operating Procedure – Generating an Alert, Updating an Alert, and Cancelling an Alert

- Actual alerts for emergency situations will be created and issued through the NAAD system LIVE interface and all training and practice alerts will be created in the NAAD system TRAINING interface.
- An Authorized Alert Issuer needs to determine if the alert is a Broadcast Immediate (BI) Alert or a Non-Broadcast Immediate (NBI) Alert.
- To generate an alert correctly the Authorized Alert Issuer should follow the directions outlined in the document titled *Directions to Generate an Alert* (see Annex 3).
- If the Alert Request Form does not reflect the emergency situation accurately, the Authorized Alert Issuer should follow-up with the requesting organization to clarify the situation and details necessary for messaging.
- An Actual Alert can be updated, should the emergency situation change. If an update is required, then follow the directions in the document titled *Updating an Alert*. (see Annex 3).
- If an alert or update has been issued for an emergency situation that alert or update should be cancelled once the emergency is over or there is no longer a threat to the public. The recommended way to cancel an alert/update is outlined in the document *Cancelling an Alert*. (see Annex 3).

Standard Operating Procedure – Alert Ready Approval and Delegated Authority

Requests for an Alert Ready notifications are submitted by Authorized Requestors for public dissemination. Before being disseminated to the public, requests are reviewed for completion, compliance with the NAADs platform and approval from the appropriate head of agency.

Should Public Safety Field Communications' Shubenacadie Dispatch staff not be able to reach the intended NSEMO Alert Ready Duty Officer, the following notification sequence should be initiated:

1. Call the NSEMO Director of Incident Management Division (IMD)
2. If no answer, call NSEMO Executive Director
3. If no answer, call Manager for Information Systems
4. If no answer, call NSEMO Business Analyst
5. If no answer, contact a NSEMO EMPO who will review the request and confirm the requestor's mandate, authority, and jurisdiction. They will then seek approval to send the Alert from NSEMO/DMAH Senior Management if possible. They are to adhere to the NSEMO Alert Ready Request Notification Sequence and NSEMO Alert Ready Policy and only authorize and/or disseminate critical and potentially life-saving alerts to Nova Scotians when requested.

Standard Operating Procedure - Authorized Government Agency Responsibilities

NSEMO is the province's Authorized Government Agency recognized by Pelmorex as being the provincial authority to promote compliance with approved Alert Ready National Initiatives and National Alert and Aggregation Dissemination System (NAADS) operating policies and standards as they pertain to generating emergency alerts for Nova Scotia.

Pelmorex owns and manages NAADS. They do not issue any types of alerts. Their responsibility is to ensure the NAAD system is ready and available for authorized alerts issuers to create and disseminate emergency alerts.

NSEMO will utilize the NAAD system to create, generate and disseminate emergency alerts following the provincial public alerting program, NS Alert Ready, policies and operating procedures.

NS Alert Ready will be managed and maintained by NSEMO who will educate and promote the provincial requirements of the Ready Alert program with all participants.

Alerts will be generated in the NAAD system by Authorized Alert Issuers. NSEMO has the authority to designate other organizations and jurisdictions as participants who will have the ability to request and/or issue Alert Ready messages.

NSEMO will offer a training program for both Authorized Alert users to support their participation level in the NS Alert Ready program when requested. A distributed or train the trainer framework will be adopted where (a) representative(s) from an Authorized Issuing and/or Requesting organization or jurisdiction receives training from NSEMO, then provides that training to approved users within their respective organization or jurisdiction.

NSEMO will determine and assign applicable levels of alerting authority to Authorized Alert Issuers as they are defined by the Common Alerting Protocol – Canadian Profile (CAP-CP) and further standardized in the Nova Scotia's Alert Ready Requestor by Legislated/Authorized Lead (Appendix 1).

Standard Operating Procedure - Options for Participation in NS Alert Ready

The expectation is that Authorized Alert Issuers and Requestors of NS Alert Ready will at all-times "act with good faith and intention" when generating an emergency alert.

Authorized Issuers

- NSEMO will delegate the authority to issue Alert Ready messages to the organizations and jurisdictions that can demonstrate the ability to respond to 24/7 requests and the capacity to maintain training requirements.
- All Authorized Alert Issuers will have the same alerting permissions assigned as it pertains to locations and event codes. This will allow for one Authorized Alert Issuer within an organization or jurisdiction to generate an alert and a different Authorized Alert Issuer within the organization or jurisdiction the ability to update or cancel that alert allowing greater flexible alert administration.

Authorized Requestors

- Organizations and jurisdictions who have a mandated responsibility of emergency situations that could affect the public, can request alerts for their respective emergency events. (see Nova Scotia's Alert Ready Requestor by Legislated / Authorized Lead in Appendix 1)

Standard Operating Procedure – NS Alert Ready Participant Responsibilities

Issuing Organization or Jurisdiction

Any organization or jurisdiction external to the provincial government wanting to become an NS Alert Ready Authorized Alert Issuer must complete a User Agreement with NSEMO.

It is the responsibility of the Authorized Issuing Organization or Jurisdiction to decide who they are going to identify as their Authorized Alert Issuers. NSEMO will not identify specific positions that must be trained to be Authorized Alert Issuers.

The Authorized Issuing Organization or Jurisdiction is responsible to keep current their list of Authorized Alert Issuers. If there are any changes to the status of an Authorizer Issuer, (e.g., name change, left jurisdiction, and/or no longer associated with organization or jurisdiction), it is the responsibility of the organization or jurisdiction to notify NSEMO immediately.

Any usernames and passwords given to Authorized Alert Issuers will be their own unique identifiers and the responsibility to keep this information secure lies solely with that individual. Under no circumstances should usernames and passwords be shared. Should discovery be made that user names and passwords are being shared, it will result in immediate deactivation as an Authorized Alert Issuer.

It is the responsibility of the Authorized Issuing Organization or Jurisdiction to establish a train the trainer model for internal training as well as a mechanism to track training and exercise recommendations for all individual issuers within that organization or jurisdiction.

It is the responsibility of the Authorized Issuing Organization to report to NSEMO any lessons learned from Alert Ready events on a semi-annual basis.

It is the responsibility of the Authorized Issuing Organization to develop, train and maintain a standard operating procedure to address the accidental issuance of a public alert.

Requesting Organization or Jurisdiction

It is the responsibility of the requesting organization or jurisdiction to communicate to every authorized user the process and reporting requirements for requesting an Alert Ready message.

It is the responsibility of the requesting organization or jurisdiction to establish a train the trainer model for internal training as well as a mechanism to track training requirements for all individual users.

It is the responsibility of the requesting organization or jurisdiction to report to NSEMO any lessons learned from Alert Ready events on a semi-annual basis.

Standard Operating Procedure - Training Requirements

It is the responsibility of NSEMO to provide training on the rules, responsibilities, principles, and system use for requesting and issuing Alert Ready messages.

NSEMO will utilize a train the trainer approach for NS Alert Ready training. Representatives from individual organizations or jurisdictions will receive training from NSEMO, are expected to train identified Alert Ready users within their organization or jurisdiction.

The NS Alert Ready training program is comprised of two parts:

1. Module 1 - Theory
2. Module 2 - Practical

All individuals that have been identified to be Authorized Alert Issuers must successfully complete the training requirements outlined for participation.

All Individuals that have been identified to be Authorized Alert Requestors will be offered an introductory training course.

Module 1 Theory Training Requirements:

Module 1 - Theory is comprised of but not limited to the NS Alert Ready process, training on policies and standard operating procedures, types of alerts issued and principles of alerting.

NSEMO will offer this module for individuals who will take on the train the trainer model within their organization.

The module will take approximately 3 to 4 hours to complete.

Successful completion of this module will include an examination. The minimum pass mark is 60 per cent.

Organizations offering training to their staff or members via a train the trainer model will be required to track and report on participation levels.

Module 2 Practical Training Requirements:

This training is limited to individuals who have been identified as Authorized Alert Issuers.

NSEMO will offer this module as an instructor led session for individuals who will take on the train the trainer model within their organization.

The module will take approximately 3 to 4 hours to complete and will have exercises built into the course material.

Before an Authorized Alert Issuer can participate in Module 2 - Practical training, they must successfully complete Module 1, the Introductory portion of NS Alert Ready training.

Prior to beginning Module 2 – Practical training, login credentials for the National Alert and Aggregation Dissemination (NAAD) system will be provided to access the NAAD training site.

Training sessions for the Module 2 Practical training will be held at NSEMO offices. Any associated costs (wages, per-diems, mileage) to attend the training by trainees will be the responsibility of their organization.

National Alert and Aggregation Dissemination (NAAD) System Training Requirements:

NS Alert Ready is part of the National Public Alerting Initiative and utilizes the National Alert and Aggregation Dissemination (NAAD) System to create and disseminate all alerts that are required for the province.

NAAD has two separate alerting interfaces: the training interface and the live interface. Extreme care must be taken not to confuse the two alerting interface websites.

Individuals will be given access to the NAAD system training interface so they can login to NAAD and create required training and practice alerts.

To be activated in the LIVE alerting side of NAAD and set to “ACTUAL” status Authorized Alert Issuers must complete the following:

1. Complete the NS Alert Ready Theory Module 1 – Introduction to NS Alert Ready and Module 2 - Practical training sessions; and
2. Once both base practice alert sets are completed at the end of Module 2, NS Alert Ready NAAD Administration will check the alerts and reply by email, which will include (if the alerts are done correctly), the web link to the live alerting interface and your updated account information.
3. Authorized Alert Issuers who have been set to “ACTUAL” status will have ability to issue live alerts in the NAAD system.

If you requested an Alert with incorrect information, you MUST IMMEDIATELY re-submit a request to update the original alert with the following information/corrections:

- In Message Type – select UPDATE
- Headline – Start with UPDATE and then leave the rest of the headline as is
- Event Description – This is to advise the alert issued for (emergency event name) for the (area) was issued through human error (by Jurisdiction Name that issued it). There is NO (emergency event name) occurring in (community name).
- Remove all instructions
- Put in expiry date (current date) and time (1/2 hour later than current time)
- Notify the NSEMO Duty Officer immediately

If you included incorrect information in a public alert or you logged into the LIVE NAADs platform when you intended to send a TRAINING public alert, you MUST IMMEDIATELY:

- In Message Type – select UPDATE
- Headline – Start with UPDATE and then leave the rest of the headline as is
- Event Description – This is to advise the alert issued for (emergency event name) for the (area) was issued through human error (by Jurisdiction Name that issued it). There is NO (emergency event name) occurring in (community name).
- Remove all instructions
- Put in expiry date (current date) and time (1/2 hour later than current time)
- Notify the NSEMO Duty Officer immediately

Standard Operating Procedure - Types of Alerts and Emergency Events that Warrant an Alert

The NS Alert Ready program allows for two levels of alerts to be generated

Broadcast Immediate Alert (BI)

Definition – An emergency situation where life and safety are under immediate threat and time is critical.

Non-Broadcast Immediate Alert (NBI)

Definition – An Non-Broadcast Immediate Alert is generated when an emergency is occurring or has the potential to occur that can affect the decisions people need to make as the situation has the potential to affect life and safety, protection of their property and or the environment.

Broadcast Immediate Alert and Non-Broadcast Immediate Alert:

- Both levels of alerts can be requested by an organization or jurisdiction for emergencies within their area(s) of responsibility.
- When an alert is generated, the responsibility to maintain the alert from start to finish including required updates and alert cancellations are the responsibility of the requesting organization.
- When an alert is generated, updated, or cancelled, the requesting organization will notify the NSEMO Operations Duty Officer.

Emergency Events that Warrant an Alert:

- Emergency alerts can be requested by a jurisdiction or organization that has the mandated responsibility for that emergency event.
- All situations that would warrant an emergency alert to be issued are identified in the Common Alerting Protocol Standards– Canadian Profile (CAP-CP).
- The emergency situations listed in Nova Scotia Alert Ready Requestor by Legislated / Authorized Lead Agency highlight which organization(s) and jurisdiction(s) has/have the legislated mandate and/or authority to request an Alert Ready message.
- When a situation occurs where an emergency alert can be generated and the responsibility to issue the alert could fall to more than one organization or jurisdiction the following should be applied:
- Broadcast Immediate Alert (BI): Based on the critical nature of a broadcast immediate alert, whoever knows about the situation first should take immediate action to generate the alert.
- Non-Broadcast Immediate Alert: These alerts are less critical in nature and should be generated by the Jurisdiction or Organization that is in the position to best maintain the ongoing requirements of the alert and who has the mandated responsibility.

Generating an Alert, Alert Updates and Cancelling an Alert

- Actual alerts for emergency situations will be created and issued through the NAAD system LIVE interface and all training and practice alerts will be created in the NAAD system TRAINING interface.
- An Authorized Alert Issuer needs to determine if the alert is a Critical Broadcast Immediate Alert or a Non-Broadcast Immediate Alert.
- To generate an alert correctly the Authorized Alert Issuer should follow the directions outlined in the document titled Directions to Generate an Alert (see Appendix 2).

- If the Alert Request Form does not reflect the emergency situation accurately, the Authorized Alert Issuer should follow-up with the requesting organization to clarify the situation and details necessary for messaging.
- An Actual Alert can be updated, should the emergency situation change. If an update is required, then follow the directions in the document titled Updating an Alert. (see Appendix 3).
- If an alert or update has been issued for an emergency situation that alert or update should be cancelled once the emergency is over or there is no longer a threat to the public. The recommended way to cancel an alert/update is outlined in the document Cancelling an Alert. (see Appendix 4).

Standard Operating Procedure - Receiving an Alert

There are several communication platforms in which an emergency alert can be received by the public. The communication platform the alert is received on will be dependent on the level and type of alert that has been issued.

Broadcast Immediate Alert (BI):

BI alerts will be sent through all communication platforms.

Television and Radio – All broadcasters licensed to operate in Canada have been mandated by the Canadian Radio-television and Telecommunications Commission (CRTC) that they must issue all Critical Broadcast Immediate alerts that have been created in the NAAD system, as a condition of their continued licensing.

The Weather Network app (TWN) - Individuals who download TWN app can receive alerts for their specific area depending on how they configure their app setting.

Added to TV, and Radio, Broadcast Immediate Alerts will also be sent to cell phones and wireless devices that are compatible with Wireless Public Alerting (WPA). In order for emergency alerts to be received on a wireless device, three conditions must be met. The wireless device must be:

1. An LTE-device like a smartphone (LTE is commonly referred to as “4G LTE”)
2. Wireless public alerting (WPA)-compatible
3. Connected to an LTE cellular network at the time the emergency alert is issued.

NOTE: These types of alerts when sent to your phone will be short with only critical information

Non-Broadcast Immediate Alert:

These types of alert will be sent through the following communication platforms.

The Weather Network app - Individuals who download TWN app can receive alerts for their specific area depending on how they configure their app setting.

Non-Broadcast Immediate alerts will not be disseminated by TV, Radio or to your Cell Phone by Text. Some radio broadcasters may issue the alerts, or at the very least include the alert information on their regular news segment but doing so is their choice.

Standard Operating Procedure - When Assistance is Required

When assistance is required to issue an **ACTUAL LIVE ALERT**:

Technical difficulties:

The Pelmorex NAAD Service Desk is available to assist an issuer with technical difficulties with the NAAD platform. They provide assistance only if you are experiencing system issues, such as the following examples:

- You enter your login credentials, and nothing happens, it “sits and spins”
- You get logged in and your screens are not displaying properly
- You create your alert and try to validate it, and the system only sits and spins

The Pelmorex NAAD Service Desk can be reached at:

Telephone: 1-877-390-1911

Email: support-publicalerting@pelmorex.com

If an Authorized Alert Issuer is experiencing difficulties developing an Alert Ready request on the NAAD platform, s/he/they can request assistance in generating an Alert for an emergency situation that is occurring or about to occur by calling Shubie Radio:

1-833-758-4540 and asking for the NSEMO Alert Ready Duty Officer.

Broadcast Immediate Alert and Non-Broadcast Immediate Alert:

- Assistance will be provided to an Authorized Alert Issuer by troubleshooting difficulties, and if required, generating, and issuing an alert on their behalf.
- When an Authorized Alert Issuer calls the number above, they will need to provide the following:
 - The organization they represent
 - Their name
 - Their organization PIN
 - The issue they are experiencing (e.g. locked out of account, error message)
- If the issue cannot be resolved in a timely fashion, the alert can be generated on behalf of the Authorized Alert Issuer via the NS Alert Ready Request Form. The original Authorized Issuing organization will now become the requesting organization and will prepare and submit an NS Alert Ready Request Form to the new Issuing Organization.
- If an Alert is generated on behalf of an Authorized Alert Issuer, the Issuer is now responsible to provide follow-up to update and/or cancel the Alert. The requesting organization will provide the necessary information via an NS Alert Ready Request Form to prepare and issue alerts. The requestor is also responsible for notifying the NSEMO Alert Ready Duty Officer.

When assistance is required to correct your personal information or reset a password:

NS Alert Ready NAAD Administration

If you need to have your password reset, check your standing of alerts, submit new forms, have a general inquiry, etc. call NSEMO at 1-902-424-5620 or email nsalertreadyadmin@novascotia.ca during business hours, or Shubie Radio at 1-833-758-4540 after hours.

Note: If a password reset is prohibiting you from issuing an Alert, contact 1-833-758-4540 immediately.

When assistance or questions arise on NS Alert Ready Policy or Program Direction:

Email NS Alert Ready Management Administration at:
nsalertreadyadmin@novascotia.ca

Annex 2: NSEMO Strategic Emergency Management Plan – Legislated Leads¹

Planning for Specific Hazards

Like most emergency management organizations, the Nova Scotia Emergency Management Office (NSEMO) uses an all-hazards emergency preparedness approach. It is also helpful to identify and plan for the initial response to certain hazards. This may be because they occur frequently, or because they require specific approaches and processes.

For each hazard in this document, NSEMO has identified:

- Legislated/regulated lead agency, government body/bodies;
- Potential supporting or affected organizations;
- Likely activation triggers and activation levels for the Provincial Coordination Centre (PCC);
- Organizations that may be required to send a representative to the PCC for each activation level; and
- The protocols and processes for issuing a public alert through Alert Ready.

Note: Partners that are not required at the PCC in person (municipalities, departments, critical infrastructure stakeholders) still receive information during NSEMO activations through WebEOC, Situation Reports, notifications, and teleconference calls.

The specific hazards planned for in this annex are as follows:

Canso Causeway closure	Cyber Attack	Drinking water
Drought	Earthquake	Environmental contamination – land
Environmental contamination – sea	Extreme cold	Extreme heat
Flood	Food contamination	Fuel shortage
Hurricane / Tropical Storm	Mass evacuation at sea	Pandemic / Epidemic
Power outage	Radiological (nuclear)	Severe snow or ice storm
Sporadic disease outbreak	Storm Surge	Supply chain disruption
Tantramar Marsh (NB-NS land connection) closure	Telecommunications outage	Terrorist Act
Tornado (severe weather)	Transportation Corridor	Transportation disaster
Tsunami	Wildland Fire	

Public Alerting

¹ Annex A: Legislated Leads from NS Strategic Emergency Management Plan as at June 3, 2022.

NS Alert Ready is Nova Scotia's emergency public alerting program that provides critical information about emergencies in real-time so individuals can take action to protect themselves, their families, and their property.

The Nova Scotia Emergency Management Office (NSEMO) is the Authorized Government Agency (AGA) for Public Alerting in Nova Scotia.

The RCMP and Halifax Regional Police can issue alerts directly for policing matters. If any other lead agency wishes to request an Alert Ready message in Nova Scotia, they must Call Shubie Radio: 1-833-758-4540 (monitored 24/7/365) and fill out an Alert Ready Request Form with the details of the incident. Requests must be approved by a Chief of Police, Deputy Minister, Mayor/CAO or designate.

Each hazard described below outlines the lead agency or agencies. These are the organizations that would be responsible for issuing a public alert should an emergency occur within their mandate that they determine requires such action.

NSEMO Contact Information

DUTY OFFICER: To reach NSEMO's duty officer 24/7 call **1-833-758-4540**.

Regular Business: NSEMO's regular business line (1-866-424-5620 or 902-424-5620) is answered between 8:30 and 4:30 on weekdays. It is not monitored after-hours, on weekends, or on holidays. To reach a duty officer after hours, please call the number listed above.

Email: During activations, NSEMO's email address is pcc@novascotia.ca . NSEMO's general information email address is emo@novascotia.ca . It is not monitored after-hours.

Canso Causeway Closure

Description: The provincial department of Public Works (PW) manages the province's highways and key road transportation infrastructure, including the Canso Causeway. It is not uncommon for the causeway to be closed for short periods severe during storms, or when the swing bridge is operating, to allow marine vessels through. A prolonged closure may require an emergency management response to ensure public safety is maintained.

Lead Agency/ies: Municipal emergency management officials and/or policing agencies are the lead for public safety matters that arise from a prolonged closure of the Canso Causeway. Public Works is the legislated lead for service restoration.

Principal supporting organizations	Possible supporting or affected government bodies or organizations	Likeliest critical infrastructure partner or sector impacts
<ul style="list-style-type: none"> • Municipalities • Police, fire, paramedics • NSEMO • Canadian Red Cross • Environment and Climate Change Canada (ECCC) (if weather-related) • Communications Nova Scotia (CNS) 	<ul style="list-style-type: none"> • Indigenous Services Canada (ISC) - First Nations • Fisheries and Aquaculture • Education & ECD • Labour, Skills & Immigration • Advanced Education • Joint Task Force Atlantic Provincial Liaison Officer (JTFA PLO) • Public Safety Canada • Service NS & Internal Services - Business Continuity (SNS-IS BCM) • NS Natural Resources and Renewables 	<ul style="list-style-type: none"> • Health and Wellness • Marine Atlantic • Halifax International Airport Authority • Sydney Airport Authority • Justice • Community Services • CN Rail • Port of Halifax • Port of Sydney • Fuel companies • Canadian Coast Guard (Canal) • Food Sector
<p>Guiding legislation, regulation(s) and/or policies:</p> <p>Public Highways Act</p>	<p>When would NSEMO activate the PCC? NSEMO may be asked to assist for longer closures, where municipalities need support, or if critical infrastructure partners become affected beyond normal business continuity processes.</p>	<p>AREPS, EMCs, or NSEMO partners can reach the duty officer 24/7 by calling 1-833-758-4540.</p>

Canso Causeway Closure continued

Provincial Coordination Centre (PCC) Activation

Activation Level and description	May be required to attend the PCC
<p>Level 1: Monitoring NSEMO would activate the PCC at Monitoring level if a coordinated response is required, or at the request of any department, municipality, critical infrastructure, or emergency management partner.</p>	<ul style="list-style-type: none"> • NSEMO staff • Public Works ARep* • SNS-IS Business Continuity
<p>Level 2: Partial Activation NSEMO would escalate the PCC activation level if the complexity of the response and the number of agencies / departments / partners increases.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Canadian Red Cross ARep (Shelters) + DCS ARep • Communications NS staff • Joint Task Force Atlantic Provincial Liaison Officer (JTFA-PLO) • Natural Resources and Renewables (ICS support) • Public Safety Canada & other federal partners • Health and Wellness
<p>Level 3: Full Activation The PCC may be opened at Full Activation if more complex and coordinated assistance spanning several agencies and organizations is required, or if real or anticipated impacts are widespread or severe.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Affected Critical Infrastructure partner AReps

*ARep = The designated Agency Representative for an organization

Canso Causeway Closure – Alert Ready	
Alert Ready requesting Agency:	NS Dept. of Public Works
Required Approval Level	Provincial Department at Deputy Minister Level
Requesting Method	Phone call to 1-833-758-4540 & complete Alert Ready Request Form for Public Works. RCMP has the authority to issue public alerts directly.
Alert Category (ies)	Roadway Closure; Bridge Closure
Notes:	If the threat to public safety increases, RCMP can issue a Broadcast-Immediate Civil Emergency alert directly.

Note: Non-BI = a Non-Broadcast-Immediate alert / BI = Broadcast-Immediate alert

Cyber Attack

Description: Cyber security is predominantly a federal and is monitored and threats mitigated by Public Safety Canada, CSIS, the RCMP and the Canadian Centre for Cyber Security. Nova Scotia has laws, regulations, and policies focusing on data protection by public bodies and securities companies. Nova Scotia does not legislate or regulate cyber security in private organizations, and NSEMO does not have a role in preventing cyber security attacks among its partners. NSEMO shares bulletins, educational materials, and training opportunities provided by federal partners with its provincial critical infrastructure network.

Lead Agency/ies: Service Nova Scotia and Internal Services (SNS-IS) is the lead agency for the provincial government’s computer networks and internal government cyber security. Individual organizations including critical infrastructure partners, municipalities, and businesses, are responsible for their own cyber security measures and practices.

Principal supporting organizations	Possible supporting or affected government bodies or organizations	Likeliest critical infrastructure partner or sector impacts
<ul style="list-style-type: none"> • Service NS & Internal Services - Business Continuity (SNS-IS BCM) • Municipalities • NSEMO • Canadian Red Cross • Communications Nova Scotia (CNS) 	<ul style="list-style-type: none"> • Indigenous Services Canada (ISC) - First Nations • Joint Task Force Atlantic Provincial Liaison Officer (JTFA PLO) • Public Safety Canada • NS Natural Resources and Renewables 	<ul style="list-style-type: none"> • Energy sector • Provincial government departments • Transportation sector • Municipalities
<p>Guiding legislation, regulation(s) and/or policies:</p> <p>Nova Scotia Securities Commission *</p> <p>Freedom of Information and Protection of Privacy Act and Regulations</p> <p>Part XX of the Municipal Government Act</p> <p>Personal Health Information Act and Regulations</p> <p>Personal Information International Disclosure Protection Act</p> <p>Federal:</p> <p>Personal Information Protection and Electronic Documents Act (PIPEDA)</p> <p>Protecting Canadians from Online Crime Act</p> <p>Canadian Criminal Code</p> <p>CASL (Amends several acts)</p>	<p>When would NSEMO activate the PCC?</p> <p>NSEMO would activate the Provincial Coordination Centre to support a response to the consequences of a cyber attack (power outage, disruption of essential services) that pose a threat to life/safety or to the continued operation of key critical infrastructure, or upon the request of an AREP or municipality.</p>	<p>AREPS, EMCs, or NSEMO partners can reach the duty officer 24/7 by calling 1-833-758-4540.</p>

* Policies on cyber security for investment (securities) companies.

Cyber Attack continued

Provincial Coordination Centre (PCC) Activation

Activation Level and description	May be required to attend the PCC
<p>Level 1: Monitoring NSEMO would activate the PCC at Monitoring level if a coordinated response is required, or at the request of any department, municipality, critical infrastructure, or emergency management partner.</p>	<ul style="list-style-type: none"> NSEMO staff
<p>Level 2: Partial Activation NSEMO would escalate the PCC activation level if the complexity of the response and the number of agencies / departments / partners increases.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> SNS-IS ICTS AREP SNS-IS Business Continuity
<p>Level 3: Full Activation The PCC may be opened at Full Activation if more complex and coordinated assistance spanning several agencies and organizations is required, or if real or anticipated impacts are widespread or severe.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> Affected CI partners Public Safety Canada JTFA Liaison Officer RCMP AREP

*ARep = The designated Agency Representative for an organization

Cyber Attack – Alert Ready	
Alert Ready Requesting Agency or Agencies:	<ul style="list-style-type: none"> Critical Infrastructure Owner/Operator (could be a provincial department or municipality)
Required Approval Level	Provincial Department at Deputy Minister Level, municipal CAO, Private Organization CEO/Owner
Requesting Method	Phone call to 1-833-758-4540 & complete Alert Ready Request Form
Alert Category (ies)	Civil Emergency (BI); Terrorism (BI)

Note: Non-BI = a Non-Broadcast-Immediate alert / BI = Broadcast-Immediate alert

Drinking Water Supply Contamination

Description: Public drinking water supplies are regulated by Nova Scotia Environment and Climate Change. The water system operator must ensure the water is safe and tested according to provincial requirements. The operator is responsible for public notification regarding do not drink or boil orders. Individual wells are the responsibility of homeowners.

Lead Agency/ies: Water supply owner or operator. [Note: If the water contamination is through a deliberate act, the Terrorist Act hazard information below may be relevant.] Nova Scotia Environment and Climate Change monitors owner/operator responses to issues affecting the safety and availability of water through their water supplies.

Principal supporting organizations	Possible supporting or affected government bodies or organizations	Likeliest critical infrastructure partner or sector impacts
<ul style="list-style-type: none"> • Nova Scotia Environment and Climate Change (NSE) 	<ul style="list-style-type: none"> • NSEMO • CNS 	<ul style="list-style-type: none"> • Health and Wellness • Community Services • Public Works
<p>Guiding legislation, regulation(s) and/or policies:</p> <p>Nova Scotia Environment and Climate Change Act</p> <p>Nova Scotia Environment and Climate Change Emergency Regulations</p>	<p>When would NSEMO activate the PCC?</p> <p>Most of the time, NSEMO would not be required to coordinate a provincial response.</p> <p>The PCC would be activated if the water contamination is severe or prolonged, or upon the request of a provincial department, municipality, critical infrastructure or another emergency management partner.</p>	<p>AREPS, EMCs, or NSEMO partners can reach the duty officer 24/7 by calling 1-833-758-4540.</p>

Drinking Water Supply Contamination continued

Provincial Coordination Centre (PCC) Activation

Activation Level and description	May be required to attend the PCC
<p>Level 1: Monitoring NSEMO would activate the PCC at Monitoring level if a coordinated response is required, or at the request of any department, municipality, critical infrastructure, or emergency management partner.</p>	<ul style="list-style-type: none"> • NSEMO staff • NSE ARep
<p>Level 2: Partial Activation NSEMO would escalate the PCC activation level if the complexity of the response and the number of agencies / departments / partners increases.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Communications NS staff • Municipal Emergency Management Coordinator(s) (virtually) • Natural Resources and Renewables (ICS support) • Health and Wellness • SNS-IS Business Continuity
<p>Level 3: Full Activation The PCC may be opened at Full Activation if more complex and coordinated assistance spanning several agencies and organizations is required, or if real or anticipated impacts are widespread or severe.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Affected Critical Infrastructure partner AReps

*ARep = The designated Agency Representative for an organization

Drinking Water Supply Contamination – Alert Ready	
Alert Ready requesting Agency:	<ul style="list-style-type: none"> • NS Environment and Climate Change • Municipality
Required Approval Level	Provincial Department at Deputy Minister Level or Municipal CAO
Requesting Method	Phone call to 1-833-758-4540 & complete Alert Ready Request Form for Public Works.
Alert Category (ies)	Drinking Water (BI)

Drought / Drinking Water Shortage

Description: Primary responsibility for drinking water supply lies with the owner/operator of a public supply or with individual homeowners on wells. In cases of widespread water shortages, municipalities may choose to offer bottled water to residents. NSEMO may provide support to municipalities for large-scale responses.

Lead Agency/ies: Water supply owner or operator or individual homeowners (wells).

Principal supporting organizations	Possible supporting or affected government bodies or organizations	Likeliest critical infrastructure partner or sector impacts
<ul style="list-style-type: none"> • Municipalities 	<ul style="list-style-type: none"> • NS Environment & Climate Change (water safety) • NSEMO • CNS • Health and Wellness • Public Works • Natural Resources and Renewables • Education and ECD 	<ul style="list-style-type: none"> • Health and Wellness • Transportation • Food Sector
<p>Guiding legislation, regulation(s) and/or policies:</p> <p>Halifax Regional Municipality Charter</p> <p>Municipal Government Act *</p> <p>Crop and livestock insurance program</p> <p>Animal Health and Protection Act</p> <p>Federal crop damage program</p> <p><i>* 2017 MGA amendment allows municipalities to lend funds to homeowners to drill wells, and the money is paid back over time</i></p>	<p>When would NSEMO activate the PCC?</p> <p>Most of the time, NSEMO would not be required to coordinate a provincial response. The PCC would be activated if the water shortage is widespread or prolonged to the point municipalities require support. The PCC would activate upon the request of a department, municipality, critical infrastructure or another emergency management partner.</p>	<p>AREPS, EMCs, or NSEMO partners can reach the duty officer 24/7 by calling 1-833-758-4540.</p>

Drought / Drinking Water Shortage continued

Provincial Coordination Centre (PCC) Activation

Activation Level and description	May be required to attend the PCC
<p>Level 1: Monitoring NSEMO would activate the PCC at Monitoring level if a coordinated response is required, or at the request of any department, municipality, critical infrastructure, or emergency management partner.</p>	<ul style="list-style-type: none"> • NSEMO staff • Municipal EMC (virtually)
<p>Level 2: Partial Activation NSEMO would escalate the PCC activation level if the complexity of the response and the number of agencies / departments / partners increases.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Communications NS staff • SNS-IS Business Continuity • Natural Resources and Renewables ARep • NS Environment ARep • Health and Wellness ARep • Public Works ARep • Affected Critical Infrastructure Partner ARep • Indigenous Services Canada – First Nations • Education and Early Childhood Development
<p>Level 3: Full Activation The PCC may be opened at Full Activation if more complex and coordinated assistance spanning several agencies and organizations is required, or if real or anticipated impacts are widespread or severe.</p>	Additional representatives as required.

*ARep = The designated Agency Representative for an organization

Drought/Drinking Water Shortage – Alert Ready	
Alert Ready requesting Agency:	<ul style="list-style-type: none"> • NS Environment and Climate Change • Municipality
Required Approval Level	Provincial Department at Deputy Minister Level or Municipal CAO
Requesting Method	Phone call to 1-833-758-4540 & complete Alert Ready Request Form.
Alert Category (ies)	Water Supply (Non BI)

Earthquake

Description: Earthquakes of a magnitude that would cause serious impacts are rare in Nova Scotia, but one could happen. There are processes in place for a provincial response should a severe earthquake occur.

Lead Agency/ies: Municipalities / first responders

Principal supporting organizations	Possible supporting or affected government bodies or organizations	Likeliest critical infrastructure partner or sector impacts
<ul style="list-style-type: none"> • NSEMO • Natural Resources Canada – tracks and reports earthquakes • Insurance Bureau of Canada • Communications Nova Scotia • Environment/Climate Change Canada 	<ul style="list-style-type: none"> • Public Safety Canada • Joint Task Force Atlantic - PLO • ISC – First Nations • Provincial departments • Medical Examiner’s Office (fatalities) 	<ul style="list-style-type: none"> • Nova Scotia Power • Canadian Red Cross • Transportation sector • Fuel sector • Food sector • Health sector • Information and telecommunications sector
<p>Guiding legislation, regulation(s) and/or policies:</p> <p>Emergency Management Act</p> <p>Civic Emergency Regulations (EM Act)</p> <p>State of Emergency Forms Regulations</p> <p>Emergency Social Services Regulations</p>	<p>When would NSEMO activate the PCC?</p> <p>The PCC would be activated if the earthquake caused damage requiring a provincially-coordinated response, or upon the request of a department, municipality, critical infrastructure, or another emergency management partner.</p>	<p>AREPS, EMCs, or NSEMO partners can reach the duty officer 24/7 by calling 1-833-758-4540.</p>

Earthquake continued

Provincial Coordination Centre (PCC) Activation

Activation Level and description	May be required to attend the PCC
<p>Level 1: Monitoring NSEMO would activate the PCC at Monitoring level if a coordinated response is required, or at the request of any department, municipality, critical infrastructure, or emergency management partner.</p>	<ul style="list-style-type: none"> NSEMO staff
<p>Level 2: Partial Activation NSEMO would escalate the PCC activation level if the complexity of the response and the number of agencies / departments / partners increases.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> Communications NS staff Natural Resources and Renewables ARep SNS-IS Public Safety Field Communications SNS-IS Business Continuity Environment and Climate Change Canada
<p>Level 3: Full Activation The PCC may be opened at Full Activation if more complex and coordinated assistance spanning several agencies and organizations is required, or if real or anticipated impacts are widespread or severe.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> NS Environment ARep Health and Wellness ARep Public Works ARep Affected Critical Infrastructure Partner AREps Indigenous Services Canada – First Nations Education and Early Childhood Development ARep JTFA PLO Public Safety Canada Canadian Red Cross

*AREp = The designated Agency Representative for an organization

Earthquake – Alert Ready	
Alert Ready requesting Agency:	NSEMO or Municipality
Required Approval Level	Provincial Department at Deputy Minister Level or Municipal CAO
Requesting Method	Phone call to 1-833-758-4540 & complete Alert Ready Request Form (Municipality)
Alert Category (ies)	Earthquake (BI); Civil Emergency (BI)

Environmental Contamination: Land

Description: Police and local fire departments or the nearest fire department HAZMAT team are first to respond to most hazardous material spills on land, particularly on roads (vehicle accidents). The polluter is expected to clean up the hazard or engage private contractors to clean up the spill. The federal government is responsible for environmental emergencies on federally-owned land or First Nations.

Lead Agency/ies: The polluter is expected to ensure the hazard is cleaned up and the area remediated. Nova Scotia Environment and Climate Change regulates this process and intervenes if necessary.

Principal supporting organizations	Possible supporting or affected government bodies or organizations	Likeliest critical infrastructure partner or sector impacts
<ul style="list-style-type: none"> • Municipalities / first responders • Private contractors 	<ul style="list-style-type: none"> • Environment/Climate Change Canada • ISC – First Nations • Natural Resources and Renewables 	<ul style="list-style-type: none"> • Municipalities • Any CI sector that may cause an environmental emergency • Any CI sector that may be involved in spill cleanup / remediation
<p>Guiding legislation, regulation(s) and/or policies:</p> <p>Nova Scotia Environment and Climate Change Act</p> <p>Nova Scotia dangerous goods management regulations</p> <p>Nova Scotia Environment and Climate Changeal Emergency Regulations</p> <p>Federal Transportation of Dangerous Goods Regulations</p> <p>Federal Environmental Emergencies Plan</p>	<p>When would NSEMO activate the PCC?</p> <p>The PCC would be activated for an environmental emergency requiring a provincially-coordinated response, or upon the request of a department, municipality, critical infrastructure or another emergency management partner.</p>	<p>AREPS, EMCs, or NSEMO partners can reach the duty officer 24/7 by calling 1-833-758-4540.</p>

Environmental Contamination: Land continued

Provincial Coordination Centre (PCC) Activation

Activation Level and description	May be required to attend the PCC
<p>Level 1: Monitoring NSEMO would activate the PCC at Monitoring level if a coordinated response is required, or at the request of any department, municipality, critical infrastructure, or emergency management partner.</p>	<ul style="list-style-type: none"> • NSEMO staff • NS Environment & Climate Change ARep
<p>Level 2: Partial Activation NSEMO would escalate the PCC activation level if the complexity of the response and the number of agencies / departments / partners increases.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Communications NS staff • SNS-IS Public Safety Field Communications • Environment and Climate Change Canada • Affected CI AReps
<p>Level 3: Full Activation The PCC may be opened at Full Activation if more complex and coordinated assistance spanning several agencies and organizations is required, or if real or anticipated impacts are widespread or severe.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Health and Wellness ARep • Public Works ARep • Affected Critical Infrastructure Partner AReps • JTFA PLO • Public Safety Canada • Community Services • Canadian Red Cross

*ARep = The designated Agency Representative for an organization

Environmental Emergency - Land – Alert Ready	
Alert Ready requesting Agency:	<ul style="list-style-type: none"> • NS Environment and Climate Change • Municipality
Required Approval Level	Provincial Department at Deputy Minister Level or Municipal CAO
Requesting Method	Phone call to 1-833-758-4540 & complete Alert Ready Request Form.
Alert Category (ies)	Drinking Water (BI); Hazardous Materials (BI); Chemical Hazard (BI), Biological Hazard (BI); Drinking Water (Non-BI)

Environmental Contamination: Spill at Sea

Description: Oil spills at sea are federal jurisdiction. Nova Scotia has no authority or involvement in the cleanup unless materials reach the province's shore.

Lead Agency/ies: The Canadian Coast Guard is the lead agency for hazardous material spills at sea. In most cases, NSEMO would not be involved in this type of incident unless a threat to the shoreline became evident.

Principal supporting organizations	Possible supporting or affected government bodies or organizations	Likeliest critical infrastructure partner or sector impacts
<ul style="list-style-type: none"> • Polluter responsible for spill or company contracted to lead cleanup • Transport Canada • Environment and Climate Change Canada • Private contractors • Department of Fisheries and Oceans Canada 	<ul style="list-style-type: none"> • NSEMO • Municipalities • NS Natural Resources and Renewables • NS Fisheries and Aquaculture • ISC/First Nations 	<ul style="list-style-type: none"> • Halifax Port Authority • Sydney Port Authority • Nova Scotia Power • Transportation Sector • Fuel Sector • Food Sector
<p>Guiding legislation, regulation(s) and/or policies:</p> <p>Federal Transportation of Dangerous Goods Regulations</p> <p>Federal Environmental Emergencies Plan</p> <p>Canada Shipping Act</p> <p>Federal information on spills at sea</p> <p>Federal Fisheries Act</p>	<p>When would NSEMO activate the PCC?</p> <p>The PCC would be activated for an environmental emergency at sea that poses an imminent threat to shoreline. EMO would also activate the PCC at the request of a department, municipality, critical infrastructure or another emergency management partner.</p>	<p>AREPS, EMCs, or NSEMO partners can reach the duty officer 24/7 by calling 1-833-758-4540.</p>

Environmental Contamination: Spill at Sea continued

Provincial Coordination Centre (PCC) Activation

Activation Level and description	May be required to attend the PCC
<p>Level 1: Monitoring NSEMO would activate the PCC at Monitoring level if a coordinated response is required, or at the request of any department, municipality, critical infrastructure, or emergency management partner.</p>	<ul style="list-style-type: none"> • NSEMO staff • Natural Resources and Renewables ARep • Canadian Coast Guard ARep • NS Fisheries and Aquaculture ARep
<p>Level 2: Partial Activation NSEMO would escalate the PCC activation level if the complexity of the response and the number of agencies / departments / partners increases.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Communications NS staff • SNS-IS Public Safety Field Communications • Environment and Climate Change Canada
<p>Level 3: Full Activation The PCC may be opened at Full Activation if more complex and coordinated assistance spanning several agencies and organizations is required, or if real or anticipated impacts are widespread or severe.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Health and Wellness ARep • Public Works ARep • Affected Critical Infrastructure Partner AReps • JTFA PLO • Public Safety Canada • NSE (if issue impacts coastlines and further inland)

*AREp = The designated Agency Representative for an organization

Environmental Emergency: Spill at Sea – Alert Ready	
Alert Ready requesting Agency:	<ul style="list-style-type: none"> • Canadian Coast Guard (DG) if there is a threat to the Nova Scotia coastline.
Required Approval Level	Federal Department Director General
Requesting Method	Phone call to 1-833-758-4540 & complete Alert Ready Request Form.
Alert Category (ies)	Chemical Hazard (BI); Biological Hazard (BI)

Extreme Cold

Description: Cold weather is normal during the winter months in Nova Scotia and individuals are normally responsible to prepare for and respond to frigid temperatures. NSEMO may activate in situations where existing or predicted conditions are extreme and pose an elevated risk to the public and municipalities required provincial support for their response.

Lead Agency/ies: Municipalities are the first line of response to extreme cold events. If the extreme cold is accompanied by widespread or prolonged power outages, municipalities may be asked to activate their emergency plan and open comfort centres for warming.

Principal supporting organizations	Possible supporting or affected government bodies or organizations	Likeliest critical infrastructure partner or sector impacts
<ul style="list-style-type: none"> • ECCC - weather • Health and Wellness • Communications Nova Scotia • Public Works • Public Service Commission • Canadian Red Cross 	<ul style="list-style-type: none"> • Education and Early Childhood Development • Labour, Skills & Immigration • ISC – First Nations • Municipal Affairs & Housing • Community Services • Non-profits serving vulnerable populations 	<ul style="list-style-type: none"> • Nova Scotia Power • Telecommunication companies • Transportation Sector • Food sector • Health sector
<p>Guiding legislation, regulation(s) and/or policies:</p> <p>Emergency Management Act</p> <p>Civic Emergency Regulations (EM Act)</p> <p>State of Emergency Forms Regulations</p> <p>Emergency Social Services Regulations</p> <p>NS Health Protection Act</p>	<p>When would NSEMO activate the PCC? NSEMO would activate the PCC at the request of any municipality, provincial department, or critical infrastructure partner to assist with a provincially-coordinated response to the extreme cold emergency.</p>	<p>AREPS, EMCs, or NSEMO partners can reach the duty officer 24/7 by calling 1-833-758-4540.</p>

Extreme Cold continued

Provincial Coordination Centre (PCC) Activation

Activation Level and description	May be required to attend the PCC
<p>Level 1: Monitoring NSEMO would activate the PCC at Monitoring level if a coordinated response is required, or at the request of any department, municipality, critical infrastructure, or emergency management partner.</p>	<ul style="list-style-type: none"> • NSEMO staff • Nova Scotia Power ARep • Environment and Climate Change Canada
<p>Level 2: Partial Activation NSEMO would escalate the PCC activation level if the complexity of the response and the number of agencies / departments / partners increases.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Communications NS staff • Public Service Commission ARep • SNS-IS Public Safety Field Communications • SNS-IS Business Continuity
<p>Level 3: Full Activation The PCC may be opened at Full Activation if more complex and coordinated assistance spanning several agencies and organizations is required, or if real or anticipated impacts are widespread or severe.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Affected Provincial Department AReps • Affected Critical Infrastructure Partner AReps • JTFA PLO • Public Safety Canada • Health Canada Representative

*ARep = The designated Agency Representative for an organization

Extreme Cold – Alert Ready	
Alert Ready requesting Agency:	<ul style="list-style-type: none"> • Municipality • NSEMO
Required Approval Level	Provincial Department at Deputy Minister Level or Municipal CAO
Requesting Method	Phone call to 1-833-758-4540 & complete Alert Ready Request Form.
Alert Category (ies)	Cold Wave (Non-BI); Wind Chill (Non-BI)

Extreme Heat

Description: Hot weather is expected during the summer in Nova Scotia and individuals are normally responsible to prepare for and respond to the conditions. Environment and Climate Change Canada issues public advisories for extreme heat, and Nova Scotia Health and Wellness has adopted a Heat Alert Response System. Provincial coordination is rarely required, but NSEMO monitors the alerts and is ready to assist if needed.

Lead Agency/ies: Municipalities are the first line of response to extreme heat events. If the extreme heat is accompanied by widespread or prolonged power outages, municipalities may be asked to activate their emergency plan and open comfort centres for cooling.

Principal supporting organizations	Possible supporting or affected government bodies or organizations	Likeliest critical infrastructure partner or sector impacts
<ul style="list-style-type: none"> • ECCC - weather • Health and Wellness • Communications Nova Scotia • Public Works • Public Service Commission • Canadian Red Cross 	<ul style="list-style-type: none"> • Education and Early Childhood Development • Labour, Skills & Immigration • ISC – First Nations • Municipal Affairs & Housing • Community Services • Non-profits serving vulnerable populations 	<ul style="list-style-type: none"> • Nova Scotia Power • Telecommunication companies • Transportation Sector • Food sector • Health sector
<p>Guiding legislation, regulation(s) and/or policies:</p> <p>Emergency Management Act</p> <p>Civic Emergency Regulations (EM Act)</p> <p>State of Emergency Forms Regulations</p> <p>Emergency Social Services Regulations</p> <p>Health Protection Act</p>	<p>When would NSEMO activate the PCC?</p> <p>NSEMO would activate the PCC at the request of any municipality, provincial department, or critical infrastructure partner to assist with a provincially-coordinated response to the extreme heat emergency.</p>	<p>AREPS, EMCs, or NSEMO partners can reach the duty officer 24/7 by calling 1-833-758-4540.</p>

Extreme Heat continued

Provincial Coordination Centre (PCC) Activation

Activation Level and description	May be required to attend the PCC
<p>Level 1: Monitoring NSEMO would activate the PCC at Monitoring level if a coordinated response is required, or at the request of any department, municipality, critical infrastructure, or emergency management partner.</p>	<ul style="list-style-type: none"> • NSEMO staff • Environment and Climate Change Canada • Health and Wellness ARep
<p>Level 2: Partial Activation NSEMO would escalate the PCC activation level if the complexity of the response and the number of agencies / departments / partners increases.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Nova Scotia Power ARep • Communications NS staff • Public Service Commission ARep • SNS-IS Public Safety Field Communications • SNS-IS Business Continuity
<p>Level 3: Full Activation The PCC may be opened at Full Activation if more complex and coordinated assistance spanning several agencies and organizations is required, or if real or anticipated impacts are widespread or severe.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Affected Provincial Department AReps • Affected Critical Infrastructure Partner AReps • JTFA PLO • Public Safety Canada • Health Canada Representative

*AREp = The designated Agency Representative for an organization

Extreme Heat– Alert Ready	
Alert Ready requesting Agency:	<ul style="list-style-type: none"> • NS Environment and Climate Change • Municipality
Required Approval Level	Provincial Department at Deputy Minister Level or Municipal CAO
Requesting Method	Phone call to 1-833-758-4540 & complete Alert Ready Request Form.
Alert Category (ies)	Heat Wave (Non-BI); High Heat and Humidity (Non-BI)

Flooding

Description: Several communities in Nova Scotia experience seasonal flooding, but storms with heavy rainfall or rapid snow melt can cause flooding nearly anywhere at any time. Nova Scotians need to be prepared for floods and know what to do should flooding occur.

Lead Agency/ies: Municipalities are the first line of response to floods, managing street closures, evacuations, and cleanup. NSEMO is available to offer support if flooding is severe enough to require a provincially-coordinated response.

Principal supporting organizations	Possible supporting or affected government bodies or organizations	Likeliest critical infrastructure partner or sector impacts
<ul style="list-style-type: none"> • NSEMO • Insurance Bureau of Canada • Public Safety Canada • Environment and Climate Change Canada • Communications Nova Scotia • SNS-IS Business Continuity • Public Works 	<ul style="list-style-type: none"> • NS Agriculture • NS Fisheries and Aquaculture • NS Natural Resources and Renewables • Municipal Affairs and Housing • Community Services • Canadian Red Cross • SNS-IS Public Safety Field Comms. • Education/Early Childhood Dev. • Labour, Skills & Immigration • Medical Examiner's Office • NS Justice • NS Environment & Climate Change 	<ul style="list-style-type: none"> • Nova Scotia Power • Telecommunication companies • Transportation Sector • Food sector • Health sector
<p>Guiding legislation, regulation(s) and/or policies: Emergency Management Act Civic Emergency Regulations (EM Act) State of Emergency Forms Regulations Emergency Social Services Regulations</p>	<p>When would NSEMO activate the PCC? NSEMO would activate the PCC at the request of any municipality, provincial department, or critical infrastructure partner to assist with a provincially-coordinated response.</p>	<p>AREPS, EMCs, or NSEMO partners can reach the duty officer 24/7 by calling 1-833-758-4540.</p>

Flooding continued

Provincial Coordination Centre (PCC) Activation

Activation Level and description	May be required to attend the PCC
<p>Level 1: Monitoring NSEMO would activate the PCC at Monitoring level if a coordinated response is required, or at the request of any department, municipality, critical infrastructure, or emergency management partner.</p>	<ul style="list-style-type: none"> • NSEMO staff • Environment and Climate Change Canada
<p>Level 2: Partial Activation NSEMO would escalate the PCC activation level if the complexity of the response and the number of agencies / departments / partners increases.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Communications NS staff • Public Service Commission ARep • Public Works ARep • SNS-IS Public Safety Field Communications • SNS-IS Business Continuity
<p>Level 3: Full Activation The PCC may be opened at Full Activation if more complex and coordinated assistance spanning several agencies and organizations is required, or if real or anticipated impacts are widespread or severe.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Affected Provincial Department AReps • Affected Critical Infrastructure Partner AReps • JTFA PLO • Public Safety Canada

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Flooding – Alert Ready	
Alert Ready requesting Agency:	Municipality
Required Approval Level	Municipal CAO
Requesting Method	Phone call to 1-833-758-4540 & complete Alert Ready Request Form.
Alert Category (ies)	Storm Surge (BI); Dam Overflow (BI); Flash Flood (BI), High Water Level (Non-BI); Overland Flow Flood (Non-BI).

Food Contamination

Description: Food contamination can be unintended or deliberate. The Canadian Food Inspection Agency is responsible for food inspection and issuing warnings or recalls. NSEMO is normally not requested to assist in food contamination issues.

Lead Agency/ies: The Canadian Food Inspection Agency and Health Canada are the lead agencies for contaminated food products.

Principal supporting organizations	Possible supporting or affected government bodies or organizations	Likeliest critical infrastructure partner or sector impacts
<ul style="list-style-type: none"> • Health and Wellness • NSECC – food safety inspectors • NSEMO 	<ul style="list-style-type: none"> • Provincial Departments that oversee facilities that serve food (Justice, Community Services, Education & Early Childhood Development, etc.) • Agriculture • Fisheries and Aquaculture • Communications Nova Scotia • Medical Examiner’s Office • Health and Wellness 	<ul style="list-style-type: none"> • Food sector • Public Safety sector • Health sector
<p>Guiding legislation, regulation(s) and/or policies:</p> <p>CFIA Act and Regulations</p> <p>Health Protection Act</p>	<p>When would NSEMO activate the PCC? NSEMO would activate the PCC at the request of any municipality, provincial department, or critical infrastructure partner to assist with a provincially-coordinated response.</p>	<p>AREPS, EMCs, or NSEMO partners can reach the duty officer 24/7 by calling 1-833-758-4540.</p>

Food Contamination continued

Provincial Coordination Centre (PCC) Activation

Activation Level and description	May be required to attend the PCC
<p>Level 1: Monitoring NSEMO would activate the PCC at Monitoring level if a coordinated response is required, or at the request of any department, municipality, critical infrastructure, or emergency management partner.</p>	<ul style="list-style-type: none"> • NSEMO staff
<p>Level 2: Partial Activation NSEMO would escalate the PCC activation level if the complexity of the response and the number of agencies / departments / partners increases.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Health and Wellness ARep • NS Environment ARep • Communications NS staff • SNS-IS Business Continuity • Canadian Food Inspection Agency ARep • Health Canada ARep
<p>Level 3: Full Activation The PCC may be opened at Full Activation if more complex and coordinated assistance spanning several agencies and organizations is required, or if real or anticipated impacts are widespread or severe.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Affected Provincial Department AReps • Affected Critical Infrastructure Partner AReps • JTFA PLO • Public Safety Canada

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Food Contamination – Alert Ready	
Alert Ready requesting Agency:	Canadian Food Inspection Agency and/or Health Canada
Required Approval Level	Federal Department at the Director General Level
Requesting Method	Phone call to 1-833-758-4540 & complete Alert Ready Request Form.
Alert Category (ies)	Food and Drug Supply (Non-BI)

Fuel Shortage

Description: Fuel is an essential product, as there are interdependencies between many critical infrastructure sectors and fuel supply. For this reason, NSEMO tracks the shipments and supply of motive fuel on a weekly basis. Two providers supply gasoline and diesel to the province, primarily through shipping. Propane is also an essential fuel for industries including agriculture, fisheries and aquaculture, and other CI sectors, and it is brought into the province through rail and ground shipments. A prolonged shortage of any of these fuels would likely require provincial coordination and NSEMO would activate the PCC.

Lead Agency/ies: Private fuel companies.

Principal supporting organizations	Possible supporting or affected government bodies or organizations	Likeliest critical infrastructure partner or sector impacts
<ul style="list-style-type: none"> • NSEMO • Communications Nova Scotia • SNS-IS Business Continuity 	<ul style="list-style-type: none"> • Municipalities • Public Works • Agriculture • Fisheries and Aquaculture • Health and Wellness • Justice • ISC-First Nations • Natural Resources and Renewables • Other provincial departments that rely on vehicles or fuel 	<ul style="list-style-type: none"> • Food sector • Safety sector • Manufacturing sector • Transportation sector • Health sector • Government sector • Information and communication technology sector • Finance Sector • Water sector • Energy and Utilities Sector
<p>Guiding legislation, regulation(s) and/or policies:</p> <p>NS Fuel Shortage Report Emergency Management Act</p>	<p>When would NSEMO activate the PCC? NSEMO would activate the PCC at the request of any municipality, provincial department, or critical infrastructure partner to assist with a provincially-coordinated response to a fuel shortage.</p>	<p>AREPS, EMCs, or NSEMO partners can reach the duty officer 24/7 by calling 1-833-758-4540.</p>

Fuel Shortage continued

Provincial Coordination Centre (PCC) Activation

Activation Level and description	May be required to attend the PCC
<p>Level 1: Monitoring NSEMO would activate the PCC at Monitoring level if a coordinated response is required, or at the request of any department, municipality, critical infrastructure, or emergency management partner.</p>	<ul style="list-style-type: none"> • NSEMO staff
<p>Level 2: Partial Activation NSEMO would escalate the PCC activation level if the complexity of the response and the number of agencies / departments / partners increases.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Fuel Company AReps • SNS-IS Business Continuity • SNS-IS Public Safety Field Communications • Public Works ARep • Justice ARep • Health and Wellness ARep
<p>Level 3: Full Activation The PCC may be opened at Full Activation if more complex and coordinated assistance spanning several agencies and organizations is required, or if real or anticipated impacts are widespread or severe.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Nova Scotia Power AReps • Telecommunications company AReps • Other affected Provincial Department AReps • Other affected Critical Infrastructure Partner AReps • JTFA PLO • ISC – First Nations • Public Safety Canada

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Fuel Shortage – Alert Ready	
Alert Ready requesting Agency:	NSEMO
Required Approval Level	Provincial Department at Deputy Minister Level
Requesting Method	NSEMO has direct issuance authority.
Alert Category (ies)	Diesel Supply (Non-BI); Gasoline Supply (Non-BI); Heating Oil Supply (Non-BI); Natural Gas Supply (Non-BI).

Hurricane / Tropical Storm

Description: The highest risk of a tropical storm or hurricane affecting Nova Scotia is between the months of June and November. These storms can bring damaging winds, storm surge, and heavy rains that can produce localized flooding. NSEMO activates the Provincial Coordination Centre if a severe storm is expected to affect Nova Scotia.

Lead Agency/ies: Nova Scotia Emergency Management Office

Principal supporting organizations	Possible supporting or affected government bodies or organizations	Likeliest critical infrastructure partner or sector impacts
<ul style="list-style-type: none"> • Environment & Climate Change Can. • Municipalities • Nova Scotia Power • Telecommunications Companies • Communications Nova Scotia • SNS-IS Business Continuity • SNS-IS PS Field Communications • Public Safety Canada • Joint Task Force Atlantic • Natural Resources and Renewables 	<ul style="list-style-type: none"> • TIR • Health and Wellness • Justice • Community Services • Canadian Red Cross 	<ul style="list-style-type: none"> • Food sector • Safety sector • Manufacturing sector • Transportation sector • Health sector • Government sector • Information and communication technology sector • Finance Sector • Water sector • Energy and Utilities Sector
<p>Guiding legislation, regulation(s) and/or policies:</p> <p>Emergency Management Act</p> <p>Civic Emergency Regulations (EM Act)</p> <p>State of Emergency Forms Regulations</p> <p>Emergency Social Services Regulations</p> <p>Emergency Health Service Regulations</p> <p>Nova Scotia Health Protection Act</p>	<p>When would NSEMO activate the PCC?</p> <p>Environment & Climate Change Canada/The Canadian Hurricane Centre monitor tropical systems approaching Canadian waters/land. They notify NSEMO in advance of a potential tropical storm affecting Nova Scotia. The PCC would activate ahead of the storm's arrival to coordinate the provincial preparation, response, and recovery.</p>	<p>AREPS, EMCs, or NSEMO partners can reach the duty officer 24/7 by calling 1-833-758-4540.</p>

Hurricane / Tropical Storm continued

Provincial Coordination Centre (PCC) Activation

Activation Level and description	May be required to attend the PCC
<p>Level 1: Monitoring NSEMO would activate the PCC at Monitoring level if a coordinated response is required, or at the request of any department, municipality, critical infrastructure, or emergency management partner.</p>	<ul style="list-style-type: none"> • NSEMO staff • Environment and Climate Change Canada • Communications Nova Scotia Staff • SNS-IS Business Continuity • Telecommunications company AReps • Nova Scotia Power AReps
<p>Level 2: Partial Activation NSEMO would escalate the PCC activation level if the complexity of the response and the number of agencies / departments / partners increases.</p>	<p>(Additional resources to those listed above)</p> <ul style="list-style-type: none"> • SNS-IS Public Safety Field Communications • Health and Wellness ARep • Public Works ARep • Community Services ARep • Canadian Red Cross ARep • Natural Resources and Renewables • SNS-IS Public Safety Field Communications
<p>Level 3: Full Activation The PCC may be opened at Full Activation if more complex and coordinated assistance spanning several agencies and organizations is required, or if real or anticipated impacts are widespread or severe.</p>	<p>(Additional resources to those listed above)</p> <ul style="list-style-type: none"> • Other affected provincial department AReps • Other affected Critical Infrastructure Partner AReps • Indigenous Services Canada – First Nations • JTFA PLO • Public Safety Canada

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Hurricane – Alert Ready	
Alert Ready requesting Agency:	NSEMO
Required Approval Level	Provincial Department at Deputy Minister Level
Requesting Method	NSEMO has authority to issue alerts directly.
Alert Category (ies)	Hurricane (BI)

Mass Evacuation at Sea

Description: A coordinated response is required across several agencies and government bodies if a marine vessel is evacuated while at sea. Several factors determine the response, including whether there are non-Canadian passengers, where in Nova Scotia they are taken, and whether there are casualties or fatalities. The foremost concerns include providing for medical and psychosocial needs of passengers/crew, registration/reunion services, and emergency shelter.

Lead Agency/ies: Marine vessel owner (notifies authorities of emergency), Joint Rescue Coordination Centre (rescue from vessel, notification of NS authorities).

Principal supporting organizations	Possible supporting or affected government bodies or organizations	Likeliest critical infrastructure partner or sector impacts
<ul style="list-style-type: none"> • Municipalities • NSEMO • Canadian Border Services Agency (international - at Port of Entry) • Royal Canadian Mounted Police (int'l - at non-Port of Entry) • Health and Wellness • Canadian Red Cross • Coast Guard • Public Health Agency of Canada (illness of passengers/crew, health protocols) 	<ul style="list-style-type: none"> • Medical Examiner's Office • Community Services • Transportation Safety Board • Transport Canada 	<ul style="list-style-type: none"> • Government sector • Transportation sector
<p>Guiding legislation, regulation(s) and/or policies:</p> <p>Emergencies Act (federal) Canada Shipping Act Immigrant and Refugee Protection Act NS Emergency Welfare Services Fatalities Investigation Act Emergency Management Act</p>	<p>When would NSEMO activate the PCC? NSEMO would activate the Provincial Coordination Centre if the magnitude of evacuation requires a whole-of-government response, or at the request of any municipality, provincial department, or federal partner.</p>	<p>AREPS, EMCs, or NSEMO partners can reach the duty officer 24/7 by calling 1-833-758-4540.</p>

Mass Evacuation at Sea continued

Provincial Coordination Centre (PCC) Activation

Activation Level and description	May be required to attend the PCC
<p>Level 1: Monitoring NSEMO would activate the PCC at Monitoring level if a coordinated response is required, or at the request of any department, municipality, critical infrastructure, or emergency management partner.</p>	<ul style="list-style-type: none"> • NSEMO staff • Community Services ARep • Canadian Red Cross ARep • Health and Wellness ARep • Public Safety Canada ARep • Public Health Agency of Canada ARep
<p>Level 2: Partial Activation NSEMO would escalate the PCC activation level if the complexity of the response and the number of agencies / departments / partners increases.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Canadian Border Services Agency ARep • RCMP ARep • Communications Nova Scotia
<p>Level 3: Full Activation The PCC may be opened at Full Activation if more complex and coordinated assistance spanning several agencies and organizations is required, or if real or anticipated impacts are widespread or severe.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • JTFA PLO • Health Canada • Private and NGO service providers as required

*ARep = The designated Agency Representative for an organization

Mass Evacuation at Sea – Alert Ready	
Alert Ready requesting Agency:	Joint Rescue Coordination Centre NSEMO
Required Approval Level	Federal Director General Level and/or Provincial Deputy Minister Level.
Requesting Method	Phone call to 1-833-758-4540 & complete Alert Ready Request Form.
Alert Category (ies)	Nautical Incident (Non-BI)

Pandemic/Epidemic

Description: An epidemic is an outbreak of disease that attacks many people at the same time and may spread through one or more communities. A pandemic occurs when an epidemic is spread throughout the world (Example: COVID-19, SARS).

Lead Agency/ies: Nova Scotia Health and Wellness has the legislated authority for epidemics and pandemics under the *Health Protection Act*. In severe outbreaks at State of Emergency may also be declared to support *Health Protection Act* orders. The Minister of Municipal Affairs and Housing and/or Premier’s Office may lead the response for a pandemic, with support from NSEMO for consequence management and assisting municipalities, critical infrastructure partners and other departments as required.

Principal supporting organizations	Possible supporting or affected government bodies or organizations	Likeliest critical infrastructure partner or sector impacts
<ul style="list-style-type: none"> • Health Canada/Public Health Agency of Canada • Public Safety Canada • NSEMO • Service NS-Internal Services (BCMP) • Public Service Commission • CNS • Municipalities 	<ul style="list-style-type: none"> • NS Natural Resources and Renewables • Justice • Public Works • ISC/First Nations • Medical Examiner’s Office • Nova Scotia Environment and Climate Change 	<ul style="list-style-type: none"> • Nova Scotia Power • Telecommunication companies • Transportation sector • Food sector • Energy sector • Water sector
<p>Guiding legislation, regulation(s) and/or policies:</p> <p>NS Health Protection Act</p> <p>Guide to Health Protection Act and Regulations</p> <p>Canadian Department of Health Act</p> <p>Canadian Pandemic Influenza Preparedness guide</p> <p>Emergency Health Service Regulations</p>	<p>When would NSEMO activate the PCC?</p> <p>NSEMO would activate the PCC if requested by the Department of Health and Wellness or if a State of Emergency is declared, to support to the provincially-coordinated response. It may also activate the PCC at the request of any municipality, provincial department, or critical infrastructure partner.</p>	<p>AREPS, EMCs, or NSEMO partners can reach the duty officer 24/7 by calling 1-833-758-4540.</p>

Pandemic / Epidemic continued

Provincial Coordination Centre (PCC) Activation

Activation Level and description	May be required to attend the PCC
<p>Level 1: Monitoring NSEMO would activate the PCC at Monitoring level if a coordinated response is required, or at the request of any department, municipality, critical infrastructure, or emergency management partner.</p>	<ul style="list-style-type: none"> • NSEMO staff • Health and Wellness ARep*
<p>Level 2: Partial Activation NSEMO would escalate the PCC activation level if the complexity of the response and the number of agencies / departments / partners increases.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Communications NS staff • SNS-IS Business Continuity • NS Environment ARep • JTFA PLO • Public Safety Canada
<p>Level 3: Full Activation The PCC may be opened at Full Activation if more complex and coordinated assistance spanning several agencies and organizations is required, or if real or anticipated impacts are widespread or severe.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Affected Provincial Department AReps • Affected Critical Infrastructure Partner AReps • Health Canada Representative • SNS-IS Public Safety Field Communications • Environment and Climate Change Canada

* In the event of an epidemic/pandemic, the PCC may operate virtually or partially virtually to reduce the number of people coming and going from NSEMO headquarters. Protocols have been developed to ensure the safety of any representatives attending the PCC in person during a pandemic.

Pandemic/Epidemic – Alert Ready	
Alert Ready requesting Agency:	NS Department of Health and Wellness
Required Approval Level	Provincial Department at Deputy Minister Level
Requesting Method	Phone call to 1-833-758-4540 & complete Alert Ready Request Form.
Alert Category (ies)	Infectious Disease (Non-BI)

Power Outage

Description: Day-to-day outages are usually handled by utility provider(s) without assistance from NSEMO. Outages become a Provincial concern when they affect a large population of the province, are expected to be of a long duration, or are accompanied by severe weather conditions that may threaten public safety.

Lead Agency/ies: Utility Provider(s)

Principal supporting organizations	Possible supporting or affected government bodies or organizations	Likeliest critical infrastructure partner or sector impacts
<ul style="list-style-type: none"> • NSEMO • ECCC – weather • Communications Nova Scotia • Municipalities • SNS-IS Business Continuity 	<ul style="list-style-type: none"> • Public Service Commission • Education & Early Childhood Development • Labour • Advanced Education • Community Services • Municipal Affairs and Housing • ISC – First Nations • NS Environment & Climate Change (food safety issues) 	<ul style="list-style-type: none"> • Food sector • Safety sector • Manufacturing sector • Transportation sector • Health sector • Government sector • Information and communication technology sector • Finance Sector • Water sector • Energy and Utilities Sector
<p>Guiding legislation, regulation(s) and/or policies:</p> <p>Public Utilities Act</p> <p>Emergency Management Act</p> <p>Civic Emergency Regulations (EM Act)</p> <p>State of Emergency Forms Regulations</p> <p>Emergency Social Services Regulations</p> <p>Nova Scotia Health Protection Act (Part 2)</p>	<p>When would NSEMO activate the PCC?</p> <p>NSEMO activates the PCC whenever Nova Scotia Power activates its Emergency Operations Centre (EOC), or at the request of any municipality, provincial department, or critical infrastructure partner.</p>	<p>AREPS, EMCs, or NSEMO partners can reach the duty officer 24/7 by calling 1-833-758-4540.</p>

Power Outage continued

Provincial Coordination Centre (PCC) Activation

Activation Level and description	May be required to attend the PCC
<p>Level 1: Monitoring NSEMO would activate the PCC at Monitoring level if a coordinated response is required, or at the request of any department, municipality, critical infrastructure, or emergency management partner.</p>	<ul style="list-style-type: none"> • NSEMO staff • Nova Scotia Power ARep • Communications Nova Scotia
<p>Level 2: Partial Activation NSEMO would escalate the PCC activation level if the complexity of the response and the number of agencies / departments / partners increases.</p>	<p>(Additional resources to those listed above)</p> <ul style="list-style-type: none"> • Telecommunications Company AReps • SNS-IS Business Continuity • Health and Wellness ARep • SNS-IS Public Safety Field Communications • Public Works
<p>Level 3: Full Activation The PCC may be opened at Full Activation if more complex and coordinated assistance spanning several agencies and organizations is required, or if real or anticipated impacts are widespread or severe.</p>	<p>(Additional resources to those listed above)</p> <ul style="list-style-type: none"> • Other affected provincial department AReps • Other affected Critical Infrastructure Partner AReps • Indigenous Services Canada – First Nations • JTFA PLO • Public Safety Canada

*AREp = The designated Agency Representative for an organization

Power Outage – Alert Ready	
Alert Ready requesting Agency:	<ul style="list-style-type: none"> • NSEMO • Municipality
Required Approval Level	Provincial Department at Deputy Minister Level or Municipal CAO
Requesting Method	Phone call to 1-833-758-4540 & complete Alert Ready Request Form.
Alert Category (ies)	Electricity Supply (Non-BI)

Radiological (Nuclear) Release

Description: Canada’s Federal Emergency Nuclear Plan, and Nova Scotia’s annex, outline responses for different types of radiological release. The Province would be notified by its federal partners of a release and would respond collaboratively with Health and Wellness, NSEMO, affected municipalities and federal partners.

Lead Agency/ies: The federal government has on-site authority for releases that happen in Canada. The specific lead department depends on the type of release (facility vs. vessel). If a release requires an emergency response in Nova Scotia, NSEMO would activate its Provincial Coordination Centre to collaborate with lead partners including Health and Wellness (public health), affected municipalities (local response), and federal partners.

Principal supporting organizations	Possible supporting or affected government bodies or organizations	Likeliest critical infrastructure partner or sector impacts
<ul style="list-style-type: none"> • Canadian Nuclear Safety Commission • Health Canada/Public Health Agency • PSC/GOC • Natural Resources Canada • ECCC • Joint Task Force Atlantic • Agriculture & Agri-Food Canada • Fisheries and Oceans Canada • Atomic Energy of Canada Ltd. • NS Health and Wellness • NSEMO 	<ul style="list-style-type: none"> • Municipalities • Medical Examiner’s Office • Community Services • Canadian Red Cross • Communications Nova Scotia • Fisheries and Aquaculture • ISC – First Nations • NS Environment and Climate Change (food safety issues) 	<ul style="list-style-type: none"> • Food sector • Safety sector • Manufacturing sector • Transportation sector • Health sector • Government sector • Water sector • Energy and Utilities Sector
<p>Guiding legislation, regulation(s) and/or policies:</p> <p>Canadian Radiation Regulations</p> <p>Federal Nuclear Emergency Plan</p> <p>Emergency Management Act</p> <p>Civic Emergency Regulations (EM Act)</p> <p>Health Protection Act</p>	<p>When would NSEMO activate the PCC?</p> <p>NSEMO would activate the PCC if a coordinated provincial response is required, or at the request of any municipality, provincial department, federal partner, or critical infrastructure partner.</p>	<p>AREPS, EMCs, or NSEMO partners can reach the duty officer 24/7 by calling 1-833-758-4540.</p>

Radiological (Nuclear) Release continued

Provincial Coordination Centre (PCC) Activation

Activation Level and description	May be required to attend the PCC
<p>Level 1: Monitoring NSEMO would activate the PCC at Monitoring level if a coordinated response is required, or at the request of any department, municipality, critical infrastructure, or emergency management partner.</p>	<ul style="list-style-type: none"> • NSEMO staff • ECCC
<p>Level 2: Partial Activation NSEMO would escalate the PCC activation level if the complexity of the response and the number of agencies / departments / partners increases.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Health and Wellness ARep • JTFA PLO • SNS-IS Business Continuity • SNS-IS Public Safety Field Communications
<p>Level 3: Full Activation The PCC may be opened at Full Activation if more complex and coordinated assistance spanning several agencies and organizations is required, or if real or anticipated impacts are widespread or severe.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Other affected provincial department AReps • Other affected Critical Infrastructure Partner AReps • Lead federal agency reps • ISC – First Nations • Public Safety Canada

*ARep = The designated Agency Representative for an organization

Radiological Release – Alert Ready	
Alert Ready requesting Agency:	Public Safety Canada NSEMO
Required Approval Level	Federal Director General Level or Provincial Department at Deputy Minister Level
Requesting Method	Phone call to 1-833-758-4540 & complete Alert Ready Request Form.
Alert Category (ies)	Radiological Hazard (BI)

Severe Snow or Ice Storm

Description: Winter storms are a reality in Nova Scotia, and most storms do not require NSEMO to activate. Severe storms involving snow and ice (and likely power outages) may prompt NSEMO to activate its Provincial Coordination Centre to support response and recovery efforts.

Lead Agency/ies: Nova Scotia Emergency Management Office

Principal supporting organizations	Possible supporting or affected government bodies or organizations	Likeliest critical infrastructure partner or sector impacts
<ul style="list-style-type: none"> • ECCC • Municipalities • Nova Scotia Power • Telecommunications Companies • Communications Nova Scotia • SNS-IS Business Continuity 	<ul style="list-style-type: none"> • Public Works • Health and Wellness • Justice • Community Services • Canadian Red Cross • SNS-IS PS Field Communications • Public Safety Canada • Joint Task Force Atlantic • Natural Resources and Renewables • ISC – First Nations 	<ul style="list-style-type: none"> • Food sector • Safety sector • Manufacturing sector • Transportation sector • Health sector • Government sector • Information and communication technology sector • Finance Sector • Water sector • Energy and Utilities Sector
<p>Guiding legislation, regulation(s) and/or policies:</p> <p>Emergency Management Act</p> <p>Civic Emergency Regulations (EM Act)</p> <p>State of Emergency Forms Regulations</p> <p>Emergency Social Services Regulations</p> <p>Emergency Health Service Regulations</p> <p>Health Protection Act</p>	<p>When would NSEMO activate the PCC?</p> <p>Environment & Climate Change Canada would notify NSEMO in advance of a potential severe snow or ice storm. NSEMO would activate the PCC ahead of the storm's arrival to coordinate the provincial preparation, response, and recovery.</p>	<p>AREPS, EMCs, or NSEMO partners can reach the duty officer 24/7 by calling 1-833-758-4540.</p>

Severe Snow or Ice Storm continued

Provincial Coordination Centre (PCC) Activation

Activation Level and description	May be required to attend the PCC
<p>Level 1: Monitoring NSEMO would activate the PCC at Monitoring level if a coordinated response is required, or at the request of any department, municipality, critical infrastructure, or emergency management partner.</p>	<ul style="list-style-type: none"> • NSEMO staff • ECCC • Communications Nova Scotia Staff • SNS-IS Business Continuity • Telecommunications company AReps • Nova Scotia Power AReps • Public Works ARep
<p>Level 2: Partial Activation NSEMO would escalate the PCC activation level if the complexity of the response and the number of agencies / departments / partners increases.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • SNS-IS Public Safety Field Communications • Health and Wellness ARep • Community Services ARep • Canadian Red Cross ARep • Natural Resources and Renewables ARep
<p>Level 3: Full Activation The PCC may be opened at Full Activation if more complex and coordinated assistance spanning several agencies and organizations is required, or if real or anticipated impacts are widespread or severe.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Other affected provincial department AReps • Other affected Critical Infrastructure Partner AReps • Indigenous Services Canada – First Nations • JTFA PLO • Public Safety Canada

*ARep = The designated Agency Representative for an organization

Severe Snow or Ice Storm – Alert Ready	
Alert Ready requesting Agency:	<ul style="list-style-type: none"> • NS Environment and Climate Change • Municipality
Required Approval Level	Provincial Department at Deputy Minister Level or Municipal CAO
Requesting Method	Phone call to 1-833-758-4540 & complete Alert Ready Request Form.
Alert Category (ies)	Drinking Water (BI); Hazardous Materials (BI); Chemical Hazard (BI), Biological Hazard (BI); Drinking Water (Non-BI)

Sporadic Disease Outbreak

Description: Normal disease outbreaks - mumps, measles, flu, etc. would not usually require NSEMO activation. If health officials request support, NSEMO would provide a provincially coordinated response.

Lead Agency/ies: Nova Scotia Health and Wellness.

Principal supporting organizations	Possible supporting or affected government bodies or organizations	Likeliest critical infrastructure partner or sector impacts
<ul style="list-style-type: none"> • NSEMO • CNS • SNS-IS Business Continuity 	<ul style="list-style-type: none"> • Public Service Commission • Advanced Education • Education & Early Childhood Development • Municipalities • ISC/First Nations 	<ul style="list-style-type: none"> • Health sector • Safety sector • Government sector (Severe outbreaks could affect all 10 critical infrastructure sectors)
<p>Guiding legislation, regulation(s) and/or policies:</p> <p>NS Health Protection Act</p> <p>Guide to Health Protection Act and Regulations</p>	<p>When would NSEMO activate the PCC?</p> <p>NSEMO would activate the PCC if requested by the Department of Health and Wellness to support a provincially-coordinated response, or at the request of any municipality, provincial department, or critical infrastructure partner.</p>	<p>AREPS, EMCs, or NSEMO partners can reach the duty officer 24/7 by calling 1-833-758-4540.</p>

Sporadic Disease Outbreak continued

Provincial Coordination Centre (PCC) Activation

Activation Level and description	May be required to attend the PCC
<p>Level 1: Monitoring NSEMO would activate the PCC at Monitoring level if a coordinated response is required, or at the request of any department, municipality, critical infrastructure, or emergency management partner.</p>	<ul style="list-style-type: none"> • NSEMO staff • Health and Wellness ARep
<p>Level 2: Partial Activation NSEMO would escalate the PCC activation level if the complexity of the response and the number of agencies / departments / partners increases.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Communications NS staff • Public Service Commission ARep • SNS-IS Business Continuity ARep • Advanced Education ARep • Education & Early Childhood Development ARep
<p>Level 3: Full Activation The PCC may be opened at Full Activation if more complex and coordinated assistance spanning several agencies and organizations is required, or if real or anticipated impacts are widespread or severe.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Other affected Provincial Department AReps • Affected Critical Infrastructure Partner AReps • JTFA PLO • Public Safety Canada

*AREp = The designated Agency Representative for an organization

Sporadic Disease – Alert Ready	
Alert Ready requesting Agency:	NS Health and Wellness
Required Approval Level	Provincial Department at Deputy Minister Level
Requesting Method	Phone call to 1-833-758-4540 & complete Alert Ready Request Form.
Alert Category (ies)	Infectious Disease (Non-BI)

Storm Surge

Description: A storm surge is a rise of seawater level caused by a storm (winter storm, hurricane, tropical storm). Sea level increases can flood coastal communities, pose a safety risk to people on the coast, and destroy important infrastructure such as wharves, roads, and buildings on the shoreline.

Lead Agency/ies: Municipalities.

Principal supporting organizations	Possible supporting or affected government bodies or organizations	Likeliest critical infrastructure partner or sector impacts
<ul style="list-style-type: none"> • NSEMO • Insurance Bureau of Canada • Public Safety Canada • NS Fisheries and Aquaculture • Department of Fisheries and Oceans (Canada) • Environment and Climate Change Canada • Communications Nova Scotia • Public Works • Canadian Coast Guard • Transport Canada 	<ul style="list-style-type: none"> • SNS-IS Business Continuity • NS Agriculture • NS Natural Resources and Renewables • Community Services • Canadian Red Cross • SNS-IS Public Safety Field Comms. • NS Environment and Climate Change 	<ul style="list-style-type: none"> • Food sector • Safety sector • Manufacturing sector • Transportation sector • Government sector • Energy and Utilities Sector
<p>Guiding legislation, regulation(s) and/or policies:</p> <p>Emergency Management Act</p> <p>Civic Emergency Regulations (EM Act)</p> <p>State of Emergency Forms Regulations</p> <p>Emergency Social Services Regulations</p>	<p>When would NSEMO activate the PCC?</p> <p>NSEMO would activate the PCC at the request of any municipality, provincial department, or critical infrastructure partner to assist with a provincially-coordinated response.</p>	<p>AREPS, EMCs, or NSEMO partners can reach the duty officer 24/7 by calling 1-833-758-4540.</p>

Storm Surge continued

Provincial Coordination Centre (PCC) Activation

Activation Level and description	May be required to attend the PCC
<p>Level 1: Monitoring NSEMO would activate the PCC at Monitoring level if a coordinated response is required, or at the request of any department, municipality, critical infrastructure, or emergency management partner.</p>	<ul style="list-style-type: none"> • NSEMO staff • Environment and Climate Change Canada
<p>Level 2: Partial Activation NSEMO would escalate the PCC activation level if the complexity of the response and the number of agencies / departments / partners increases.</p>	<p>(Additional resources to those listed above)</p> <ul style="list-style-type: none"> • Communications NS staff • Public Works ARep • SNS-IS Public Safety Field Communications • SNS-IS Business Continuity
<p>Level 3: Full Activation The PCC may be opened at Full Activation if more complex and coordinated assistance spanning several agencies and organizations is required, or if real or anticipated impacts are widespread or severe.</p>	<p>(Additional resources to those listed above)</p> <ul style="list-style-type: none"> • Affected Provincial Department AReps • Affected Critical Infrastructure Partner AReps • JTFA PLO • Public Safety Canada • Department of Fisheries and Oceans Canada • Canadian Coast Guard

*AREp = The designated Agency Representative for an organization

Storm Surge – Alert Ready	
Alert Ready requesting Agency:	Municipality
Required Approval Level	Municipal CAO
Requesting Method	Phone call to 1-833-758-4540 & complete Alert Ready Request Form.
Alert Category (ies)	Storm Surge (BI); High Water Level (Non-BI)

Supply Chain Disruption

Description: A supply chain disruption is usually caused by another event or emergency such as a weather or event affecting transportation, global circumstances (availability of product), or other conditions. Most disruptions are handled through routine business continuity plans. In the event of a widespread or prolonged supply chain disruption that puts the safety of Nova Scotians at risk, NSEMO would assist in a coordinated response with workarounds or mitigating supply shortages, where possible. (Note: Prolonged labour disruption and fuel shortages are covered separately).

Lead Agency/ies: Affected business(es) or sector(s), depending on the nature of the disruption.

Principal supporting organizations	Possible supporting or affected government bodies or organizations	Likeliest critical infrastructure partner or sector impacts
<ul style="list-style-type: none"> • Ground transport providers • NSEMO • Public Works • Retail Council of Canada 	<ul style="list-style-type: none"> • Communications Nova Scotia • Affected provincial departments 	<ul style="list-style-type: none"> • Food sector • Safety sector • Manufacturing sector • Transportation sector • Health sector • Government sector • Information and communication technology sector • Finance Sector • Water sector • Energy and Utilities Sector
<p>Guiding legislation, regulation(s) and/or policies:</p> <p>Emergency Management Act</p> <p>Civic Emergency Regulations (EM Act)</p> <p>State of Emergency Forms Regulations</p> <p>Emergency Social Services Regulations</p>	<p>When would NSEMO activate the PCC? NSEMO would activate the PCC if the supply chain disruption required a provincially-coordinated response, or at the request of any municipality, provincial department, or critical infrastructure partner.</p>	<p>AREPS, EMCs, or NSEMO partners can reach the duty officer 24/7 by calling 1-833-758-4540.</p>

Supply Chain Disruption continued

Provincial Coordination Centre (PCC) Activation

Activation Level and description	May be required to attend the PCC
<p>Level 1: Monitoring NSEMO would activate the PCC at Monitoring level if a coordinated response is required, or at the request of any department, municipality, critical infrastructure, or emergency management partner.</p>	<ul style="list-style-type: none"> NSEMO staff
<p>Level 2: Partial Activation NSEMO would escalate the PCC activation level if the complexity of the response and the number of agencies / departments / partners increases.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> SNS-IS Business Continuity Communications Nova Scotia Affected provincial department AReps Affected business or sector AReps Affect critical infrastructure partner AReps
<p>Level 3: Full Activation The PCC may be opened at Full Activation if more complex and coordinated assistance spanning several agencies and organizations is required, or if real or anticipated impacts are widespread or severe.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> JTFA PLO Public Safety Canada

*ARep = The designated Agency Representative for an organization

Supply Chain Disruption – Alert Ready	
Alert Ready requesting Agency:	NSEMO
Required Approval Level	Provincial Department at Deputy Minister Level
Requesting Method	Phone call to 1-833-758-4540 & complete Alert Ready Request Form.
Alert Category (ies)	Food and Drug Supply (Non-BI)

Tantramar Marsh – (NB-NS land connection) Closure

Description: The provincial department of Public Works manages the province’s highways and key road transportation infrastructure. This includes Highway 104, which crosses the NS-NB border on the Chignecto Isthmus/Tantramar Marsh. This area is especially vulnerable to flooding, storm surge, and closures from severe wind or winter weather. The border crossing has also been blocked by protestors. (See Transportation Corridor Closure for other highways.)

Lead Agency/ies: Nova Scotia Public Works (natural causes, damage), RCMP (protest blockades/deliberate acts).

Principal supporting organizations	Possible supporting or affected government bodies or organizations	Likeliest critical infrastructure partner or sector impacts
<ul style="list-style-type: none"> • Municipalities • Police Agencies / First responders • NSEMO • Environment and Climate Change Canada (ECCC) (if weather-related) • Communications Nova Scotia (CNS) 	<ul style="list-style-type: none"> • Community Services • Canadian Red Cross • Agriculture (dyke/berm system) • JTFA PLO • Public Safety Canada • SNS-IS BCMP • NS Natural Resources and Renewables • CN Rail • Department of Justice 	<ul style="list-style-type: none"> • Food sector • Safety sector • Manufacturing sector • Transportation sector • Health sector • Government sector • Information and communication technology sector • Energy and Utilities Sector
<p>Guiding legislation, regulation(s) and/or policies:</p> <p>Public Highways Act</p> <p>Criminal Code of Canada (C46 - blocking a highway)</p>	<p>When would NSEMO activate the PCC? NSEMO may be asked to assist for longer closures, where municipalities need support, or if critical infrastructure partners become affected beyond normal business continuity processes.</p>	<p>AREPS, EMCs, or NSEMO partners can reach the duty officer 24/7 by calling 1-833-758-4540.</p>

Tantramar Marsh (NB-NS Land Connection) Closure continued

Provincial Coordination Centre (PCC) Activation

Activation Level and description	May be required to attend the PCC
<p>Level 1: Monitoring NSEMO would activate the PCC at Monitoring level if a coordinated response is required, or at the request of any department, municipality, critical infrastructure, or emergency management partner.</p>	<ul style="list-style-type: none"> • NSEMO staff • Public Works ARep* • SNS-IS Business Continuity • RCMP (if deliberate act is involved) • Municipal Emergency Management Coordinator(s) (virtually) • Affected Critical Infrastructure Partner AReps
<p>Level 2: Partial Activation NSEMO would escalate the PCC activation level if the complexity of the response and the number of agencies / departments / partners increases.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Nova Scotia Power ARep • Telecommunications Company AReps • Community Services ARep • Canadian Red Cross ARep (Shelters) • Communications NS staff • Health and Wellness ARep • SNS-IS Public Safety Field Communications
<p>Level 3: Full Activation The PCC may be opened at Full Activation if more complex and coordinated assistance spanning several agencies and organizations is required, or if real or anticipated impacts are widespread or severe.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Natural Resources and Renewables (ICS Support) • Other affected provincial department AReps • JTFA-PLO • Public Safety Canada

*ARep = The designated Agency Representative for an organization

Tantramar Marsh Closure (NB-NS Border Crossing) – Alert Ready	
Alert Ready requesting Agency:	Municipality RCMP
Required Approval Level	Municipal CAO Level RCMP has Direct Issuer Authority
Requesting Method	Phone call to 1-833-758-4540 & complete Alert Ready Request Form.
Alert Category (ies)	Roadway Closure (Non-BI); Roadway Delay (Non-BI) Civil Emergency (BI)

Telecommunications Outage

Description: Service providers are the lead agency for telecommunications outages affecting land lines, cellular service, or the internet.

Lead Agency/ies: Privately-owned telecommunications providers (phone, internet, mobile) are the lead for all outages. Given the broad impacts of widespread or prolonged outages, NSEMO often activates to support consequence management and service restoration efforts as required. Note: Satellite phones are a tool that may be used during incidents, but they are operated and managed by Public Safety Field Communications (SNS-IS), not NSEMO.

Principal supporting organizations	Possible supporting or affected government bodies or organizations	Likeliest critical infrastructure partner or sector impacts
<ul style="list-style-type: none"> • NSEMO • ECCC – weather • Communications Nova Scotia • Municipalities • SNS-IS Business Continuity • SNS-IS Public Safety Field Communications (satellite phones, TMR) • Municipalities • Public Safety Answering Points for 911 • Dispatch service providers • First responders 	<ul style="list-style-type: none"> • Public Works • Natural Resources and Renewables • Other provincial departments and agencies • ISC – First Nations • Private business / non-profit organizations 	<ul style="list-style-type: none"> • Food sector • Safety sector • Manufacturing sector • Transportation sector • Health sector • Government sector • Information and communication technology sector • Finance Sector • Water sector • Energy and Utilities Sector
<p>Guiding legislation, regulation(s) and/or policies:</p> <p>Federal Telecommunications Act</p> <p>Canadian Radio Television-telecommunications Commission Act</p>	<p>When would NSEMO activate the PCC?</p> <p>NSEMO would activate the PCC in the event of a widespread telecommunications outage requiring a provincially-coordinated response, or at the request of any municipality, provincial department, or critical infrastructure partner.</p>	<p>AREPS, EMCs, or NSEMO partners can reach the duty officer 24/7 by calling 1-833-758-4540.</p>

Telecommunications Outage continued

Provincial Coordination Centre (PCC) Activation

Activation Level and description	May be required to attend the PCC
<p>Level 1: Monitoring NSEMO would activate the PCC at Monitoring level if a coordinated response is required, or at the request of any department, municipality, critical infrastructure, or emergency management partner.</p>	<ul style="list-style-type: none"> • NSEMO staff • Communications Nova Scotia
<p>Level 2: Partial Activation NSEMO would escalate the PCC activation level if the complexity of the response and the number of agencies / departments / partners increases.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Telecommunications Company AReps • SNS-IS Business Continuity • Health and Wellness ARep • SNS-IS Public Safety Field Communications (satellite phones, TMR)
<p>Level 3: Full Activation The PCC may be opened at Full Activation if more complex and coordinated assistance spanning several agencies and organizations is required, or if real or anticipated impacts are widespread or severe.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Other affected provincial department AReps • Other affected Critical Infrastructure Partner AReps • Indigenous Services Canada – First Nations • JTFA PLO • Public Safety Canada

*ARep = The designated Agency Representative for an organization

Telecommunications Outage – Alert Ready	
Alert Ready requesting Agency:	NSEMO
Required Approval Level	Provincial Department at Deputy Minister Level
Requesting Method	Phone call to 1-833-758-4540 & complete Alert Ready Request Form.
Alert Category (ies)	Cable Service (Non-BI); Internet Service (Non-BI); Telephone Service (Non-BI); 911 Service (BI); Civil Emergency (Non-BI).

Terrorist Act

Description: The Canadian Criminal Code defines terrorism as an act committed “in whole or in part for a political, religious or ideological purpose, objective or cause” with the intention of intimidating the public “with regard to its security, including its economic security, or compelling a person, a government or a domestic or an international organization to do or to refrain from doing any act”.

Lead Agency/ies: Public Safety Canada

Principal supporting organizations	Possible supporting or affected government bodies or organizations	Likeliest critical infrastructure partner or sector impacts
<ul style="list-style-type: none"> • CSIS • Police agencies • Medical Examiner’s Office – fatalities • SNS-IS Business Continuity • Municipalities • NSEMO • Communications Nova Scotia • SNS-IS Security • SNS-IS ICTS 	<ul style="list-style-type: none"> • All provincial departments • Canadian Red Cross • SNS-IS PS Field Communications • Public Safety Canada • JTFA - PLO • ISC – First Nations 	<ul style="list-style-type: none"> • Food sector • Safety sector • Manufacturing sector • Transportation sector • Health sector • Government sector • Information and communication technology sector • Finance Sector • Water sector • Energy and Utilities Sector
<p>Guiding legislation, regulation(s) and/or policies: Federal Emergency Management Act Criminal Code section 83.01 CSIS Act Department of Public Safety and Emergency Preparedness Act Police Act NS Emergency Management Act Civic Emergency Regulations (EM Act) State of Emergency Forms Regulations (EM Act) Emergency Social Services Regulations (EM Act)</p>	<p>When would NSEMO activate the PCC? NSEMO would activate the PCC if the federal Government Operations Centre were activated, or at the request of any provincial or federal department, municipality, or critical infrastructure partner.</p>	<p>AREPS, EMCs, or NSEMO partners can reach the duty officer 24/7 by calling 1-833-758-4540.</p>

Terrorist Act continued

Provincial Coordination Centre (PCC) Activation

Activation Level and description	May be required to attend the PCC
<p>Level 1: Monitoring NSEMO would activate the PCC at Monitoring level if a coordinated response is required, or at the request of any department, municipality, critical infrastructure, or emergency management partner.</p>	<ul style="list-style-type: none"> • NSEMO staff
<p>Level 2: Partial Activation NSEMO would escalate the PCC activation level if the complexity of the response and the number of agencies / departments / partners increases.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Communications Nova Scotia Staff • SNS-IS Business Continuity • SNS-IS Public Safety Field Communications • Affected provincial department AReps • Public Safety Canada • Police AReps • Health and Wellness ARep
<p>Level 3: Full Activation The PCC may be opened at Full Activation if more complex and coordinated assistance spanning several agencies and organizations is required, or if real or anticipated impacts are widespread or severe.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Other affected provincial department AReps • Affected Critical Infrastructure Partner AReps • Indigenous Services Canada – First Nations • JTFA PLO

*ARep = The designated Agency Representative for an organization

Terrorist Act – Alert Ready	
Alert Ready requesting Agency:	Public Safety Canada NSEMO RCMP
Required Approval Level	Federal Government Director General Level; Provincial Department at Deputy Minister Level; RCMP has Direct Issuance Authority.
Requesting Method	Phone call to 1-833-758-4540 & complete Alert Ready Request Form.
Alert Category (ies)	Terrorism (BI); Civil Emergency (BI); Electricity Supply (Non-BI); or other potential categories based on type of attack and impacts.

Tornado (Severe Weather)

Description: Severe weather can happen without warning, such as damaging lightning, hail, or tornados. Severe weather would not normally require NSEMO’s involvement, however, should damage be widespread and require provincially-coordinated support, NSEMO would activate its Provincial Coordination Centre.

Lead Agency/ies: Nova Scotia Emergency Management Office

Principal supporting organizations	Possible supporting or affected government bodies or organizations	Likeliest critical infrastructure partner or sector impacts
<ul style="list-style-type: none"> • ECCC • Municipalities • Nova Scotia Power • Telecommunications Companies • Communications Nova Scotia • SNS-IS Business Continuity 	<ul style="list-style-type: none"> • Public Woks • Health and Wellness • Justice • Community Services • Canadian Red Cross • SNS-IS PS Field Communications • Public Safety Canada • Joint Task Force Atlantic • Natural Resources and Renewables • ISC – First Nations • NS Environment & Climate Change (food safety) 	<ul style="list-style-type: none"> • Food sector • Safety sector • Manufacturing sector • Transportation sector • Health sector • Government sector • Information and communication technology sector • Finance Sector • Water sector • Energy and Utilities Sector
<p>Guiding legislation, regulation(s) and/or policies: Nova Scotia crop and livestock insurance Federal Crop Damage Program Emergency Management Act Civic Emergency Regulations (EM Act) State of Emergency Forms Regulations Emergency Social Services Regulations Health Protection Act</p>	<p>When would NSEMO activate the PCC? NSEMO would activate the PCC if severe weather impacts are widespread, or at the request of any municipality, provincial department, federal partner or critical infrastructure partner.</p>	<p>AREPS, EMCs, or NSEMO partners can reach the duty officer 24/7 by calling 1-833-758-4540.</p>

Severe Weather (Other) continued

Provincial Coordination Centre (PCC) Activation

Activation Level and description	May be required to attend the PCC
<p>Level 1: Monitoring NSEMO would activate the PCC at Monitoring level if a coordinated response is required, or at the request of any department, municipality, critical infrastructure, or emergency management partner.</p>	<ul style="list-style-type: none"> • NSEMO staff • ECCC • Communications Nova Scotia Staff • SNS-IS Business Continuity • Telecommunications company AReps • Nova Scotia Power AReps
<p>Level 2: Partial Activation NSEMO would escalate the PCC activation level if the complexity of the response and the number of agencies / departments / partners increases.</p>	<p>(Additional resources to those listed above)</p> <ul style="list-style-type: none"> • Public Works ARep • SNS-IS Public Safety Field Communications • Health and Wellness ARep • Community Services ARep • Canadian Red Cross ARep • Natural Resources and Renewables ARep
<p>Level 3: Full Activation The PCC may be opened at Full Activation if more complex and coordinated assistance spanning several agencies and organizations is required, or if real or anticipated impacts are widespread or severe.</p>	<p>(Additional resources to those listed above)</p> <ul style="list-style-type: none"> • Other affected provincial department AReps • Other affected Critical Infrastructure Partner AReps • Indigenous Services Canada – First Nations • JTFA PLO • Public Safety Canada

*ARep = The designated Agency Representative for an organization

Tornado (Severe Weather) – Alert Ready	
Alert Ready requesting Agency:	Environment and Climate Change Canada
Required Approval Level	ECCC has Direct Issuer Authorization for Tornadoes
Requesting Method	ECCC has Direct Issuer Authorization for Tornadoes
Alert Category (ies)	Tornado (BI).

Transportation Corridor Closure

Description: The provincial department of Public Works manages the province’s highways and key road transportation infrastructure. (See also: Canso Causeway Closure and Tantramar Marsh (NB-NS Border) Closure).

Lead Agency/ies: Nova Scotia Public Works but if a highway were blocked deliberately by people it is a criminal offense, so the RCMP is the lead agency.

Principal supporting organizations	Possible supporting or affected government bodies or organizations	Likeliest critical infrastructure partner or sector impacts
<ul style="list-style-type: none"> • Municipalities • Justice • First responders • NSEMO • Environment and Climate Change Canada (ECCC) (if weather-related) • Communications Nova Scotia (CNS) 	<ul style="list-style-type: none"> • Community Services • Canadian Red Cross • JTFA PLO • Public Safety Canada • SNS-IS Business Continuity 	<ul style="list-style-type: none"> • Food sector • Safety sector • Manufacturing sector • Transportation sector • Health sector • Government sector • Information and communication technology sector • Finance Sector • Water sector • Energy and Utilities Sector
<p>Guiding legislation, regulation(s) and/or policies:</p> <p>Public Highways Act</p> <p>Criminal Code of Canada (C46 - blocking a highway)</p>	<p>When would NSEMO activate the PCC? NSEMO may be asked to assist for longer closures, where municipalities need support, or if critical infrastructure partners become affected beyond normal business continuity processes.</p>	<p>AREPS, EMCs, or NSEMO partners can reach the duty officer 24/7 by calling 1-833-758-4540.</p>

Transportation Corridor Closure continued

Provincial Coordination Centre (PCC) Activation

Activation Level and description	May be required to attend the PCC
<p>Level 1: Monitoring NSEMO would activate the PCC at Monitoring level if a coordinated response is required, or at the request of any department, municipality, critical infrastructure, or emergency management partner.</p>	<ul style="list-style-type: none"> • NSEMO staff • Public Works ARep* • SNS-IS Business Continuity • RCMP ARep (if criminal act involved)
<p>Level 2: Partial Activation NSEMO would escalate the PCC activation level if the complexity of the response and the number of agencies / departments / partners increases.</p>	<p>(Additional resources to those listed above)</p> <ul style="list-style-type: none"> • Community Services ARep • Canadian Red Cross ARep (Shelters) • Communications NS staff • Health and Wellness ARep • SNS-IS Public Safety Field Communications
<p>Level 3: Full Activation The PCC may be opened at Full Activation if more complex and coordinated assistance spanning several agencies and organizations is required, or if real or anticipated impacts are widespread or severe.</p>	<p>(Additional resources to those listed above)</p> <ul style="list-style-type: none"> • Natural Resources and Renewables (ICS Support) • Affected Critical Infrastructure Partner AReps • Other affected provincial department AReps • JTFA-PLO • Public Safety Canada

*ARep = The designated Agency Representative for an organization

Transportation Corridor Closure – Alert Ready	
Alert Ready requesting Agency:	Municipality RCMP
Required Approval Level	Municipal CAO Level RCMP has Direct Issuer Authority
Requesting Method	Phone call to 1-833-758-4540 & complete Alert Ready Request Form.
Alert Category (ies)	Roadway Closure (Non-BI); Roadway Delay (Non-BI) Civil Emergency (BI)

Transportation Disaster

Description: Transportation disasters can involve a plane, train, ship, truck, or even a pipeline. Police, fire, and ambulances are usually the first to act in the event of a disaster. Airports, ports, and municipalities are also likely to be involved in the earliest response. NSEMO’s support is rarely requested for minor and even moderate incidents. However, NSEMO may be called upon to offer support in coordinating a response in the event of a major or severe disaster.

Lead Agency/ies: Police are in command initially, then the Transportation Safety Board assumes command to investigate the incident.

Principal supporting organizations	Possible supporting or affected government bodies or organizations	Likeliest critical infrastructure partner or sector impacts
<ul style="list-style-type: none"> • Airport or port (If applicable) • Municipalities • First responders • NSEMO • Medical Examiner’s Office • NS Health system • Health and Wellness 	<ul style="list-style-type: none"> • Community Services • Canadian Red Cross • JTFA PLO • Canadian Coast Guard • Public Safety Canada • SNS-IS Public Safety Field Communications 	<ul style="list-style-type: none"> • Safety sector • Transportation sector • Health sector • Government sector
<p>Guiding legislation, regulation(s) and/or policies: Federal Environmental Emergencies Plan Canadian Transportation Accident Investigation and Safety Board Act Emergency Management Act Civic Emergency Regulations (EM Act) State of Emergency Forms Regulations Emergency Social Services Regulations Fatality Investigations Act NS Health Protection Act</p>	<p>When would NSEMO activate the PCC? NSEMO would likely be asked to assist for large-scale disasters, where provincially-coordinated supports are requested by federal authorities. NSEMO would also activate the PCC at the request of any municipality, provincial or federal department, or critical infrastructure partner.</p>	<p>AREPS, EMCs, or NSEMO partners can reach the duty officer 24/7 by calling 1-833-758-4540.</p>

Transportation Disaster Continued

Provincial Coordination Centre (PCC) Activation

Activation Level and description	May be required to attend the PCC
<p>Level 1: Monitoring NSEMO would activate the PCC at Monitoring level if a coordinated response is required, or at the request of any department, municipality, critical infrastructure, or emergency management partner.</p>	<ul style="list-style-type: none"> NSEMO Staff
<p>Level 2: Partial Activation NSEMO would escalate the PCC activation level if the complexity of the response and the number of agencies / departments / partners increases.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> Community Services ARep Canadian Red Cross ARep (Shelters) Communications NS staff Health and Wellness ARep SNS-IS Public Safety Field Communications Transportation sector AReps as required Safety sector AReps as required
<p>Level 3: Full Activation The PCC may be opened at Full Activation if more complex and coordinated assistance spanning several agencies and organizations is required, or if real or anticipated impacts are widespread or severe.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> Natural Resources and Renewables (ICS Support) JTFA-PLO Public Safety Canada

*ARep = The designated Agency Representative for an organization

Transportation Disaster – Alert Ready	
Alert Ready requesting Agency:	RCMP Municipality Airport
Required Approval Level	RCMP has Direct Issuer Authority Municipal CAO Level Airport – CEO Level
Requesting Method	Phone call to 1-833-758-4540 & complete Alert Ready Request Form; RCMP has Direct Issuer Authority.
Alert Category (ies)	Civil Emergency (BI); Aircraft Crash (Non-BI); Airport Closure (Non-BI)

Tsunami

Description: Tsunamis are long, high sea waves caused by an earthquake, submarine landslide or other disturbance. They are rare but have occurred in Atlantic Canada in the past.

Lead Agency/ies: Public Safety Canada’s Government Operations Centre (GOC)

Principal supporting organizations	Possible supporting or affected government bodies or organizations	Likeliest critical infrastructure partner or sector impacts
<ul style="list-style-type: none"> • Municipalities • NSEMO • US National Tsunami Warning Center • Communications Nova Scotia 	<ul style="list-style-type: none"> • Department of Fisheries and Oceans • NS Fisheries and Aquaculture • ISC – First Nations 	<ul style="list-style-type: none"> • Food sector • Safety sector • Manufacturing sector • Transportation sector • Health sector • Government sector • Information and communication technology sector • Finance Sector • Water sector • Energy and Utilities Sector
<p>Guiding legislation, regulation(s) and/or policies:</p> <p>Federal Emergency Management Act</p>	<p>When would NSEMO activate the PCC? NSEMO would activate the PCC if a provincially-coordinated response is required, or at the request of any municipality, provincial or federal department, or critical infrastructure partner.</p>	<p>AREPS, EMCs, or NSEMO partners can reach the duty officer 24/7 by calling 1-833-758-4540.</p>

Tsunami Continued

Provincial Coordination Centre (PCC) Activation

Activation Level and description	May be required to attend the PCC
<p>Level 1: Monitoring NSEMO would activate the PCC at Monitoring level if a coordinated response is required, or at the request of any department, municipality, critical infrastructure, or emergency management partner.</p>	<ul style="list-style-type: none"> • NSEMO staff
<p>Level 2: Partial Activation NSEMO would escalate the PCC activation level if the complexity of the response and the number of agencies / departments / partners increases.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Communications Nova Scotia Staff • SNS-IS Business Continuity • Telecommunications company AReps • Nova Scotia Power AReps • Environment and Climate Change Canada • SNS-IS Public Safety Field Communications • Health and Wellness ARep • Public Works ARep • Community Services ARep • Canadian Red Cross ARep • Natural Resources and Renewables
<p>Level 3: Full Activation The PCC may be opened at Full Activation if more complex and coordinated assistance spanning several agencies and organizations is required, or if real or anticipated impacts are widespread or severe.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Other affected provincial department AReps • Other affected Critical Infrastructure Partner AReps • Indigenous Services Canada – First Nations • JTFA PLO • Public Safety Canada

*ARep = The designated Agency Representative for an organization

Tsunami – Alert Ready	
Alert Ready requesting Agency:	Public Safety Canada NSEMO Municipality
Required Approval Level	Federal Department Director General Level Provincial Department at Deputy Minister Level Municipal CAO Level
Requesting Method	Phone call to 1-833-758-4540 & complete Alert Ready Request Form.
Alert Category (ies)	Tsunami (BI)

Wildland Fire

Description: Nova Scotia has experienced wildland fires that have destroyed homes, businesses, and forest habitats. Many recent Canadian and international examples underscore how quickly these fires can spread and pose a threat to communities and the people in them.

Lead Agency/ies: Nova Scotia Natural Resources and Renewables

Principal supporting organizations	Possible supporting or affected government bodies or organizations	Likeliest critical infrastructure partner or sector impacts
<ul style="list-style-type: none"> • Municipalities • NSEMO • First responders • Environment and Climate Change Canada • Communications Nova Scotia 	<ul style="list-style-type: none"> • Health and Wellness • ISC – First Nations • Canadian Interagency Forest Fire Centre • Community Services • Canadian Red Cross • Public Works • NS Environment • Office of the Fire Marshal 	<ul style="list-style-type: none"> • Food sector • Safety sector • Manufacturing sector • Transportation sector • Health sector • Government sector • Information and communication technology sector • Finance Sector • Water sector • Energy and Utilities Sector
<p>Guiding legislation, regulation(s) and/or policies: Forests Act Forest Fire Regulations State of Emergency Forms Regulations Emergency Social Services Regulations Fire Marshal Act</p>	<p>When would NSEMO activate the PCC? NSEMO would activate the PCC if Natural Resources and Renewables requires support, or at the request of any municipality, provincial or federal department, or critical infrastructure partner.</p>	<p>AREPS, EMCs, or NSEMO partners can reach the duty officer 24/7 by calling 1-833-758-4540.</p>

Wildland Fire continued

Provincial Coordination Centre (PCC) Activation

Activation Level and description	May be required to attend the PCC
<p>Level 1: Monitoring NSEMO would activate the PCC at Monitoring level if a coordinated response is required, or at the request of any department, municipality, critical infrastructure, or emergency management partner.</p>	<ul style="list-style-type: none"> • NSEMO staff • Communications Nova Scotia
<p>Level 2: Partial Activation NSEMO would escalate the PCC activation level if the complexity of the response and the number of agencies / departments / partners increases.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Natural Resources and Renewables ARep • SNS-IS Business Continuity ARep • Environment and Climate Change Canada • SNS-IS Public Safety Field Communications ARep • Health and Wellness ARep
<p>Level 3: Full Activation The PCC may be opened at Full Activation if more complex and coordinated assistance spanning several agencies and organizations is required, or if real or anticipated impacts are widespread or severe.</p>	(Additional resources to those listed above) <ul style="list-style-type: none"> • Public Works ARep • Community Services ARep • Canadian Red Cross ARep • Telecommunications company AReps • Nova Scotia Power AReps • Other affected provincial department AReps • Other affected Critical Infrastructure Partner AReps • ISC – First Nations • JTFA PLO • Public Safety Canada

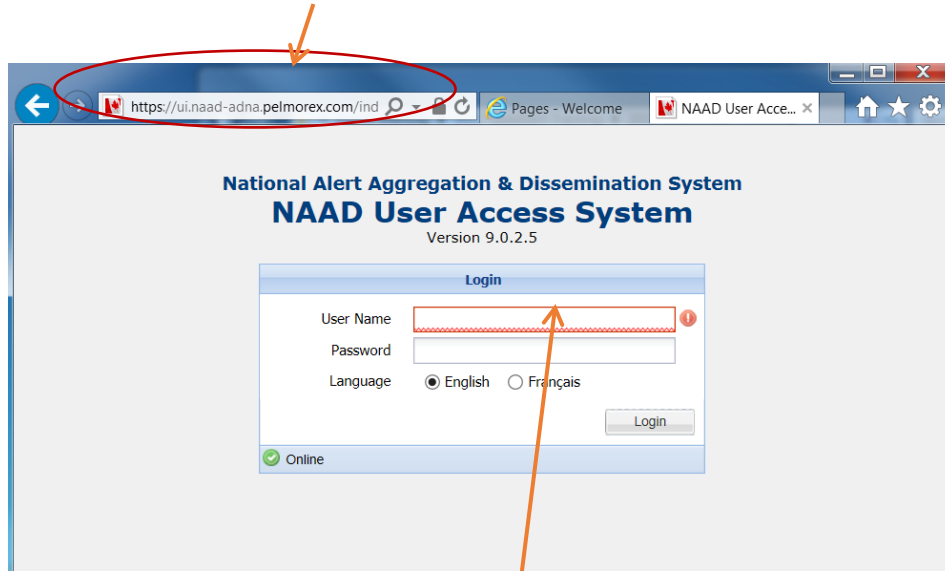
*ARep = The designated Agency Representative for an organization

Wildland Fire – Alert Ready	
Alert Ready requesting Agency:	Municipality Natural Resources and Renewables
Required Approval Level	Municipal CAO Level Provincial Deputy Minister Level
Requesting Method	Phone call to 1-833-758-4540 & complete Alert Ready Request Form.
Alert Category (ies)	Wildfire (BI); Forest Fire (BI).

Annex 3: Generating, Updating and Cancelling an Alert

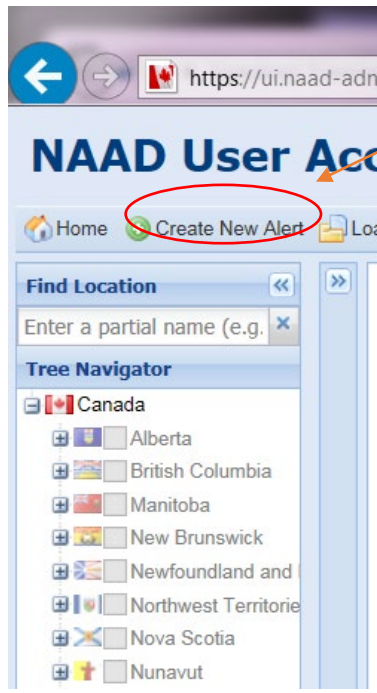
Directions to Generate an Alert

1. Access the alerting website through the Web Address Tool Bar – the alerting system works in internet explorer.
 1. **URL Address is: <https://ui.naad-adna.pelmorex.com>**
 2. **Do not try to use a search engine such as Google or bring to find the website, you must use the web address tool bar.**



2. Login to the alerting system with your username and password
 1. Make sure that you type username and password in exactly as identified with caps and numbers as the system is very case sensitive
 2. You have 5 attempts to get logged into the system, if you have not logged in after 5 attempts you will be prompted to contact your administration manager. When issuing an actual live alert, if you lock yourself out, call the NSEMO Duty Officer to have the alert issued for you. To get your account unlocked, contact the NS Alert Ready Administration during regular business hours. If you require immediate access to your account, call the NSEMO Duty Officer.
3. Once you have accessed the NAAD Live website these are the navigation rules you need to remember:
 1. Use your mouse to navigate between fields
 2. Do not hit your enter key
 3. Do not use your back arrow (blue circle with a white arrow – top left corner) to go back a screen
 4. If you need to go back from the create alert screen use the home button (picture of a house) on the left-hand side.

To create an Actual Live Alert



1. Click on “Create New Alert” button (green circle left side)
NOTE*** Any field that has a **RED Asterisks** beside it or a **Red Box** around it, means that it is a required field and information must be included in this area. If information is missed your alert will not be sent.
2. Using the submitted NS Alert Ready Request Form, start at the top and work your way down filling in all areas as identified. Once all the information from the form is entered, validate the alert.

3. Validate the Alert:

1. Click on the validate alert button and if all the required fields are filled in you will have a pop-up window titled CAP-CP XML show up on your screen.
2. If you have missed filling in one or more of the fields, you will have a pop-up window come up on your screen telling you that you need to complete areas.
 1. Click ‘Ok’ and you will go back to your alert where you will need to complete missing areas. The missing area will be identified in **red**, or if missing a location, the pop-up window will refer to a GEO code missing.
3. Once completed, then click ‘validate alert’.

4. CAP-CP XML Screen:

1. If you have entered all required fields in your alert and the CAP-CP XML screen opens, then you will see three buttons:
 1. Save as a template – **Do Not use this button.**
 2. Submit Alert – Click this button to send your alert to the next step
 3. Close – chose this button if for any reason you have decided not to send the alert

5. Password Verification Screen:

1. After you have clicked the 'submit alert' button, the password pop up screen will open.
2. Type in your password – this is the password that you use to log into the NAAD Live system. Note: you are issued two passwords, one for the training site and the other for the live site. Make sure to use the password for the live site.
3. Once you have entered your password, click on the confirm button.
4. If you typed in your password correctly, then you will be taken to the next screen. If you did not type in your password correctly, then you will be prompted to re-enter a valid password.
5. Try your password again. Make sure that your caps lock is not on and you are entering the password correctly.
6. Once your password is entered correctly a success message appears and you will be re-directed back to the home page where your alert will appear under "Our Organizations Alerts" tab.

Reminders for Updates and Cancellations to your Alerts:

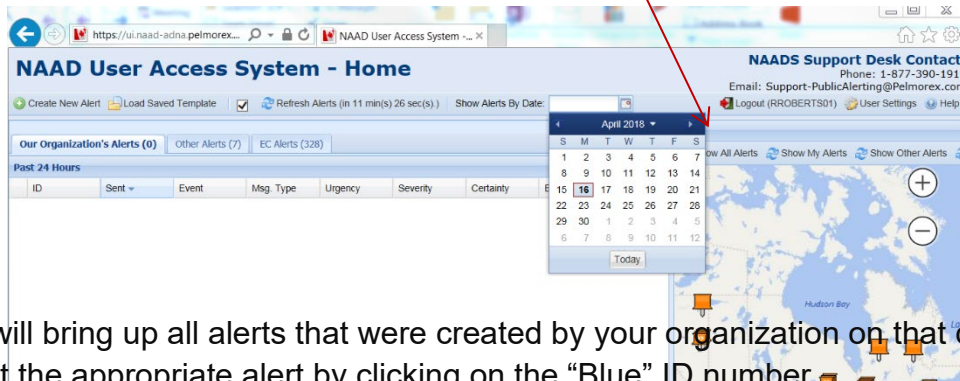
1. Follow directions in the documents titled:
 2. Updating an Alert
 3. Cancelling an Alert
1. Always remember that alerts only stay visible on the home page for 24 hours and then they are archived. If you need to update or cancel an alert, you will need to search for the date it was created. See Updating an Alert section for detailed instructions.
2. All alerts that are created should be cancelled when they are over, even though an expiry date and time is entered. The reason for this is to notify the public that the emergency is over.
3. If you are unsure about anything prior to generating an alert, please call to the NSEMO Duty Officer for assistance.

Updating an ACTUAL Alert

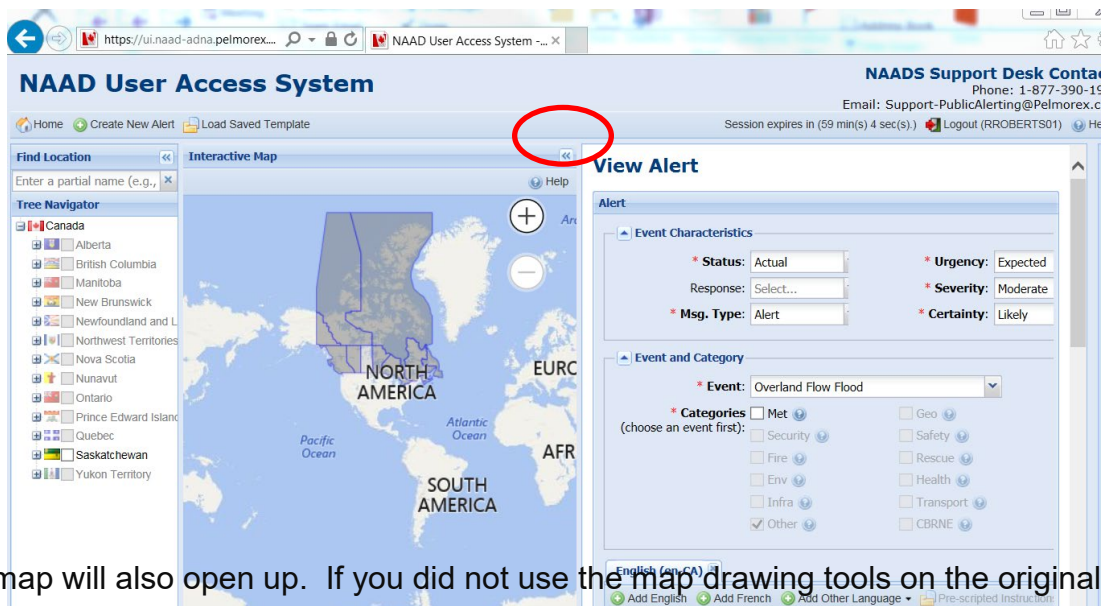
There are times when an issued alert will need to be updated and these instructions will assist you when an alert require updating.

Part 1: Steps Required for all Updates

1. Once an Authorized User has logged into the NAAD LIVE alerting side find the original alert by clicking the down arrow on the calendar. Click on the day the alert was originally created.



2. This will bring up all alerts that were created by your organization on that day.
3. Select the appropriate alert by clicking on the “Blue” ID number.
4. You will know that you are on the right screen as at the top of the page it will state **Update or Cancel**.



5. The map will also open up. If you did not use the map drawing tools on the original alert or if you did use the map drawing tools but do not need to change anything on the map; collapse the map by clicking on the two chevron arrows on the top right hand side.

Part 2: Steps Required to Complete a Regular Update: The level of Alert stays the same

Complete all the bullets in Part 1

1. If a location needs to be added or removed to the alert, do this first under “Find Location”.
2. Under Event Characteristics, **under Msg. Type**, select “Update”. Do not change anything else in Event Characteristics or Event or Category.
3. Be sure that the wording of an Alert is clear and descriptive. Make sure your words make sense.
4. Add to the beginning of the headline the word – **Update**. Example of how a headline would read: Update for the Precautionary Drinking Water Advisory issued for (*Jurisdiction Name*)
5. Event Description –Start off the event description area with word - **Update**. Example of how the first line to the event description area would read: Update for the Precautionary Drinking Water Advisory that was issued for (*Jurisdiction Name*). Make the required changes to the event description area to reflect the current status of the situation. **Anytime you do an update you need to change the Event Description**. Tell the public why you are updating the alert:
 1. Has the alert has been extended?
 2. Has the area been expanded?
 3. What in the emergency has changed?
 Example: Update for the Precautionary Drinking Water Advisory that was issued for (*Jurisdiction Name*). The advisory has been extended and will remain in effect until (date).
6. Instructions – Update the instruction area “if” the public is required to do something different or additional to stay safe. If there are no new instructions, then do not change this area.
7. Wireless Text – Update this area only if the alert was originally issued Broadcast Immediate and you are going to issue the update as Broadcast Immediate.
 1. Copy the information from the Alert Ready Form into this area.
 2. If you are issuing an update and it is a BI, you need to create an audio file. All BI alerts **MUST** an audio file, click yes and generate audio. Preview the clip and if acceptable, accept it. If the file is unacceptable change wording as needed and recreate.
3. Broadcast Text - Update this area only if the alert was originally issued Broadcast Immediate and you are going to issue the update as Broadcast Immediate.
 1. Copy the information from the Alert Ready Form into this area.
4. Area Description - will only change if you have added another location.
5. **Do not** enter anything into the Effective Date and Time and Onset Date and Time as the update will become effective as soon as the alert is submitted.
6. Expires Date and Time – only change if the alert is being extended.

Part 3: Steps to Complete a Change in Level Update: From Non-Broadcast Immediate to Broadcast Immediate Alert

Complete all the bullets in Part 1

1. If a location needs to be added or removed to the alert, do this first under “Find Location”.
2. Under Event Characteristics:

1. **under Msg. Type**, select “Update”.
 2. **Urgency**, select **Immediate**
 3. **Severity**, select **Extreme**
 4. **Certainty**, select **Observed**
5. Add to the beginning of the headline the word – **Update**.
 6. Event Description –Start off the event description area with word - **Update**. Make the required changes to the event description area to reflect the current status of the situation. **Anytime you do an update you need to change the Event Description**. Tell the public why you are updating the alert:
 1. Has the alert has been extended?
 2. Has the area been expanded?
 3. What in the emergency has changed?
 4. Instructions – Update the instruction area. If you are upgrading to a BI Alert, then you will be updating the instructions that people now need to follow.

Wireless Text – COMPLETE this area, as it must be filled in to issue a BI alert (total 600 characters).

 1. Copy the information from the Alert Ready Form into this area.
 2. You need to create an audio file. All BI alerts MUST an audio file, click yes and generate audio. Preview the clip and if acceptable, accept it. If the file is unacceptable change wording as needed and recreate.
 5. Broadcast Text - COMPLETE this area, as it must be filled in to issue a BI alert.
 1. Copy the information from the Alert Ready Form into this area.
 6. Area Description - will only change if you have added another location.
 7. **Do not** enter anything into the Effective Date and Time and Onset Date and Time as the update will become effective as soon as the alert is submitted.
 8. Expires Date and Time – only change if the alert is being extended.

Part 4: Steps to Complete A Change In Level Update:

From Broadcast Immediate Alert to Non-Broadcast Immediate

Complete all the bullets in Part 1

If an additional location needs to be added to the alert, select the location first under “Find Location”.

1. Under Event Characteristics:
2. **Under Msg. Type**, select “Update”.
3. **Urgency**, select **Immediate**
4. **Severity**, select **Moderate**

5. **Certainty**, select **Observed**
6. Add to the beginning of the headline the word – **Update**.
7. Event Description –Start off the event description area with word - **Update**. Make the required changes to the event description area to reflect the current status of the situation. **Anytime you do an update you need to change the Event Description**. Tell the public why you are updating the alert:
 1. Has the alert has been extended?
 2. Has the area been expanded?
 3. What in the emergency has changed?
4. Instructions – Update the instruction area. If you are downgrading from a BI Alert, then you will be updating the instructions that people now need to follow.
5. Wireless Text – Remove all information from this area
6. Broadcast Text - Remove all information from this area
7. Area Description will only change if you have added another location.
8. **Do not** enter anything into the Effective Date and Time and Onset Date and Time as the update will become effective as soon as the alert is submitted.
9. Expires Date and Time – only change if the alert is being extended.

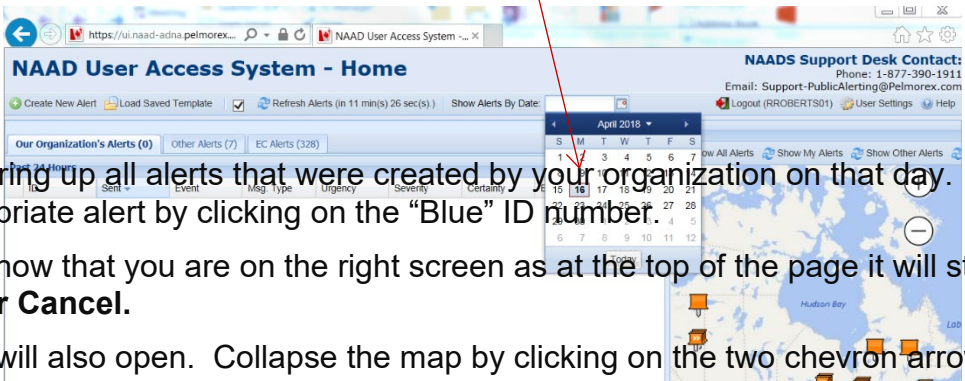
Part 6: Second Update Requirements

If you need to do a second update (or additional updates) for any of the above situations, the Authorized User will follow all the same steps outlined in the applicable part, except you need to choose the last updated alert, **NOT** the original alert. All updates must follow a sequence, so anytime a second (or more) update is being issued; the last updated alert will be the one that receives the new update.

Canceling an Alert

Steps Required for all Cancellations:

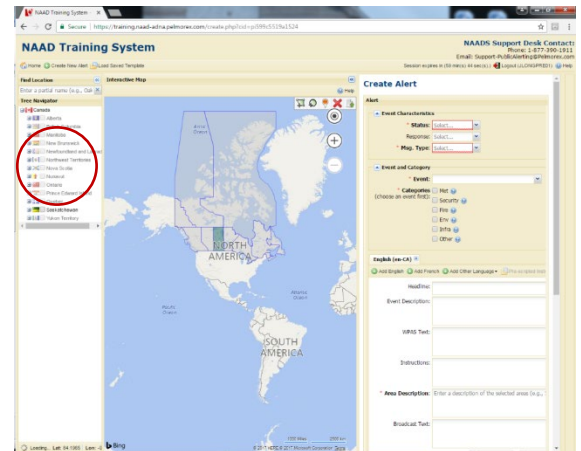
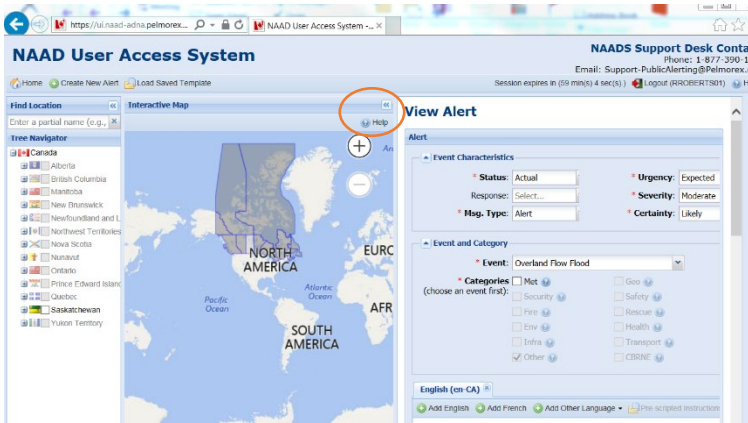
Once an Authorized User has logged into the NAAD LIVE Alerting side find the alert or last update to cancel by clicking the down arrow on the calendar. Click on the day the alert or last update was originally created. Remember all alerts and updates follow sequentially.



This will bring up all alerts that were created by your organization on that day. Select the appropriate alert by clicking on the “Blue” ID Number.

You will know that you are on the right screen as at the top of the page it will state **Update or Cancel**.

The map will also open. Collapse the map by clicking on the two chevron arrows on the top right-hand side.



Under Event Characteristics, **under Msg. Type**, select “Cancel”. Do not change anything else in Event Characteristics and Event and Category.

Add to the beginning of the headline the word – **Cancelled** change the headline so that it reads correctly.

Event Description –Start off the event description area with word - **Cancelled**. Identify in the Event Description area the reason why the alert is being cancelled. Make sure you are clear on why it is cancelled and that the emergency is safe.

Some examples are:

- The work has been completed
- The water is safe to drink again
- The emergency is over

Example: Cancelled the Precautionary Drinking Water Advisory (for the Jurisdiction).
The test results came back clear, and the water is now safe to drink again.

Instructions – Remove all instructions. Do not leave anything in the instruction area.

Wireless Text – Remove (if any) all information from this area

Broadcast Text – Remove (if any) all information from this area

Area Description will stay the same.

Do not enter anything into the Effective Date and Time and Onset Date and Time as the
cancellation will become effective as soon as it is submitted.

Expires Date and Time – put in a date and time closest to when the cancellation is
being submitted (about ½ hour).

Annex 4: Broadcast Intrusive Alert Types and Lead Agency

Broadcast Intrusive Alert Type	Lead Agency
Air Quality	Environment and Climate Change Canada
Civil Emergency	Police
Terrorism	Public Safety Canada
Dangerous Animal	NS Lands and Forestry
Wildfire	NS Lands and Forestry
Industrial Fire	Municipality
Urban Fire	Municipality
Forest Fire	NS Lands and Forestry
Storm Surge	Municipality
Flash Flood	Municipality
Dam Overflow	Municipality
Earthquake	Natural Resources Canada
Landslide	Natural Resources Canada
Magnetic Storm	Natural Resources Canada
Tsunami	Public Safety Canada
Meteorite	Canadian Space Agency
Lahar	Natural Resources Canada
Pyroclastic Flow	Natural Resources Canada
Pyroclastic Surge	Natural Resources Canada
Volcano Ash Cloud	Natural Resources Canada
Chemical Hazard	Municipality
Biological Hazard	Municipality
Radiological Hazard	Canadian Nuclear Safety Commission (facility) or Canadian Armed Forces (nuclear vessel)
Explosive Hazard	Municipality
Falling Object	Canadian Space Agency
Drinking Water	Municipality or public water supply operator
AMBER Alert	Police
Hurricane	NS Emergency Management Office
Thunderstorm	Environment and Climate Change Canada
Tornado	Environment and Climate Change Canada
911 Service	NS Emergency Management Office

* Note: Lead Agency is based on legislation, regulations, and policy. Depending on the nature of the emergency, the Lead Agency may authorize police, municipal officials, a First Nation, or NSEMO to issue a public alert.

Nova Scotia
Emergency
Management
Office

Emergency Management Guidance for Municipalities

June 3, 2022

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Emergency Management Guidance for Municipalities

Purpose of this document:

This document is intended to provide clarity and guidance to CAOs and Municipal EMCs on their responsibilities for emergency management and how they can effectively interact and engage with NSEMO.

Applicable Legislation, Regulations and Policy:

[Emergency Management Act](#)

[Civil Emergency Planning Regulations](#)

Nova Scotia Strategic Emergency Management Plan (SEMP)

Roles and responsibilities for emergency management

Emergency management in Nova Scotia is a shared responsibility, starting with individuals and families, and continuing through municipal, provincial, and federal levels of government.

Municipalities are the starting point for emergency response at the community level. They have the authority over fire and police services, and have obligations and responsibilities under the [Emergency Management Act](#).

The Nova Scotia Emergency Management Office (NSEMO) is mandated to provide a prompt and coordinated response to provincial emergencies. Provincial government departments have a large part to play in a coordinated emergency response, as outlined in the [Nova Scotia Civil Emergency Planning Regulations](#).

NSEMO Objectives

The central objectives of this policy are as follows:

- To assist municipalities in meeting their obligations under the *Emergency Management Act* and *Civil Emergency Planning Regulations* to facilitate necessary emergency planning and preparedness activities.
- To provide a standard framework for municipalities, including roles and responsibilities for the development and maintenance of Emergency Management plans and processes. This will enhance the resiliency to emergencies in Nova Scotia communities.
- To clarify the types of supports available to municipalities through NSEMO and provide guidance on when municipal officials should notify and engage the province when an emergency is imminent or occurring.
- To familiarize municipal leadership with the Request for Assistance and Alert Ready Request processes.

Application

Municipal responsibilities:

Municipalities are expected to ensure all required municipal responsibilities under the *Emergency Management Act* are met. These include:

- Subject to the approval of the Minister, establish and maintain a municipal emergency by-law.
- Establish and maintain a municipal emergency management organization.
- Appoint a coordinator of the municipal emergency management organization and prescribe the duties of the coordinator, which shall include the preparation and coordination of emergency management plans for the municipality.
- Appoint a committee consisting of members of the municipal council to provide advice on the development of emergency management plans.
- Prepare and approve emergency management plans.
- Section 10A of the *Act* requires a municipality to, upon becoming aware of it, inform the Department (NSEMO) of any real or anticipated event or emergency that could impact the health, safety, or welfare of Nova Scotians, their property, or the environment.

Emergency Management Coordinator roles and responsibilities

The *Emergency Management Act* requires all municipalities to appoint an Emergency Management Coordinator (EMC). Municipalities may choose to establish a Regional Emergency Management Organization (REMO) with a shared EMC, but each municipality is responsible for meeting requirements in legislation and regulations.

The EMC is tasked with managing emergency preparedness, planning, response, and recovery for the municipality or REMO.

NSEMO provides training for EMCs and municipal officials to support their emergency management activities. When responding to an emergency, it is essential for EMCs to maintain communication with NSEMO early and often.

Acting EMC required

In the event a municipal Emergency Management Coordinator resigns or retires, or is unavailable to perform their duties, the municipality must designate a person to act as the EMC and notify NSEMO of details. A notification form is attached.

Municipal role before an emergency

- Ensure that the requirements under the *Emergency Management Act* are met.
- Maintain regular contact with NSEMO.
- Participate in emergency management training and exercising opportunities with NSEMO and other partners.

Municipal role during an emergency

- Activate the Emergency Coordination Centre/Emergency Operations Centre as required.
- Notify NSEMO if the emergency requires, or may require, provincial assistance and/or activation of the Provincial Coordination Centre (PCC).
- Consider whether a Public Alert is, or may be, required and fill out the Alert Ready Request form (Appendix A) with the key information. NSEMO has Alert Ready duty officers available to assist with the preparation and issuance of an alert.
- Complete the Request for Assistance / Notification of Emergency form (Appendix B) outlining possible resources required. This is an initial assessment and an opportunity to request NSEMO support. Additional needs are expected to arise as the situation unfolds. It is critical that the municipality notifies NSEMO as quickly as possible.
- Maintain regular communication with NSEMO through the EMPO (regular business hours), Duty Officer (after hours, holidays) or the PCC (if activated).

Reasons a municipality should contact NSEMO include:

- To notify NSEMO of an emergency that is taking place or developing (as required by the *Emergency Management Act*)
- When their ECC/EOC has been activated
- Upon enactment of all or part of a municipality's Emergency Management Plan
- Disruption of critical services (e.g., fire, police, hospital, 911, major transportation routes)
- If an emergency extends or may extend beyond their boundaries into other municipalities
- If their community requires support during an emergency
- Any local emergency that could cascade into a larger incident
- Requesting an Emergency Alert
- Request for assistance from any federal agency
- Any time a municipal EMC / Incident Commander has questions about processes, resources, or additional supports during an emergency event.

Process

Municipal EMCs or CAOs should only contact their Emergency Management Preparedness Officer (EMPO) during normal business hours. Outside of regular business hours, or on holidays, call the NSEMO Duty Officer number: **1-833-758-4540**.

If a municipal EMC or CAO is contacting the NSEMO DUTY OFFICER, please phone first. Please do not use email as your only point of contact after hours.

The Duty Officer will get more information and determine if the municipality is requesting provincial or federal assistance, then take the appropriate steps to notify NSEMO officials to begin the appropriate actions.

Once the EMC/IC has notified NSEMO, please fill out the Request for Assistance / Notification of Emergency (Appendix B).

EMC Checklist for PCC Activations

The single most important requirement of EMCs during an activation of the Provincial Coordination Center is the **flow of information**. It is crucial that all EMCs update NSEMO regarding the municipal impacts/response in a timely way. This can be done by sending a Situation Report (SitRep) to the PCC at pcc@novascotia.ca.

It is equally essential that EMCs share NSEMO briefings with CAOs and elected officials, as established in the municipality's Emergency Management plan.

NOTE: If the PCC is activated, the appropriate method of contacting NSEMO is through the PCC at **902-424-1891**. The EMPO may be working nights or otherwise be unavailable, and the PCC can ensure the municipality's issue is addressed as quickly as possible. EMPOs will be notified of any activities within their region.

One of the biggest challenges for the PCC during a significant emergency response is to track the opening and closure of comfort centres. Knowing where people can go to charge their devices, warm up or cool off, and get information or assistance is critical.

Please ensure NSEMO is aware of comfort centre information and that it is up to date. Email pcc@novascotia.ca or phone 902-424-1891. Email is the best option.

Checklist:

- ❑ Notify the PCC that the municipal EOC/ECC has activated and its planned hours of operation.
- ❑ Review NSEMO's ICS 230 (PCC schedule) and note times that updates are due for their SitRep, as well as times for briefings by the PCC.
- ❑ Submit required forms, reports, and documents for SitReps and participate in NSEMO briefings.
- ❑ Note the opening, occupancy, and closure of comfort centres with the PCC. Ensure the location and other details are correct.
- ❑ Notify the PCC when the EOC/ECC closes.

NSEMO Contact Information

DUTY OFFICER: To reach NSEMO's duty officer 24/7 call **1-833-758-4540**.

Regular Business: NSEMO's regular business line (1-866-424-5620 or 902-424-5620) is answered between 8:30 and 4:30 on weekdays. It is not monitored after-hours, on weekends, or on holidays. To reach a duty officer after hours, please call the number listed above.

Email: During activations, NSEMO's email address is pcc@novascotia.ca . NSEMO's general information email address is emo@novascotia.ca . Neither email is monitored after-hours, except during 24/7 activations of the PCC. **For immediate assistance contact the Duty Officer by phone.**

Monitoring

Municipalities are encouraged to complete regular reviews of their Emergency Plan and Hazard Risk Vulnerability Assessments. NSEMO offers a self-assessment tool, which EMCs or municipal officials can obtain through the contact information below.

Enquiries

Please direct all questions or requests related to this document to:

Lori Errington
Manager of Planning and Preparedness
Nova Scotia Emergency Management Office
Lori.Errington@novascotia.ca
902-424-2512

Emergency Management Preparedness Officers

Cape Breton: George Muise (George.Muise@novascotia.ca)

Northern & Central Nova Scotia: Dominic Fewer (Dominic.Fewer@novascotia.ca)

Western & Southwestern Nova Scotia: Andrew Mitton (Andrew.Mitton@novascotia.ca)

PCC Contact information during activations:

Bell phone sets: 902-424-1891 or 902-424-1887

Eastlink phone sets: 902-405-2205 or 902-405-2236

Satellite phones: 1-613-980-5938 or 1-613-980-5976

The PCC also monitors Trunked Mobile Radio EMO Alert/Shubie Channel

Email: pcc@novascotia.ca (during activations only)

Definitions

Agency Representative (ARep)

The primary point of departmental contact for information sharing (updates and alerts) to and from NSEMO. Agency Representatives participate in briefings and meetings, through teleconferences, online, or in person at the Provincial Coordination Centre during activations if their presence is required.

The ARep will ensure that their organization's senior leadership team is kept briefed on the event. They will also ensure that key information from their organization is shared with NSEMO to assist the broader whole of government emergency response.

The importance of this role cannot be overstated in the delivery of an effective response to an emergency at both the departmental and whole of government levels.

Coordinating Agency

The coordinating agency is the organization assigned by legislation, regulation, policy or a plan, or the required expertise, to coordinate the efforts of the different orders of government, supporting/logistic agencies and other emergency management partners (private sector, NGOs, etc.) to assist in the coordination of requests allowing the lead agency to deal with direct affects of the emergency.

Department Emergency Response Plan (DERP)

The Emergency Management Act, and Civil Emergency Regulations, require individual provincial departments to develop and maintain both emergency management response plans and business continuity plans that include critical infrastructure owned and operated by that department.

Emergency Management Act – Provincial

An act passed by the provincial legislature giving the Minister of Municipal Affairs and Housing authority over all matters respecting emergency planning, preparedness, response, mitigation, recovery, and emergencies that go beyond normal response in the province.

Emergency

Any incident, whether natural, technological, or human-caused that is causing (or could cause) substantial casualties, widespread damage to property, catastrophic interference in normal activities, or loss of confidence in the provincial government, requiring immediate attention and remedial action.

Hazard Risk Vulnerability Assessment

A process that identifies, analyzes, and prioritizes the full range of potential non-malicious and malicious threats. The process considers vulnerabilities associated with specific threats, identifies potential consequences should a threat be realized, and considers means to mitigate the risks.

Incident Command System

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

Legislated Lead

A governmental department retaining full legislative and regulatory responsibility over matters within their department's scope during an emergency response.

Lead Agency

The lead agency is the organization assigned by legislation, regulation, policy or a plan, or with the required expertise, to lead the management of a specific emergency event. The Coordinating Agency (NSEMO) offers supports to the Lead Agency in the emergency response.

Provincial Coordination Centre (PCC)

The designated location for the province's coordinated response to emergencies or emerging threats to the safety of Nova Scotians. It is located in the Eric Spicer Building at 33 Acadia Street, Dartmouth, Nova Scotia. The PCC is not staffed around-the-clock unless activated.

Strategic Emergency Management Plan (SEMP)

The Nova Scotia Strategic Emergency Management Plan (SEMP) is the overarching plan that provides a comprehensive and coordinated whole-of-government approach to emergency management activities within the Province of Nova Scotia.

Supporting Agency

A supporting agency is an organization assigned by legislation, regulation, policy, or a plan, or with the required expertise, to assist in the management of a specific emergency event. Supporting agencies provide general or specialized assistance to the lead agency and/or NSEMO as required.

Annex A: NSEMO Emergency Notification and Request for Assistance Form (2022)**Annex B: NSEMO Alert Ready Request Form (2022)**

Upcoming Presentations and Training		
Item	Background	Update
PPSA 101	Presentation to contract partners that provides an overview of the Nova Scotia PPSA and how it is administered by DOJ.	To schedule an in-person or virtual presentation for your staff, Council and/or Police Advisory Board, please contact Danielle.Desjardins@novascotia.ca
Police Governance Training	Training is available to contract partners that outlines the roles and responsibilities for police governance boards in Nova Scotia.	To schedule your training session, please contact Charcy.Marchand@novascotia.ca DOJ is pleased to share that CAPG membership is available to municipalities policed by the RCMP as the provincial police service. CAPG membership comes with access to their Learning Portal, reduced pricing for webinars, conferences and other learning opportunities. To obtain a membership for your Board Chair or key municipal staff, please reach out Danielle.Desjardins@novascotia.ca
Regional Engagement	Contract partners will be invited to periodic virtual and in-person meetings that may include presentations from DOJ staff, discussions on policing priorities, financial updates, details on matters impacting policing and public safety and other items as required.	Next meetings to be held in the Fall of 2024.
PPSA Financial Update	Following the annual determination of the per officer cost to be recovered from contract partners policed by the RCMP, DOJ staff will deliver a presentation outlining the breakdown of costs and identify primary drivers of variances year-to-year.	Requests for information can be directed to: Danielle.Desjardins@novascotia.ca

Contract Management Committee Updates		
Item	Background	Update
Recruitment and Retention	National and local updates on efforts to increase recruitment and retention of police officers as well as mitigation efforts to address staffing challenges.	Cadets Applicants: <ul style="list-style-type: none"> 2023/24 FY – 55 applicants from Nova Scotia sent to Depot (expected benchmark for HDIV Recruiting was 34)

		<ul style="list-style-type: none"> • 2024/25 FY (to date) – 20 applicants from Nova Scotia sent to Depot so far <p>Cadets to Nova Scotia:</p> <ul style="list-style-type: none"> • 2023/24 FY – received 41 cadets from Depot • 2024/25 FY (to date) – received 20 cadets so far <p>Experienced Police Officer (EPO) Program:</p> <ul style="list-style-type: none"> • 2023/24 FY – hired 39 EPOs in NS • 2024/25 FY (to date) – hired 3 EPOs so far with 31 EPOs in the queue at various stages in the process <p>Overall “H” Division is doing well compared to other Divisions with respect to staffing.</p>
<p>Equipment Modernization</p>	<p>As policing evolves, so does the equipment required for officers to perform their duties in a safe and efficient manner. Other resources, infrastructure and initiatives may also support modernization of policing service delivery. Updates shared will include high-level details of specific items as well as their associated financial and procurement strategies that are driven at the national level.</p>	<p>The RCMP will be purchasing a replacement Tactical Armored Vehicle (TAV) in 2024/25, as part of the equipment modernization strategy. The current TAV is 12 years old and has reached the end of its useful life of 10 years. The current model of TAVs are becoming more difficult to maintain with availability of parts being a concern. This new, second generation TAV can drive longer distances without the need of secondary transport (flatbed) and is built on a platform for which replacement parts are more readily available, reducing repair costs, complexity and down-time. This strategy advances the vision of a modern police officer by ensuring Regular Members of the RCMP have the appropriate tools to perform their duties as safely and effectively as possible. It is anticipated the training, prioritization and rollout of this equipment will take place over the next three to five years.</p> <p>A request to amortize the cost of the TAV, as available to the Province per the PPSA, is being contemplated to support financial stewardship over policing costs of the contract.</p>

Collective Bargaining	As salary is the largest driver of costs related to policing, potential for increases through the collective bargaining processes remain an important issue for contract partners. Although, as a contract partner, Nova Scotia is not party to the collective bargaining process between unions and the employer, our vested interest in the outcomes of collective bargaining drives efforts to support financial stewardship.	The second collective agreement between the National Police Federation (NPF), representing RCMP non-commissioned regular members, and the Treasury Board Secretariat was rendered by an arbitral award on April 16 th , 2024. The collective agreement covers the period from April 1, 2023 to March 31, 2025 and includes the following wage increase: Year 1 – 3% economic increase + 1% wage adjustment (total of 4%) Year 2 – 2% economic increase + 2% wage adjustment (total of 4%)
Body Worn Cameras	Mandated by the federal government, the Body Worn Camera project will see all frontline RCMP officers outfitted with cameras that will record much of their work and interactions with the public. Currently being piloted, costs for the cameras, training and associated infrastructure will be the responsibility of contract partners so as the project progresses, updates will be provided.	Successful field tests and surveying of users of Axon’s body worn cameras (BWC) and digital evidence management system (DEMS) completed in “H” Division (NS) in March, along with pilots in other Divisions. “H” Division is working towards a rollout schedule which will see 100% of Members onboarded by March 2025, dependant on camera/infrastructure availability and other national considerations. Furthermore, the Vendor has notified the RCMP that they will be transitioning to a newer camera model, the Axon Body 4, with no change to licensing costs.
Communications from National RCMP	As required, details of communications received from the RCMP nationally that may have an impact on policing in Nova Scotia will be shared with contract partners.	No current update.

Local Contract Updates		
Item	Background	Update
“H” Division RCMP Staffing Update	Roadable Rate: Percentage of positions with officers that are actively working and meeting the operational requirements of the position.	As of July 1, 2024, the overall roadable rate for PPSA resources in “H” Division RCMP was 76%. General Duty Police Resource Methodology (GDPRM) reviews are in-depth analysis of General Duty (GD) response areas within the

		RCMP. The main purpose of a GDPRM review is to determine whether a detachment/district has the recommended minimum number of resources to respond to the occurrence workload for the area while also allowing GD members enough time to perform proactive policing activities. “H” Division has developed a data-led risking matrix that uses detachment specific information in order to make recommendations on where a GDPRM review may be of highest urgency. Some of the data considered in the risking matrix include: weighted workload per member, years since last review, vacancies, violent and non-violent crime severity index, computer aided dispatch (CAD) file increase. “H” Division will aim to complete 3-4 GDPRM reviews in 2024/25 and in conjunction with DOJ, will consult with the relevant municipalities in receipt of policing services by the detachment undergoing the review.
RCMP Support and Centralized Services	Dozens of units comprised of hundreds of officers support policing and public safety in the province through the delivery of specialized and at times, highly technical policing services. Developments such as the creation of new units or additional investments in resources will be shared with contract partners.	The RCMP has submitted its 2025/26 Multi-Year Financial Plan (MYFP) for the PPSA to the Province. It is undergoing analysis by the DOJ with subsequent budget recommendations to be put forward for decision by the Provincial Treasury Board. The outcome of this process will be shared in a future update following the release of the 2025/26 budget.
RCMP Administration	The delivery of policing services requires a wide range of administrative support. As changes to the types and number of administrative resources change, updates will be shared with contract partners.	The RCMP has submitted its 2025/26 Multi-Year Financial Plan (MYFP) for the PPSA, inclusive of Divisional and Regional Administrative functions, to the Province. It is undergoing analysis by the DOJ with subsequent budget recommendations put forward for decision by the Provincial Treasury Board. The outcome of this process will be shared in a future update following the release of the 2025/26 budget.
RCMP Property and Equipment	Updates of significant changes to properties where the RCMP operate and the equipment they use in the course of their duties will be shared with contract partners.	Given recent supply chain issues which caused challenges for the procurement of fleet vehicles, funding for the purchase of a total of 120 replacement vehicles has been allocated to “H” Division RCMP

		<p>for the 2024/25 FY. Progress is being made with respect to vehicles being allocated as replacements or for new vehicle requirements.</p> <p>“H” Division RCMP has approved the purchase of six Battery Electric Vehicles (administrative) to take place in 2024/25 as well as required charging infrastructure at New Minas, Lower Sackville and the new Stellarton Detachment.</p> <p>The New Minas Detachment was selected to receive a marked police package Chevrolet Blazer Battery Electric Vehicle as part of a national pilot to assess electric vehicles in an operational police environment.</p> <p>The RCMP has submitted its 2025/26 Multi-Year Financial Plan (MYFP) for the PPSA to the Province, inclusive of new and replacement equipment needs. It is undergoing analysis by the DOJ with subsequent budget recommendations to be put forward for decision by the Provincial Treasury Board. The outcome of this process will be shared in a future update following the release of the 2025/26 budget.</p>
<p>RCMP Senior Executive</p>	<p>Details of changes to the Nova Scotia RCMP Senior Executive Team will be shared with contract partners.</p>	<p>Chief Superintendent Dan Morrow is the new Officer in Charge of Criminal Operations for “H” Division. C/Supt. Morrow was previously the District Policing Officer for SouthWest Nova District.</p> <p>Superintendent Jason Popik has been appointed as the District Police Officer for SouthWest Nova District. Supt. Popik is currently the “H” Division Federal Policing Officer and will therefore make the transition to his new role in early September.</p> <p>Additionally, three new Inspectors recently joined the senior leadership team at the RCMP:</p>

		<p>Inspector William (Bill) Collier, Operational Policy - Criminal Operations Inspector Leanne MacDonald, Officer in Charge of Atlantic Region Departmental Security Inspector Gregory Mason, Assistant Support Services Officer</p> <p>Current leadership team: Leadership team Royal Canadian Mounted Police (rcmp-grc.gc.ca)</p>
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Policing Strategies Updates		
Item	Background	Update
Ongoing Initiatives	Initiatives are generated in relation to Government mandate, priorities and public interest.	Efforts are continuing to create and refine meaningful police standards. This work will ensure that the efforts put forward by the Standards working group and steering committee, comprised of Police leadership across the province and subject matter experts, reflects their needs and intent. The standards will represent the minimum service that will be provided by any police force.
Upcoming Engagements	To advance work related to Policing Strategies and Governance, this unit will both engage with interested parties and provide training opportunities that further inform interested parties.	No current update.
Provincial Policing Review	The Provincial Policing Review will generate recommendations that will need to be assessed and implemented through careful consideration and engagement with interested parties.	At this point the vendor (Deloitte) should have made efforts to speak to representatives from your municipality or to the police that service your area. Concurrently the Province of Nova Scotia conducted a public survey on policing. Over 6,500 residents from across 29 municipalities in Nova Scotia completed the survey. The results of that survey have been provided to the vendor and will be used in their assessment and ultimately in their report.

Policing Priorities	The Provincial Priority setting is a recurrent process that has milestone activities throughout the fiscal year. Engagement drives priority setting.	The Provincial Policing priorities are currently being contemplated by the Minister of Justice. These priorities have been generated based on consultation, assessment and analysis of emerging trends and public interest.
Promising Practices	New and innovative practices of note.	PSSD is conducting a jurisdictional scan on police activities across Canada that could be considered promising as they relate to non-traditional policing activities. These will be assessed for value and if these activities can be tailored for application in Nova Scotia.

Crime Prevention Updates		
Item	Background	Update
Grants and Funding Opportunities	Information on grant programs and funding opportunities which a nexus to public safety and policing which may be available for municipalities, community groups and other stakeholders.	<p>Applications for the Community Crime Prevention Grants Program went live in June 2024. Application deadline was July 31, 2024.</p> <p>The Civil Forfeiture Grant Program provides one-time funding to organizations that support eligible victims of crime and targeted crime prevention initiatives across Nova Scotia. The Program is funded from the disposition of forfeited property seized by law enforcement agencies. Examples of grants approved under this program in 2023-24:</p> <ul style="list-style-type: none"> • \$50,000 to Prescott Group for a Crime Stop initiative aimed to support disabled persons who are vulnerable to abuse/crime targeting. • \$30,000 to MADD Canada to provide specialized support services to Nova Scotian victims and survivors of impaired driving who have been injured or have lost a loved one.

		Details available at: Civil Forfeiture Grant Program novascotia.ca
Community Safety Dashboard	Consideration given to the creation of a publicly accessible Public Safety Crime Dashboard which would track yearly crime reported statistics for Nova Scotia policing jurisdictions. This could aid municipalities and community-based groups in an evidence-based approach to Crime Prevention initiatives.	The dashboard has been built and is undergoing review for functionality and approval.
Crime Prevention Symposium	The Crime Prevention Society of Nova Scotia previous hosted a collaborative annual Crime Prevention Symposium.	Justice has engaged with the Crime Prevention Society of Nova Scotia who is hosting the event. Tentative dates have been set for November 14-15, 2024 with a possible location of Halifax. More details and invitations to follow in early fall.

DEFINITIONS	
Provincial Police Service Agreement	Agreement entered into by the Province of Nova Scotia and the Government of Canada (Public Safety Canada) for the delivery of policing services by the Royal Canadian Mounted Police.
Contract Management Committee (CMC)	National committee comprised of RCMP, Public Safety Canada and provincial/territorial representatives mandated to provide governance of RCMP policing contracts through engagement, consultation, collaboration and information sharing in support of the delivery of professional, efficient and effective police services. There are also number of CMC sub-committees that govern specific projects or portfolios.
Policing Service Recipient	Municipality or First Nation community policed by the RCMP in Nova Scotia.
Equipment Modernization	Nationally led initiative for the procurement of new or replacement resources, tools, infrastructure and initiatives to support the delivery of policing services to ensuring public and officer safety.