



## **Municipality of East Hants Policy Regarding the Establishment of Comfort Centres**

### **Purpose**

Preparedness is the main focus of our emergency management activities. The need for a warm meal or temporary shelter may be required during an emergency situation and the Municipality wishes to make sure that there are facilities in each area of the Municipality that are equipped for this purpose.

### **Eligibility**

In order to be eligible for consideration for funding under this policy, an organization must be a:

- a. Fire Department registered with the Municipality of East Hants and registered under the Societies Act of Nova Scotia, or
- b. Community Hall or similar facility registered under the Societies Act of Nova Scotia

### **Financial Contribution**

The Municipality will consider requests for funding for the following purposes from facilities deemed appropriate for use as Comfort Stations or shelters:

- a. Wiring for capacity to be hooked up to a generator
- b. Acquisition of a generator of a suitable size to offer basic services to the facilities.
- c. Funding for major repairs to generators funded through the Municipality may be provided upon receipt of a written request accompanied by a cost estimate of the work required.
- d. Construction of a building, not to exceed 250 square feet, to house a generator and related supplies (i.e. fuel).

All equipment purchased with funding provided under this policy shall be the property of the organization applying for funding.

The Municipality will provide up to a maximum total funding of \$10,000, of which up to \$5,000 may be used for the construction of a storage shed, net of any funds received from other programs, to a facility approved for use as a comfort station or shelter.

All funding recommendations shall be subject to the approval of Municipal Council. Council reserves the right to grant or reject any application for funding that may or may not qualify in accordance with the guidelines set out in this policy.

## **Funding Submissions**

All requests for funding should be made where possible, in advance of any work being started or any expenses being incurred and must include:

- a. A copy of the emergency response plan or a written commitment to develop a plan in cooperation with the Emergency Measures Coordinator.
- b. List of key contacts for the organization.
- c. Financial statement for last fiscal year.
- d. Budget for the current fiscal year.
- f. Budget for the work to be undertaken and/or the equipment to be acquired along with quotations.

## **Criteria**

In reviewing applications for funding to equip a facility as a comfort station or shelter, the factors take into consideration shall include, but not be limited to the following:

- a. Geographic location of the building
- b. Availability of other equipped facilities in the near vicinity
- c. Accessibility of the building to the public
- d. Availability of kitchen facilities.
- e. Availability of potable water
- f. Number of road access points to the facility
- g. Natural or other hazards in near proximity to the building – i.e. flooding hazards, proximity to rail lines, etc.
- h. Capacity of the organization that owns or is associated with the facility to operationalize the facility and the commitment to do so.
- i. Efforts of the organization that have been put into organizing themselves for this purpose including establishment of a special purpose committee, fundraising, etc.

## **Priorities**

As a general principal, priority will be given to ensuring that sufficient facilities through the Municipality are capable of being hooked up to a generator provided either by the Municipality or through EMO Nova Scotia.

Priority would then be given to assisting organizations in acquiring generators for their own use.

Nothing in the statement of these principles precludes the Municipality from addressing each of these priorities, as it's sole discretion.

## **Volunteer Responsibilities**

Each organization receiving funding through the Municipality must be prepared to be operational within 12 hours of receiving the request from the Municipality to do so.

Each organization shall have a written emergency response plan that outlines individual responsibilities for the set up and continued operation of the facility during an event. The Emergency Measures Coordinator for the Municipality will assist each group in the development of the plan. The plan must receive the approval of the Municipality.

At least six members of the organization shall be trained in the set up and safe operation of an emergency generator. The organization shall be responsible for ongoing routine maintenance required to any equipment provided under this policy.

## **Municipal Responsibilities**

The decision to open a facility as a comfort station or shelter shall only be made by the Municipality. If the facility is open as a comfort station or shelter, at the request or with the approval of the Municipality, the organization responsible for the facility will be reimbursed for reasonable out of pocket expenses incurred during the emergency event. These would include but not be limited to:

- a. Food
- b. Generator Fuel
- c. Hygienic Supplies

If the organization opens up the facility in the absence of a request or approval from the Municipality, the Municipality will accept no responsibility for expenses incurred.

**Approved by Council – November 25, 2009 C09(486)**

**Amended by Council – June 23, 2010 C10(252)**