



COMMITTEE OF THE WHOLE AGENDA
Tuesday, November 24, 2015 @5:30 pm
Municipal Administration Centre

- 1) Call to Order – Chairman, Warden Russell Boucher
- 2) Approval of agenda
- 3) Approval of November 17th , 2015 Committee of the Whole Minutes
- 4) Business Arising from the Minutes
- 5) Department of Transportation Infrastructure Renewal
- 6) Evolve Special Event Permit Application
- 7) Emergency Management Centre
- 8) Tourism Update
- 9) Adjournment

STRATEGIC PRIORITIES CHART

October 2014

CORPORATE PRIORITIES (Council/CAO)

NOW

1. **SOLAR ENERGY: Business Case**
2. **SEWER TREATMENT PLANT: Memorandum of Understanding**
3. **ECONOMIC DEVELOPMENT & TOURISM STRATEGY: Terms of Ref.**
4. **FRINGE AREA WATER: Options**
5. **FRINGE AREA MPS: Completion**

TIMELINE

November
December
November
January
December

NEXT

- PLANNING FUNCTION: Review
- CAPITAL STRATEGY
- POTENTIAL SHARED SERVICES
- INDUSTRIAL PARK
- RESIDENTIAL ENERGY PROGRAM
- LONG TERM FINANCIAL PLAN

ADVOCACY / PARTNERSHIPS

- *Shared Services Review*
- *Potential Shared Services*

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER ()

1. **EDT STRATEGY: Terms of Reference - Nov.**
 2. **REN: Start-up - April**
 3. **SHARED SERVICES: Review**
- Strategic Plan Linkages
 - Policy Review

FINANCE ()

1. **CAPITAL STRATEGY: Inventory - June**
 2. **Water utility Rates: Review - Nov.**
 3. **IT Proposal - Staff - Jan.**
- **LONG TERM FINANCIAL PLAN**
 -

PUBLIC WORKS ()

1. **SEWER TREATMENT PLANT: MOU - Nov.**
 2. **FRINGE AREA WATER: Options - Jan.**
 3. **Water Meter Proposal - Jan.**
- Maintenance System
 -

RECREATION ()

1. **Accessibility Policy -**
 2. **Registration Software**
 3. **Active Transportation Actions**
- -

CORPORATE SERVICES ()

1. **SOLAR ENERGY: Business Case - Nov.**
 2. **Residential -**
 3. **MCCAP: Review -**
- Business Continuity
 - Public Engagement Strategy

PLANNING ()

1. **FRINGE MPS: Completion**
 2. **South West MPS -**
 3.
- -

CODES: **BOLD CAPITALS** = NOW Priorities; **CAPITALS** = NEXT Priorities; *Italics* = Advocacy;
Regular Title Case = Operational Strategies



MUNICIPALITY OF THE COUNTY OF ANTIGONISH

TO: MUNICIPAL COUNCIL
FROM: GLENN HORNE, MUNICIPAL CLERK TREASURER
SUBJECT: ***COMMITTEE OF THE WHOLE MEMO***
DATE: NOVEMBER 24, 2015

Department of Transportation Infrastructure Renewal (for Information)

Supervisors Doug Cameron and Gussie MacInnis will be in attendance at the meeting to address any questions Municipal Councillors may have.

Evolve Special Event Permit Application (for Decision)

A special event permit application was received for the 2016 Evolve Music and Awareness Festival. The application and supporting documents are attached.

Emergency Management Centre (for Decision)

A presentation is attached from the Emergency Management Coordinator, Tom Bennett. Consideration will be given to relocate the Emergency Command Centre.

Tourism Update (for Information)

Mr. Horne will provide a verbal update on the tourism strategy at the meeting.

COMMITTEE OF THE WHOLE MEETING

A Committee of the Whole Meeting was held Tuesday November 17, 2015 at 5:30pm in the Council Chambers of the Municipal Administrative Centre, 285 Beech Hill Road, Antigonish NS.

Present were:

- Warden Russell Boucher, Chair
- Deputy Warden Owen McCarron
- Councillor Mary MacLellan
- Councillor Pierre Boucher
- Councillor Angus Bowie
- Councillor Rémi Deveau
- Councillor Vaughan Chisholm
- Councillor Bill MacFarlane
- Councillor Donnie MacDonald
- Councillor Hugh Stewart
- Glenn Horne, Municipal Clerk/Treasurer
- Shirlyn Donovan, Interim Deputy Clerk
- Tammy Feltmate, Director Environment, Safety and Community Affairs

The meeting of the Committee of the Whole was called to order by the Chair, Warden Boucher at 5:33pm.

APPROVAL OF AGENDA

The following items were added to the agenda:

- Antigonish Arena Exhibition Use
- Endurance Wind Power Mulgrave Proposal

Moved by Councillor MacDonald and seconded by Councillor MacLellan that the agenda be approved as amended. Motion carried.

APPROVAL OF MINUTES

Moved by Councillor Deveau and seconded by Councillor Boucher that the Committee of the Whole minutes for October 20, 2015, be approved as presented. Motion carried.

BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

MUNICIPAL VIGNETTES RFP

Ms. Feltmate presented the RFP for the Municipal Vignettes. The vignettes will connect roles, responsibilities and service delivery with governance, civil society and community. The intent is to inspire civic engagement, education on the role and reality of municipal government and provide transparency on how decisions are made and actions are prioritized within the current structure. Ms. Feltmate reviewed the proposed RFP.

Councillor MacDonald asked if any other Municipalities are currently doing this. Ms. Feltmate said there are not as of yet, it is quite innovative.

Councillor MacFarlane asked if there are any funding sources out there for a project like this. Ms. Feltmate said she has not researched this yet but will once the RFP goes out.

Moved by Councillor MacDonald and seconded by Councillor MacLellan that Municipal Council approve the Request for Proposals for Municipal Vignettes. Motion carried.

WATER METRES TENDER

Mr. Horne reviewed the timeline for the Tender which is currently being developed by CJ MacLellan.

Councillor MacFarlane asked if we could include information on the engineers that are working with this project with future communications.

Moved by Deputy Warden McCarron and seconded by Councillor Boucher that Municipal Council approve the release of the tender for Water Meters. Motion carried.

COUNCIL CHRISTMAS GATHERING

Three options were presented for Municipal Councils Christmas Party, the Claymore Inn, Maritime Inn and Prissy Pig. Council agreed to have their party on December 4th at the Maritime Inn at 6:30pm.

FUNDING APPLICATION FOR THE ANTIGONISH COURTHOUSE

The 2016-2017 funding application for Parks Canada National Historic Sites Cost-Sharing Program has been released with a deadline set for December 4, 2015. Ms. Donovan presented the findings from the Building Audit which was complete in June 2015. Based on the audit, she recommends applying for funding to cover the cost of repainting, demolition of connector and foundation, replace window sills and windows, replace front doors and remove and replace concrete stairs and portico slab. The total estimated costs for the mentioned renovations would be approximately \$68,500. In order to apply for funding, we must prove that the Municipality will finance at least 50% of the cost of the project. Staff is seeking a motion from Municipal Council to allot \$34,250 in the 2016-2017 Budget for upgrades to the Antigonish County Courthouse.

Moved by Councillor MacLellan and seconded by Councillor Bowie that Municipal Council allot \$35,250 in the 2016-2017 Budget for upgrades to the Antigonish County Courthouse. Motion carried.

SIGNAGE PROPOSAL COMMERCIAL SIGNAGE

Mr. Horne reviewed information about off-site signage. He recommended to Municipal Council to draft an offsite signage by-law and that the Municipality implement a commercial signage program. Mr. Horne presented three options to Council, to have a Prohibition of off-site signage, keep with the status quo or to permit off site signage.

Councillor McCarron suggested contacting all the businesses that have signs on Post Road and along the 104 in Lower South River and make them aware of the plans instead of going to the media first.

Mr. Horne told Municipal Council that the Chamber of Commerce has been asking for this. Communication with the affected business owners and public would be essential if the commercial signage program were to be initiated. Next steps would be to contact the Chamber and the Downtown Business Association and get their feedback.

SIGNAGE PROPOSAL COMMUNITY AND MUNICIPAL PROPERTY IDENTIFICATION SIGNAGE

The Municipality had been receiving informal feedback over a number of years concerning signage and identification of municipal property, our Municipal Property is under signed.

Also, at the moment there is no coordination of community identification signage. Some communities have signs welcoming guests and residents but the vast majority either have no signage or the standard green banner sign provided by TIR. A program for community identification signage would permit each community to retain a sense of individuality through community-specific images and colours. Mr. Horne went over the proposed budget for community and municipal identification signage.

Councillor MacFarlane said that he has given money out of his district grant for a community sign as have other Councillors.

Council made a consensus for staff to initiate a municipal property signage program.

ADJUSTMENT OF INTEREST RATE CHARGED ON SEWER ACCOUNTS

The finance department is looking to make some changes to the sewer billing. They are working with Diamond Municipal Solutions to add a Sewer billing line to the property tax bills to avoid sending out two separate sets of bills in the same time period. To implement combined billing, the interest rate on the overdue sewer bills would have to be raised from 3% per year to 6% per year to match the interest rate on overdue Property Tax accounts. Notice would be given to the customers who would be affected (presently 297 customers).

Moved by Councillor Stewart and seconded by Councillor MacFarlane that Municipal Council increase the interest rate charged on overdue sewer accounts from 3% to 6% per annum effective February 1, 2016 and for the sewer bill and property tax to be combined onto the same bill. Motion carried.

STAFF COMPENSATION AND EMPLOYEE POLICIES

Staff had requested proposals to look at staff compensation, position descriptions and review all HR/Personnel Policies and Procedures. Two proposals were received. Staff recommends to Municipal Council that SPL Development Services is contracted to provide this service.

Mr. Horne said the consultant would have the project complete by March 31, 2016.

Moved by Councillor Stewart and seconded by Councillor MacLellan that Municipal Council contract SPL Development Services to review staff compensation, position descriptions, as well as HR/Personnel Policies and Procedures. Motion carried.

STAFF REPORT

Mr. Horne directed Municipal Council to the items noted in the memo. He highlighted that the debit machine has arrived for the landfill and will be installed this week so we should soon be able to accept debit and credit cards at the landfill for payment very soon.

STRATEGIC PRIORITIES UPDATE

Mr. Horne gave a presentation updating the Municipalities Strategic Priorities. Presentation is available with agenda package. Warden Boucher thanked Mr. Horne and staff on all their hard work on the strategic priorities.

ADJOURNMENT

Moved by Deputy Warden McCarron and seconded by Councillor Boucher that the Committee of the Whole meeting be adjourned at 7:28 pm and reconvene following Municipal Council. Motion carried.

The reconvened meeting of the Committee of the Whole was called to order by Councillor Boucher at 8:25pm.

Moved by Councillor Deveau and seconded by Councillor Boucher that the Committee of the Whole meeting be reconvened. Motion carried.

ANTIGONISH ARENA EXHIBITION USE

Deputy Warden McCarron wanted clarification that the Antigonish Arena will still be the home of the Exhibition. There have been rumors going around that the Exhibition will not be taking place at the Arena anymore and this is not true. Warden Boucher recommended setting up a meeting with the Arena Commission to let them know that the Exhibition will be at the Antigonish Arena. The Commission can then send a letter to the Federation of Agriculture to confirm this.

ENDURANCE WIND POWER MULGRAVE PROPOSAL

Councillor Boucher brought up the Endurance Wind Power Mulgrave Proposal. The Town of Mulgrave holds an approval for two 50 kW turbines under the COMFIT Program. The turbines are eligible for a \$0.499 per kWh rate. Approval for this project expires December 11, 2015. An extension is therefore required by the Department of Energy. The project displays high returns, due to the strong COMFIT rate.

Councillor Boucher will send out more information on the project to Council and they can investigate it further. Municipal Council would like to ask for an extension for consideration of this project until early in the New Year.

CONTRACT NEGOTIATIONS

Moved by Councillor MacLellan and seconded by Councillor Boucher that the Committee of the Whole Meeting be adjourned to an In-Camera Session to discuss contract negotiations. Motion carried.

Moved by Deputy Warden McCarron and seconded by Councillor Boucher that the In-Camera session be adjourned at 8:49pm. Motion carried.

ADJOURNMENT

Moved by Councillor Bowie and seconded by Councillor Deveau that the Committee of the Whole meeting be adjourned at 8:49pm. Motion carried.

Warden Russell Boucher

Glenn Horne, Municipal Clerk/Treasurer

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

REQUEST FOR DECISION

TO: COMMITTEE OF THE WHOLE
FROM: GLENN HORNE, MUNICIPAL CLERK TREASURER
SUBJECT: ***APPLICATION FOR A SPECIAL EVENT PERMIT FROM THE
EVOLVE MUSIC FESTIVAL***
DATE: NOVEMBER 24, 2015

RECOMMENDATION

That Municipal Council consider the attached application for a Special Event Permit for the 2016 Evolve Music Festival.

SUMMARY

This memo and attached application will serve to initial consideration by Municipal Council the Special Event Permit Application received for the 2016 Evolve Music Festival.

The Evolve Music and Awareness Festival (Evolve) has been held at 1648 Meadow Green Road, owned by John and Judy MacDonald, in early July of each year since 2006. This memo will outline for Municipal Councillors the application for a Special Event Permit and how the organizer proposes to address the issues and conditions raised by Municipal Council following the 2015 festival.

Attached you will find:

1. Form A – Application for Special Event
2. Evolve Security/Operational Plan
3. Site Plan
4. Letter of September 17 Outlining Conditions for Future Permit Consideration
5. Draft Permit Approval with Conditions
6. Proposed Medical Plan Framework – Will be circulated by Monday, Nov. 23.

BACKGROUND

With the approval of the Special Events Bylaw in March 2015, the Municipality has had regulatory authority over all large out-door entertainment events, including Evolve. Since that time the Municipality has been working with Evolve organizer, Jonas Colter, and a group of stakeholders to improve the safety of the event. The festival obtained a permit with an exemption concerning noise for the 2015 festival; based on observation and follow-up discussions it operated within the parameters of the permit. However, some concerns with event safety still remain.

In 2015, Evolve hosted approximately 5000 festival goers, volunteers and performers (number provided by the organizer) and presented approximately 120 musical acts.

CONSIDERATIONS

The Municipality's Special Events Bylaw provides authority to require an operational plan from any special event organizer that describes and makes enforceable the provision of [among other things]:

- First aid;
- Severe weather plan;
- Easy access to the site by emergency and police vehicles;
- Adequate and lawful parking are for vehicles of those attending the event;
- Entrance control to deter alcohol and illicit drugs being brought to the premises during a special event;
- Outside inspection and clean up in the vicinity of the premises during and after the event;
- The employment of a security firm licensed by the Government of Nova Scotia;
- Traffic control for safe traffic and pedestrian flow.

The Antigonish Regional Development Authority released an economic impact assessment in 2010 that attributed a \$497,000 increase in the areas GDP to Evolve. The total economic activity generated by the festival was estimated to be \$1.8 million dollars across Nova Scotia, with \$1.2 million occurring in Antigonish. The Municipality is also currently investing in economic development and working toward a strategic plan for tourism for the area.

Evolve 2015

Following the 2015 festival the Municipality called a meeting of community stakeholders from the local Royal Canadian Mounted Police, Emergency Health Services & Department of Transportation and Infrastructure Renewal, Emergency Management Office, Pomquet Volunteer Fire Department and St. Martha's Hospital. The meeting was called to provide a venue for local stakeholders to express their thoughts & concerns and seek input a report to Municipal Council.

The RCMP informed us that:

- 39% of all calls for service from July 9-12, 2015, were Evolve-related.
- 33 charges were laid directly attributable to Evolve:
 - 7 for trafficking,
 - 12 possession with the purpose of trafficking,
 - 10 possession and
 - 4 impaired driving.

Representatives from EHS informed us that:

- 12 requests for service from the Evolve site.
- 8 patients were transported from Evolve to St. Martha's Hospital and there were
- 3 responses to motor vehicle accidents attributed to Evolve.

In addition to the EHS transports, patients were being brought to St. Martha's Regional Hospital by other means. The cases seen at the Emergency Department were not straight-forward interventions; they were significant medical concerns that require a lot of resources. Beyond these statistics it is not possible to know of any other police or health-related interventions that may have occurred outside the Antigonish area.

Conditions on the Consideration of a Future Permit

Following a report and discussion at its regular September meeting, Municipal Council informed Mr. Colter that the following conditions would be placed on any permit application considered for the 2016 festival:

- 1. Enhanced On-Site Health Services,**
- 2. Enhanced Entrance and Site Control,**
- 3. Shorten the Duration and Limit Hours of Operation**
- 4. Address Challenges with the Location.**

Mr. Colter proposes to address these concerns in the following ways:

1. Enhanced On-Site Health Services,

Dr. Maureen Allen has been engaged to assist Evolve in developing a “best practice” medical response plan, which aligns with the Canadian Centre on Substance Abuse’s recommendation from *Preventing Drug- and Alcohol-related Harms at Music Festivals in Canada* (June 2015). The framework of this plan is attached for your review; the complete plan is still being drafted.

Dr. Allen will also assist Mr. Colter in identifying the appropriate level of clinical oversight for the plans implementation. Volunteer first-aiders will continue to staff the medical operation, but the hiring licenced clinician will provide the necessary level of oversight, coordination, consistency and record keeping require for such an event.

2. Enhanced Entrance and Site Control,

Security will be posted at all entrances and searches of person and belongings will be conducted on entry and re-entry. Protocol will be developed between security and RCMP for the confiscation of any illegal substances.

3. Shorten the Duration and Limit Hours of Operation

Evolve is proposing to reduce the hours of entertainment by approximately 36%, or 70 hours from Friday – Sunday. Most of the hours are coming from the daytime and late nights. These changes have been proposed in an effort to reduce the potential sunstroke/heatstroke, dehydration, and exhaustion.

To accomplish this, Evolve is requesting an exemption to the noise provisions of the Special Events Bylaw on Friday night and Saturday night, to allow entertainment to continue until 4am on both nights. Mr. Colter has been informed that the noise provisions shall be enforced on Sunday and music shall stop at 1am.

4. Address Challenges with the Location.

A grid for parking and tenting will be developed and enforced. A formal barrier between the parking area and the entertainment / camping area will also be erected. This barrier will consist of two fences at least twenty (20) feet apart with no permitted access between the fences. This area will also be lit during night-time hours and monitored at all times. All pedestrian traffic will be funneled to one admissions area at which they will be searched upon entry and re-entry.

The use of a fence surrounding the entire festival site was discussed with Mr. Colter as well as local EHS and RCMP. A specific safety concern was raised: that a permanent fence structure may serve to create a barrier not allowing festival participants to leave the site quickly in the event of an emergency. While a permanent fence structure may not be the optimal solution to meeting the goal of keeping the site secure and preventing illegal substances from entering, staff, stakeholders and organizers will continue to discuss other alternatives.

To maintain emergency access to the site the parking restrictions put in place by the Department of Transportation & Infrastructure Renewal will be enforced again this year with no changes. Further, the potable water source is an on-site well. We will also require a water test to be provided to the Municipality in the week prior to the festival and a second test to be taken on Sunday, July 10, 2016, and provided to the Municipality.

If council chooses to grant this permit, it is advisable to write each of these conditions into the permit as provisions to be addressed to the satisfaction of Municipal Council or the Municipal Clerk Treasurer on specific dates. A draft of a permit for this purpose is attached.

BUDGET IMPLICATIONS

There are no direct budget implications aside from staff time.

STRATEGIC PLAN

Tourism was identified in Municipal Council's 2014 Strategic Priorities Document. There is also a link to the Municipality's Integrated Community Sustainability Plan goal #20 Tourism Planning & Development.

WORK PLAN IMPLICATIONS

There are no direct work plan implications aside from staff time.

ALTERNATIVES

1. ***Approve the Special Event Permit with no Conditions: This alternative is not recommended.***
2. ***Table a Decision until the Medical Plan, Parking & Camping Plan and Letter from the Property Owner are provided.***
3. ***Deny the Special Event Permit Application.***

COMMUNICATION CONSIDERATIONS

Public statements will be prepared.

NEXT STEPS

Based on the information at hand, Municipal Council may exercise one of the alternatives described herein.



FORM A - APPLICATION FOR SPECIAL EVENT

Please Print

- 1) NAME OF EVENT: EVOLVE MUSIC FESTIVAL DATE: JULY 8-10, 2016
- 2) APPLICANT INFORMATION
- a) Applicant(s) Name JONAS COLTER
- b) Driver's License No. and DOB NB-577556, MAY 12, 1971
- c) Address 90 MARLBOROUGH DR. FREDERICTON, NB. E3B 6K1
- d) Telephone Number(s) Bus: _____ Home: _____
Cell: (506) 238-5418
- e) Business License No. B32239990 RT 0001
- f) If Incorporated: Date of Incorporation JAN. 10, 2008
Incorporation No. 635919
Director's Names PRESIDENT: JONAS COLTER
- g) Names, titles & cellular numbers of persons who will be on site at the event and who will have direct authority and responsibility: SCOTT GAUBERT - SITE DIRECTOR - (902) 213-1017
JOHN MACDONALD - LAND OWNER (902) 968-1405
MIKE PULLEN - SECURITY - (613) 552-7559
- h) Please list below the names and Business License Numbers of any companies or individuals that will be selling merchandise at the event (ie: water food, clothing, jewelry, etc...)
- 3) EVENT INFORMATION
- a) Name, address, and telephone number of owner or occupant of event location, if different from Applicant: 1648 MEADOW GREEN RD. R#2 HEATHERTON, NS.
BOX 120
- b) Will alcohol be served at the event? YES
- c) Will minors be admitted (18 and under)? YES
- d) Age group of expected attendees: 4000-5000 AT 18-38 YOA.
- e) Anticipated attendance: 5000
- f) Proposed patron capacity: 7000 Fire capacity: _____
- g) Type of entertainment: MUSIC - CIRCUS - COMEDY
- h) Transportation options to and from the event (personal vehicle, shuttle, taxi, etc...):
PERSONAL, R.V., SHUTTLE, TAXI.
- i) Vehicular parking arrangements (number & location): 2500 - PARKED IN A
DRIVE OUT POSITION
- j) Security Company & Business License No.: SHADOW SECURITY 3070917
- k) Is the Security Company insured for late night events? YES
SHADOW SECURITY LEGAL BUSINESS NAME;
3280404 NS LTD



l) Will an additional policing presence be required during the event? If yes, how many? NO

m) Type of food and beverages available at the event: _____

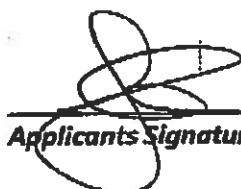
4) REQUIRED ATTACHMENTS

- a) Two copies of the completed proposal;
- b) A deposited of Two Thousand Dollars (\$2000);
- c) Proof of event insurance;
- d) A letter from the property owner indicating their approval of the event;
- e) Two copies of the complete security/operational plan that meets industry standards and include provisions and details on:
 - a. First aid,
 - b. Severe weather,
 - c. Security,
 - d. Entrance and line control,
 - e. Traffic control,
 - f. Collection and disposal of solid waste, garbage and refuse during and after the event,
 - g. A supply of potable water.

5. APPLICANT COMMITMENTS

In executing this application, the Applicant and the owner of the site agrees to the following:

- All aspects of the application are true and accurate.
- Ensuring that potable water will be available to all participants.
- To cover the cost of additional policing as proposed, presented and recommended by the RCMP. (Payment for additional police officers will NOT be accepted in-lieu of security personnel). Payment for the additional police officers is due prior to the issuance of the Permit and may be made directly to the RCMP.
- To ensure full access to the site for all emergency personnel.
- To accept full responsibility for dealing with ticket holders in the event that a permit is not approved by the Municipality of the County of Antigonish.
- Indemnification of the Municipality against liability associated with incident(s)


Jonas Colter
Applicants Signature & Print

NOV. 12, 2015
Date



90 MARLBOROUGH DR
FREDERICTON, NB, E3B 6K1
INFO@EVOLVEFESTIVAL.COM
@EVOLVEFESTIVAL 506-238-5418

EVOLVE SECURITY/OPERATIONAL PLAN

EXECUTIVE SUMMARY

Evolve is a 3 day music and awareness festival in Heatherton, Antigonish, Nova Scotia. Evolve is coordinated by LOVE EVOLVE Inc. 2016 will mark Evolve's 17th consecutive year. The Evolve grounds are located on the property of John and Judy MacDonald at 1648 Meadow Green Road. Entertainment consists of multiple genres of music presented on 4 portable stages. There are free workshops and yoga classes daily. The demographics consist primarily of 18--38 year olds divided equally between men and women. In 2010 Evolve was voted Best Music Festival In Canada by CBC Radio.

"Evolve is a great event and rapidly recognized as THE alternative and green music event of the summer. Hats off to the Evolve team!" -Elizabeth May, Green Party Leader Of Canada

PURPOSE

The purpose of this plan is to detail the safety precautions in place to reduce the chance of an emergency event at Evolve and the response procedures should one occur.

SCOPE

This plan is applicable to all staff members and volunteers working at EVOLVE MUSIC FESTIVAL.

ROLES AND RESPONSIBILITIES

Event Coordinator , Jonas Colter

The overall coordination of the event, including the safety of all event staff and participants. Determining if the event should be reduced in scope, postponed and/or cancelled in response to severe weather or emergency.

Act as "Incident Commander" should a serious emergency incident occur.



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Safety Officer , Michael Pullen

Survey the event site for possible safety hazards and report these to the Event Coordinator. Act as “Safety Officer” should a serious emergency incident occur.

Site Coordinator , John MacDonald

Assist the Event Coordinator by being present on site.
Act as “Site Chief” should a serious emergency incident occur.

Entertainment Coordinators, James Boyle, Tom Roberts, and Kyle McCracken

Assist the Event Coordinator by coordinating all entertainment within the event site. Liaise with the Event Coordinator to coordinate any logistical requirements of the entertainment.
Act as “Operations Section Chiefs” should a serious emergency incident occur.

Food Services Coordinator , Scott Gallant

Assist the Event Coordinator by coordinating the food services provided within the event site. Liaise with the Event Coordinator to coordinate any logistical requirements of food services.
Act as “Evacuation Team Leader” should a serious emergency incident occur.

Public Information Coordinator , Jay Cleary

Assist the Event Coordinator by liaising with local media.
Act as “Public Information Officer” should a serious emergency incident occur.

Carnival Coordinator , Scott Gallant

Assist the Event Coordinator by coordinating all carnival activities for the event. Act as “Liaison Officer” should a serious emergency incident occur.

Volunteer Coordinator , Becky Walker and Amy Theriault

Assist the Event Coordinator by coordinating the recruitment of volunteers for the event.



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Coordinate the volunteer registration and refreshment area during the event.
Assist the Evacuation Team Leader should a serious emergency incident occur.

Visual Arts Coordinator , Cameron Chisholm

Assist the Event Coordinator by coordinating local artists to provide art related activities during the event.
Assist the Evacuation Team Leader should a serious emergency incident occur.

Volunteer Medic and Nurse Coordinator, Adam Mitchell

Assist the Event Coordinator by coordinating the recruitment of volunteers for the event. Assist the Evacuation Team Leader should a serious emergency incident occur.

Incident Commander. Responsible to coordinate and lead the overall response. Operations Section Chief. Responsible to control response activities and controlling responding event staff. Make announcements from stages.

Evacuation Team Leader. Responsible to assist the Operations Section Chief by leading event staff evacuating the event site of event participants (if required).

Safety Officer. Responsible to provide safety advice to the RCMP during the response. Public Information Officer. Responsible to coordinate information provided to the media regarding the incident and the response to it.

BY-LAWS

Noise. Municipal Council approved an exemption for the 2015 Evolve music Festival. Evolve is looking for another bylaw exemption in 2016.

EVENT PERMITS

Special Events Camping Area License - Dept. Of Tourism

Electrical Permit

Place Of Amusement - Service Nova Scotia and Municipal Relations



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Fireworks and Pyrotechnics. Due to layout of the community, official commercial type fireworks are not permitted for safety reasons and will not be used during the event.

SITE PLANS See attachments.

PARKING

Parking will be mainly be provided to attendees at the bottom of the event grounds located adjacent to Meadow Green Road. Drivers will be instructed to park in the “drive out” position. There is also parking located in the village, and behind the Sunflower Stage.

SMOKING

Smoking is permitted on the event grounds with the exception of in patrons tents, buildings and yurts.

COMMUNICATIONS

Antigonish RCMP: 902-863-6500

Pomquet Fire Department: 902-735-2722

Ambulance(EHS): 902-863-0751

Event Coordinator, Jonas Colter: 506-238-5418

Site Coordinator, John MacDonald: 902-968-1405

Safety Officer, Shadow Security, Michael Pullen: 613-552-7559

Entertainment Coordinator, James Boyle: 902-219-0472

Food Services Coordinator, Scott Gallant: 902-213-1017

Public Information Coordinator, Jay Cleary: 917-407-1493

Additionally, key event staff will be provided with a two--way radio to coordinate events and assist in emergency response.

SEVERE WEATHER & WEATHER MONITORING

The Event Coordinator will monitor weather conditions leading up to the event for any potential severe weather. During the event, the Event Coordinator will continue to monitor weather for



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sudden changes that impact the event. Multiple means of weather monitoring will include: Weather Network and Environment Canada.

EVENT POSTPONEMENT / CANCELLATION

Evolve will never be suspended. Either it will be cancelled due to weather or and unforeseen circumstance or it will happen.

High winds, rains, storms, and lightning (aka force majeure) can cancel the festival before it happens or as it is happening.

We begin constantly watching weather patterns 2 weeks before Evolve, and during the weekend as well.

Our plans for site evacuation in the event of a coming storm or fire is to communicate it with the team, and inform and address the public from the 4 stages.

We have met as a group several times to talk about site evacuation.

To date our best proposal is to have everyone move to the bottom of the hill and across the bridge in the event of a fire unless the fire is coming from that direction.

If severe weather is forecast for the event, the Event Coordinator, in consultation with event planning staff, will determine if the event will be cancelled. If the event is cancelled, all event staff and suppliers will be notified by phone as soon as possible. Participants will be notified by Public Service Announcements provided to the following radio stations and social media:

The Hawk 105.5FM 902-863-1015, 902-625-1015

CBC (Storm Centre 1-877-236-9350 / Week-End Morning Info Line 1-888-737-0338).

Evolve Facebook Fan Page 16,000+ followers.

Evolve Twitter

Evolve Instagram

POTABLE WATER & HEAT STRESS

Water is provided free of charge in the village to all event staff and participants and they are encouraged to fill-up water bottles frequently during the event. Event staff will monitor participants for signs of heat stress and refer anyone they believe may have signs of heat stress to medics and security building (see map). Water is tested yearly and we test and receive results just weeks before Evolve to ensure the water meets industry standards.



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FIRST AID

Paramedics and nurses volunteer so that there may be 3 staff on 24 hours a day for the duration of Evolve. In 2014 Evolve constructed a five room medic/security building. Medics also have access to a golf cart. There are several supplies including a defibrillator. There is private parking for EHS vehicles next to the medic building. If EMS is called to the event site, a volunteer staff member will meet the paramedics as they arrive. Maureen Allen overseeing and developing an 'optimal medical response plan' for Evolve.

LOST PARTICIPANT

If a lost participant is reported to any event staff, that staff member shall use a two-way radio to announce a "Code Amber". When the Code Amber is announced, all available event staff and volunteers will report to the Information Booth to be briefed on the description of the lost participant. After the briefing, one event staff member will go the fenced-off area entrance to check people leaving. All other event staff will quietly search the grounds for the lost participant. If the lost participant cannot be found within a reasonable amount of time (to be discussed and decided by RCMP and Shadow Security) RCMP will be contacted immediately.

SECURITY

Security is provided by Shadow Security. 902-444-1115. Shadow Security has been providing Evolve with dependable security since 2010. Shadow Security has been with Evolve for several years now. I have been very impressed by the level of commitment by their staff to create a safe environment at Evolve.

Most have showed to be positive, caring, and responsible.

We have worked with several security companies over the past 15 years and this team is by far the most passionate, cooperative, and diligent we have seen.

If a serious security incident occurs (e.g. assault, disturbance / brawls, etc...), the Event Coordinator shall be contacted immediately. If required, the Head Of Security on Duty shall then contact the Antigonish RCMP (either via 911 or 902-863-6500 depending on the urgency) to report the incident. Event Coordinator

Jonas Colter suggests multiple meetings and/or calls between Shadow Security and the Antigonish RCMP before Evolve to create a protocol for incidents.

The word "evolve" in a stylized, rounded font with a pink-to-purple gradient and a glowing green outline.

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Alcohol will be served and attendees can bring their own alcohol as well. Upon entering and re-entry Shadow Security is checking bags for glass bottles, drugs, weapons, and also checking if minors are attempting to bring in alcohol. Off site beer sales by micro breweries at Evolve have a fenced in area where they will be selling and serving beer and checking for ID when in doubt. According to facebook statistics less than 1% of people that 'like' Evolve Fan Page are 17 years of age or younger. According to facebook statistics 45% of our audience falls between the ages of 18-24 years of age. 45% of 4000 is 1800 people, then divide that by 5 and you get 360 people. Seeing that 1% is 17 years old or less, I feel that of the 45%, most tend to be in the older category. According to these statistics I believe that less than 360 attendees are under 19 years of age.

TRAFFIC CONTROL, ENTRANCE AND LINE CONTROL, & ACCESS CONTROL POINTS

Access Control Points will be established on either side of John MacDonald's drive at 1648 Meadow Green Road. There will be volunteers directing and parking cars in the general parking lot. Volunteers will also be directing artists and responders up the emergency access road. Volunteers will be advising attendees to park in the drive out position. There will be two people parking the cars in the drive out position.

Four people will be directing attendees on site to the two people parking cars.

Two people on the roads directing traffic to the four on site. There will be two additional volunteers for breaks and bathroom breaks. Volunteers parking cars will wear neon construction like vests and carry flashlights at night. 'No parking' and 'tow zone' signs will be put up on Meadow Green Road and vehicles that somehow end up there will be towed. In 2016 there will be a division with 2 snow fences along the Meadow Green Road to secure the site to prevent access of people or substances. This area will be well lit and be monitored by Shadow Security and volunteers.

EMERGENCY ACCESS



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Should an emergency occur at any address within the event site, the Access Control Point shall allow the responding emergency vehicle(s) (Police, Fire and/or EHS) without delay. They shall then notify the Event Coordinator.

FOOD SAFETY

Food vendors must receive a Temporary Food Establishment Permit from the Department Of Agriculture, approval from the Fire Marshall, and approval from the Department Of Environment.

GOLF CART SAFETY

Golf carts, although a small motor vehicles, can be very dangerous.

Golf carts will be available to Medics, Shadow Security, and some volunteers.

It is mandatory that each driver is reminded to drive with extreme caution.

Golf Carts are to be serviced every year.

ELECTRICAL SAFETY

Shawn Snip is the Electrical Coordinator. 902-981-6076. Wednesday or Thursday morning an inspector does a walk through and issues a permit. Cables crossing travelled paths shall be kept to a minimum. If they are required, they shall be grouped together, covered and / or flagged so as not to present a tripping hazard.

FIRE SAFETY

In 2015 it was mandated that 4 qualified firefighters and a Class A pump truck be stationed at Evolve 24 hours a day. # hours prior to the event and one hour thereafter. We are waiting for word from David Candow on instructions for 2016. The access roads were successfully kept clear in 2015.

Evolve will also be following an approved Fire Safety Plan.

In order to keep all participants and event staff safe from fire, the following fire safety procedures will be followed:

5 feet between all tents.

All vendors, registration, and stage tents shall be labelled and approved.

All propane installations are subject to an installation permit and inspection by a fuel safety inspector.

All electrical work shall be completed under permit from Chief Electrical Inspector. David MacLeod, 902-424-8018.

Portable fire extinguishers shall be located in all permanent vendor buildings and vendor tent.

All fire extinguishers shall be recently serviced(within one year).



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No open fires, candles, or charcoal barbeques.

Recorded fire patrols every two hours to be done by security and/or firefighters. No smoking inside patrons tents.

Grass length shall not exceed 6 inches. All clippings shall be raked prior to festival. No sparklers or fireworks.

No cooking will be done inside or within 10 feet of any tent being used by participants;

Should a fire occur, the area will be cleared of all participants; and

Should a fire occur that cannot be immediately extinguished with the fire extinguisher, firemen on site will be notified.

Emergency access roads will be clear.

SANITATION, COLLECTION AND DISPOSAL OF SOLID WASTE, GARBAGE. AND REFUSE DURING AND AFTER THE EVENT

Solid Waste. Solid waste bins (garbage, recyclables, plastic, paper, and organics) will be placed in the food area, entertainment areas and throughout the grounds. The bins will be positioned during the set-up on Wednesday. Solid waste in separated and placed in bins provided by Eastern Sanitation Limited 902-863-1744.

Grey / Black Water. 52 Portable toilets, with a wash stations, will be placed throughout the Evolve Grounds. They will be positioned during the set-up on Wednesday by Bio-Liquid Waste Disposal and removed Sunday. They will be serviced multiple times per day. Bio-Liquid Office: 902-863-2856

PORTABLE GENERATOR SAFETY

Generators. If portable generators are used, the following safety guidelines shall be followed:

Generators shall only be used outside;

The generator shall be grounded;

The generator shall be turned off before being refueled;

The exhaust from the generator shall be directed away from any door, window, building opening or tent;

The load capacity of the generator shall not be exceeded;

The generator shall be checked, at a minimum, once every 2 hours; and

Event attendees shall be kept away from the generators.

TENT SAFETY

Tents shall be separated from other tents by at least 5ft.

Campers will be educated at the front gate by volunteers the reason for the spacing.



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“A possible domino effect could occur if one catches fire and the others are too close.”
Use camp stoves at least 10 feet away from tents.

STAGE SAFETY

The 2 largest of the 4 stages are Stageline Stages. Stageline Stages are the pioneer and leading designer and manufacturer of mobile stages. stageline.com

AMUSEMENT SAFETY

Any person or group operating an amusement activity during the event shall:

Read and follow any safety instructions provided by the manufacturer and/or supplier of the amusement;

The amusement shall be inspected for broken parts and other safety issues prior to being used;

Any electrical connections shall conform to the instructions in the electrical safety section;

Active amusements shall have at least one certified and responsible adult to supervise the activity on the amusement and one responsible adult to assist attendees on and off the amusement.

SITE EVACUATION

Should the event site need to be evacuated, the Event Coordinator shall inform key staff and volunteers that they are evacuating the event site and why. It will be announced from the stages to exit in a calm and orderly way. When evacuating the event site, all participants and event staff will clear the site and gather down the hill and across the bridge. A barrier/fence cannot be erected to ‘separate Evolve from its surroundings’ in case of evacuation.

EDUCATION

As a group it is important to mitigate and anticipate the risks and hazards that come with mass gatherings like Evolve to be ready and prepared when emergencies occur.

It is also important to educate the attendees on the history of the event as well as the keys rules to follow. I, Jonas Colter, as Event Coordinator, will be sending out a PSA to the facebook fan page and perhaps the evolvefestival.com website as well. This video will highlight that:
water is free and available on site.

what to do during a mass evacuation.

who to contact for lost and missing persons.

to not camp closer than 5 feet apart.

to not smoke in tents.

evolve



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to not drive intoxicated or tired.
to be aware of dehydration.

EVOLVE : INFO , MAP, SCHEDULE

includes :

THE RULES

- Please leave at least 5 feet between tents
- Use camp stoves at least 10 feet from tents
- No illicit and illegal drugs
- Do not throw cigarette butts on the ground
- No smoking in personal tents or yurts
- No fireworks, generators, or sound-systems
- No drones
- No glass

Volunteer Breakdown ~170 volunteers. Maybe as many as 200 as we get closer to Evolve.

Medics - 36

Harm Reduction - 25

Parking & Traffic Control - 30

Green Room - 15

Set UP - 40

Green Team - 30

Last year, 2015, the stages ran 193.5 hours:

Friday

Igloo: 2:30-5:30 = 15 hrs

Synergy: 2:00-6:00 = 16 hrs

Sunflower: 1:00-3:00 = 14 hrs



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Palace: 2:00-6:00 = 16 hrs

Saturday

Igloo: 11:30-4:30 = 17 hrs

Synergy: 1:00-6:00 = 17 hrs

Sunflower: 9:00-3:00 = 18 hours

Palace: 12:00-6:00 = 18 hrs

Sunday

Igloo: 1:30-4:30 = 15 hrs

Synergy: 1:00-2:00 = 13 hrs

Sunflower: 9:00-3:00 = 18 hrs

Palace: 12:00-4:30 = 16.5 hrs

This coming year, 2016, I am proposing a reduction to 125 hours.

This is a 35.4% reduction in overall times the stage are run, 68.5 hours less to be exact.

Most of the hours are coming from the daytime and late nights.

These changes will help reduce the potential sunstroke/heatstroke, dehydration, and exhaustion.

PROPOSED 2016 SCHEDULE

Friday

Igloo: 4:00-4:00 = 12 hrs

Synergy: 5:00-4:00 = 11 hrs

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Sunflower: 6:00-3:00 = 9 hrs

Palace: 6:00-3:00 = 9 hours

Saturday

Igloo: 1:00-4:00 = 15 hours

Synergy: 5:00-4:00 = 11 hrs

Sunflower: 6:00-3:00 = 9 hrs

Palace: 6:00-3:00 = 9 hrs

Sunday

Igloo: 1:00-2:00 = 13 hrs

Synergy: 3:00-2:00 = 11 hrs

Sunflower: 6:00-2:00 = 8 hours

Palace: 6:00-2:00 = 8 hrs

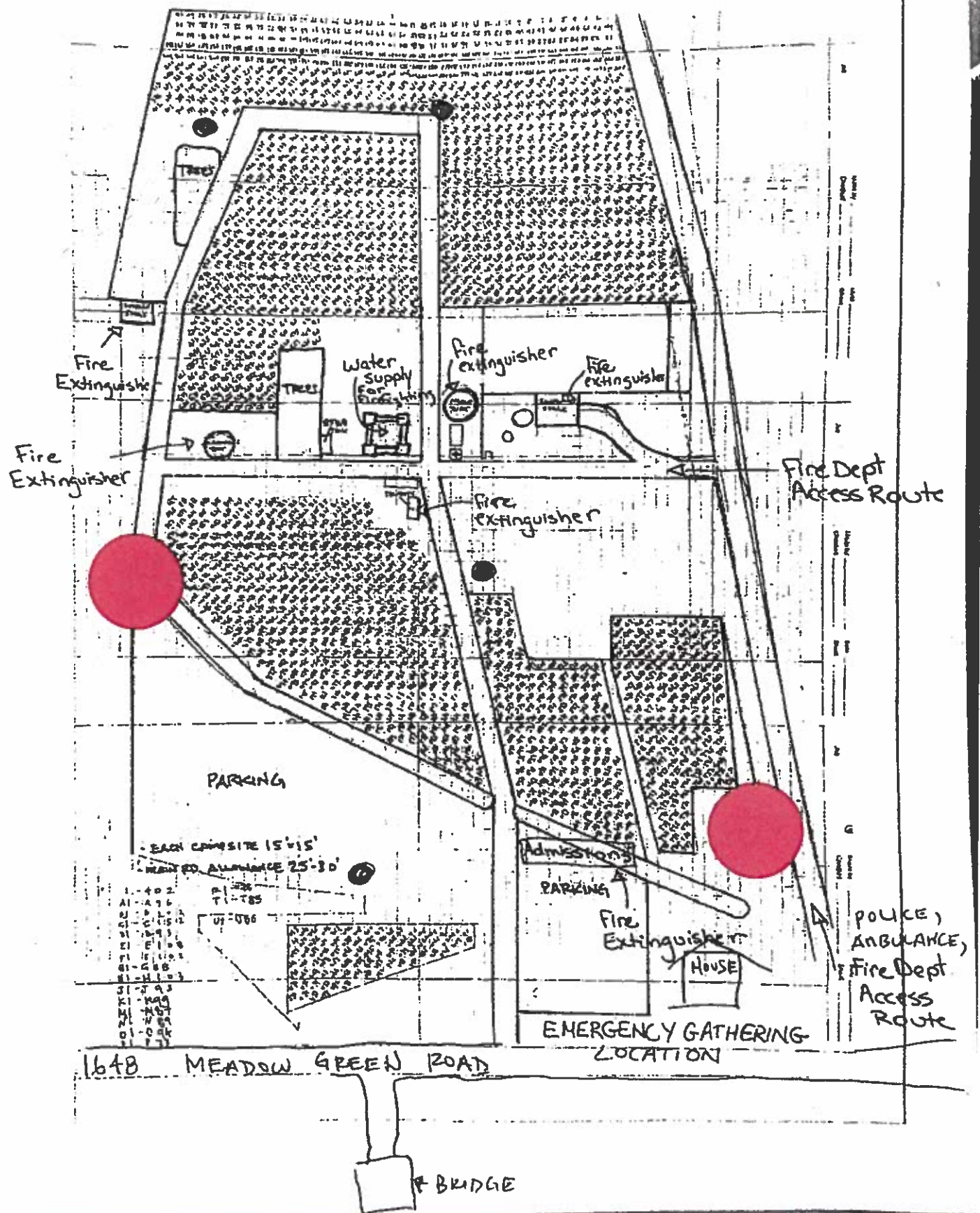
I look forward to consulting with all 'stakeholders' November 17, 2015. 4:00pm

I know that this security/operational plan will continue to adapt and change.

A meeting shortly after Evolve is most conducive to corrective action plans for the following year.

Participation in the planning is greatly appreciated. Thank you all!

③ = WATER TUB



17 September 2015

Love Evolve Inc.
c/o Mr. Jonas Colter
90 Marlborough Drive
Fredericton, NB
E3B 6K1

RE: EVOLVE MUSIC & AWARENESS FESTIVAL

Dear Mr. Colter –

On Tuesday, September 15, 2015, Municipal Council discussed the 2015 Evolve Music and Awareness Festival as it concerns the Special Event Permit provided by the Municipality. Discussion also centred on concerns following the 2015 festival.

Please note that Municipal Council has approved the following motion:

The Committee recommends to Municipal Council that the following conditions be placed on any permit application to be considered from Evolve for the 2016 festival: enhanced health services, enhanced entrance and site control, shorten the duration and limit hours of operation, and address challenges with the location. Motion Carried.

Specifically, it is the position of the Municipality that the following steps be taken to address these concerns:

1. Enhanced On-Site Health Services

The reliance on volunteers who act as first-aiders in exchange for festival admission is inadequate given the relatively high number of complex, mixed-drug occurrences that we are aware have occurred during the festival. Off duty health care professionals are regarded as first-aiders regardless of their areas of expertise, training or professional practice.

As recommended in the Canadian Centre on Substance Abuse's document, *Preventing Drug- and Alcohol-related Harms at Music Festivals in Canada* (June 2015), the Municipality shall be requiring Evolve to develop an optimal medical response plan for the festival, to be overseen by a hired licenced clinician.

2. Enhanced Entrance and Site Control

It is well acknowledged by you and others that the use of illicit substances occurs at Evolve. Greater efforts must be made to deter these substances from being brought onto the site. This shall include

enhanced measures to ensure the site is better secured and substances are found and confiscated at the entrance. Not only is this a requirement of municipal bylaw it is also part of a drug abuse prevention mandate.

3. Shorter Duration and Hours of Operation

The extension of the 2015 festival an additional day combined with an exemption to the noise provisions of the Special Events Bylaw may have contributed to the fatigue and exhaustion of festival goers. This enables an unhealthy and potentially dangerous environment, not only during the festival but following the festival as participants return home. Fatigue is something you have identified as your biggest safety concern as described in an interview on CBC Radio's Q. This is also a significant concern of health professionals in the Antigonish area.

A 2016 festival will return to the Friday – Sunday schedule and a “quiet time” will be enforced each night. As it stands in the Special Events Bylaw, noise is not permitted to be generated between the hours of 2 - 7am. Also, due to other large public events taking place in the Antigonish area in the early summer months the Municipality will work with you to identify a date for the 2016 festival that will reduce the strain on public resources.

4. Address Challenges with the Location

There is no barrier to separate the site from the forested surrounding. Without a significant security presence or physical barrier it would be very difficult to secure the site by preventing access of people or substances through the forested area, before or during the festival. A barrier must be erected to separate the Evolve site from its surroundings.

The placement of tents on the site has been and remains a concern. Tents are required to be at least five feet apart. A plan must be developed and executed to enforce these required fire separations.

These same challenges have been encountered by the festival and community for multiple years. The conditions above are being forwarded in an effort to make Evolve a safer event and protect the public, specifically your ticket buyers. They are supported by the RCMP, St. Martha's Hospital, the Office of the Fire Marshall, Emergency Health Services and the Emergency Measurers Office. These stakeholders are also prepared to provide assistance to Evolve in addressing the outlined issues.

Municipal Council is seeking your proposal(s) outlining how these concerns will be addressed. I encourage you to take some time to review these conditions and determine what course of action you propose. I look forward to hearing from you.

Sincerely,

Glenn Horne
Municipal Clerk
Treasurer

19 November 2015

Love Evolve Inc.
c/o Mr. Jonas Colter
90 Marlborough Drive
Fredericton, NB, E3B 6K1

RE: SPECIAL EVENT PERMIT APPLICATION FOR EVOLVE MUSIC FESTIVAL LOCATED AT 1648 MEADOW GREEN ROAD, HEATHERTON NS, ON JULY 8 – 10, 2016

Mr. Colter –

Please note that Municipal Council has approved your Special Event Permit application for the above referenced event. The following conditions are hereby placed on your permit:

- Temporary Parking Restrictions as approved by the Nova Scotia Department of Transportation and Infrastructure Renewal and illustrated by the graphic attached are to be adhered to at all times.
- No noise that would be audible from neighboring properties shall be permitted between 4am and 7am on Saturday, July 9, between 4am and 7am on Sunday, July 10 and after 1am on Monday, July 11, 2016.
- A physical boundary creating an open space approximately twenty feet wide, extending the entire width of the event site, lit during night-time hours and monitored at all times shall be erected between the parking area and festival grounds. This barrier shall direct all pedestrian traffic to a single entry point.
- All festival participants shall be searched upon entry and re-entry of the festival grounds.
- A medical plan shall be developed and implementation overseen by a hired licenced medical clinician. A final draft of the medical plan complete with implementation plan shall be provided to this office on or before February 1, 2016, at 4pm.
- Parking and camping grids and implementation plan shall be provided to this office on or before February 1, 2016, at 4pm. Any deficiencies with this plan identified by the Municipality shall be addressed to the satisfaction of the Municipality.
- A letter from the property owner(s) of 1648 Meadow Green Road, Heatherton, NS, confirming permission for the festival to be held on their property on July 8 – 10, 2016, shall be provided to this office on or before February 1, 2016, at 4pm.
- Proof that the potable water source is clear of all bacteria shall be provided to this office on June 24, 2016, at 4pm. A second test of the same water source shall be taken on Sunday, July 10, 2016, and the results shared with this office immediately upon receipt.
- Proof of insurance shall be provided to this office on or before June 24, 2016, at 4pm.

Please note Section (8) of the Municipality's Special Events By-Law: *"Where a permit has been issued, but a special event is being carried out without regard to the conditions in the permit or otherwise in*

contravention of this by-law, it may be revoked by the Clerk or their designate.” Revocation of the permit would mean the event could not occur.

If any conditions herein are not met at or before the date and time outlined this permit shall be considered revoked. If this permit is revoked the Municipality shall not accept responsibility for any financial losses on your part. A copy of the Special Events By-Law is included for your reference.

If you have any further questions please let me know.

Sincerely,

Glenn Horne
Municipal Clerk
Treasurer

Cc: Municipal Council
Tom Bennett, Antigonish Region Emergency Management Coordinator
S/Sgt. Holly Glassford, Antigonish District RCMP
Pierre Venedam, Pomquet Volunteer Fire Department
David Candow, Deputy Fire Marshall
Derek LeBlanc, Antigonish District Emergency Health Services
Lisa MacIsaac, Nova Scotia Tourism Agency
Bernie Murphy, Nova Scotia Department of Transportation and Infrastructure Renewal

Emergency Management Municipalities of the Town and County of Antigonish

Presented by

T.W. (Tom) Bennett

Antigonish Region Emergency
Management Coordinator

Today we will cover:

- What is Emergency Management and Roles
- Expectations of the AREMC
- Where we are and where we are going
- Challenges to improving the emergency management program in the Municipalities of Town and County of Antigonish
-

What is an Emergency

- An emergency is an abnormal situation that demands prompt, coordinated actions that exceed normal procedures, thereby limiting damage to persons, property and/or the environment.

Incidents vs Emergencies

- Incidents demand a response for which municipal services have standard operating procedures, sufficient resources and expertise to react adequately, i.e. Police respond to address public safety, fire departments respond to hazardous spills
- Emergencies call for a response that exceeds standard municipal operating procedures, available resources, and/or expertise, i.e. emergency response maybe required when the situation poses a danger of major proportions to the entire municipal population.

Types of Emergencies

- Natural Events

- Floods
- Hurricanes
- Blizzards
- Forest fires
- Storm surges
- Epidemics/
– Pandemics

- Human- Induced

- Economic/general strike
- Terrorism
- Hostage situation
- Technological failure
- Utility outages
- Large explosions, fires
- Hazardous material spills

Emergency Phases

- Warning
- Impact
- Response
- Recovery

Emergency Management Model

- When too great for individual groups to handle – Municipality (Fire trucks, evacuation)
- When Municipal resources are at capacity or overwhelmed – Provincial resources
- When Provincial resources are exceeded or they don't have the expertise – Federal resources (i.e. CAF)

Who is Responsible for Emergency Management

- **Regional Emergency Management Organization**
- 3. Council hereby agrees to the establishment of a Regional Emergency Management Organization in accordance with the agreement.
- 4. The Regional Emergency Management Organization shall consist of the following person and committees:
 - a) A Regional Emergency Management Advisory Committee;
 - b) A Regional Emergency Management Co-ordinator; and
 - c) A Regional Emergency Management Planning Committee.

Who is Responsible for Emergency Management

- **Regional Emergency Management Advisory Committee**
- 5. Council shall annually appoint representatives to the Regional Emergency Management Advisory Committee in accordance with the agreement.
- 6. Representation of the Municipality on the Regional Emergency Management Advisory Committee shall at all times be no fewer than two members of Council; or as required by the agreement.
- 7. The Regional Emergency Management Advisory Committee shall:
 - a) be responsible for the development of regional emergency management plans, and brief Council on the development of such plans;
 - b) be responsible for the direction and management of emergency activities during a state of local emergency, and brief Council on developments during that state of emergency.

Who is Responsible for Emergency Management

- 13. The Regional Emergency Management Planning Committee shall:
- a) assist the Regional Emergency Management Coordinator in the preparation and coordination of regional emergency management plans;
- b) advise the Regional Emergency Management Advisory Committee on the development of regional emergency management plans;
- c) upon request, assist the Regional Emergency Management Advisory Committee in the briefing of Council on the development of regional emergency management plans;
- d) perform such other duties as may be required by the Regional Emergency Management Advisory Committee, or by the agreement.

Who is Responsible for Emergency Management

- **Regional Emergency Management Planning Committee**
- 11. The Municipality shall appoint representatives to the Regional Emergency Management Planning Committee as provided in the agreement.
- 12. The Regional Emergency Management Planning Committee shall include, but not be limited to, persons responsible during an emergency to provide:
 - a) Community services
 - b) Law enforcement
 - c) Fire control
 - d) Engineering services
 - e) Health services
 - f) Public information
 - g) Transportation
 - h) Communications
 - i) Hospital services
 - j) Utilities
 - k) Financial services
 - l) Legal services

Organization

- - Antigonish Regional Emergency Management Planning Committee
- RCMP
- EHS
- Fire Departments
- Ground Search and Rescue
- TIR
- Natural Resources
- Red Cross (Community Services)
- GASHA
- St. Martha's Regional Hospital
- Seniors Safety Coordinator
- Clerk of the Town of Antigonish
- Town Public Works
- CAO of the County of Antigonish
- County Public Works
- Antigonish Municipal Police
- St. FX University
- SHRU
- Amateur Radio

Regional Emergency Management Coordinator

- Tom Bennett – Emergency Management Coordinator
 - 36 years with the RCMP in Three provinces
 - 21/2 years as Commission of Police in Antigua and Barbuda
 - Involved in numerous disaster management situations including Hurricane Juan, White Juan, M.K. Airlines Crash
 - ICS 100, ICS 200, BEM, Aid to the Civil Power, Incident Commanders Course, Emergency Response Commander Course

REMC Alternate

- Craig Seaboyer – Alternate EMC and Communications Officer
- Employed at STFX for the past 21 years as the Senior Electronics Technologist in the University Electronics Workshop
- Trained by NS EMO in ICS 100, ICS200, ICS300, ECC, Com-A and BEM.
- Communications training in TMR1, TMR2, GSAR radio and is a licensed Amateur Radio Operator

AREMC Public Information Officer

Warren Robertson – Employed at Scope Media Solutions

- Resident of Antigonish County

AREMC Responsibilities

- Regional Emergency Management Coordinator Responsibilities
- 8. The Regional Emergency Management Coordinator shall be appointed in accordance with the agreement.
- 9. The Regional Emergency Management Coordinator shall:
 - a) be the chairperson of the Regional Emergency Management Planning Committee;
 - b) coordinate and prepare regional emergency management plans;
 - c) following the declaration of a state of local emergency, prescribe and assign necessary duties to be performed by employees, servants or agents of the Municipality;
 - d) perform such other duties as may be required by the Regional Emergency Management Advisory Committee, or as provided by the agreement.

Present Duties

- Quarterly meetings with the EM Planning Committee
- Assist and review community organizations emergency plans
- Evaluate ICS training needs of emergency service providers and municipal employees
- Coordinate training, BEM Course, ICS 200, ECC Course and other EMO NS training courses
- Develop and exercise emergency management exercises
- Meeting with other emergency service providers, i.e. Fire Chiefs
- Revising site specific emergency management plans as well as over general plan

Future Expectations

- Develop a fully trained incident command staff at the municipal level – Operations, Planning, Logistics, Finance Sections; Safety, Information and Liaison Officers
- Provide training to adequately identify the Incident Command System procedures so all emergency service, municipal and government departments are aware of their roles
- Develop a comprehensive All Hazards and Site Specific Plans to be made available through social media
- Enhance the working relationship with St. Francis Xavier University regarding emergency management practices
- Identify a new Regional Emergency Management Coordination Center which will better meet the needs of the Town and County of Antigonish

Where are we?

- R.K. MacDonald Nursing Home
- 2nd Floor office
- ECC in meeting room
- Limited space, accessibility, location
- Alternate – Farmers Mutual bldg basement
- - no radio

EMC Office and ECC



Alternate ECC



EMC Office



Entrance to Emergency Coordination Center



Emergency Coordination Center



Emergency Coordination Center



Where to go?

- Looked at alternatives to present location
- 1. Town of Antigonish Fire Hall Upper Floor
- 2. Heatherton (MacDonald School)
- 3. Old County Municipal bldg (STFX)
- 4. Municipal Bldg, Beech Hill Road

- Evaluation

Beech Hill Road Location Positives

- Best option to serve both the Town and County because of its location
- Fit-up costs to establish a new Regional Emergency Management Office minimal
- Some minor renovations required
- Easily accessible to the staff, public and emergency service providers and government support staff
- Excellent elevation for communications
- Sufficient space available in multi-purpose room
- Present storage area can be utilized as an EMC office and Radio Room

Radio Room Cubical



EMC Office



An Emergency Coordination Center



Beech Hill Location Negatives

- No auxiliary power supply
- Cost approximately \$85-90 K for part of the building
- Cost to be shared by both municipalities

Challenges for AREMC

- Maintaining and developing an active Planning Committee
- Engaging other departments, organizations in exercising our emergency plans or procedures
- Engaging the public
- High expectations of the public when an emergency happens
- Making known the Health and safety risks associated with emergency management
- Identifying and equipping an easily accessible Emergency Coordination Center and office