

**ADMINISTRATIVE ORDER 2023-003-ADM
RESPECTING REGISTRATION OF EMERGENCY SERVICES PROVIDERS**

WHEREAS the Council of the Halifax Regional Municipality values the contributions of residents who serve the public interest in a volunteer capacity;

AND WHEREAS the Council of the Halifax Regional Municipality wishes to support the efforts of local, registered non-profit or charitable organizations that provide emergency services as defined in Section 306 of the *Halifax Regional Municipality Charter*, SNS 2008, c 39;

BE IT RESOLVED AS AN ADMINISTRATIVE ORDER of the Council of the Halifax Regional Municipality under the authority of the *Halifax Regional Municipality Charter*, as follows:

Short Title

1. This Administrative Order shall be known as the *Municipal Registry of Emergency Services Providers Administrative Order*.

Interpretation

2. In this Administrative Order,

- (a) “applicant” means an organization applying for registration as an Emergency Services Provider under this Administrative Order;
- (b) “Amateur Radio Club” means a registered non-profit or charitable organization that is party to a signed service agreement with the Municipality to provide trained volunteers, equipment, amenities, or a facility in support of government and relief agencies during an emergency when regular telecommunications are insufficient, damaged, fail, or overloaded;
- (c) “charitable organization” means a charitable organization registered pursuant to the *Income Tax Act* (Canada) and the regulations made pursuant to that Act;
- (d) “Council” means the Council of the Halifax Regional Municipality;
- (e) “emergency services” means services, excluding fire services, related to the provision of assistance in the search and rescue of missing persons, telecommunications, an evidence search, the protection of people and property during an extreme weather event or responding to a natural or human-induced disaster;
- (f) “equipment loan” means the loan of municipal equipment to an Emergency Services Provider pursuant to Section 306 of the *Halifax Regional Municipality Charter*;
- (g) “Executive Director” means the position determined by the CAO to be the head of a department of the Municipality, and who is accountable to the CAO under section 36 of the *Halifax Regional Municipality Charter*;
- (h) “non-profit organization” means:
 - (i) a society incorporated pursuant to the *Societies Act*, RSNS 1989, c 435, as amended; or
 - (ii) a non-profit organization otherwise incorporated pursuant to an Act of the Nova Scotia Legislature or the Parliament of Canada;
- (i) “Municipality” means the Halifax Regional Municipality; and

- (j) “Volunteer Ground Search and Rescue Organization” means a registered non-profit or charitable organization that is party to a signed service agreement with the Municipality to provide trained volunteers, equipment, amenities, or a facility in support of government and relief agencies in the rescue of missing persons, evidence searches, or emergency response and recovery.

Purpose

1. The purpose of this Administrative Order is to provide for the registration of Emergency Services Providers located within the geographic boundary of the Halifax Regional Municipality.

Eligibility

2. To be eligible for registration as an Emergency Services Provider, an applicant shall:
- (a) be a registered non-profit or registered charitable organization;
 - (b) be subject to a service agreement with the Municipality; and
 - (c) provide the following emergency services:
 - (i) volunteer ground search and rescue and emergency response services; or
 - (ii) volunteer telecommunications as an emergency-related public service.

Municipal Registry

3. A registered non-profit or charitable organization may apply in writing to the Municipality for registration as an Emergency Services Provider to deliver a service other than a fire service within the Municipality.
4. The Municipality may not unreasonably deny registration if the applicant complies with Section 306 of the *Halifax Regional Municipality Charter*.
5. Registration continues to be in force until withdrawn by the Municipality for cause or the Emergency Services Provider requests that registration be revoked.
6. Non-profit and charitable organizations admitted to the Registry of Emergency Services Providers by Council shall be listed alphabetically by category of service using the name under which the organization is incorporated and included in Appendix A of this Administrative Order, which shall form part of this Administrative Order.
7. An organization registered as an Emergency Services Provider is not an agent of the Municipality.
8. An organization registered as an Emergency Services Provider is not a municipal enterprise pursuant to the *Finance Act*, SNS 2010, c 2.

Registration Procedures

9. Upon application, an applicant shall provide the Municipality with the following documentation:
- (a) proof of registration as a non-profit or charitable organization;
 - (b) a complete copy of the applicant’s Articles of Incorporation, Constitution and By-laws, or Charter;
 - (c) a list of the specific emergency services it will endeavour to provide to the Municipality;
 - (d) the applicant’s established record in providing the service(s);

- (e) the geographic area served by the applicant organization;
- (f) a list of equipment, training, amenities, facilities, or expertise that enables the applicant to provide the service; and
- (g) proof to the satisfaction of the Municipality that the applicant carries appropriate and sufficient liability insurance.

Evaluation of Registration Applications

10. The Business Unit responsible for Community Safety shall review all applications and make a recommendation to the Council with respect to:

- (a) the non-profit or charitable status of the applicant and confirmation that registration is in good standing;
- (b) the applicant does not provide the emergency service for profit;
- (c) the application is complete and meets the conditions set out in Section 3 and Section 9 of this Administrative Order;
- (d) the Municipality does not provide the same service(s) for the same geographic area;
- (e) the Municipality is satisfied that the applicant is capable of providing the services it has undertaken to provide to residents of the Municipality;
- (f) the applicant carries sufficient liability insurance, as required by the Municipality; and
- (g) the organization is in good standing with the Municipality with respect to any obligation, including financial, contractual, or any other obligations.

Registry Management

11. The Business Unit responsible for Community Safety shall be responsible for records management with respect to updating information submitted under Section 3 and Section 9 of this Administrative Order and for contract monitoring, including any financial reporting.

12. (1) Council may place an Emergency Services Provider under concerned status if the organization:

- (a) has a major financial deficit or shows evidence of not being financially viable;
- (b) does not meet their obligations pursuant to a service agreement with the Municipality; or
- (c) demonstrates management or governance practices that do not conform with generally accepted practices or standards for the sector.

(2) An Emergency Services Provider may remedy a concerned status in consultation with the Municipality. An Emergency Services Provider that does not remedy a concerned status may be removed for cause from the Registry.

13. An organization removed from the Registry may re-apply the following year and that application shall follow the same process as outlined in this Administrative Order for new applications.

Municipal Loans

14. The Executive Director responsible for Community Safety, or their delegate, may approve the loan of municipal equipment, with or without cost to an Emergency Services Provider.

15. Council shall approve a loan of municipal funds to an Emergency Services Provider registered with the Municipality.

16. Council shall determine the interest rate applied to any loan of municipal funds to an Emergency Services Provider.

17. The term for the loan of municipal funds shall not exceed ten (10) consecutive years.

Conflict of Interest

18. Current HRM employees shall abide by the *Code of Conduct for Municipal Employees* policy when:

- (a) serving in a volunteer capacity with an Emergency Services Provider,
- (b) serving in an advisory capacity, or
- (c) in the execution of their responsibilities in evaluating an application to the Municipality with respect to registration.

Discretionary Municipal Assistance

19. Nothing in this Administrative Order shall be construed as granting preference to an Emergency Services Provider with respect to cash grants, in-kind contributions, tax relief, loans or loan guarantees, the donation or loan of municipal equipment, a less than market value lease or license agreement, or the less than market value sale of a surplus municipal real property.

Scope

20. Nothing in this Administrative Order shall be interpreted to limit or otherwise prescribe Council’s general discretion to recognize and support the provision of emergency services within the Municipality.

Coming into Force

20. Emergency Services Providers registered upon the coming into force of this Administrative Order shall submit all information required under section 9 of this Administrative Order at a time specified by the Executive Director responsible for Community Safety.

Done and passed this 12th day of December, 2023.

Mayor

Municipal Clerk

I, Iain MacLean, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted Administrative Order was passed at a meeting of the Halifax Regional Council held on December 12, 2023.

Iain MacLean, Municipal Clerk

APPENDIX A

MUNICIPALLY REGISTERED EMERGENCY SERVICES PROVIDERS

The Council of the Halifax Regional Municipality has approved the addition of the following registered non-profit and charitable organizations to the Municipal Registry of Emergency Services Providers in accordance Section 306 of the *Halifax Regional Municipality Charter* and Administrative Order 2023-003-ADM.

1. Ground Search and Rescue Organizations

Registered Name	Registration Number
Easter Shore Ground Search and Rescue Team	1281746
Halifax Regional Ground Search and Rescue Team	1354895
Musquodoboit Valley Ground Search and Rescue Team	1527873
Sheet Harbour and Area Ground Search and Rescue Team	3076639

2. Amateur Radio Organizations

Registered Name	Registration Number
Halifax Amateur Radio Club	1270424
Dartmouth Amateur Radio Club Incorporated	1521808

Notice of Motion:
Approval:

November 28, 2023
December 12, 2023