



## PURPOSE

The Municipality of East Hants Emergency Management Organization represents all residents living within our municipal boundary.

The purpose of the Comfort Centres and Reception Centres/Shelters Funding Policy is to provide funding to approved facilities to ensure there is adequate facility coverage throughout the municipality in the event of an activation.

## SCOPE

This policy is applicable to all facilities within East Hants that are designated as a Comfort Centre and/or Reception Centre/Shelter. The Emergency Management Coordinator (EMC) will maintain and update the database of designated Comfort Centres and/or Reception Centres/Shelters annually.

## DEFINITIONS

Term	Definition
Comfort Centre	A facility that is primarily used for residents who are remaining in their homes but do not have full services such as electricity, heat and water. Comfort Centres may provide a place for community members to gather for a period of time during the day. Feeding, water, warmth and information are the most common services provided. More frequently, people are also looking for a place to charge their electronic devices. Comfort Centres do not provide overnight accommodations and will not accept evacuees. Comfort Centres are normally operated by volunteers in the community in which they are located.
Reception Centre/Shelter	In large-scale emergencies, it is a facility that is opened and operated by the Red Cross, under the Department of Community Services, and includes the provision of emergency social services, which is any combination of food, clothing, lodging, registration of evacuees and personal services such as the care of elderly, persons with disability, and may include psycho-social services. These facilities are opened by the Red Cross at the request of the Municipality via the Emergency Management Coordinator.



## POLICY

### POLICY STATEMENT

In 2006, Council approved a list of facilities which were identified by staff that could serve as Comfort Centres and/or Reception Centres/Shelters to allow the Municipality to respond effectively to an emergency situation.

The facility locations were selected based on servicing the Municipality as a whole. District boundaries were not taken into consideration, because during an emergency, whether municipal-wide or locally contained, it will take volunteers from various community groups and organizations to operate these facilities. The facilities were chosen to cover the Municipality in an efficient manner (i.e. travel distances for the residents they would serve, and what would be offered to the residents at the facility).

Some of the facilities are wired for operation using a generator and some of the facilities are already equipped with a generator for emergency use.

In total, the Municipality has 17 facilities identified to be used as either a Comfort Centre or Reception Centre/Shelter. A map showing the geographic location and a list including contact information is attached in Appendix A.

#### **Eligibility for Funding**

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

1. Fire Department registered with the Municipality of East Hants and registered under the Societies Act of Nova Scotia; or
2. Community Hall or similar facility registered under the Societies Act of Nova Scotia.

#### **Financial Contribution**

The Municipality shall consider requests for the following purposes from facilities deemed appropriate for use as a Comfort Centre and/or Reception Centre/Shelter:

1. Electrical work to enable connection to a generator;
2. Acquisition of a generator of a suitable size to offer basic services to the facility;
3. Funding for major repairs; or

4. Construction of a building, not to exceed 24 square metres, 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 may provide up to a maximum total funding of \$10,000, of which up to \$5,000 may be used for the construction of a building to house a generator, net of any funds received from other programs, to a facility approved for use as a Comfort Centre and/or Reception Centre/Shelter.

### **Funding Submission**

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

1. A copy of the Emergency Response Plan or a written commitment to develop a plan in cooperation with the Municipality;
2. List of key contacts for the organization;
3. Financial statement for last fiscal year;
4. Budget for current fiscal year;
5. 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 Centre and/or Reception Centre/Shelter, the factors taken into consideration shall include, but not be limited to, the following:

1. Geographic location of the building;
2. Availability of other equipped facilities in the near vicinity;
3. Accessibility of the building;
4. Availability of kitchen facilities;
5. Availability of potable water;
6. Number of road access points to the facility;
7. Natural or other hazards in near proximity of the building (i.e. flooding hazards, proximity to rail lines, etc);



8. Capacity of the organization that is responsible for the facility to operationalize the facility and the commitment to do so;
9. 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 principle, priority will be given to ensuring that sufficient facilities throughout the Municipality are capable of being connected 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.

East Hants may choose, in their sole discretion, to fund other priorities as they become apparent or necessary.

Each facility shall be required to sign a Memorandum of Understanding Agreement between the Municipality and the facility.

## ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Policy Editor	<p>The Policy Editor is a person having managerial and policy-making responsibility related to the writing, compilation and revision of content and will:</p> <ul style="list-style-type: none"> <li>• Ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary</li> <li>• Draft new or edit existing policy content</li> <li>• Be able to interpret and explain policy content</li> <li>• Ensure policy documents are branded and any supporting documents, ie. applications forms are also branded and content consistent with the policy</li> <li>• Ensure policy content is relevant and accurate</li> <li>• Seek and secure approval recommendation of the policy from the Policy Owner</li> <li>• Seek and secure approval of the policy from the appropriate Approver; and,</li> <li>• Provide the final approved policy document to the Assistant Municipal Clerk</li> </ul>



Title/Role	Responsibilities
Policy Owner	<p>The Policy Owner will:</p> <ul style="list-style-type: none"> <li>• Provide oversight to ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary by the assigned Policy Editor</li> <li>• Be able to interpret and explain policy content</li> <li>• Provide oversight to ensure policy documents are branded and any supporting documents, ie. application forms are also branded and content consistent with the policy</li> <li>• Provide oversight to ensure policy content is relevant and accurate</li> <li>• Review the policy and make recommendation for approval to the appropriate Approver; and,</li> <li>• Ensure that the final approved policy document has been provided to the Assistant Municipal Clerk</li> </ul>
Approver	<p>The Approver will:</p> <ul style="list-style-type: none"> <li>• Review Policy recommendations for approval consideration (approve, reject or edit); and,</li> <li>• Notify the Policy Editor, Policy Owner and Assistant Municipal Clerk of decision</li> </ul>
Assistant Municipal Clerk	<p>The Assistant Municipal Clerk will:</p> <ul style="list-style-type: none"> <li>• Facilitate an annual Policy Review; and,</li> <li>• Ensure final approved policies are maintained, stored and posted where appropriate</li> </ul>
Employees	<p>The Employees will:</p> <ul style="list-style-type: none"> <li>• Adhere to the Policy</li> </ul>

## VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
1.0	Approval of Policy Regarding the Establishment of Comfort Centres	Director of Administration	Director of Administration	Council	November 25, 2009 C09(486)
2.0	Amendment to Financial Contribution section	Director of Administration	Director of Administration	Council	June 23, 2010 C10(252)
3.0	Repealed earlier versions and Replaced with updated Comfort Centres and Reception Centres/Shelters Funding Policy and used the Municipal policy template	Emergency Management Coordinator	Director of Planning & Development	Council	April 29, 2020



EAST HANTS

# Comfort Centres and Reception Centres/Shelters Funding Policy

Council  Administrative

## CERTIFICATION

I, Kim Ramsay, Municipal Clerk for the Municipality of East Hants, hereby certify that this policy was duly approved.

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Kim Ramsay  
Municipal Clerk