

# COUNCIL POLICIES AND PROCEDURES

## SECTION - H

### MISCELLANEOUS

**SUBJECT:** Municipal EMO Emergency Generator  
Placement and Community Group Generator Funding Program  
Policy

**POLICY NUMBER:** Number H-18

**APPROVAL DATE:** September 27, 2006

**AMENDMENT DATE:** January 20, 2021

**PREAMBLE:** The Municipality of the District of Guysborough currently has an EMO by-law and plan which helps guide the EMO Committee when emergencies arise. The Municipality also has emergency generators that are to be used in times of need. Council, along with the EMO Committee, wishes to have comfort stations identified and equipped to enable the Municipality to provide this service.

#### TERMS

- It shall be the policy of the Municipality of the District of Guysborough that comfort stations will be identified and approved by the EMO Committee.
- It shall be the policy of the Municipality of the District of Guysborough that these comfort stations will be equipped with the proper transfer switch panel to accept Municipally owned emergency generators. This installation will be funded by MODG.
- It shall be the policy of the Municipality of the District of Guysborough that when a request for an emergency generator is made by a Councillor, it will be on a first come first served basis.
- It shall be the policy of the Municipality of the District of Guysborough that the final decision for placement approval in the event of an emergency will be based on a collective decision of the CAO as the ECC Commander in consultation with the Director of Fire, Emergency & IT Services as the EMC Coordinator.

- It shall be the policy of the Municipality of the District of Guysborough that staff, transportation and supplies for the initial operations of the comfort station will be made available and provided by the Municipality wherever possible.
- It shall be the policy of the Municipality of the District of Guysborough that area residents be informed that in the event the situation escalates and the declaration of a state of emergency is required, at that point the emergency generator can potentially be removed for other purposes at any time.
- It shall be the policy of the Municipality of the District of Guysborough that community groups can approach MODG for funds up to 50% of the cost of a generator purchase after senior government funding for a community operated comfort station. These generators would have to meet or exceed capacities of currently owned municipal emergency generators.

**THE MUNICIPALITY OF THE DISTRICT OF GUYSBOROUGH**  
**DESIGNATED COMFORT STATION**

**COMFORT STATION AGREEMENT**

The Municipality of the District of Guysborough agrees to supply and install a transfer switch at **Designated Location** for the use of your building as a comfort station. Municipality will purchase and install this switch using a certified electrician. Costs associated with said installation being incurred by the Municipality. The Municipality may provide an emergency generator to the comfort station upon request using the process outlined in the Municipal EMO Emergency Generator Placement and Community Group Generator Funding Program Policy.

The **Designated Comfort Station** agrees to follow the process outlined in the Municipal EMO Emergency Generator Placement and Community Group Generator Funding Program Policy when requesting an emergency generator. The comfort station shall be made available and given priority to the Municipality during an emergency if the need for a comfort station should arise. It shall be understood that the Municipality, under a state of emergency, reserves the right to remove the emergency generator from a comfort station if a greater need arises at another location.

Signed: \_\_\_\_\_  
**Municipality of the District of Guysborough**

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
**Designated Comfort Station Representative**

Date: \_\_\_\_\_