

# TOWN OF KENTVILLE COUNCIL AGENDA – November 25<sup>th</sup>, 2019 7:00 p.m.

## 1. CALL MEETING TO ORDER AND ROLL CALL

## 2. APPROVAL OF THE AGENDA

- (a) Dashboard and Action Items

## 3. APPROVAL OF THE MINUTES

- (a) Council Meeting Minutes, October 28, 2019

## 4. UNFINISHED BUSINESS

- (a) Town Hall Security Audit
- (b) Dalhousie University Mentoring Plus Program
- (c) Property Assessed Clean Energy Program

## 5. RECOMMENDATIONS AND REPORTS

- (a) Council Advisory Committee – **Councillor Lynn Pulsifer**
  - (1) External Audit Services
  - (2) Council Meeting Dates
  - (3) Kings Regional Emergency Management Organization – Winter Storm Plan
  - (4) Kentville Lions Club Lease
  
- (b) Councillor's Reports
  - (1) Councillor Andrew
    - a. Kings Transit Authority
    - b. Joint Fire Services Committee
  - (2) Councillor Bolland
    - a. ECO Kings Action Team
    - b. Valley Waste Resource Management Authority
  - (3) Deputy Mayor Gerrard
    - a. Board of Police Commissioners
  - (4) Councillor Maxwell
    - a. KCA/PTA
    - b. Annapolis Valley Trails Coalition
    - c. Parks and Recreation Advisory Committee
    - d. Bursary Selection Committee
  - (5) Councillor Savage
    - a. Investment (Perpetual Fund)
    - b. Kings Regional Sewer Committee
    - c. Coalition of Canadian Municipalities Against Racism & Discrimination
  - (6) Councillor Pulsifer
    - a. Annapolis Valley Regional Library
    - b. Kings Point-to-Point

**c. Friends of the Library**

**(c) Mayor's Report**

- a. Audit Committee**
- b. Finance and Administration Committee**
- c. Water Commission**
- d. Regional Emergency Management Operation**
- e. Regional Enterprise Network**

**6. CORRESPONDENCE**

**(a)**

**7. NEW BUSINESS**

**(a)**

**8. PUBLIC COMMENTS**

**9. IN CAMERA**

**(a) Legal**

**10. ADJOURNMENT**

# STRATEGIC PRIORITIES

## Kentville's top priorities for 2019-2020

The Town of Kentville Council developed the 2019-20 strategic priorities through a facilitated workshop with senior staff and themselves in April 2019. The most important priorities and here are the top priorities of council:



### AT Plan Implementation

Increase opportunities for Active Transportation in Kentville

**In Progress**



### Community Expansion

Overall expansion of residential, commercial and industrial areas.

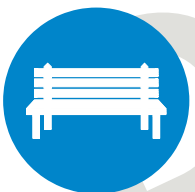
**In Progress**



### Environmental Champions

Explore and determine opportunities for increasing environmental stewardship in the TOK

**In Progress**



### Green Space Plan

Carry out a parks and open space Green Plan

**In Progress**



### Multi-Purpose Facility

Foundational steps toward a multi purpose facility in TOK.

**In Progress**

The following issues and projects were of secondary interest:

Arts and Culture Strategy  
College Town Branding  
Housing Strategy

Land Bank Inventory  
Recreation Service Agreement

## TOWN OF KENTVILLE KENTVILLE TOWN COUNCIL Meeting Minutes: October 28<sup>th</sup>, 2019

### 1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 6:58 p.m.

### PRESENT

Acting Chief Administrative Office (CAO) Crowell reported that all members of Council were present: Mayor Sandra Snow, Deputy Mayor Cate Savage, Councillor John Andrew, Councillor Eric Bolland, Councillor Craig Gerrard, Councillor Cathy Maxwell and Councillor Pulsifer.

Staff in attendance included Acting Chief Administrative Officer Debra Crowell, Solicitor Geoff Muttart, and Recording Secretary Jennifer West.

### REGRETS

None.

### DECLARATIONS OF CONFLICT OF INTEREST

None.

Note: "Points from Discussion" below show various comments made by individual councillors during debate. They do not necessarily represent the opinion of the group, nor do they always reflect accurate information.

### 2. APPROVAL OF THE AGENDA

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Lynn Pulsifer

**That the agenda of October 28<sup>th</sup>, 2019 be approved with 2 additions:**

**7.d. Statements of Commitments**

**7.e. Appointment of Traffic Authority**

### MOTION CARRIED

### 3. APPROVAL OF THE MINUTES

(a) Minutes of Council meeting on September 30, 2019

**It was moved that the minutes of Council meeting on September 30, 2019 be approved**

### MOTION CARRIED

(b) Minutes of the Special Council meeting on October 15, 2019

**It was moved that the minutes of Council meeting on October 15, 2019 be approved**

### MOTION CARRIED

### 4. UNFINISHED BUSINESS

#### (a) Calkin Building Art Gallery Lease

Acting CAO Debra Crowell gave a review of the art gallery proposal by Bob Hainstock and the Kentville Art Gallery Society. Council resolved to support in principle of an arts centre on

September 9, 2019, but discussions were pending the creation of a community-led steering committee.

*Report Available*

#### **RECOMMENDATION TO COUNCIL**

It was moved by Deputy Mayor Cate Savage and Councillor John Andrew

**That Council support a 2-year lease agreement with the Kentville Art Gallery group for unit 3 in the Calkin Building as described in the report to Council.**

#### **MOTION CARRIED**

*Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow*

#### Points of Discussion

- The new arts cooperative will have 12-16 members to financially support this gallery.
- Bob Hainstock's presentation to council in September referred to market value for rent. Mr. Hainstock is no longer requesting that the sale of the building be halted, and is no longer requesting that the second floor be included in this rent.
- The gallery is pre-emptively planning their opening for November 4, however their operation is pending council approval.
- Could the building accommodate additional workshop activities? Yes but the Town is not prepared to invest in major renovations.

### **5. REPORTS AND RECOMMENDATIONS**

#### **(a) Council Advisory Committee**

Councillor Craig Gerrard presented the following recommendations from the Council Advisory Committee:

##### **(1) Recommendation – Code of Conduct Policy Workshop**

At the October 15th, 2019 meeting of Council Advisory Committee, Mayor Snow reviewed the proposed changes to the Code of Conduct Policy Statement. Two letters from Councillor Cathy Maxwell were delivered to the Mayor relating to conflict of interest issues and were discussed.

*Report available*

#### **RECOMMENDATION TO COUNCIL**

It was moved by Councillor Craig Gerrard and seconded by Councillor Eric Bolland

**That Council Advisory Committee conduct a special meeting of the Council Advisory Committee for review of the Code of Conduct Policy and that each councillor will make a document review prior to the meeting, for the January meeting of the Council Advisory Committee.**

#### **MOTION CARRIED**

*Councillors who voted in favour of this motion: Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow*  
*Councillors who abstained from voting: Andrew*

#### Points of Discussion

- Would the group review the policy together, in a public setting? Yes. The initial review is at each councillor's leisure. The meeting can be led by the Department

of Municipal Affairs and Nova Scotia Federation of Municipalities are willing to attend and lead the meeting.

- The meeting would likely be a public meeting immediately prior to the Council Advisory Committee meeting in December.
- Is this workshop associated with training and education on ethics and code of conduct.

**(b) Councillor's Reports**

**(1) Councillor John Andrew**

Councillor Andrew presented his report on his activities over the past month. Highlights included Kings Transit Authority, Harvest Festival, and the Devour Food and Film Festival. There are complex issues associated with Kings Transit that Councillor Andrew reserved further detail being shared with Council and residents at this time.

*Report available*

**(2) Deputy Mayor Cate Savage**

Deputy Mayor Savage presented her report on her activities over the past month. Highlights included Special Council Meeting, CAO interviews with the Finance and Administration Committee, Investment Advisory Committee, Regional Sewer Committee, and the Regional Emergency Management Organization.

*Report available*

**(3) Councillor Eric Bolland**

Councillor Bolland presented his report on his activities over the past month. Highlights included Valley Waste Management, Devour Festival, CAO Interviews, and a provincial plastic reduction bill.

*Report available*

**(4) Councillor Cathy Maxwell**

Councillor Maxwell presented her report on her activities over the past month. Highlights included 100 Women Who Care, monument dedication for Chief Davis, Harvest Festival, and the Kings County Academy Parent Teacher Association.

*Report available*

**(5) Councillor Lynn Pulsifer**

Councillor Pulsifer presented her report on her activities over the past month. Highlights included Kings Point to Point, Library Board Association of Nova Scotia, Devour Food and Film Festival.

*Report available*

**(6) Councillor Craig Gerrard**

Councillor Gerrard presented his report on his activities over the past month. Highlights included Police Commission meeting, Nova Scotia Association of Police Governance follow up. The Police Commission meeting described issues around human resources, crosswalk sign visibility, security at Town Hall during Council meetings and office hours, Valley Communications dispatch, and sharing of NSAPG presentations.

*Report available*

**(c) Mayor Sandra Snow**

Mayor Snow presented her report on her activities over the past month. Highlights included Nova Scotia Federation of Municipalities Statements of Concern, board orientation for Municipal Finance Corporation, run for Chrysalis House, family doctor tour, Leon's grand opening, Valley Regional Enterprise Network liaison and oversight committee, Harvest Festival, Pumpkin People book reading, and Devour Food and Film Festival. Review of upcoming activities through the Regional Emergency Management Organization.

*Report available*

**RECOMMENDATION TO COUNCIL**

It was moved by Councillor Lynn Pulsifer and seconded by Councillor Eric Bolland

**That the reports from Council and the Mayor be accepted as presented**

**MOTION CARRIED**

*Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow*

**6. CORRESPONDENCE**

**(a) None**

**7. NEW BUSINESS**

**(a) Election of Deputy Mayor**

Mayor Snow reported that according to Policy Statement G19 – Appointment of Deputy Mayor, a Council member is required to be elected annually for the position of Deputy Mayor for a 1 year term. At the October 2018 meeting of Council, Councillor Cate Savage had been elected as Deputy Mayor and now her term has ended.

**Points of Discussion**

- Councillor Maxwell nominates Councillor Gerrard, and Deputy Mayor Cate Savage seconds this nomination. Councillor Gerrard accepts the nomination.
- Councillor Andrew nominated Councillor Bolland, Councillor Bolland declines the nomination.
- Councillor Gerrard wins by acclamation.

**(b) Reminder – Committees – November Council Meeting**

Mayor Snow gave a review of the upcoming meetings.

**(c) Reminder – Council Meeting Dates**

Mayor Snow reminded Council that the dates for the 2020 council and CAC meetings will be presented at the November meeting of Council.

**(d) Statements of Commitment**

Mayor Snow reviewed the statements of commitments, and all Councillors renewed their commitments.

**(e) Appointment of Traffic Authority**

Acting CAO Debra Crowell reviewed the report associated with the appointment of a traffic authority.

**RECOMMENDATION TO COUNCIL**

It was moved by Councillor Cate Savage and seconded by Councillor Eric Bolland

**That Council appoint Dave Bell Director of Engineering and Public Works as the Traffic Authority for the Town of Kentville effective October 29, 2019 and that Policy Statement G65 Appointment of Traffic Authority be amended.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow*

**8. PUBLIC COMMENTS**

None.

**9. IN CAMERA**

None.

**10. ADJOURNMENT**

It was moved by Councillor Cate Savage and seconded by Councillor Eric Bolland

**That the October 28 2019 meeting of Council be adjourned at 8:00 p.m.**

**MOTION CARRIED**

DRAFT



**TO:** Council

**SUBMITTED BY/FROM:** Kentville Board of Police Commissioners / Chief Administrative Officer

**DATE:** November 25, 2019

**SUBJECT:** Commissionaires Support at Council Meetings

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**ORIGIN**

At the November 12, 2019 meeting of Council Advisory Committee, staff presented a report to Council that outlined the need for security best practices in the Town Hall building during public meetings. In the past, there have been issues of security identified by both staff and Council with regards to public access to the Town Hall building, particularly during Council meetings and Council Advisory Committee meetings. Prior to the November 12 meeting, these concerns were forwarded to the Kentville Board of Police Commissioners, who asked the Kentville Police Service to conduct a security audit of Town Hall (354 Main Street) to identify high priorities for increased security. This report was completed and delivered to the Chief Administrative Officer.

Staff recommended as a short-term solution to some of these issues, that the Nova Scotia Corps of Commissionaires be contracted to provide security services during public meetings such as Council and Council Advisory Committee.

During the November 12, 2019 meeting of Council Advisory Committee, Council asked staff to review the findings of the report from the KPS before contracting the Commissionaires.

**BACKGROUND**

There have been ongoing discussions that the Town Hall building is in need of greater security to protect the building contents, staff, councillors and the public. These concerns were brought to the attention of the Kentville Board of Police Commissioners who in turn requested that the Kentville Police Service conduct a review of the security features and opportunities of Town Hall.

**DISCUSSION**

Upon review of the KPS security audit, there was discussion about this security audit at the November meeting of the Kentville Board of Police Commissioners.

**POLICY IMPLICATIONS**

None.

**BUDGET IMPLICATION**

Commissionaires offer their services on an hourly basis of \$18.90 per hour, with a 4-hour minimum call out. The total for this service would be approximately \$150.00 each month for the four months remaining in this fiscal year.

**ATTACHMENTS**

- The proposed contract for services of the Commissionaires
- The KPS Security Audit Report for Town Hall (354 Main Street)

**RECOMMENDATION**

Staff recommend that based on the Kentville Police Security Audit report, that the Town contract Nova Scotia Corps of Commissionaires to provide security services during public meetings such as Council and Council Advisory Committee meetings, and further that the recommendations of this audit be considered during 2020-2021 budget deliberations.



# COMMISSIONAIRES

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## Short Term Contract

<b>Contract Site: Town of Kentville</b>		<b>Site No.: 4499-000</b>		
<b>Location: Kentville NS</b>		<b>Contact on-site: Jennifer West</b>		
<b>Start Date: 6<sup>th</sup> November 2019</b>		<b>End Date: 31<sup>st</sup> March 2020</b>		
DESCRIPTION OF SERVICES REQUIRED and FEES				
<b>Type of Work</b>	Sentry x Access control x Alarm Monitoring Driver Other - specify			
<b>Commissionaires (Number and levels)</b>	1 Basic	<b>Hours As Required</b>	<b>Billing Rate</b>	\$18.90/hr + HST
<b>Supervisors (Number and levels)</b>				
<b>Work Hours</b>	2 <sup>nd</sup> and last Monday of the month unless advised. 17:45- 21:45 or as required.			
<b>Additional fees for Special Requirements</b>	Bilingual - \$0.80 per hour			
	Cellular Phone - \$1.00 per call			
	Use of Vehicle – Shelter - \$2.50 per hour			
	Personal Vehicle for Escort - \$5.00 per hour + \$0.50 per km			
	Security Clearance Required – Specify Classification			
	Commuting Allowance (if required)			
	Other – e.g. (parking) Mileage Travel			
Note: Additional fees will be added to the invoice				
			<b>HST</b>	
			<b>Total</b>	

<b>Company Name</b>	Town of Kentville		
<b>Billing Address</b>	354 Main Street Kentville NS B4N 1K6		
<b>Company Representative Name</b>	Jennifer West		
<b>Phone Number</b>	902 679 2503	<b>Fax</b>	902 679 2375
<b>Email</b>	jwest@kentville.ca		
<b>PO Number (if required)</b>			

Payments are due upon receipt of invoice. Late payments are charged 2% per month.

Please note: Depending on the holidays to which you may be subject, billing will be 2 ½ times the regular hourly billing rate.

Commissionaires' hours over 48 hours per week will be billed at 1 ½ times. Hours are not to exceed 16 hours per day per Commissionaire. The minimum call out is payment for 4 hours.

Any contract that carries over to the new fiscal year (1 April) may be subject to a new rate.

Signature of Company Representative

Shawn Lahey  
Signature of CNS Representative

Date

05 November 2019  
Date





## Kentville Police Service CPTED Site Audit

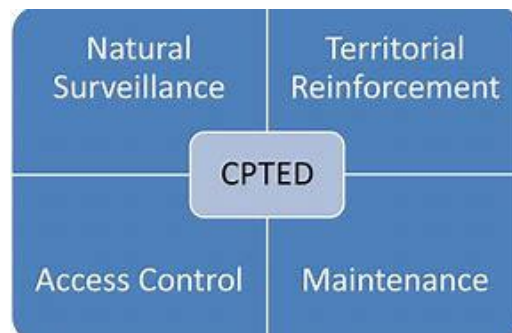
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### MEMORANDUM

*This CPTED Audit is provided by members of the Kentville Police Service. The recommendations provided are strictly suggestions to help reduce the chances of crime being committed against the property and the persons in it. Kentville Police Service is not responsible for any crimes committed against the property or any persons associated to the property.*

### CPTED: Crime Prevention Through Environmental Design

CPTED is not a stand-alone defense created by physical design, its success is based on a dynamic mixture of three principles (Access Control, Natural Surveillance and Territorial Reinforcement/Maintenance), that when combined provide the best opportunity for successful prevention.



The Kentville Police Service has been asked to provide comments as it pertains to CPTED principles on Kentville Town Hall located at 354 Main Street, Kentville Kings Co. Nova Scotia. This report includes interior and exterior solutions.

The three key concepts when looking at CPTED principles are:

1. Access Control (Formal/Informal)
2. Surveillance/Lighting (Natural, Artificial and Controlled)
3. Territorial Reinforcement and Maintenance (Ownership)

## **HISTORY**

Requested by Kentville Town Council Member, Craig Gerrard, to conduct an audit on the Kentville Town Hall resulting from recent activities during Public Meetings/Council Sessions. The request asked for ways to improve the safety of the public and employees that utilize the facility.

## **ACCESS CONTROL**

Access Control can restrict, encourage and safely channel movement of people and vehicles into, out of, and within a designated area. It can also decrease criminal opportunities. Properly located entrances, exits, fencing, landscaping and lighting can direct both pedestrian and vehicular traffic in ways that discourage crime. Further consideration needs to be given to the safe movement of both vehicular and pedestrian traffic from a development to road network.

The main public entrance exists near the intersection of Main Street and Cornwallis Street. This entrance is at street level and made primarily of glass with concrete steps entering to an elevated platform. The secondary entrance (rear and only wheelchair accessible entrance) is narrow and slanted, extending into a glass door with the brick exterior bordering both sides of the door. Just east of the wheelchair accessible ramp, there is a "secured" basement entrance, the secondary emergency power source (generator) and the fire escape stairs that lead to the highest level of the building onto an outdoor deck space area.

The adjoining Kentville Recreation Centre is occupied intermittently as need arises and does offer secure access points to the town hall structure on the second level.

There is public parking at the front, rear and east side of the building. Built near the town hall is a privately-owned building that occupies the space to the east of the town hall property. Bordering the rear parking area are other privately-owned parking lots that allow for uncontrolled after-hours parking.

There are no visible signs dedicated to directing traffic or persons to entrances or exits. The border of the parking lot is heavily wooded and generally not maintained.

There are designated parking areas to the east of the rear entrance dedicated to an elected official and employees. These signs dedicating the spots list the occupier by position with the Town of Kentville (Mayor, CAO, Director of Planning etc.).

Located near the Building are several bus stops, secure bike parking posts and both residential and commercial spaces. There is little to no vegetation in the area.

Upon entering the Main Street entrance (main entrance) of Kentville Town Hall, the person(s) are at a lower level and shielded from sight to the right and left. A view of the rear exit is possible by person(s) entering but not occupiers of the building when in their normal work areas. The main entrance is open, atrium style, with a view of the second floor and catwalk leading to the west/east sides of the building. Work areas within the building on the first level (main floor) is set back from the main hallway and not visible from either side. The main entrance is marked in white letters set on glass as, "Town Hall".

Housed on the east side of the main floor of the building are the offices of Finance, I.T. and town administration staff. The vault is also housed in this area. The access to these offices is to the rear of the main reception desk. To the west are the offices of parks & recreation and town administration staff. There is a reception desk in this area which is usually staffed.

The second floor is accessible in the main building from two different access points. One being an elevator, positioned next to the main reception desk to the east of the main entrance and a single narrow enclosed stairwell near the rear entrance. The second floor houses the offices of the Mayor, Chief Administration Officer, Engineering Department, the Community Economic Development Coordinator, support staff and Council Chambers.

At the time photos were obtained for this report, no exterior lighting sources were noted or photographed on the exterior portion of the Main Street side of the building. The main entrance was illuminated from within the building. The exterior was only illuminated by light casting off utility poles' standard lighting and not directed at the front façade of the building.

At the rear of the building only two lights were documented. The first being over the rear wheelchair accessible entrance and secondly, the basement exterior maintenance entrance. Two utility poles cast the only light in the centre of the parking area. The rear of the parking area is dark and heavily wooded.

## **SURVEILLANCE/LIGHTING**

Offenders commit crimes when there are opportunities and incentives. Criminals generally do not want to be seen; however, surveillance keeps intruders under observation. Placing physical features, activities and people in ways that minimize the ability to see what is going on, can increase the opportunity for criminal activity. Therefore, it is imperative that sight lines are kept open and clear. If Natural surveillance is not an option, there are two other types of surveillance that maybe an alternative.

## **ARTIFICIAL/MECHANICAL AND CONTROLLED/ORGANIZED**

**Natural:** Natural Crime Prevention (eyes and ears on the street), empowering the community to take ownership of issues, can be realized depending on the design and planning of the development. People will go into a protective mode if they feel a connection to the area. Having the ability for people to see and be seen is a product of good planning, design and healthy community interaction.

During daytime, weekday and weekend hours, there is open natural surveillance on the exterior of the Kentville Town Hall. It is located at the intersection of two main roadways with many businesses and residential properties located on all sides. Being it an administrative hub for the local municipal government, there is a constant flow of persons entering and exiting the building. Nearby business storefronts are glass and a nearby residential complex is elevated several floors over the Kentville Town Hall, with a commercial base in the lower levels. Daytime natural surveillance is not a negative factor when describing the exterior of the Kentville Town Hall.

The interior of the building, however, gives way to poor sight lines for person(s) either visiting or working within the complex. Walls, hallways and elevated enclosed work areas prevent the ability of occupiers to view person(s) until they are in the centre of the building. This holds relevant for both the main floor and top level of the building. There is no dedicated front counter staff (consistent) to greet person(s) when they first enter the building at the main reception desk.

**Artificial/Mechanical:** Closed Circuit Television (CCTV) and mirrors are examples of mechanical surveillance. CCTV systems placed at appropriate locations can assist in deterring criminal activity (in conjunction with appropriate lighting). Further, mirrors, if placed in specific locations, can assist one in seeing who waiting/walking towards them from around a corner.

There are no committed forms of artificial surveillance in the town hall structure itself. There is a webcam of the Cornwallis Street and Main Street intersection, but this is advertised as a webcam that does not record and it does not have committed monitoring. Several of the businesses on Main Street have working, recording video surveillance but again, nothing monitored. The rear of the Town Hall does not offer mechanical surveillance of any type that is known at the time of this report.

**Controlled/Organized:** Police patrols, security guards, and Neighbourhood Watch are all examples of controlled or organized surveillance techniques.

Police Patrols within the Town of Kentville are 24-hour patrols. There are no other known controlled/organized examples of surveillance currently.

**Lighting:** Lighting is a very important component for all 3 types of surveillance. People want to see and be seen. With Mechanical Surveillance (CCTV), we need good quality white light (LED, Metal Halide or Fluorescent) to assist with the quality of the image and colour rendition (i.e. under white light, reds will be seen as red, and blues as blue).

Lighting currently on the Main Street side of the building is nonexistent. Cast off light from the utility poles is the only fixed lighting offered at the front. In the rear of the building light standards placed in the center of the parking lots cast light into the centre areas but does not directly illuminate the structure of rear of the parking lot (wood line). Two small non directional lights are placed at the rear of the building over the wheelchair accessible entrance and the rear maintenance entrance. No lights are seen to illuminate the rear fire escape or exterior portion of the building. There are no dedicated light sources to the identified parking area/stalls for town officials.

**Territorial Reinforcement and Maintenance:** Territorial Reinforcement is the perception that people care about where they live and work. Areas and properties that are well maintained by keeping the property clean, free of graffiti and the landscaping well-maintained, often keep away undesirable activity. Unmaintained vegetation around the exterior of the building offer concealment to those involved in such activities.

The exterior and interior portions of the Town Hall are well kept. The windows are cleaned regularly, and doors are not often blocked by boxes or debris. Entrances, although narrow, are free of obstruction.

The front and east side of the structure are free of vegetation and other man-made obstacles.

The rear entrance exits into the rear parking area via a sloped ramp. On the east side of this ramp the generator provides shadow to the railing and ground. The lights cast from the maintenance door also allows shadowing of both side of this entrance. The rear electrical enclosed receptacle borders a stairwell with a concealed, yet accessible, underneath.

The rear fire escape leads to an insecure, unlit roof top patio with vantage points of the rear entrance and parking lot.

The rear of the parking area is unlit and heavily wooded. To the east of the rear of the Aliant Building parking lot offers unsupervised overnight parking and is concealed from view. This parking is in direct line of sight to the rear entrance of Town Hall and the labelled parking area of staff and officials. In the photo taken (see attached photos), several white Aliant Service vehicles are parked in the upper lot. Poor light and this vegetation prevent these from being seen and offer concealment to person(s) or vehicles.



The east side of the structure, the Kentville Recreation Centre, lends itself to activities controlled by the Town of Kentville. This building is primarily unoccupied and offers direct access to the upstairs level of town hall.

### **RECOMMENDATIONS:**

The first area of recommendation would be controlled access to Town Hall both for Staff and Visitors.

1. The Main Street entrance should be pronounced and advertised as the main entrance to the building for both visitors and staff. The entryway should be wheelchair accessible.
2. Dedicated staff should be appointed to the main administration area for purposes of greeting visitors as they first enter the building. The use of mirrors should be implemented to allow these dedicated staff members to view the main entrance as person(s) enter and exit via the main entrance.
3. Door Chimes of a dedicated sound/pitch can be utilized during the daytime hours to let staff know person(s) are entering/exiting the building and bring awareness to this fact.
4. Secured access can be achieved to the administrative offices within Town Hall (Main Level) by reinforcing access points within the building. As you stand at the front desk you currently can go around either side, or for that matter, over top if the situation dictated to gain access to the other main floor offices, vault or IT/server area. Structure reinforcement with controlled access points could be utilized to both enhance safety and security of staff and assets located within.
5. The rear entrance should be secured and only accessible by code activation (pin or swipe card) to employees.
6. The stairwell located immediately upon entering the rear door should also be secured by a door and opened only by code activation by pin or swipe card.
7. All persons attending a meeting, other than Town of Kentville employees, should register upon entering the main entrance with administration staff and should be met at that location by the person or designate holding or facilitating that meeting.
8. Signs, electronic messaging boards or phones with labelled extensions could be offered to persons entering the building to direct their inquiries to desired staff.
9. When not being utilized, vaults and other sensitive areas of the structure should always be secure.
10. Use of security or appointed persons during and after regular business hours (Council Meetings) to monitor the coming and going of persons during these events. As these are public events and held on the top-level, persons meet no one as they enter or leave via the main floor.
11. Utilize security/clearing sweeps of the building after these events.
12. Ensure that all nonessential areas of the building are secure prior to these events taking place to limit a person(s) ability to move freely within the building.
13. Ideally, to minimize public access to potentially sensitive areas of town hall, Council Chambers should be relocated directly under its current location to the main floor. A community meeting

area and private meeting rooms can be housed here as well. The area that houses the offices to the west of the main entrance on the main floor would be relocated to the top level.

#### **LIGHTING:**

1. Add L.E.D Lighting to both the rear and front entry ways of the building. Add LED Lighting to the utility poles in the rear and directional lights either at the rear of the parking lot or facing the rear of the parking lot. This will deter people and unwanted activities from utilizing the parking lot after hours for other than parking.
2. Add wall mounted L.E.D Lighting to the exterior of the building to illuminate the shadow areas and provide a better view of the exterior of the building.

#### **SURVEILLANCE:**

1. Signs (electronic or other) should be placed for visitors to direct them once within Town Hall.
2. Being in the centre of town at the intersection of two main streets, Natural Surveillance only becomes an issue in the early morning hours.
3. Signs notifying those attending Council Meetings that the proceedings are being streamed live and subject to both Audio and Video Recording.
4. Place staff to increase daytime natural surveillance and utilize mirrors to better view blind spots within the building.

#### **MAINTENANCE:**

1. The Town Hall is both a public accessible and administrative hub for the Town of Kentville. Special attention must be given to these factors so that both accessibility for the public and safety of those who work within can be achieved. Benches, specialized parking and other pedestrian friendly infrastructure should be placed and concentrated at the front of the building to promote the use of the main entrance.
2. The rear fire escape leading to the top-level patio be better secured with barriers put in place to prevent the use of the rear elevated patio area by person(s) after normal operating hours.
3. The rear metal step which leads to the top-level patio should be closed in to keep person(s) from hiding underneath.
4. Signs indicating where elected officials and staff be removed. If identification is a must, label the signs in a numbered sequence or another forum. If someone wanted to confront the Director of Finance or Mayor (for example), they will be able to identify their personal vehicle and follow

them to their place of residence or be able to confront them from the exact place from where they most commonly arrive and leave the Town Hall.

5. Trim the trees around the rear parking area. Clear cutting is not necessary but simply pruning vegetation off the ground level (5-6ft) prevents persons from being concealed and provides clear site lines.
6. If more sensitive topics are on the agenda, utilize the use of security guards or police to provide a presence within the building at the time of these events.

Completed by:

Cst. Jason SEHL

Sgt. Michael GOSS

Kentville Police Service

November 10, 2019

**TO:** Council

**SUBMITTED BY:** Chief Administrative Officer Kelly Rice

**DATE:** November 25, 2019

**SUBJECT:** Mentoring Plus Program - Dalhousie University College of Continuing Education

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**ORIGIN**

Gordon Michaels from Dalhousie University College of Continuing Education made a presentation to Council on October 15, 2019 for a program titled Mentoring Plus Program.

**BACKGROUND**

The Mentoring Plus Program was developed to engage retirees with youth adults aged 16 and older. The project provides an opportunity for seniors to become involved in meaningful activities within their community thereby becoming socially inclusive. To achieve this, they are asked to share their skills and knowledge about their careers and life experiences with a variety of age groups and backgrounds. Hopefully, this sharing and mentoring will help the various age groups to chart their future. The model is built around Team Mentoring Initiatives, meaning they are involved in group related activities and projects that will enhance greater social interaction and lead to time together.

**DISCUSSION**

This program is potentially being rolled out in 3 communities, Truro, New Glasgow and Kentville and will require the hiring of a staff person. The costs for this staff person will be covered by a branch of the Federal New Horizon Program and is a 4-year program. The Town will be required to provide an office and furniture for the Co-ordinator. There are still many details to iron out but one of the Co-ordinators has already been hired (New Glasgow) and the Town of Truro has already committed to participating in the program pending the approval and signing of the Sub-Agreement with Dalhousie University. Beyond the requirement of the Co-ordinator, there is also a requirement for Council to be a part of the Joint Planning and Implementation Committee who will be responsible (under the guidance of the Executive Director) to develop the Collective Impact Plan. Town staff will also be involved on this Committee. The 3 communities chosen were based on the percentage of Seniors of the total population – New Glasgow 40% - Truro 39% and Kentville 36.5%.

**POLICY IMPLICATIONS**

N/A

**BUDGET IMPLICATION**

At this point there are none, however, as the project moves forward there could be some costs associated with the Council and staff involvement (i.e. travel to meetings for all the groups).

**ATTACHMENTS**

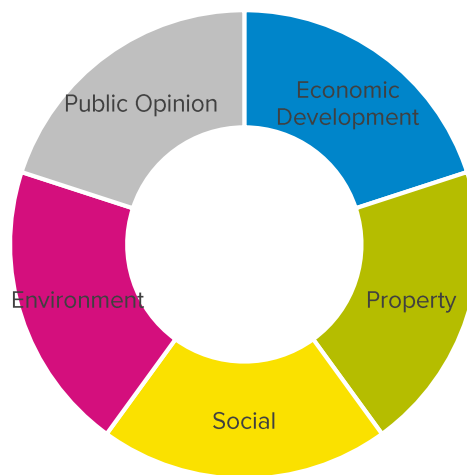
Mentoring Plus Program Work Plan

Motion

**RECOMMENDATION**

The Town agrees to participate in the Mentoring Plus Program subject to the signing off of the Sub-Agreement with Dalhousie University.

### Town of Kentville Balanced Decision Making



## Mentoring Plus Program Motion

*That the Town of Kentville agrees to participate as a Collaborating Organization with Dalhousie University, on behalf of the College of Continuing Education, as contemplated by the New Horizons for Seniors Program Pan-Canadian Projects Funding Agreement dated October 21, 2019 between Dalhousie University and Her Majesty the Queen in Right of Canada as represented by the Minister of Employment and Social Development, and as further described in the Sub-Agreement to be executed by the Town and Dalhousie University.*

# New Horizons for Seniors Program Pan-Canadian Stream

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**Mentoring Plus Program  
Dalhousie University College of Continuing Education**

Work Plan

November 1, 2019

## **Project Description**

### **Question 43 – Project objectives**

#### **Mentoring Plus – Engaging Retirees with Young Adults 16+ and Older**

To support the overall goal of increasing the social inclusion of seniors, Dalhousie University College of Continuing Education will meet the following objectives:

1. Establish a collective impact initiative bringing together collaborating partners, to achieve the common objective of increasing seniors' social inclusion, led by Dalhousie University College of Continuing Education, as the backbone organization.
2. Implement the Mentoring Plus Program in three municipalities to enhance social inclusion for the senior population in those areas.
3. Expand awareness by engaging stakeholders and educating on the importance of increasing social inclusion of seniors through the Mentoring Plus Program.
4. Support research initiatives that study the impact of the Mentoring Plus Program's intergenerational approach and how it may contribute to the social inclusion of seniors.

#### **Summary**

This project provides an opportunity for seniors to become involved in meaningful activities within their community thereby becoming socially inclusive. To achieve this, they are asked to share their skills and knowledge about their careers and life experiences with a variety of age groups and backgrounds. This sharing or mentoring will help the various age groups to chart their future. This model is built around Team Mentoring Initiatives, meaning they are involved in group related activities and projects. This model enhances greater social interaction and leads to time together while involved with the project, as well as times together to plan their activity and explore other activities for their community.

Additional information requested for the project to lead the development and delivery of a Collective Impact Plan:

The target community to be understood as the geographic area.

- New Glasgow
- Truro
- Kentville

The target sub population of seniors.

The target communities with the percentage of Seniors of the total population:

- New Glasgow 40%
- Truro 39%
- Kentville 36.5%

Based upon the research and community consultation, the Mentoring Plus model was developed that utilizes the acquired knowledge, skills and community understanding that all



seniors have acquired throughout their life. We are asking the senior population to become involved in their communities and to contribute their knowledge in a variety of ways.

**Community need:**

Demographic changes are having a profound impact on many sectors of our country. It has been stated that 1000 people a day turn 65 years of age in Canada. This shift can also be seen in the Province of Nova Scotia where 20 % of the population is 65 or older and it is projected by 2038 it could reach 31%. The population of Nova Scotia is unevenly distributed resulting in 43% of the provinces 964,693 (2018) individuals live in the Capital City of Halifax. This uneven distribution is having an impact on many communities across the province, since many communities have a population greater than 20% being seniors. Nova Scotia, New Brunswick and the State of Florida have the largest percentage of seniors per population for all North America.

The growing number of seniors/retirees are disengaged from the community and looking for opportunities to give back and make a difference. Additionally, other seniors lack the resources and opportunities to improve their sense of inclusion and well-being.

At the same time, there is a large and growing number of high school students and mature learners who are disengaged from the labor market and do not have a sense of viable optimal career paths and options. Over the past number of years, we are seeing many factors having an impact on high school students and mature learners, as they try to determine a path to pursue that will support them as they attempt to become sustainable. Some of these factors include Global Economy, Technology, urbanization, and education attainment. These issues are having an impact on individuals and families and seniors directly, and indirectly. resulting in uncertainty for the future.

These issues are showing up in statistics that indicate that 30% of high school students in Nova Scotia do not see post-secondary education as an option. In addition, there is an average of 20% of university students drop out at the end of the first year. This uncertainty is influencing many aspects of community life.

By bringing together these populations, to share knowledge and skills, it does not only increase senior social inclusion, but makes a meaningful impact on community.

**Question 44 – Project activities**

Please find outlined below, the activities that must be carried out and the milestones that must be achieved in order to accomplish the objectives of the Mentoring Plus Program. Activities included are specific, measurable, realistic and relevant to the project objectives and are presented in chronological order.

Milestone	Activities	Timing
<b>Start-up/Planning</b>  <b>Establishment of Collective Impact Plan</b>	Engage the Mayors and Chief Administrative Officers for the Municipalities of New Glasgow, Truro and Kentville (collaborating organizations). The three towns will officially commit to the Mentoring Plus Project by signing an MOU. <ul style="list-style-type: none"> <li>• Outline the role of Dal. CCE as the Backbone organization.</li> <li>• Define role of the Municipality as a Collaborating Organization</li> </ul>	1-3 Months

<p><b>Total Time: 6-12 Months</b></p>	<ul style="list-style-type: none"> <li>Outline Municipalities' contribution and commitment per fiscal year</li> </ul> <p>The three towns agree to officially commit to be Collaborating Organizations.</p>	
	<p>Put in place sub-agreements with each Municipality – New Glasgow, Truro and Kentville that will allow Dalhousie University College of Continuing Education (Dal-CCE) to:</p> <ul style="list-style-type: none"> <li>establish, manage and monitor sub-agreements with collaborating organizations, and;</li> <li>distribute funding to them based on a set of agreed-upon activities</li> </ul>	1-3 Months
	<p>Create a Joint Planning and Implementation Committee (JPIC) with the 3 Municipalities to:</p> <ul style="list-style-type: none"> <li>Develop one Collective Impact Plan, for the 3 Municipalities.</li> <li>Committee consists of CAO (or designate), Mentoring Plus Coordinators, Director of Project, mentoring plus seniors/mentors, other partners to be identified</li> </ul> <p>The Collective Impact Plan is introduced to each Town Council and endorsed by a motion of support.</p>	1-6 Months
<p><b>Start-up / Planning</b></p> <p><b>Development of work plan</b></p> <p><i>Total Time: 6-12 Months</i></p>	<p>To ensure that Dal-CCE's work plan can be submitted in the required timeframe, outlining how it will achieve the objectives of the Collective Impact Plan - the following activities will take place:</p> <ol style="list-style-type: none"> <li>Dal-CCE will use the following key components from this proposal to develop its workplan: <ul style="list-style-type: none"> <li>Objectives</li> <li>Outcomes</li> <li>Key activities to reach milestones</li> <li>Timing</li> <li>Budget</li> </ul> <p>Additionally, the work plan will identify key risks and mitigation strategies.</p> </li> <li>Dal-CCE will build upon these key components by working within its organization and in partnership with the three municipalities to determine the following activities for the components below, as required: <p>Leadership</p> <ol style="list-style-type: none"> <li>Dal-CCE will clearly delineate the governance and reporting structure within the first 6 month, as the hiring process for key staff members is complete</li> <li>As part of the HR Process, the reporting structures will be</li> </ol> </li> </ol>	6-12 months

clearly delineated

- C. Dal-CCE will work closely to ensure proper financial oversight in their role as financial intermediary

**Communications**

- A. Dal-CCE will work within the University's Communications team to develop a communications strategy and social media platform for communications and engagement strategy
- B. Dal-CCE will also engage collaborating organizations, once partnerships have been developed
- C. Dal-CCE will engage the municipalities in a Communications Strategy
- D. As key component, Dal-CCE will work in partnership with municipalities to engage participants – both seniors and organizations – to participate as in the Mentoring Plus Program.

**Evaluation Activities**

An Evaluation Plan will be included.

It is understood that guidance on evaluation planning will be provided by ESDC within the first three months of the project beginning.

**Sustainability activities:**

A Sustainability Plan will be included.

The Plan will outline the ability of the Mentoring Plus Program to continue beyond the agreement with ESDC. The Plan will explain how Dal-CCE plans to look for other sources of funds or other ways to keep some or all of the activities going after the project ends.

To ensure clear leadership, Dal-CCE will be requiring each municipality to also complete a workplan.

The Joint Planning and Implementation Committee (JPIC) will be tasked with developing the framework for the Work Plans for each of the three Municipalities and Dal-CCE will oversee this work as the backbone organization.

The JPIC to consist of key stakeholders including: CAOs (or designate), Mentoring Plus Coordinators, Director of Project, mentoring plus seniors/mentors, etc.

The work plans will be presented to the respective Municipal Councils for input and information.

Dal-CCE will set meetings first internally, then with municipalities to determine the meeting structures for completing the work and reporting process. The meetings frequency will be determined through engagement with municipalities and determining need

	<p>(likely by-weekly in months 1-6). Meeting will take place via telephone / other technologies, and/or in-person meetings, as-needed to align with program needs and implementation.</p> <p>The meetings will provide opportunity for check-ins, any timing considerations, budget considerations, program successes and lessons learned.</p>	
<p><b>Delivering Programs and Services for Seniors</b></p> <p><i>Total Time: 6-12 Months</i></p>	<p><b>Staffing:</b></p> <ol style="list-style-type: none"> <li>I. Mentoring Plus Coordinators (to fill) <ul style="list-style-type: none"> <li>• Respective municipalities will lead the HR hiring process with oversight provided by Dal-CCE, including the development of the job description, interview process, and final approval of recommended candidates.</li> </ul> </li> <li>II. Community Engagement Facilitators (to fill) <ul style="list-style-type: none"> <li>• Respective municipalities will lead the HR hiring process with oversight provided by Dal-CCE, including the development of the job description, interview process, and final approval of recommended candidates</li> <li>• Note: these will be designated positions for an Indigenous candidate and an African Nova Scotian candidate.</li> </ul> </li> <li>III. Assistant Director / Regional Coordinator (filled) <ul style="list-style-type: none"> <li>• Secondment from the Municipality of New Glasgow.</li> </ul> </li> <li>IV. Director (filled) <ul style="list-style-type: none"> <li>• Program lead from Dal-CCE</li> </ul> </li> <li>V. Administrative Assistant for Director (to fill)</li> </ol>	<p>1-6 Months</p>
	<p><b>Program Design &amp; Development:</b></p> <p>The Mentoring Plus Program (MPP) was designed over 2017-18. Under this umbrella, the MPP model designs programming based on specific populations needs. The initial pilot that applied the MPP model worked within a high school in New Glasgow. This pilot was entitled, "The Future of Work."</p> <p>Building upon this success, Dal-CCE has identified three communities that want to participate in this model. As the MPP model expands and is adopted across different stakeholders (ie. business, government, non-profit), the model will be applied while taking into consideration those populations needs with the ultimate objective of social inclusion of seniors.</p> <p>With the goal of improving, advancing and expanding the program, the design and development will include the following two processes occurring concurrently. One is the development of a Lab for research and collection of data, and the second is community engagement of Seniors and stakeholders.</p> <p>Findings from the engagement will also feed into the Lab's overall work.</p> <p>1. Establish and Asset-Based Community Design "Social Inclusive</p>	<p>6 – 12 Months</p>

	<p><i>Lab" for Seniors</i></p> <ul style="list-style-type: none"> <li>• The intention of the Lab is to provide a central repository of lessons learned, and new data as it develops, on the social inclusion of Seniors. Data will be qualitative.</li> <li>• Identify lessons learned from the pilot project implemented in New Glasgow in 2018</li> <li>• Literature review of intergenerational initiatives - identifying best practices that could be incorporated into the Mentoring Plus model</li> <li>• Focus groups will be held with Mentoring Plus Program participants to identify best practices and evaluation of senior's social inclusion results</li> <li>• Develop shared measurements to assess the qualitative impact of Mentoring Plus under the Collective Impact Plan. The intention is to measure both the impact on seniors as well as the impact on the participating stakeholders.</li> <li>• Regular tracking of the number of seniors involved will be recorded to assist in quantitative assessment. The information will be utilized for a number of factors to assist in program development.</li> <li>• Regular tracking of the size and type (i.e. private sector, NGO, etc) of participating stakeholders.</li> </ul> <p>2. Develop process model to:</p> <ul style="list-style-type: none"> <li>• Identify seniors to assess their skills and knowledge</li> <li>• Identify stakeholders including profit, non-profit, government and non-government organizations for Mentoring Plus programming</li> <li>• Building upon the Mentoring Plus activities the Collaborating Organizations will explore other activities of a group nature, to enhance senior participation and increased social inclusion.</li> </ul>	
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	<p><b>Delivering Programing</b></p> <p>Based on the research above, and the lessons learned from the pilot program:</p> <ol style="list-style-type: none"> <li>1. Develop engagement session guides for staff to host engagement session for recruitment of: <ul style="list-style-type: none"> <li>• Senior Participants in Mentoring Plus Program</li> <li>• Stakeholder Participants (profit, non-profit, government and non-government organizations – i.e. Police, Health, private sector organizations, schools, Doctors Nova Scotia, etc.)</li> </ul> </li> <li>2. Develop orientation guides <ul style="list-style-type: none"> <li>• For Seniors participating in the Mentoring Plus Program</li> <li>• For stakeholder participating Mentoring Plus Program</li> </ul> </li> <li>3. Host orientation session for the two groups identified</li> <li>4. Implement the program - ongoing collaboration throughout the program's lifecycle</li> </ol>	6-12 months
<b>Reporting to ESDC</b>	ESDC and Dal-CCE will maintain ongoing communication through formal (meeting) and informal (email, phone call) communication	Ongoing
	Dal-CCE commits to attend 3 ESDC-organized symposiums (funded by ESDC) that brings together all backbone organizations to share lesson learned	TBD
	<p>Dal-CCE commits to providing yearly written updates on progress on:</p> <ul style="list-style-type: none"> <li>• Overall progress of Collective Impact Plan</li> <li>• Progress against the work plan</li> <li>• Progress against evaluation plan</li> <li>• Progress against sustainability plan</li> </ul>	12 months / Annual
	Final Report	End of year 4
<b>Wind Down</b>	<ul style="list-style-type: none"> <li>• Project wind-down model developed</li> <li>• Development of plan for smooth transition of program to allow activities to continue after ESDC funding ends</li> </ul>	End of year 4

Question 45 – Expected Results of the Project

1. ***Establish a collective impact initiative bringing together collaborating partners, to achieve the common objective of increasing seniors' social inclusion, led by Dalhousie University College of Continuing Education, as the backbone organization.***

**Output**

- The three Municipalities will endorse the Collective Impact Plan as a blueprint for Social Inclusion for Seniors.

#### **Outcome**

- Individuals and service providers will be part of a collaborative approach for social inclusion for seniors.

### **2. *Implement the Mentoring Plus Program in three municipalities to enhance social inclusion for the senior population in those areas.***

#### **Outputs**

- Many seniors are participants in several Mentoring Plus initiatives and projects with a variety of populations.
- Retirees and early retirees are sharing their knowledge and skills through engagement with career minded youth and other individuals.
- Partner municipalities either enhance or develop an age friendly plan.
- Partner municipalities implement program opportunities for senior's engagement.

#### **Outcomes**

- Seniors as a resource, are called upon to be engaged in other activities and initiatives thereby supporting social inclusion.
- Service providers and the community accept the senior population as a contributor to community well-being and not a burden on society.
- Municipalities commit to this collaboration as part of the collective impact plan.
- An increasing number of seniors feel included in the community and have better well-being outcomes.

### **3. *Expand awareness by engaging stakeholders and educating on the importance of increasing social inclusion of seniors through the Mentoring Plus Program.***

#### **Outputs**

- Public and private institutions, organizations and others deliver programs and services that engage seniors.
- Volunteers from these organizations participate in municipal led community programming.
- The organizations and others will develop policies and objectives that support social inclusion of seniors.

#### **Outcomes**

- These organizations accept shared responsibility to support seniors in ways to enhance their ability to be socially inclusive.
- Larger numbers of volunteers work in programs to support seniors.
- Seniors achieve enhanced healthy aging and well-being.

### **4. *Support research initiatives that study the impact of the Mentoring Plus Program's intergenerational approach and how it may contribute to the social inclusion of seniors.***

#### **Outputs**

- An analysis of initiatives like Mentoring Plus and others of an intergenerational nature will demonstrate the characteristics that make for a successful intergenerational initiative.

- New community-based partnerships for achieving greater social inclusion of seniors will be implemented.

**Outcomes**

- Attitudes towards seniors and the implications of Ageism will be reduced.
- Inclusion of intergenerational participants becomes routine in community programming.

**A. Project Details**

Question 47 – Does this proposed project fit with your organization’s other activities?

The College of Continuing Education has been evolving with the changing society in which we live, as well as the impact that learning has on one’s career development as it relates to what work looks like in the years to come. In support of these challenges the college hosted the annual conference in 2018 for the Canadian Association for University Continuing Education (CAUCE). The theme of the conference was The Future of Work and learning.

Building upon the College’s strategic direction *Building a Bridge to the Future*, this initiative creates a process of engagement between a variety of age groups and seniors. Through this process it will also explore the opportunities and challenges that exist in this changing world of work. To address these issues the College of Continuing Education is a valuable resource to deal with a need that is grown out of Mentoring Plus such as new learning opportunities, credential and delivery models, community-based learning and other approaches to assist the mentee along their career path. The role seniors play in Mentoring Plus complements and supports the mandate of the college, and at the same time enhances community betterment.

Question 48 – Will any of the project activities be delivered in a different location than where your organization is located?

Yes (addresses included in PDF table)

Question 49 – Is your project designed to benefit or involve people in English or French-language minority communities? If yes, please provide an explanation and any details on whether consultations will take place with these communities.

No

Question 50 – Will any other organizations, networks or partners be involved in carrying out the project?

**Collaborating Organizations**

- Municipality of New Glasgow
- Municipality of Truro
- Municipality of Kentville

**Project Title**

- Mentoring Plus – Engaging Retirees with Young Adults 16+ and Older

**Collaborating organizations expertise and contribution**





**TO:** Council

**SUBMITTED BY:** Chief Administrative Officer Kelly Rice

**DATE:** November 25, 2019

**SUBJECT:** PACE Program

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**ORIGIN**

On November 12, 2019, Equilibrium Engineering made a presentation to Council on the Property Assessed Clean Energy (PACE) Project. They outlined the program and encouraged the Town of Kentville to partner on the project.

**BACKGROUND**

PACE is a financing model for clean energy that allows Municipalities to encourage and finance energy efficient upgrades to their homes which is then paid for by the Town and amortized, over a period of time, on their taxes. PACE has opportunities for partnerships with multiple municipalities to access funding through the FCM and Equilibrium Engineering received \$5,000 from FCM to support the logistics and grant application for this project.

**DISCUSSION**

What can Kentville expect or anticipate from this program? After the initial start up phase there could be potentially 60 -80 homeowners participating with an average project cost of \$12,000 per homeowner. This would be an investment of \$720,000 - \$960,000 by the Town of Kentville which would be paid up-front by the Town and then amortized over a period of time on the tax accounts including an interest rate comparable to that collected on the property taxes. Plus, there would be a one time 5% administration fee, by Equilibrium Engineering, to participants to recover costs. (Equilibrium assumes participation risk.)

**POLICY IMPLICATIONS**

The Town of Kentville does have a Bylaw (Chapter (97) which does allow the Town to set up and participate in this program.

**BUDGET IMPLICATION**

The budget implications are significant as this program could (and most likely will) impact our cash flows. It would require the Town to set up a reserve fund to finance this project and there is also the question of financing projects for private citizens with taxpayers' dollars.

**ATTACHMENTS**

Equilibrium Engineering Presentation  
Town of Kentville Bylaw – Chapter 97

**RECOMMENDATION**

That Council consider participating in this program when there is funding available from FCM or other sources that can be used to finance the projects.



## **TOWN OF KENTVILLE BY-LAW**

### **CHAPTER 97**

### **PROPERTY ASSESSED CLEAN ENERGY PROGRAM**

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#### **AUTHORITY**

1. Section 65 (aca) of the Municipal Government Act provides municipalities with the power to make bylaws providing for financing and installing energy-efficiency equipment on private property with the consent of the owner.

#### **Title**

2. This by-law may be cited as the Property Assessed Clean Energy Program By-Law, and may be referred to as the PACE By-law.

#### **DEFINITIONS**

3. In this by-law
  - a. "CAO" means the Chief Administrative Officer for the Town, or his or her designate for the purposes of implementing this Bylaw;
  - b. "Director of Finance" means the Director of Finance for the Town, or his or her designate;
  - c. "Clean Energy Upgrade" means equipment that is affixed to a Qualifying Property and which
    - i. will result in substantially improved energy efficiency, the generation of renewable energy, or reduced greenhouse gas emissions;
    - ii. involves building envelope upgrades such as caulking and weather stripping, duct/air sealing, insulating, or energy efficient windows and doors; building heating, ventilation and air conditioning system upgrades such as heat pumps, wood or pellet stoves, or furnaces or boilers; renewable energy upgrades such as solar thermal panels, solar photovoltaic panels, or wind turbines; or such other clean energy upgrades as are approved and agreed in writing by the Municipality;
    - iii. is identified as an eligible upgrade in the PACE Program Clean Energy Upgrade Standards Policy, and meets or exceeds applicable energy efficiency standards as defined in that Policy; and
    - iv. achieves an overall savings to debt ratio for the owner equal to or greater than the ratio specified in the PACE Customer

Agreement, as estimated by a qualified energy assessment generated through the PACE Program.

- d. "PACE Customer Agreement" means the Property Assessed Clean Energy Program Customer Agreement between the owner of a Qualifying Property and the Town for a Clean Energy Upgrade;
- e. "PACE Charge" means the charge for reimbursement for costs incurred by the Town for the installation of a Clean Energy Upgrade as calculated pursuant to this by-law;
- f. "PACE Program" means a program established by the Town under which an owner of a Qualifying Property may obtain a Clean Energy Upgrade;
- g. "Qualifying Property" means an owner-occupied single-unit residential property located within the Town and with respect to which no property taxes, rates or charges are outstanding, subject to any building type restrictions contained in the PACE Program;
- h. "Town" means the Town of Kentville; and
- i. "Treasurer" means the treasurer for the Town.

**APPLICATION AND APPROVAL**

- 4. An owner of a Qualifying Property may apply for a Clean Energy Upgrade to the Qualifying Property.
- 5. A Clean Energy Upgrade shall be subject to the execution of a PACE Customer Agreement by the CAO (on behalf of the Town) and owner of the Qualifying Property.

**PAYMENT OF CHARGE**

- 6. The PACE Charge shall be payable 30 days following completion of installation of the Clean Energy Upgrade in accordance with the PACE Customer Agreement.
- 7. The PACE Charge shall consist of:
  - a. the cost of the Clean Energy Upgrade, including all labour costs, permitting fees, and applicable taxes;
  - b. applicable PACE Program service fees; and
  - c. where the Charge is paid by installments, an administrative charge of 4% of the outstanding balance of the Charge.
- 8. Interest shall accrue on the PACE Charge at the same rate applied by the Town for unpaid taxes.
- 9. The owner of a Qualified Property may pay the PACE Charge by equal installments amortized over a period of not more than 10 years.
- 10. In the event of the owner of a Qualified Property failing to make any payment required by the PACE Customer Agreement, the outstanding balance shall be immediately due and payable.
- 11. The Treasurer shall maintain a separate account of all monies due for PACE Charges, identifying:
  - a. the names of the property owners, assessment numbers, Property Identification (PID) numbers, and civic address;
  - b. the amount of the PACE Charge; and
  - c. the amount paid on the PACE Charge.

**LIEN**

12. On completion of a Clean Energy Upgrade pursuant to a PACE Customer Agreement, the PACE Charge is a first lien on the Qualifying Property. The Upgrade shall be deemed complete when the CAO certifies completion, in writing, to the Treasurer. The Charge is collectable in the same manner as taxes and, at the option of the Treasurer, collectable at the same time, and by the same proceedings, as taxes.
13. Where a PACE Customer Agreement permits the owner of a Qualifying Property to pay the PACE Charge by installments:
  - a. an annual payment calculated by dividing the total PACE Charge by the amortization period shall be paid at the same time as the first tax instalment is paid each year; and
  - b. the amount outstanding on the PACE Charge shall be due and payable in the event of default of any payment.

**INTEREST**

14. Interest at the rate charged by Council for overdue taxes shall accrue on any outstanding balance of the PACE Charge from the date the PACE Charge is payable.

**CLERK'S ANNOTATION FOR OFFICIAL BY-LAW BOOK**

Date of first reading:	May 30, 2016
Date of advertisement of Notice of Intent to Consider:	June 1, 2016
Date of second reading:	June 27, 2016
*Date of advertisement of Passage of By-Law:	July 4, 2016
Date of mailing to Minister a certified copy of By-Law:	July 4, 2016

I certify that this PACE Bylaw – Chapter 97 was adopted by Council and published as indicated above.



CAO Mark Phillips

\*EFFECTIVE DATE OF THE BY-LAW UNLESS OTHERWISE SPECIFIED IN THE BY-LAW

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## PRESENTATION COVER PAGE

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**PRESENTATION BY:** Property Assessed Clean Energy

**TOPIC:** Update on the PACE Program

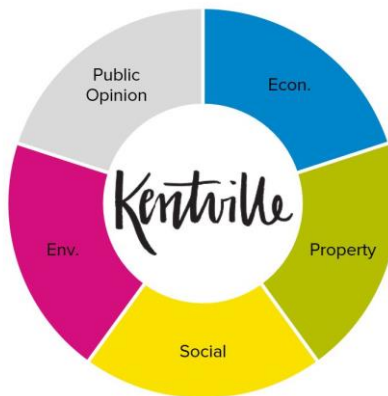
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### Property Assessed Clean Energy (PACE) Program

Mr. Lutes and Mr. Boyle of Equilibrium Engineering gave an update about the Property Assessed Clean Energy (PACE) program. This is a financing model for clean energy that may be available to Kentville residents. PACE has opportunities for partnership with multiple municipalities to access funding through the Federation of Canadian Municipalities. In July of 2019, Equilibrium received \$5,000 to support the logistics and grant application for this project.

This presentation is an update on the PACE program in Nova Scotia and in Kentville.

Town of Kentville Decision Wheel:



# Kentville PACE

(Property Assessed Clean Energy)

## Program:

### Kick-off & Equilibrium Administration

**November 12, 2019**  
**Equilibrium Engineering,**  
**Jeremy Lutes and Julian Boyle, P.Eng.**

# A 10-minute Agenda! (maybe 12)

Experience in Town of Berwick

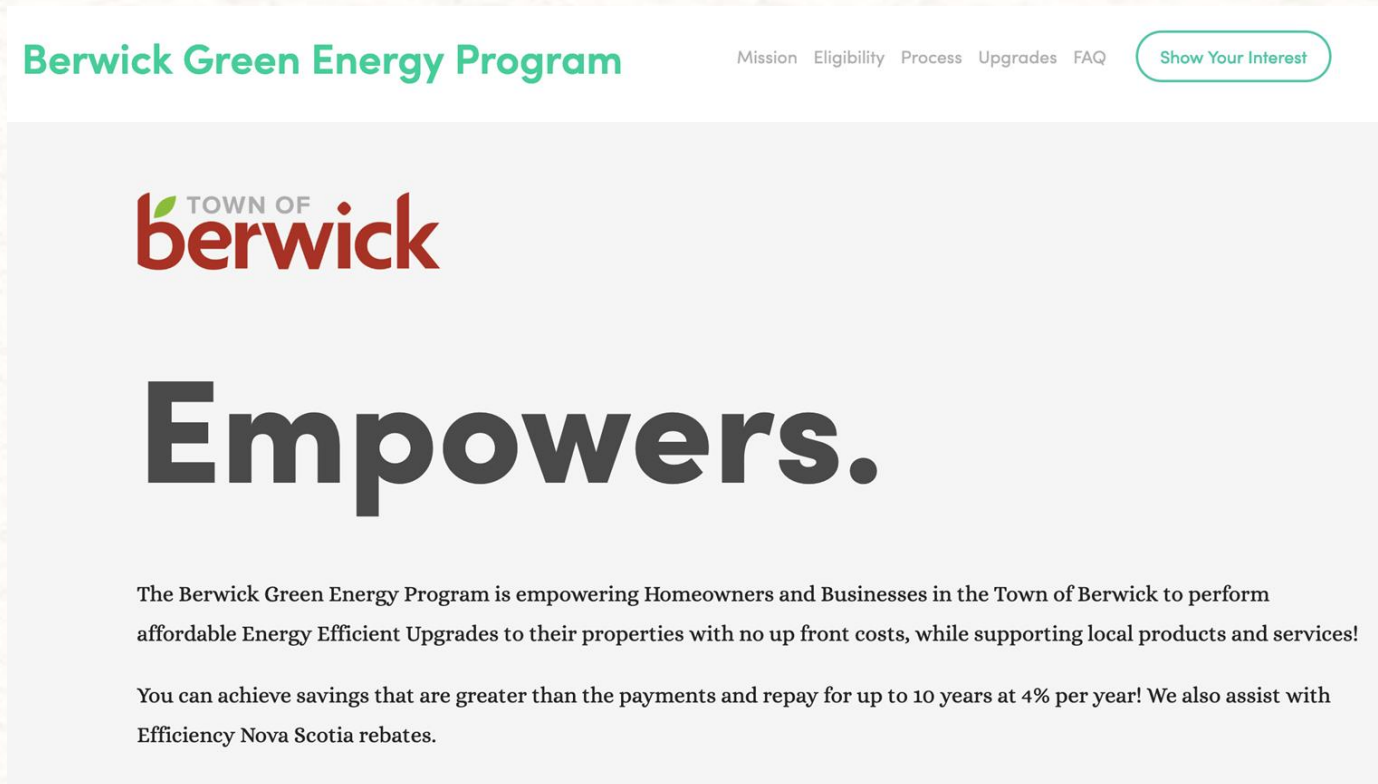
Equilibrium Administration of PACE for Town of Kentville

What Kentville can anticipate?

Next steps?

# Berwick PACE Program Highlights (Berwick Green Energy Program)

- Equilibrium administrating for Town of Berwick since May 2019
- Streamlined processes. Made it easy for homeowners and small businesses.
- New website created, new participation agreement – see [www.Berwickenergy.ca](http://www.Berwickenergy.ca)



**Berwick Green Energy Program**      Mission Eligibility Process Upgrades FAQ      [Show Your Interest](#)

**TOWN OF**  
**berwick**

# Empowers.

The Berwick Green Energy Program is empowering Homeowners and Businesses in the Town of Berwick to perform affordable Energy Efficient Upgrades to their properties with no up front costs, while supporting local products and services!

You can achieve savings that are greater than the payments and repay for up to 10 years at 4% per year! We also assist with Efficiency Nova Scotia rebates.



# Berwick PACE Program Highlights (Berwick Green Energy Program)

- Almost 20 homes have signed participation agreements.
- Forecasting between 40-60 homes in Year 1.



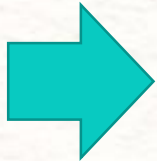
- Reduce community energy costs

- Aiding Berwick's climate goals



- Reduce greenhouse gases
- Increase beneficial electrification

- Program finances



- Efficiency measures (insulating, lighting, heat pumps, doors/windows, etc),
- Renewable energy (solar and storage)
- Even EV chargers!

- Average projects: \$12,000.

# Berwick PACE Program Highlights (Berwick Green Energy Program)

- High participant satisfaction, low risk for Town of Berwick.

**“WE FEEL FORTUNATE TO HAVE PARTICIPATED IN THE BERWICK GREEN ENERGY PROGRAM. THE PROCESS WAS CLEAR, EASY, EXPEDIENT AND VERY AFFORDABLE. WE APPRECIATED THE PROMPT DIRECTION AND COMMUNICATION FROM EQUILIBRIUM ENGINEERING AND THE TOWN OF BERWICK, WHO MADE HAVING OUR HEAT PUMP INSTALLED A POSITIVE EXPERIENCE. HIGHLY RECOMMEND THIS PROGRAM!”**

**BRIAN AND EVELYN COLEMAN - JUNE 2019**

**“THANKS FOR ALL YOUR HELP STEFAN WITH THE TOWN OF BERWICK GREEN ENERGY PROGRAM. I’M THRILLED TO BE IN THIS PROGRAM! SO MUCH BETTER THAN TRYING TO DO THE RIGHT THING FOR THE ENVIRONMENT WITHOUT GUIDANCE. I WILL DO MY PART TO SPREAD THE WORD ABOUT THE BERWICK GREEN ENERGY PROGRAM TO HELP ENSURE ITS SUCCESS.”**

**JOEY THORPE - OCTOBER 2019**

# Details of Equilibrium Administration offer to Town of Kentville...

- Initial one time program start-up cost - \$2,500
  - Brand program,
  - Website,
  - Host community kick-off in January
  - Host local industry kick-off
  - Train Kentville finance staff on billing processes.
- No other immediate costs to Town of Kentville – possibly small marketing costs later
- Equilibrium will charge a one time 5% administration fee to participants to recover costs. Equilibrium assumes participation risk.
- Town of Kentville will charge interest on PACE loans to homeowners to recover financing costs 100%. % - to be determined after consulting with Kentville Finance staff. (Berwick interest costs are 4%).
- Equilibrium will handle calls and enquiries from residents, helping them navigate through rebate programs and provide unbiased advice and assistance to ensure homeowners maximize savings.
- Equilibrium will help manage risks and ensure processes for recovery of loans by Town of Kentville.
- Program goal is to ensure savings are always greater than payments for any investment (no guarantee).
- Equilibrium will provide an interim and annual report of participation, investments, and energy and greenhouse gas reductions enabled.
- Equilibrium administration offer is for 1 year and can be renewed/reviewed annually.

# What can Town of Kentville anticipate?

Based on experience and current modeling...and after initial start-up phase (3-4 months)...

- Expect 60-80 homeowners participating
- Expect 10 small businesses to participate (requires bylaw amendment)
- Total annual investment by residents: \$850,000
- Potential annual investment by businesses: \$320,000  
Total = \$1.17M
- Program would increase local participation in Efficiency NS programming as compared to other communities.
- Increased awareness and participation in free programming, low income programming and small business programming.
- Investments are before rebates. Program would enable approximately \$200,000 in rebates.
- A large reduction in oil use in the community and approx. 20 solar new solar installations per year.
- Benefit from Valley regional approach to PACE administration

## Next steps...

1. A council motion to endorse program start in January 2020.
2. A council motion to endorse Equilibrium Engineering administrating program as proposed.
3. Equilibrium will work with town staff to prepare for program launch.

Thank you

Equilibrium Engineering

Jeremy Lutes &

Julian Boyle, P.Eng.





# COUNCIL ADVISORY COMMITTEE

## Recommendation to Council

### Re: External Audit Services

At the November 12<sup>th</sup>, 2019 meeting of Council Advisory Committee, Director Crowell presented her recommendation for external services – five companies expressed interest and one company submitted a proposal for financial audit services and was recommended by the Finance Department for a five-year term.

#### **Council Advisory Committee recommended**

**That Kent and Duffett be retained for external auditing services for the five-year period from April 1, 2019 to March 31, 2024. Annual reappointment will be contingent on Council's satisfaction with performance and fees (among other things). Fees for each year are as follows:**

**Year ended March 31, 2020 = \$ 17,700 plus HST**

**Year ended March 31, 2021 = \$ 18,050 plus HST**

**Year ended March 31, 2022 = \$ 18,400 plus HST**

**Year ended March 31, 2023 = \$ 18,750 plus HST**

**Year ended March 31, 2024 = \$ 19,100 plus HST**

Presented by Councillor Lynn Pulsifer  
November 25, 2019



# Memo

**TO:** Kelly Rice, Chief Administrative Officer

**FROM:** Debra Crowell, Director of Finance

**DATE:** November 5, 2019

**SUBJECT: EXTERNAL AUDIT SERVICES PROPOSALS-2020-2025**

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## **BACKGROUND**

The term for external audit services expired on March 31, 2019. The incumbent fully completed the requirements under the terms of the prior agreement. A ***Request for Proposals for External Audit Services*** (RFP) was placed on the Provincial Procurement website and the Town's website on September 25, 2019, with a submission date of October 23, 2019.

Five audit firms expressed interest in the RFP and, on October 23, 2019, I received one qualifying response. The submission was opened publicly on October 23, 2019 at 3:15 p.m. by Finance Department representatives, Debra Crowell, Director of Finance and Robin Paish, Accountant. The submitter was not in attendance.

The following audit firm submitted a proposal for consideration:

- **Kent & Duffett** (incumbent)

## **ANALYSIS**

**Kent & Duffett** responded to all required aspects of the Request for Proposal.



## Pricing

Pricing over the five-year term (compared to final year of last contract) is as follows:

<i>Fees</i>	<i>18/19</i> <i>(last proposal)</i>	<i>19/20</i>	<i>20/21</i>	<i>21/22</i>	<i>22/23</i>	<i>23/24</i>
	\$	\$	\$	\$	\$	\$
<i>Town</i>	11,250	<b>11,000</b>	<b>11,250</b>	<b>11,500</b>	<b>11,750</b>	<b>12,000</b>
<i>Water Utility</i>	6,750	<b>6,700</b>	<b>6,800</b>	<b>6,900</b>	<b>7,000</b>	<b>7,100</b>
<i>Total Fees</i>	18,000	<b>17,700</b>	<b>18,050</b>	<b>18,400</b>	<b>18,750</b>	<b>19,100</b>
		<b>-1.7%</b>	<b>2.0%</b>	<b>2.0%</b>	<b>2.0%</b>	<b>2.0%</b>

There is no extra charge for the Internal Controls Letter or for any auditing services required by upper levels of government related to BCF/MRIF (or similar) funding agreements.

## Registered municipal auditor

The Town benefits greatly from an audit team which has experience in auditing municipalities and public sector reporting. It is important to us that the audit team understand the Town's unique business and its operational and financial circumstances. **Kent & Duffett** is a registered municipal auditor with the Province of Nova Scotia.

## Local representation

Both Mr. Duffett and Mr. Forse are rooted within the firm and community. **Kent & Duffett** is aware that continuity of key engagement people is very important to the Town and it will take every practical step to ensure that continuity.

## Ability to meet the audit schedule

The Town insists on a reasonable but rigid audit schedule, which ensures that our audited statements are fully complete by the end of June every year. **Kent & Duffett** acknowledges and agrees to the Town's audit schedule and related milestones.

## Public Sector Accounting Standards

All senior members of the engagement team have in-depth training in the area of Public Sector Accounting Standards.

## **Audit team & Town of Kentville experience**

The audit team assigned will consist of three team members in order to ensure appropriate levels of experience throughout the engagement. Mr. Forse will be the engagement partner, Mr. Duffett will serve as a team senior and, finally, Ms. Hill will assist as part of the audit team. Familiarity with the Town, its functions and its financial processes is a benefit to us because it eliminates the time required to acquaint a new auditor with our financial practices. All team members are familiar with the Town of Kentville audit.

## **Continuity of audit staff**

Continuity of audit staff is important to the Finance department because staff turnover can consume a great deal of the Finance department's time to familiarize new audit staff with the Town of Kentville. Continuity translates into efficiencies. **Kent & Duffett** is confident that the Town will not be introduced to new key audit personnel within the five-year term.

## **Audit approach**

**Kent & Duffett** cites a risk-based approach whereby the firm will evaluate risks and focus the audit effort by reviewing our control environment and evaluating audit risks at all levels.

## **Estimate of audit hours**

**Kent & Duffett** expect the audit should take in the range of 150-200 hours to complete- with audit planning & risk analysis = 50 to 75 hours, audit execution = 75 to 100 hours with final evidence gathering, reporting and quality control procedures = 25 hours.

## **Ancillary services**

**Kent & Duffett** offers ancillary services which are non-audit services related to advisory services on many varied topics such as general consulting, grant applications, HST instruction, accounting assistance, to name a few. Because consulting falls outside the scope of the external audit proposal, fee estimates would be discussed before any ancillary work was completed.

## **RECOMMENDATION**

Based on the above-noted analysis, I recommend to Council Advisory Committee that **KENT & DUFFETT** be retained for external auditing services for the five-year period from April 1, 2019 to March 31, 2024. Annual reappointment will be

contingent on Council's satisfaction with performance and fees (among other things). Fees for each year are as follows:

Year ended March 31, 2020 = **\$ 17,700** plus HST

Year ended March 31, 2021 = **\$ 18,050** plus HST

Year ended March 31, 2022 = **\$ 18,400** plus HST

Year ended March 31, 2023 = **\$ 18,750** plus HST

Year ended March 31, 2024 = **\$ 19,100** plus HST

And further,

I recommend that this matter be placed before Town Council for ratification.



# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Re: Council Meeting Dates**

At the November 12<sup>th</sup>, 2019 meeting of Council Advisory Committee, CAO Rice reviewed the proposed dates for Council and CAC meetings in 2020.

**Council Advisory Committee recommended**

**That Council approve the Council calendar for meeting dates in 2020.**

Presented by Councillor Lynn Pulsifer  
November 25, 2019



## Proposed Scheduled Council and CAC Meetings for 2020

Council Advisory Committee meetings take place on the 2<sup>nd</sup> Monday of each month at 6:00 p.m., and regular Council meetings take place on the last Monday of the month at 7:00 p.m. Conflicts may occur with holidays, conferences, etc. The following is a list of meetings, and where a conflict is seen, an alternate date is planned:

Meeting	Scheduled Date	Conflict	New Date
Council Advisory Committee	January 13		
Council Advisory Committee	February 10		
Council Advisory Committee	March 9		
Council Advisory Committee	<del>April 13</del>	Easter Monday	April 14
Council Advisory Committee	May 11		
Council Advisory Committee	June 8		
Council Advisory Committee	July 13		
Council Advisory Committee	<del>August 10</del>	Summer Break	
Council Advisory Committee	September 14		
Council Advisory Committee	<del>October 12</del>	Thanksgiving Day	October 13
Council Advisory Committee	November 9		
Council Advisory Committee	December 14		
Council	January 27		
Council	February 24		
Council	March 30		
Council	April 27		
Council	May 25		
Council	June 29		
Council	July 27		
Council	<del>August 26</del>	Summer Break	
Council	September 28		
Council	October 26		
Council	November 30		
Council	<del>December 28</del>	Christmas Break	



# COUNCIL ADVISORY COMMITTEE

## Recommendation to Council

### Re: Kings Regional Emergency Management Organization Winter Storm Plan

At the November 12<sup>th</sup>, 2019 meeting of Council Advisory Committee, Dan Stovel, Kings Regional Emergency Management Coordinator, gave a presentation about the Kings REMO proposed winter storm plan – which will improve coordination between municipal units around winter storm events. Mayor Snow reviewed the Kings REMO proposal for a coordinated winter storm plan for the Kings region.

#### **Council Advisory Committee recommended**

**That Council approve the attached Regional Emergency Management Support Plan – Winter Storm Preparedness and Response Plan, dated September 2019, from the Kings Regional Emergency Management Organization.**

Presented by Councillor Lynn Pulsifer  
November 25, 2019



**TO:** Kelly Rice, Chief Administrative Officer

**SUBMITTED BY:** Jennifer West, Executive Assistant

**DATE:** November 12<sup>th</sup>, 2019

**SUBJECT:** **Kings Regional Emergency Management Organization (REMO) Winter Storm Preparedness and Response Plan, dated September 2019**

---

**BACKGROUND**

The Kings County Regional Emergency Management Organization has developed a Draft Emergency Management Support Plan – Winter Storm Preparedness and Response Plan for all partner municipal units. The plans are being presented to each municipal council for review and approval and will result in a unified Winter Storm Emergency Plan in the Kings region.

- 2019-11-05 Wolfville COW
- 2019-11-12 Kentville CAC**
- 2019-11-19 MoK COW
- 2019-11-19 Wolfville Council (for approval)
- 2019-11-25 Kentville Council (for approval)**
- 2019-11-26 Berwick COW
- 2019-12-03 MoK Council (for approval)
- 2019-12-10 Berwick Council (for approval)

**DISCUSSION**

n/a

**POLICY IMPLICATIONS**

[\(Kings Regional Emergency Management Plan](#), dated September 2018)

**BUDGET IMPLICATIONS**

n/a

**ATTACHMENTS**

Draft Kings REMO Winter Storm Preparedness and Response Plan, dated September 2019

**RECOMMENDATION**

**That council approve the attached regional Emergency Management Support Plan – Winter Storm Preparedness and Response Plan, dated September 2019, from the Kings Regional Emergency Management Organization.**



TOWN OF  
**berwick Kentville wolfville**  
A BREATH OF FRESH AIR

# **Kings County, NS Winter Storm Preparedness & Response Plan**

September 2019





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## FOREWORD

The development of a Kings County Regional Winter Storm Preparedness and Response Plan is paramount to public safety in the case of man-made disasters and natural disaster threats. The Kings County Regional Winter Storm Preparedness and Response Plan was prepared in consultation with County and Municipal stakeholders responsible for everyday management throughout Kings County. It serves as Kings County's Emergency Winter Storm Plan to coordinate an integrated approach to Winter Storm response.

As a Supporting Plan to the Kings REMO Regional Emergency Management Plan, the Kings County Regional Winter Storm Preparedness and Response Plan is augmented by the Emergency Coordination Centre (ECC) Operational Guidelines and Evacuation Guidelines in order to provide the level of detail required for a comprehensive emergency response to a flood event.

Kings REMO strives for strong leadership within the emergency management community and is dedicated to continuous improvements and enhancements to this plan, training and exercising throughout the Kings County region. Therefore, this plan is a living document that will be amended as necessary through a planning process that is managed by the Regional Emergency Management Coordinator (REMC) in consultation with emergency management partners throughout the County.

\_\_\_\_\_  
Peter Muttart  
Mayor  
Municipality of the County of Kings

\_\_\_\_\_  
Don Clarke  
Mayor  
Town of Berwick

\_\_\_\_\_  
Sandra Snow  
Mayor  
Town of Kentville

\_\_\_\_\_  
Jeff Cantwell  
Mayor  
Town of Wolfville

## 1.0 INTRODUCTION

### 1.1 Background

Extreme cold and heavy snowfall can immobilize the entire County causing road closures, power outages, disruption in communication services, and no heat for several days, under the most severe circumstances. Severe storms can require persons to abandon their homes and seek shelter.

Winter storms can range from a moderate snow over a few hours to a blizzard with blinding, wind-driven snow that lasts for several days. Many winter storms are accompanied by dangerously low temperatures and sometimes by strong winds, icing, sleet and freezing rain. One of the main concerns is that winter weather can knock out heat, power, and communication, sometimes for days at a time. Heavy snowfall and extreme cold can have serious effects on an entire region. Icy roadways can cause serious accidents.



Winter storms present a different set of challenges relative to other natural disaster types. Heavy snowfall, especially when accompanied by high winds, causes drifting snow and poor visibility. Sidewalks, streets, and highways can become hazardous to pedestrians and motorists. Extreme low temperatures can exacerbate these effects and make infrastructure and isolated populations more vulnerable. Winter storms generally do not cause the same degree of infrastructure damage as other natural disasters and rarely require population evacuations. However, they can be longer lasting and wider in geographic coverage than other types of natural disasters. The uniformity of the damage caused by severe winter storms also has a more disruptive effect on mobility than more localized disruptions from, for example, flooding. Damage to infrastructure can include power outages, while personal safety and mobility impacts include increased accident rates, increased travel times, cold-induced injuries and inability for relief services to respond to vulnerable populations.

This Regional Winter Storm Preparedness and Response Plan is only one part of preparedness efforts that include training, exercises and the debriefing of actual events. As Kings County evolves, so should the Winter Storm Plan, which will be regularly reviewed and adapted. Due to the nature of major emergencies, there may be a need to adapt the plan during a Winter Storm. Therefore, the following plan should not be seen as a final, rigid solution, but rather the foundation for continuous planning efforts

## 1.2 Authorities

The authority for an evacuation is afforded by the [Nova Scotia Municipal Government Act](#) and the [Emergency Management Act](#).

The legal authority for local authorities to order an evacuation rests within the Nova Scotia Emergency Management Act (1990) Section 14(f) – Protection of property and health or safety

### **Protection of property and health or safety – Section 14**

Upon a state of local emergency being declared in respect to a municipality or an area thereof, the mayor may, during the state of local emergency, in respect of such municipality or an area thereof, do everything necessary for the protection of property and the health and safety of persons therein may:

- a. Cause an emergency management plan or any part thereof to be implemented;
- b. Acquire or utilize or cause the acquisition or utilization of personal property by confiscation or any means considered necessary;
- c. Authorize or require a qualified person to render aid of such type as that person may be qualified to provide;
- d. Control or prohibit travel to or from an area or on a road, street or highway;
- e. Provide for the maintenance and restoration of essential facilities, the distribution of essential supplies and the maintenance and coordination of emergency medical, social and other essential services;
- f. Cause or order the evacuation of persons and the removal of livestock and personal property threatened by an emergency and make arrangements for the adequate care and protection thereof;
- g. Authorize the entry by a person into any building or upon land without warrant;
- h. Cause or order the demolition or removal of any thing where the demolition or removal is necessary or advisable for the purpose of reaching the scene of an emergency, or attempting to forestall its occurrence or of combating its progress;
- i. Order the assistance of persons needed to carry out the provisions mentioned in this Section;
- j. regulate the distribution and availability of essential goods, services and resources;
- k. authorize and make emergency payments;
- l. assess damage to any works, property or undertaking and the costs to repair, replace or restore the same;
- m. assess damage to the environment and the costs and methods to eliminate or alleviate the damage

### 1.3 References

- [Public Health Agency of Canada – Emergency Lodging Service, 2007](#)
- [Nova Scotia Emergency Management Act](#)
- [Kings REMO Regional Emergency Management Plan, 2018-09](#)
- Kings REMO Regional Emergency Evacuation Plan, 2018-12
- Kings REMO Evacuation Operational Guidelines, 2018-05-01
- Kings REMO Emergency Coordination Centre Operational Guidelines, 2018-05-01
- [Kings County Policy – Comfort Centres/Emergency Shelters](#)

### 1.4 Purpose

Winter Storm preparedness and response planning is a strategy to minimize loss of life, injury and trauma and to reduce property damage as a result of a significant Winter Storm, as with 'White Juan' in 2003. No one can anticipate every contingency during a winter storm event, but a winter storm preparedness and response plan will help develop appropriate responses for a wide range of occurrences. This Emergency Management Support Plan will enable a quicker, more effective and more efficient response, and lead to a speedier recovery.

The Plan should be activated as soon as it becomes apparent that, due to an emergency of such magnitude as to warrant its implementation, evacuation and relocation of people is necessary.

### 1.5 Aim and Scope

The primary goal of this Plan is to provide an integrated planning framework that recognizes the role of individual residents, business owners, emergency responders and the Municipalities of Kings County. Together these individuals, groups and agencies represent the first line of defence in responding to a winter storm event within Kings County.

This goal is supported by overarching objective of enhancing public and emergency responder education, emergency preparedness and emergency response policies and procedures. Together these are intended to prevent or reduce loss of life or severe injury and/or damage to property and infrastructure during a major winter storm event within Kings County.



If the need to evacuate and relocate residents of the affected area(s) is apparent, the provisions of the Regional Emergency Evacuation Plan (REEP) shall be implemented. In such events, the Municipality shall discuss the need to declare a State of Local Emergency (SOLE), [Annex A](#), if a mandatory evacuation is needed. If there is a fire or the possibility of fire, the Fire Chief has the authority to declare the mandatory evacuation at the current time there is no advantage to declaring a SOLE.

## 2.0 CONCEPT OF OPERATIONS (CONOPS)

Emergency response efforts during a winter storm may require coordination of all Municipal Governments within Kings County as well as additional support agencies. The prime requirement for effective communication is the Emergency Coordination Centre (ECC) where authorities can coordinate emergency operations, assistance and resources.



Most emergency incidents require the use of a graduated response based on the extent, size, duration and/or complexity of the event. Initially, at the onset of an emergency, a single or dual response from municipal departments (i.e., Police and Fire) may be sufficient to handle the incident. If the emergency escalates beyond the capability of a single or dual response, additional measures will be implemented as needed. The Kings County Emergency Coordination Centre provides resource-coordination across the County and maintains Situational Awareness through a Current Operating Picture (COP).

### 2.1 Planning Assumptions

The plan assumes the following:

- Kings REMO and the Emergency Coordination Centre Management Team (ECCMT) will have the primary responsibility for mitigation, prevention, preparedness, response and recovery in a winter storm emergency/disaster situation.
- It is highly probable that with events such as climate change and weather anomalies, Kings County will experience significant winter storm event to some degree in the future.
- Winter storm forecasts provide sufficient time to conduct planning and to prepare in general.
- Despite extensive public messaging, many residents of Kings County often fail to heed warnings to prepare for a storm.
- Residents of Kings County will take active measures to protect personal property.
- Because of the inherent uncertainties associated with any weather forecast, responders generally must assume the worst when it comes to preparing for a storm.
- Storm related traffic congestion, parked vehicles, and abandoned vehicles can impede efforts to clear roadways or restore power

### 2.2 Plan Limitations

The municipalities of Kings County will endeavor to make every reasonable effort to respond to a winter storm. However, regional resources and systems may become overwhelmed by the magnitude of a storm and its impacts. There is no guarantee implied by this document that a perfect response to a winter storm will be practical or possible.

### 2.3 Incident Planning

When there is sufficient notice of an incident with the potential to cause significant impacts, the Regional Emergency Management Coordinator (REMC), or designate, will review available information and recommend a course of action to the Emergency Coordination Centre (ECC) Managers (CAOs).



- **Take no action:** Municipal Departments manage the incident without activation of the ECC.
- **Monitor the Incident:** The REMC, or designate, monitors the incident in coordination with affected municipalities. The REMC keeps the ECC Managers fully briefed on the situation. If needed, the REMC will share situation reports and forecasts with stakeholders using existing email distribution groups.
- **Conduct a Planning Meeting:** The REMC may recommend to the ECC Managers the convening of a planning meeting to review a Regional Action Plan and determine when the ECC will be activated and what Emergency Support Functions (ESF) will be involved.

The decision on what action to take is based on the totality of the circumstances, such as the forecast, anticipated impacts, past experience with similar weather events, scheduled events taking place during the storm, and recommendations from those Municipal departments likely to have a role in the response.

Triggers that could cause a planning meeting to be called, include but are not limited to the following:

- When requested by a Municipal department;
- “Weather Advisory” issued by Environment and Climate Change Canada;
- Freezing rain and/or snow anticipated;
- Freezing temps. sustained for 2-days straight (daytime temps. don’t rise above freezing).

### 2.3.1 Public Messaging

Public messaging is coordinated through the ECC Information Officer. Public messaging topics common to winter storms include:

- Check on your neighbour;
- Shelter and warming center locations and hours of service;
- Extent of damage;
- Safety information; hypothermia, driving, carbon monoxide poisoning, obey road closed and other warning signs;
- What the County is doing to respond to the incident;
- Status of County services, changes in hours of operation for County programs;
- Where to get information and assistance;
- Protect pipes and water services from freezing; and
- Clear storm drains in the event of snow melt or flooding.

### 2.3.2 Vulnerable Populations

Each storm and subsequent impacts may affect populations differently. For winter storms, populations that are potentially more vulnerable are people who are homeless; are elderly; are receiving medical treatments, such as dialysis; have a disability; rely on in-home case management services; need power for medical or assistive devices; become homebound and unable to go out during prolonged storm conditions; have limited English proficiency and others.

## 2.4 Winter Storm Hazards/Impacts

- Blizzards - combine strong winds with cold temperatures, and blowing or drifting snow, which reduces visibility to zero.
- Snow storms - a period of rapid accumulation of snow, often accompanied by high winds, cold temperatures, and low visibility.
- Ice Storms - an intense formation of ice on objects by the freezing, on impact, of rain or drizzle. Occurrences of freezing precipitation in Nova Scotia may vary.
- Extreme Cold – prolonged periods of very low temperatures, often combined with high winds

In addition to the direct impacts caused by extreme winter storms – notably the loss of mobility due to the accumulation of snow and ice on roads or from diminished visibility while driving – the operation of the transportation systems can be further compromised by other factors. These factors include failure to provide clear instructions to the public, failure of the public to comply with instructions, and failure to maintain access to transit and to fuel. The transportation system is critical to public safety, especially when the needs of those without basic mobility options are considered.

Cold weather brings with it the potential for freezing temperatures, heavy snowfall and ice incidents that can have multiple impacts on a community. Impacts to drinking water and wastewater utilities may include, but are not limited to:



- Pipe breaks throughout the distribution system, due to freeze/thaw cycles
- Loss of power and communication lines
- Limited access to facilities due to icy roads or debris such as downed tree limbs
- Reduced work force due to unsafe travel conditions throughout the service area
- Source water quality impacts due to increased amount of road salt in stormwater runoff
- Potential flooding risk due to snowpack melt and ice jams (accumulations of ice in rivers or streams)
- Potential surface water supply challenges as ice and frozen slush can block valves and restrict intakes

## 2.5 Characteristics of Risk

- Access to Food/Water
- Access to source of heat
- Continuity of Government Services, if prolonged
- Ice jams potentially leading to flooding
- Motorists trapped in their cars
- Collapsed buildings
- Major traffic accidents

- Interruption of critical infrastructure systems
- People isolated in their residences
- Fire during winter storms presents a great danger because water supplies may freeze and firefighters may not be able to access a scene
- Alternate heating sources may not be safe or may not be used properly leading to injury or death
- Death and heart attacks may increase due to physical overexertion and the exposure to cold weather

## 2.6 Planning for Winter Weather

Business owners and/or response teams should incorporate the following concepts into planning for winter weather:

- Monitor news and weather reports on television or the radio (with battery backup)
- Alert employees or others on-site that severe weather is approaching and communicate expectations
- Be aware of the dangers posed by ice and snow falling from equipment and buildings, mediate if possible
- Identify dangers posed by cold weather on exposed piping (hazardous releases, flooding, etc.)
- Prepare and insulate exposed piping
- Contract snow removal services or obtain the necessary equipment (snow shovels, ice scrapers, rock salt, tire chains, etc.)
- Ensure that company vehicles have a full tank of gas and are functioning properly (heater, de-icing fluid, antifreeze levels, windshield wipers)
- Ensure flashlights are in proper working order and have additional batteries on site.
- Monitor ice and snow accumulation on any onsite tanks, sheds, or buildings
- Obtain generators, if necessary, to re-power facilities or necessary equipment
- If appropriate, leave water taps slightly open so they drip continuously to prevent pipes from freezing.
- Understand and implement cold weather response techniques for product spills, as released product may flow under ice or snow.
- Establish and maintain communication with personnel
- Consider limiting vehicle traffic
- Maintain building temperature at acceptable levels and understand safety measures if using space heaters.
- Notify supervisors if facility(s) loose power or is otherwise unable to operate



## 2.7 Winter Storm Emergency Management

### Considerations

- Comfort centres/Emergency Shelters with cots and food supplies
- Need for generators and fuel for essential services
- Need for heating equipment
- Emergency shelter for stranded travellers
- Responding to building collapse emergencies
- Search and rescue
- Drop in/comfort centres (e.g. hot meals and update on emergency situation)



## 2.8 Winter Storm Emergency Management Priorities

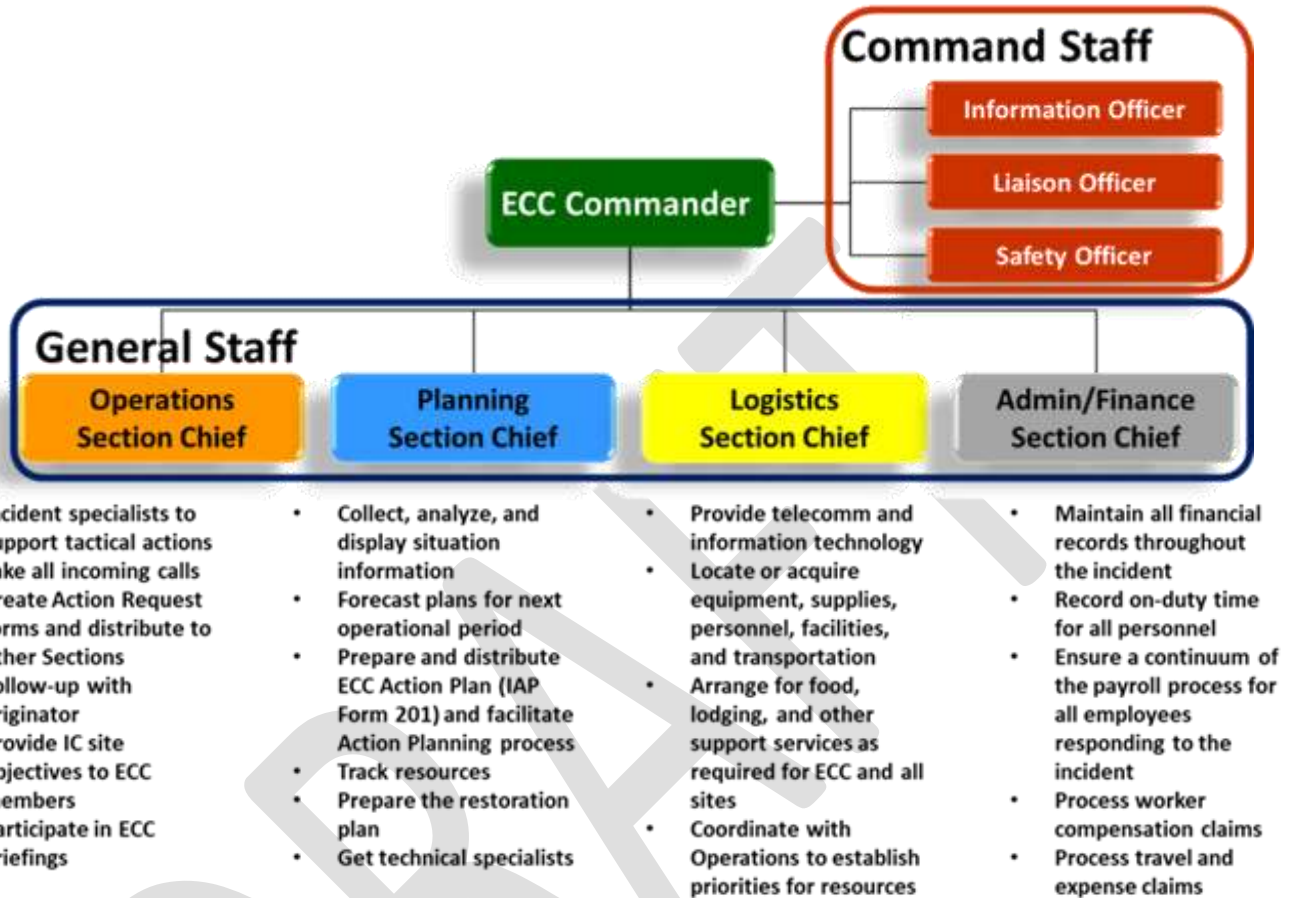
In a winter storm situation, Kings REMO and its partner agencies will focus their efforts on achieving the following objectives:

- Preservation of life and safety of emergency responders, residents and visitors.
- Support for stranded and evacuated persons.
- Protection of the water supply system, sewage treatment and other critical infrastructure of the Municipalities of Kings County.
- Protection of the environment, watercourses and potable water supplies.
- Reducing the economic and social suffering and losses to the residents of Kings County where possible.
- Returning communities to normal through a coordinated recovery process that includes re-entry of displaced persons.
- Reducing the impact to private property where possible and appropriate.



## 2.9 Winter Storm Organizational Structure

To support a regional winter storm incident within Kings County the Kings REMO Emergency Coordination Centre is structured under the Incident Command System:



## 2.10 Municipal Public Warning Strategy

As there are limited audible warning systems within the Municipalities of Kings County, the public should be alerted to winter storm conditions through local media (radio, television, newspaper) and social media (Facebook, Twitter). Warnings should also be posted on all Municipal websites and distributed through the Kings REMO Emergency Email Notification System. In extreme circumstances, public warning may also be done through vehicle public address systems and/or door-to-door contact by municipal services and/or volunteers.

## 2.11 Recovery

The ability to recover from the physical damage, injury, economic impairment and human suffering resulting from a disaster is a critical element of any emergency program. It is essential to recognize that successful recovery planning and activities depend on the rapid start-up of a recovery plan and must begin during the emergency response phase.

Through the implementation of a municipal disaster recovery strategy, Kings County Municipalities will work with their Departments, partner agencies, and volunteer resources to restore critical infrastructure (both public and private), systematically clean up affected areas, and return the community to a state of normalcy.

The prioritization of restoration and clean up efforts will be determined by the Kings REMO ECC Management Team based on a number of influencing factors, with the primary focus being on the protection of public safety.

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## 3.0 RESPONSIBILITIES

### 3.1 Federal

The Government of Canada has disaster assistance programs available to respond to the financial needs of provinces and territories in the wake of major natural disasters including the [Disaster Financial Assistance Arrangements](#)

Municipal staff across departments receive regular weather reports, advisories and warnings from Environment Canada weather services. These services are provided by weather meteorologists located in at Nova Scotia EMO Headquarters in Dartmouth, NS.

### 3.2 Provincial

A number of Nova Scotia government departments and agencies are engaged in winter storm related activities, including:

#### 3.2.1 Department of Municipal Affairs (DMA)

- Provides programs, grants, and funding to municipalities and community groups
- Provides services and guidance to municipalities, towns, and villages in many areas including safety and security, budget planning and finance, and policy and program development
- Helps municipalities across the province govern and provide municipal services in times of emergency and are responsible for the Emergency Management Office and the Office of the Fire Marshal

#### 3.2.2 Nova Scotia Emergency Management Office (NS EMO)(DMA)

- [NS EMO](#) takes an “all-hazards” approach to emergency management that recognizes that mitigation, preparedness, response and recovery can be used to address the impact of disasters.
- [NS EMO](#) regional staff (Emergency Management Planning Officers - EMPO's) work with municipal emergency management coordinators to ensure there are emergency management plans in place for each municipality in Nova Scotia.
- Municipal planning and local knowledge is represented in the development of emergency management plans.
- The [MCCAP](#) process requires municipal emergency management coordinators to work with EMPOs in the development of their respective climate change action plans.



#### 3.2.3 Nova Scotia Department of Transportation and Infrastructure Renewal (NS TIR)

- [NS TIR](#) is responsible for delivering quality public infrastructure for Nova Scotia and deal with approximately 23,000 km of roads, 4,100 bridges, 7 ferries, and 2,400 buildings.
- [NS TIR](#) designs, constructs and operates this infrastructure in accordance with nationally and internationally recognized standards.

- **NS TIR** consults with communities on infrastructure developments. Often this infrastructure is developed or renewed in partnership with the Federal or municipal governments.

### 3.3 Regional – Kings REMO

Kings REMO will work with partners to determine functional roles and responsibilities. Departments and agencies that may be involved in a response include (but is not limited to) fire, police, emergency medical services, public works, emergency social services, Amateur Radio Emergency Services, volunteer agencies (e.g. Canadian Red Cross, Salvation Army, etc.), provincial ministries (e.g. Lands and Forestry, and Environment), and utility companies. The table below provides a sample of responsibilities that may need to be assigned.

- Health Checks
- Provision and operation of snow removal equipment
- Alternate modes of transportation
- Search and Rescue
- Alternate heat sources
- Health care at comfort centres / emergency shelters
- Set up and operation of comfort centres / emergency shelters

#### 3.3.1 Prevention and Mitigation

Kings REMO is responsible for developing and implementing mitigation strategies to prevent or lessen the severity of winter storms.

These strategies include:

- Coordinating the Kings REMO training program;
- Development and maintenance of the Kings REMO Regional Emergency Management Plan (REMP), and Emergency Management Support Plans
- Developing and circulating public education material concerning winter storm preparedness.

#### 3.3.2 Response / Recovery Responsibilities

When winter storms will occur, the initial responsibility for the welfare of residents is at the Municipal level. As with any emergency, the first priority is responder and public safety. The second priority is the protection and maintenance of public critical infrastructure in order to maintain basic services (hydro, water / wastewater, gas, telecommunication systems, etc.).

When winter storm conditions are present within Kings County, Kings REMO should:

- Activate the Kings REMO Winter Storm Preparedness and Response Plan
- Activate the Kings REMO Regional Emergency Management Plan.
- Convene the Emergency Coordination Centre Management Team
- Appoint an Incident Commander (if not already appointed).
- If necessary, recommend the declaration of a Municipal emergency.
- Direct and control all winter storm response operations in Kings County.



- Coordinate the acquisition of emergency response equipment, personnel and other resources required at the incident site.
- Coordinate assistance to residents displaced by winter storm conditions.
- Disseminate vital emergency information to staff, the media and citizens using appropriate channels.
- Provide information to the public concerning water supply safety, alternative sources of water, and protective actions to be taken.
- Request assistance from agencies not under Municipal control, as required (i.e. Municipal Mutual Assistance Agreements, Red Cross, local industry, etc.).
- Request Provincial assistance to perform specific flood combat / control tasks as may be required.
- Coordinate community disaster financial assistance (Nova Scotia Disaster Relief Assistance Program) as deemed necessary.
- Facilitate arrangements for the inspection of evacuated premises and provide for their orderly re-occupation as appropriate.
- Assist the Provincial authorities with damage estimation and assessment after the winter storm.
- Provide residents and businesses with information on safe handling of items damaged by winter storm conditions.
- Explore mitigation and prevention strategies to reduce the impact of future winter storm events

### **3.3.3 Regional Emergency Management Coordinator (REMC)**

Coordinate winter storm specific education materials for distribution to residents and business owners within identified winter storm damage areas to include:

- The Winter Storm Preparedness and Response Plan;
- Established evacuation routes (minimum of two) from each identified flood damage centre, including locations of a primary and secondary Evacuation Centre / Emergency Shelter;
- Emergency preparedness and response education information for residents and businesses including pre-event, during an event, and post event (including information related to sandbags and building a sandbag dike); and
- Contact information for the REMC.

### **3.3.4 Site Operations (Incident Commander)**

The Incident Commander (IC) assumes responsibility for the overall coordination of all operations at the emergency site and is the point of contact between the ECC Management Team and site operations.

The Incident Commander is responsible for:

- Identifying the impacts from winter storms.
- Prioritizing response activities.
- Evaluating and identifying equipment and resources needed.

### **3.3.5 Fire Services**

- Conduct rescues, as required.
- Rescue / evacuate any persons in danger with minimum delay and provide first aid as necessary.
- Assist Police Services with evacuations in the affected areas as required.
- Control Fires, released chemicals and other hazards.

### **3.3.6 Kings RCMP/Kentville Police**

- Evacuate the affected areas as required.
- Perform traffic and crowd control operations.
- Disperse people not directly connected with the operations who, by their presence, are considered to be in danger, or whose presence hinders in any way the efficient functioning of the flood combat/control operation.
- Secure the affected areas (based on need and availability of staff).
- Provide community security to prevent against looting and other unruly activities.
- Identify and establish detour routes due to high water and maintain proper traffic flow patterns as deemed appropriate.

### **3.3.7 Infrastructure Services – Water / Wastewater**

- Implement actions to protect water and sewer systems and identify threats to drinking water.
- Work with ECC Information Officer to advise the public of protective actions that may be required in the event of damage or concerns related to the sewer systems and/or drinking water sources.
- Request the disconnection or discontinuance of any service that may constitute a public hazard.
- In the event a flood emergency results in the release of untreated or partially treated sewage into lakes and rivers, implement internal procedures and notify the Ministry of the Environment, and the Department of Fisheries and Oceans Canada.

### **3.3.8 NS TIR & Engineering Departments**

- Clear snow-covered roads
- Free obstructions to storm and wastewater drainage
- Coordinate activities of utility companies

### **3.3.9 Infrastructure Services – Transit**

- Provide transportation for residents and emergency responders as required.

### **3.3.10 Community Development – Social Services**

- Provide assistance to residents displaced by flooding as required.

- Coordinate Emergency Shelter operations.

### **3.3.11 Utilities (NS Power, Berwick Electric, Gas etc.)**

- Perform disconnect operations where this is considered necessary and in the interest of public safety.
- Secure services and equipment to ensure continuity of supply.
- Coordinate the priority restoration of affected services as dictated by emergency needs of municipal services and other essential users.
- Assist with clean up and restoration of services.
- Assess ability to resume normal operations.

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## 4.0 PUBLIC EDUCATION & AWARENESS OF WINTER STORM PREPAREDNESS

Since public awareness of winter storm preparedness and response will contribute to an effective evacuation process, ongoing public awareness and education shall be an integral component of this plan. To this end, this Plan, as part of the Regional Emergency Management Plan, shall be posted on the [Municipality of the County of Kings](#), the Towns of [Berwick](#), [Kentville](#) & [Wolfville](#)'s websites in order that the public may have access to it and printed information shall be provided to residents in historically vulnerable areas. During an emergency evacuation, residents are to be able to access to the local media sources for information and instructions.

As part of Community Outreach, the Kings REMO Regional Emergency Management Coordinator should provide an overview of Emergency Evacuation procedures to members of the community on an ongoing basis.

### 4.1 Evacuation Warnings

To be effective, Evacuation Warnings/Announcements should have the following characteristics:

- Authority**—Warnings are more credible and more likely to stimulate appropriate public actions if they are issued by a recognised authority.
- Consistency**—To avoid confusion and uncertainty, it is important that consistency be maintained when multiple warnings are issued to the public.
- Accuracy**—Accuracy and currency of information contained in the warning also affect understanding and belief. Errors can cause people to doubt subsequent warnings.
- Clarity**—An unclear warning can cause people to misunderstand or ignore it. Warnings should be in simple language, without the use of jargon.
- Level of Certainty**—Certainty determines the level of belief in a warning and affects decision making by those to whom the warning is given.
- Level of Detail**—Insufficient information creates confusion, uncertainty and anxiety, and public imagination will tend to fill the information void. This can promote rumours, uninformed misconceptions or fears.
- Clear Guidance**— Messages containing clear guidance about protective actions people should take and the time available for doing so are more effective than those which provide no specific instructions.
- Repetition of Warnings**—Where time permits, warnings should be repeated preferably using more than one delivery method. This provides confirmation of the warning message, helps increase

persuasiveness and overcomes the problem of people not responding after hearing a warning only once.

- Impact Areas**—Warning information that clearly states the areas actually or likely to be affected by the event is most effective.
- Methods of Information Dissemination**—Warnings are more effective if a range of methods is used rather than a single method, thereby reaching as many people as possible in the shortest time. Methods need to be chosen to fit the time-frame available and should recognise that some modes are appropriate in reaching many people but with only relatively simple or generalised information (e.g. radio, television) whereas others can provide more specific information to targeted individuals (e.g. telephone, facsimile machine, computer, two-way radio, door-knocking or use of community leaders or wardens). Use of the Standard Emergency Warning Signal (SEWS) “[Alert Ready](#)” can enhance the effectiveness of electronic media warnings by alerting listeners for an urgent safety message to follow.
- Information Dissemination for Special Needs Groups**—Consideration must be given to the specific problems of special needs groups. Dissemination to, and receipt of information by, many of these groups will pose different challenges, for example, language. Neighbours can also help by checking on special-needs people in close proximity.

## 5.0 PLAN TESTING, REVIEW & MAINTENANCE

### 5.1 Plan Testing Schedule & Responsibility

The Kings County Regional Emergency Management Coordinator (REMC) is responsible for coordinating the annual testing (in whole or in part) of the Regional Winter Storm Preparedness and Response Plan in order to verify its overall effectiveness and provide training to the emergency personnel. The exercise can take the form of a simple tabletop or a more elaborate functional exercise.

### 5.2 Plan Review & Maintenance

The Kings County Winter Storm Preparedness and Response Plan will be maintained by the Regional Emergency Management Planning Committee (REMPC) and the Regional Emergency Management Coordinator (REMC).

The FPRP will be reviewed annually and, where necessary, revised by a meeting(s) of the Regional Emergency Management Planning Committee (REMPC) and the Regional Emergency Management Advisory Committee (REMAC). The REMP shall be revised subject to the approval of Municipal Councils.

#### REVIEWS

MONTH	DAY	YEAR	BY

#### PLAN REVISIONS

MONTH	DAY	YEAR	CHANGE	APPROVED

## 6.0 DISTRIBUTION LIST

Distributed electronically:

### Municipal Units:

- [Municipality of the County of Kings](#)
- [Town of Berwick](#)
- [Town of Kentville](#)
- [Town of Wolfville](#)
  
- [Village of Aylesford](#)
- [Village of Canning](#)
- Village of Cornwallis Square
- [Village of Greenwood](#)
- [Village of Kingston](#)
- [Village of New Minas](#)
- [Village of Port Williams](#)

### Fire Departments

- Kings County Fire Departments

### Regional Emergency Management Planning Committee (REMPC)

- [NS EMO](#) – Western Zone Planning Officer
- [Acadia University](#)
- [Annapolis Valley Amateur Radio Club](#) (AVARC)
- [Annapolis Valley First Nation](#)
- [Annapolis Valley Regional Centre for Education](#) (AVRCE)
- [Brigadoon Village](#)
- Community Services – Kings County
- [NS Department of Lands and Forestry](#)
- [NS Department of Transportation and Infrastructure Renewal](#) (DTIR)
- [NS Emergency Health Services](#)
- Fire Services
- [Glooscap First Nations EMO](#)
- [Kentville Police](#) / [Kings County RCMP](#)
- [Kings Transit Authority](#) (KTA)
- [NS Department of Agriculture](#)
- [NS Health Authority](#)
- [Canadian Red Cross](#)
- [Valley Communications](#)
- [Valley Search and Rescue](#) (SAR)

## Annexes

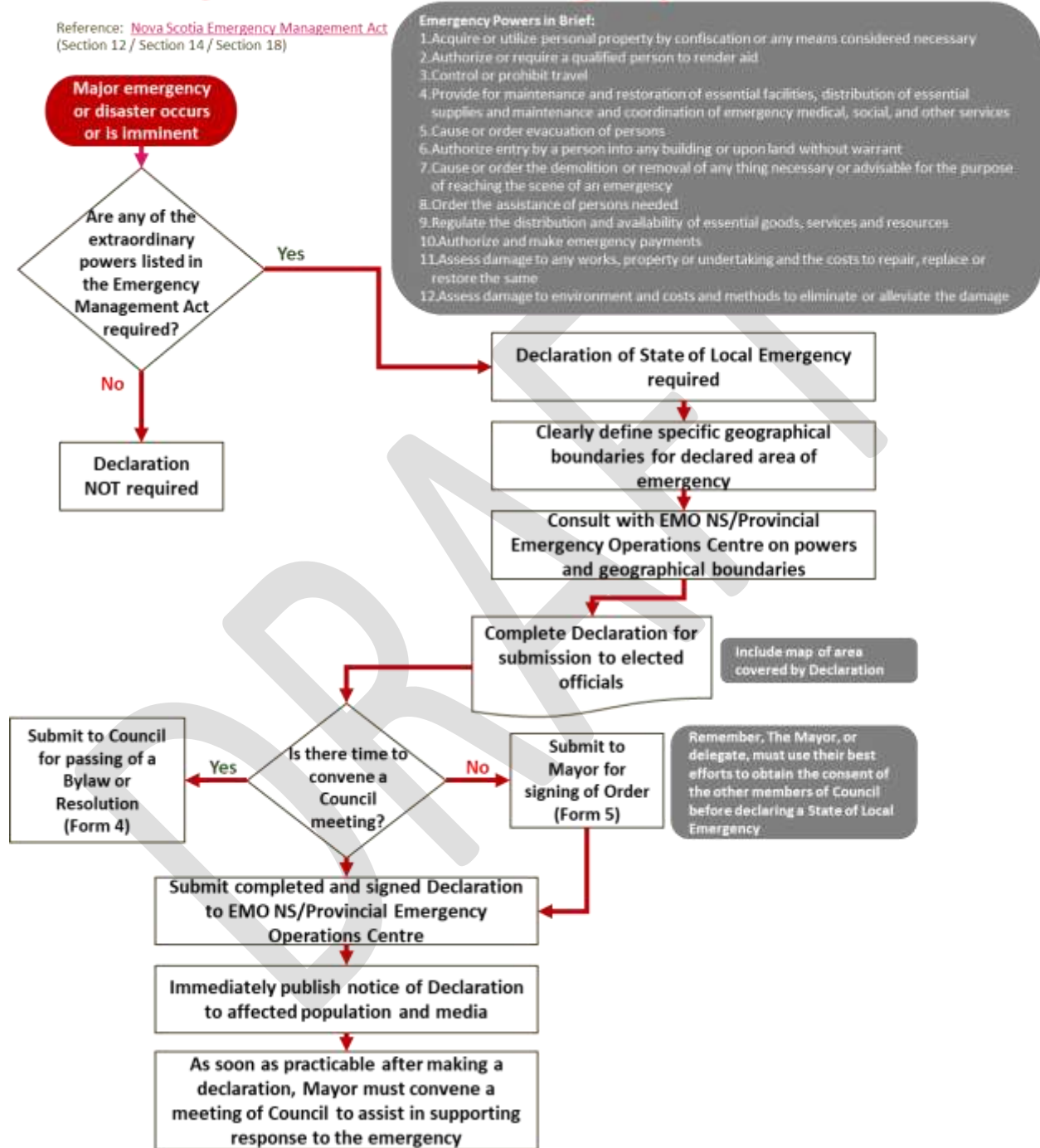
- A [Declaring a State of Local Emergency \(SOLE\)](#)
  - [Form 4 \(Council\)](#)
  - [Form 5 \(Mayor\)](#)
- B [Kings County Comfort Centres/Emergency Shelters](#)
- C [Winter Storm Event – Kings REMO Actions](#)
- D [Winter Storm Checklist](#)
- E [Criteria for Public Weather Alerts](#)
- F [Lessons Learned – Winter Storm Disasters](#)
- G [Winter Storms – Public Service Announcements \(PSAs\)](#)
- H [Winter Storms – Frequently Asked Questions \(FAQ\)](#)
- I [Winter Storms – References \(Federal / Provincial / Regional\)](#)
- J [Abbreviations & Acronyms](#)
- K [Glossary](#)



## Annex A – Declaring a State of Local Emergency (SOLE)

### Declaring a State of Local Emergency

Reference: [Nova Scotia Emergency Management Act](#)  
(Section 12 / Section 14 / Section 18)



FORM 4

DECLARATION OF A STATE OF LOCAL EMERGENCY

MUNICIPALITY: \_\_\_\_\_

Section 12(2) of the *Emergency Management Act*, S.N.S. 1990, c.8

WHEREAS the area herein described is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein;

Emergency Area:

The area general described as:

[Empty rectangular box for describing the emergency area]

Province of Nova Scotia (hereafter referred to as the "Designated Area(s)")

Yes

No

Nature of the Emergency:

[Empty rectangular box for describing the nature of the emergency]

AND WHEREAS the undersigned is satisfied that an emergency as defined in Section 2(b) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, exists or may exist in the Designated Area(s) noted above;

THE UNDERSIGNED HEREBY DECLARES pursuant to Section 12(2) of the *Emergency Management Act*, a State of Local Emergency in the Municipality noted above as of and from \_\_\_\_\_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

THIS DECLARATION OF STATE OF LOCAL EMERGENCY shall exist until \_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of the *Emergency Management Act*.

DATED at \_\_\_\_\_, in the Municipality of \_\_\_\_\_, Province of Nova Scotia, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Council, Municipality \_\_\_\_\_

Name \_\_\_\_\_

Positions \_\_\_\_\_

[Authorized by Resolution No. \_\_\_\_\_ dated the \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_.

FORM 5

DECLARATION OF A STATE OF LOCAL EMERGENCY

MUNICIPALITY: \_\_\_\_\_

Section 12(2) of the *Emergency Management Act*, S.N.S. 1990, c.8

WHEREAS the area herein described is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein;

Emergency Area:

The area general described as:

[Empty rectangular box for describing the emergency area]

Province of Nova Scotia (hereafter referred to as the "Designated Area(s)")

Yes

No

Nature of the Emergency:

[Empty rectangular box for describing the nature of the emergency]

AND WHEREAS the undersigned is satisfied that an emergency as defined in Section 2(b) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, exists or may exist in the Designated Area(s) noted above;

AND WHEREAS the Council of the Municipality is unable to act;

AND WHEREAS the undersigned has (check appropriate box)

- (a) Consulted with a majority of the members of the Municipal Emergency Management Committee      Yes      No
- (b) Found it impractical to consult with the majority of the Municipal Emergency Management Committee      Yes      No

THE UNDERSIGNED HEREBY DECLARES pursuant to Section 12(3) of the *Emergency Management Act*, a State of Local Emergency in the Municipality noted above as of and from \_\_\_\_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

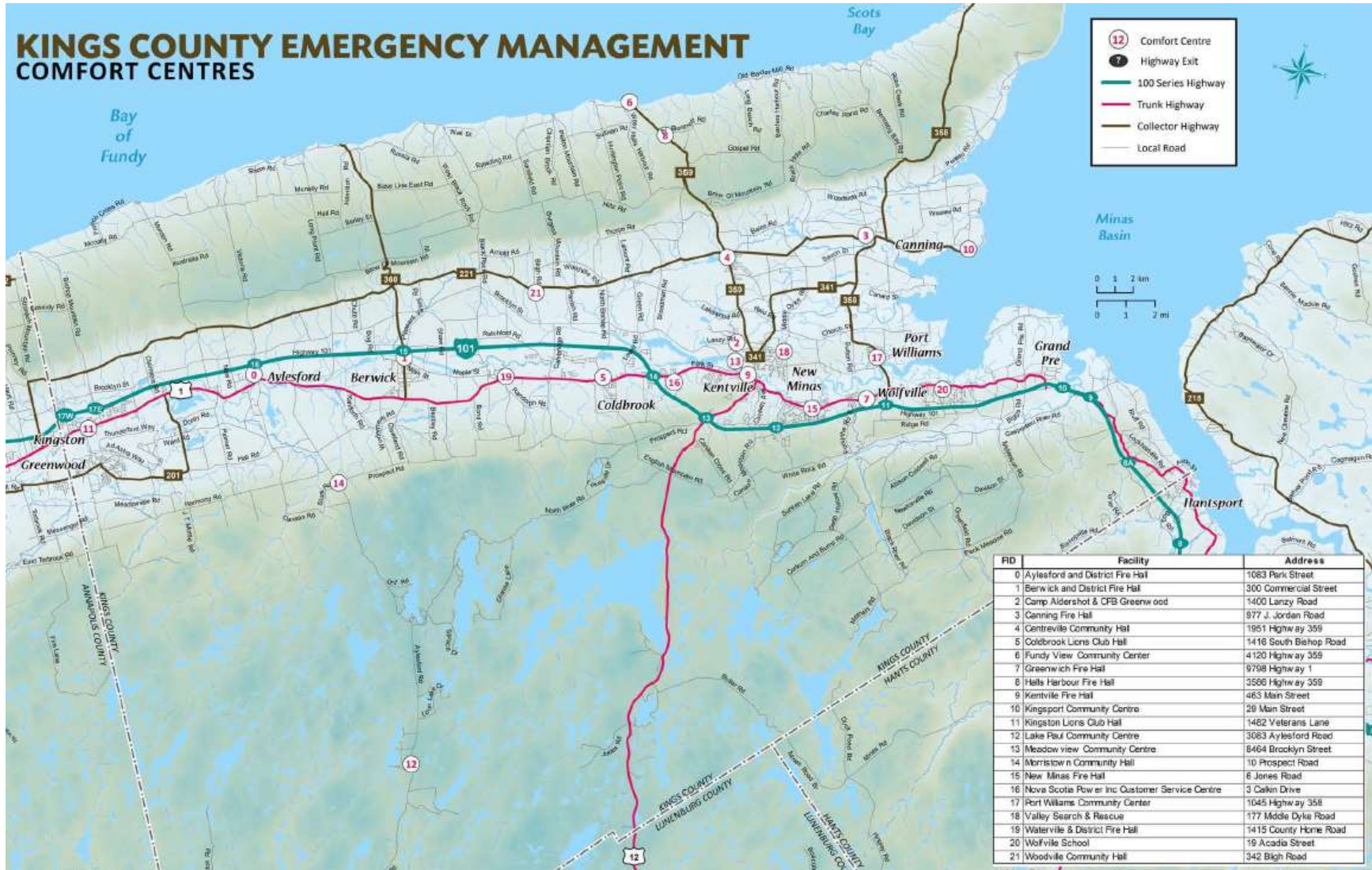
THIS DECLARATION OF STATE OF LOCAL EMERGENCY shall exist until \_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of the *Emergency Management Act*.

DATED at \_\_\_\_\_, in the Municipality of \_\_\_\_\_, Province of Nova Scotia, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Mayor's Signature \_\_\_\_\_

Municipality of \_\_\_\_\_

Annex B – Kings County Comfort Centres/Emergency Shelters



## Annex C – Winter Storm Event – Kings REMO Actions

Reference: Kings REMO Regional Emergency Management Plan (REMP), 2018-09

### Snow Storm

A. Possible Major Effects	Probability
1. Casualties / Death	High (Numbers increase by Hurricane Category)
2. Disruption of community	High
3. Disruption of utilities	High
4. Damage to property	Light & isolated to extreme
5. Disruption of traffic	High
6. Disruption of communications	Moderate to High
7. Disruption to Hospitals & Social Services	Low to Moderate
8. Disruption to Emergency Providers	Moderate to High
9. Evacuation	Moderate to High

B. Potential Actions at the Scene	Agency Responsible
1. Warning of imminence	Meteorological service/CBC/Other news media
2. Establish an emergency headquarters	Town Council Chambers - ECC
3. Establish adequate communications	Communication Coordinator
4. Establish a control perimeter	Police
5. Establish routes for emergency vehicles	Police
6. Notify hospitals of casualties including number and type	Medical/Police
7. Rescue	Fire/Police/Rescue Services
8. Establish a temporary morgue	Medical Coordinator
9. Establish a news release system	Information Officer (Command Staff)
10. Establish emergency welfare services	Welfare/Social Services/Volunteer Agencies
11. Establish an inquiry service	Welfare/Social Services
12. Eliminate hazards from damaged utilities	Engineering/Utilities
13. Protection of property	Police
14. Provide auxiliary power	Engineering
15. Clear debris	Engineering

C. Equipment	Sources
1. Rescue equipment	Police/EMO
2. Fire equipment	Fire Department
3. Ambulances	Medical/Transportation
4. Road clearing equipment	Engineering
5. Barricades	Engineering
6. Auxiliary generators	Various sources
7. Mobile public-address equipment	Police/EMO/Radio stations/Fire Department
8. Food and lodging	Welfare/Social Services

## Annex D – Winter Storm Event Checklist

### Pre-Incident Phase

- Arrange for personnel to participate in necessary training and develop exercises relevant to winter storm events in Kings County
- Coordinate the County's preparedness activities, seeking understanding of interactions with participating agencies in winter storm scenarios
- Ensure that emergency contact lists are updated
- Contact supporting emergency response agencies to review and determine whether major developments have arisen that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.)
- Annually review and update the Kings REMO Regional Emergency Management Plan and Emergency Management Support Plans
- Familiarize staff with requirements for requesting a State of Local Emergency (SOLE)
- Ensure that supplies, such as communications devices and sandbags, are prepared and ready for use. This includes primary and alternate communications and warning systems
- Identify and review local contractor lists to see who may provide support specific to winter storm response
- Review, revise, and, where necessary, establish mutual aid agreements with local agencies and other County agencies and private contractors relevant to multiple agency response to winter storms

## Response Phase

- The Kings REMO ECC Manager will provide overall guidance for the deployment of resources across Kings County
  
- Activate mutual aid agreements
  
- Activate the Kings REMO Emergency Coordination Centre (ECC) and implement appropriate staffing plans. Contact appropriate supporting agencies to assign liaisons to the ECC for coordination of specific response activities
  
- Estimate emergency staffing levels and request personnel support, including specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors
  
- Develop and initiate shift rotation plans, including briefing of replacements during shift changes (set the operational period briefing cycle)
  
- Submit request for State of Local Emergency (SOLE), as applicable
  
- Coordinate the evacuation of affected area, if necessary. Assign appropriate agency liaisons to the ECC, as the situation requires
  
- Support Search and Rescue operations by coordinating resource requests outside of the jurisdiction
  
- Request the Canadian Red Cross to activate Emergency Shelters and open shelters, if needed
  
- Formulate Emergency public information messages and media response using “one voice, one message” concept
  
- Record all ECC activities, completion of personnel tasks, incoming and outgoing messages, and the names of those sending and receiving them. These should be documented in ECC logbooks
  
- Begin damage assessments in coordination with Public Works Departments

- Assist with coordinating Public Works activities, such as debris removal from:
  - Storm drains
  - Main arterial routes
  - Public right-of-way
  - Dams
  - Other structures, as needed
- Contact local contractors for support, if necessary. Establish contact with private sector partners
- Coordinate with law enforcement agency (Kentville Police and/or Kings RCMP) to provide law enforcement to affected areas (road closures, security, etc.)
- Collect and chronologically file records and bills generated during the incident in order to ensure timely submittal of documents for reimbursement (Finance/Administration Section)

## Recovery Phase

- Monitor secondary hazards associated with winter storms (power outages, damage to bridges/roads, impacts to utility lines/facilities) and maintain on-call personnel to support potential response to these types of hazards
- Deactivate/demobilize the ECC. Deactivate mutual aid resources as soon as possible
- Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/governments plans until normal daily operations can be completely restored
- Implement revisions to the Kings REMO Regional Emergency Management Plan (REMP) and Supporting Plans based on lessons learned and best practices adopted during response
- Offer recommendations to Municipal Government and Public Works departments for changes in planning, zoning, and building code ordinances
- Participate in After Action Reports and critiques
- Submit valuable success stories and/or lessons learned to NS EMO and other County partners



## Annex E – Criteria for Public Weather Alerts

Reference: [Environment and Climate Change Canada](#)

Alert Type	Threshold Criteria
<b>Blowing Snow Advisory</b>	When blowing snow, caused by winds of at least 30km/h, is expected to reduce visibility to 800 metres or less for at least 3 hours
<b>Flash Freeze Warning</b>	When significant ice is expected to form on roads, sidewalks or other surfaces over much of a region because of the freezing of residual water from either melted snow, or falling/fallen rain due to a rapid drop in temperatures.
<b>Freezing Drizzle</b>	When a period of freezing drizzle is expected for at least eight (8) hours.
<b>Freezing Rain</b>	When freezing rain is expected to pose a hazard to transportation or property; Or When freezing rain is expected for at least four (4) hours.
<b>Frost Advisory</b>	Issued during the growing season when widespread frost formation is expected over an extensive area. Surface temperatures are expected to fall near freezing in the overnight period.
<b>Snowfall Warning</b>	When 15cm or more of snow falls within 12 hours or less.
<b>Winter Storm Watch</b>	When conditions are favourable for the development of severe and potentially dangerous winter weather, including: <ul style="list-style-type: none"><li>• A blizzard;</li><li>• A major snowfall (25cm or more within a 24 hour period); and</li><li>• A significant snowfall (snowfall warning criteria amounts) combined with other winter weather hazard types such as: freezing rain, strong winds, blowing snow and/or extreme wind chill.</li></ul>
<b>Winter Storm Warning</b>	When severe and potentially dangerous winter weather conditions are expected, including: <ul style="list-style-type: none"><li>• A major snowfall (25cm or more within a 24 hour period); and</li><li>• A significant snowfall (snowfall warning criteria amounts) combined with other cold weather precipitation types such as: freezing rain, strong winds, blowing snow and/or extreme cold.</li></ul> <p>Blizzard conditions may be part of an intense winter storm, in which case a Blizzard Warning is issued instead of a winter storm warning.</p>

## Annex F – Lessons Learned – Winter Storm Disasters

Issue	Lesson Learned
<b>Disaster Management Process</b>	An effective disaster management process should also include a strong commitment to mitigation.
<b>Public Awareness</b>	
<b>Hospital Staffing</b>	Hospitals should look at making accommodations for clinicians and hospital staff to stay overnight at the facility to avoid poor road conditions. This also ensures there will be enough staff on hand in the event of weather-related emergencies.
<b>Travel Bans</b>	Travel Bans can effectively bar citizens from use of roads in ways that assist public works crews and first responders.
<b>ECC Activation</b>	Activate the Emergency Coordination Centre well in advance of any weather system that is forecast to deliver a significant winter storm.
<b>Public Communications</b>	<p>A variety of methods should be employed to communicate with the public about any impending winter storm, including paid ads across broadcast, online and print platforms, face-to-face events and using social media. Public information efforts should ramp up in November of each year.</p> <p>The public should be briefed by various media sources before the incident begins.</p>
<b>Resident’s Safety</b>	Prior to any storm event during which power outages are anticipated, efforts should be made for enhanced public information on generator safety.
<b>Situational Awareness</b>	<p>In many severe weather disruptions, decision-makers can be faced with the problem of obtaining reliable data about real-time conditions that could facilitate timely response and effective recovery actions.</p> <p>Stakeholders from the regional to the local level should make better use of traditional and non-traditional sources of information, including social media analysis to inform preparation, response and recovery strategies.</p>
<b>Commerce Restoration</b>	<p>The imperative to quickly restore commerce is particularly critical in the face of slow-moving long duration weather events. Small businesses are acutely vulnerable to extended disruptions of their businesses.</p> <p>Reenergizing municipal commercial activity is heavily reliant on the restoration of power and communications to the businesses themselves, and the restoration of the transportation system that provides mobility for their work force, supply chains and consumers.</p>

Issue	Lesson Learned
<b>Municipal Services</b>	Dependent on the weather system, municipal services may be limited because many employees may not get to work.

DRAFT

## Annex G – Winter Storms – Public Service Announcements (PSAs)

### Winter Preparedness & Safety

#### Preparedness for Winter

Before a winter storm arrives, plan ahead so you can comfortably and safely carry on during the winter season.

- Make arrangements with family members who may be elderly or have limited mobility issues and who do not live with you – help them prepare for winter.
- Get your home winter ready – have your furnace inspected, shut off outside water to protect plumbing and built-in sprinkler systems, and clean the catch basin grates before snow arrives.
- Assess the trees on your property and trim dead branches to reduce the danger of them falling onto power lines or your house during a storm.
- Winterize your vehicle and, when it snows, drive only with good winter tires.
- Make alternate plans for getting to work in the snow.
- Be sure to have warm clothing and solid shoes or boots with good traction.
- Assemble a [basic emergency supplies kit](#) to help your family be self-sufficient for 72 hours.

#### Planning Ahead

##### Home

- Have a flashlight, electric lantern, and extra batteries on hand.
- Consider an alternative safe heating system - choose approved heating units that do not depend on an electric motor, electric fan or other electrical device to function. Check with the dealer or manufacturer regarding power requirements and proper operating procedures.
- Use caution and follow directions when operating generators, insuring they are in a proper well-ventilated area.
- Furnace and fireplace maintenance considerations are very important in preparing for winter weather.
- Never use a camp stove, barbecue, or propane or kerosene heater indoors.

##### Vehicle Preparation

- Colder temperatures demand a lot of your vehicle so it's important to prepare for the winter season. Visit a qualified technician to ensure your vehicle is in good working condition. Prepare a small, portable [Emergency Car Kit](#) to keep in your vehicle to help you in the case of an emergency
- Slow down. Speed limits posted on the highways and on municipal roads are for ideal driving conditions, which are considered to be sunny summer days.
- Look ahead. Leave plenty of space between you and the vehicle ahead of you. Remember to look far ahead as you drive so you can recognize hazards and have plenty of time to respond.
- See and be seen. Turning your headlights on helps with visibility during the dark winter months and during inclement weather. It also helps other drivers see you.

- Get ready. Prepare your vehicle for the tough winter months. Check and make sure that your battery, ignition system, lights, brakes, heating and cooling system and windshield wipers are all in working order.
- Watch the weather. Check the weather before you leave your home. If conditions are bad the safest strategy is to avoid driving. If you must travel give yourself extra time and drive to the conditions.
- Prepare yourself and your vehicle. Always be prepared for winter driving. Wear warm clothes, have a fully charged cell phone with you and equip your vehicle with a winter survival kit.
- Maintain visibility. Clear snow and ice from all windows, lights, mirrors and the roof to help other drivers see you on the road and to assist with your own visibility while driving. After starting your vehicle, wait for the fog to clear from the interior windows before driving so you will have full visibility.

### **Preparedness Tips in the case of Power Outages**

The most common occurrences during a winter storm is often extended periods of power outage mainly due to trees and other debris impacting power lines.

- Residents should have personal preparedness kits made up with up-to-date supplies and be prepared to stay on their own for a minimum of 72 hours. This is the minimum requirement and, more practically, residents should consider being prepared to be on their own for up to a week. Information on preparing a kit, contents etc., can be found [here](#).
- Residents should ensure their insurance coverage is up to date and keep copies of their coverage in their emergency kit.
- While a power outage is not a disaster and generally will not require residents to evacuate their home, residents can further prepare by having a portable generator to power items such as fridges and freezers. However, make sure if you are operating a generator it's placed outside your residence and the exhaust does not enter your home.
- Residents might want to consider maintaining a land line phone - these units do not require power and as long as your phone line is intact, access should be maintained. Cordless phones stop working when the power is out.
- Consider purchasing an external battery device that will charge a couple of smartphones and a tablet in just over an hour. These devices are readily available at most electronic stores for a reasonable cost (\$20-\$100) and are invaluable during power outages.

### **Personal Winter Safety**

Winter storms can create personal safety issues if you are not prepared. Following weather forecasts and paying attention to personal emergency preparedness will reduce any possible impacts to your family and your property.

There are also a number of precautions you can take which will help to comfortably get through the winter season safely:

- Dress appropriately for the inclement weather. Protect exposed skin and help prevent heat loss by wearing a hat, scarf, mittens or gloves.
- Choose well insulated and waterproof footwear that has a thick, non-slip tread sole, a wide and low heel and is light in weight.
- Try not to drive unless you have to and only if you have good snow tires.
- Keep a medical emergency kit in your vehicle.
- Always, walk on the left side of the road facing traffic and pay close attention.
- When you see a snow plow approaching, please move to the inside of the sidewalk, and stay far away from the road when it is passing by.
- Allow extra time to get to your destination whether you are walking, taking transit or driving – slow down.
- Be aware of your surroundings. A covered patch of ice or a pothole filled with snow may cause an unexpected slip or fall.
- Stay at home, unless you absolutely need to travel when weather conditions are bad.
- Run errands during daylight hours whenever possible since it is easier to see slippery spots.
- Be careful when shoveling snow - although there is limited physical action, the strain of shoveling can put a strain on a person's heart. People with a heart condition should use caution. Use a smaller shovel, take your time and see a doctor if you experience discomfort.
- Stay off of the ice on lakes and ponds during the winter as the ice is too thin and poses a safety risk. Ice is not thick enough to support people or animals.
- Students should use caution walking to and from school when it has snowed, and when playing in the snow.

## Annex H – Winter Storms – Frequently Asked Questions (FAQ)

### Why is predicting the exact amount of snowfall so challenging

Snow forecasts continue to improve, but they remain a challenging task for meteorologists. Heavy snow often falls in small bands that are hard to discern on larger resolution computer models. In addition, extremely small temperature differences define the boundary line between rain and snow.

### What should you do before a Winter Storm?

#### Protecting Your Home

Some major threats to your home are the loss of heat, power and phone service, as well as a shortage of supplies if the weather lasts longer than expected.

#### Facing the Cold

Those with prolonged exposure or those not dressed appropriately for extremely cold weather are in danger of frostbite and hypothermia.

#### How to keep your car safe

When the temperature dips, problems behind the wheel include dead car batteries, iced-over windshields, broken car locks and driving with no traction.

### What are the Provincial Plowing Service Levels?

Levels of Service	
100-Series and trunk highways, and other high traffic roads	Cleared within 8 hours after snow stops
Secondary routes and other medium traffic roads	Cleared within 12 hours after snow stops
Local paved roads, most subdivision and residential streets	Cleared within 24 hours after snow stops
Gravel roads	Cleared within 24 hours after snow stops

## Annex I – Winter Storms - References

### Federal

- [Severe Storms – What to Do?](#)
- [Disaster Financial Assistance Arrangements \(DFAA\)](#)

### Provincial

- [Nova Scotia – Winter Time website](#)
- [Provincial Plowtracker](#)
- [NS Department of Transportation and Infrastructure Renewal \(DTIR\)](#)

### Regional

- [Kings REMO Regional Emergency Management Plan \(REMP\)](#)
- [Kings REMO Policy – Comfort Centres/Emergency Shelters](#)





## **Annex J – Abbreviations & Acronyms**

<b>AREP</b>	Agency Representative
<b>DFAA</b>	Disaster Financial Assistance Arrangements
<b>ECC</b>	Emergency Coordination Centre
<b>ECCC</b>	Environment and Climate Change Canada
<b>ECCMT</b>	Emergency Coordination Centre Management Team
<b>EMO</b>	Emergency Management Office
<b>FPRP</b>	Flood Prevention and Response Plan
<b>IAP</b>	Incident Action Plan
<b>IC</b>	Incident Commander
<b>ICP</b>	Incident Command Post
<b>ICS</b>	Incident Command System
<b>IMT</b>	Incident Management Team
<b>IO</b>	Information Officer
<b>LO</b>	Liaison Officer
<b>LSC</b>	Logistics Section Chief
<b>MAC</b>	Multiagency Coordination (MAC) Group
<b>OSC</b>	Operations Section Chief
<b>PSC</b>	Planning Section Chief
<b>REMAC</b>	Regional Emergency Management Advisory Committee
<b>REMC</b>	Regional Emergency Management Coordinator
<b>REMP</b>	Regional Emergency Management Plan
<b>REMPCC</b>	Regional Emergency Management Planning Committee
<b>SO</b>	Safety Officer
<b>UC</b>	Unified Command

## Annex K – Glossary

Reference: [Environment and Climate Change Canada – Weather and Meteorology Glossary](#)

<b>Blizzard</b>	A severe weather condition characterized by reduced visibility from falling and/or blowing snow and strong winds that may be accompanied by low temperatures.
<b>Blowing Snow</b>	Snow lifted from the earth's surface by the wind to a height of 2 metres or more.
<b>Flurries</b>	Precipitation in the form of snow from a convective cumulus-type cloud, are known as flurries. They are characterized by the suddenness with which they start and stop, by their rapid changes in intensity, and usually by rapid changes in the appearance of the sky.
<b>Freezing Drizzle</b>	Drizzle that freezes on impact to form a coating of clear ice (glaze) on the ground and on exposed objects..
<b>Freezing Rain</b>	Rain that freezes on impact to form a coating of clear ice (glaze) on the ground and on exposed objects.
<b>Frost</b>	A deposit of ice crystals that forms through a process called sublimation.
<b>Snow</b>	Precipitation of ice crystals, isolated or as part of a cluster, falling from a cloud.
<b>Snow Grains</b>	Minute, white and opaque grains of ice. When they hit hard ground, they do not bounce or shatter. They usually fall in very small quantities, and never in the form of a shower.
<b>Snow Pellets</b>	Snow pellets are brittle and easily crushed; when they fall on hard ground, they bounce and often break up. They always occur in showers. They are often accompanied by snow flakes or rain drops, when the surface temperature is around zero Celsius.
<b>Snow Squall</b>	A moderate to heavy snow flurry, which is driven by strong, gusty winds. Visibility during snow squalls is usually poor
<b>Snowdrift</b>	Sea-ice terminology. Describes an accumulation of wind-blown snow that is deposited in the lee of an obstacle. A crescent-shaped snowdrift, with ends pointing down-wind, is called a snow barchan.
<b>Wind Chill</b>	Chill that results from a specific combination of wind speed and air temperature, expressed by the loss of body heat in watts per square metre (of skin).
<b>Wind Chill Index</b>	Index used to determine the relative discomfort resulting from a specific combination of wind speed and air temperature, expressed by the loss of body heat in watts per square metre (of skin).





# COUNCIL ADVISORY COMMITTEE

## Recommendation to Council

### Re: Kentville Lions Club Lease

After the November 12<sup>th</sup>, 2019 meeting of Council Advisory Committee, the Kentville Lions Club lease was discussed during an in-camera session. Currently the Lions Club leases the building at 78 River Street from the Town but the lease for this arrangement expired in 2015.

**Council Advisory Committee recommended**

**That Council recommend renewal of the lease at 78 River Street with the Kentville Lions Club for a period of 3 years commencing 1 December 2019.**

Presented by Councillor Lynn Pulsifer  
November 25, 2019

# COUNCIL COMMITTEE AND ATTENDANCE REPORT

## KENTVILLE TOWN COUNCIL

Name: John Andrew

Date: Nov 20

Date of Last Council Meeting Attended: Oct. 28

Date of Last Council Advisory Meeting Attended: Nov 12

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
Nov 21	Joint Fire Service	
	Kings Transit Authority	Ongoing discussions regarding efficiencies and effectiveness of the service. Both Board and GM open to significant change in how the service is provided with an eye to keeping cost low while increasing the reach of the service within core areas.

### Conference and Trip Attendance and Synopsis

Date	Conference/Travel	Synopsis
Nov 5 - 8	NSFM	The highlight of the Conference is the exchange of ideas with Councillors from around the Province. Highlights included: <ul style="list-style-type: none"> <li>- Four NS Provincial Party Leaders re their vision &amp; alignment with NSFM priorities.</li> <li>- Jordi Morgan re elimination of 'red tape'</li> <li>- Discussion re the relationship between Staff and Council – very helpful!</li> <li>- Caucus meetings &amp; elections</li> </ul>

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
Nov 11	Remembrance Day Service	Well attended and touching service in honour of our veterans.
Nov 12	Meet & Greet with new CAO	Council's first meeting as a group with new CAO, Kelly Rice.

### Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
Committee Name		Meeting Date:	

# COUNCIL COMMITTEE AND ATTENDANCE REPORT

## KENTVILLE TOWN COUNCIL

<b>Meeting Highlights:</b>	
<b>Budget:</b>	
<b>New Projects:</b>	
<b>Policy Changes:</b>	

### Misc Events

<b>Date</b>	<b>Synopsis</b>
Nov 17	Invited to speak to housing needs at Nova Scotia NDP discussion session "Prosperity Shared"
Oct 26	Devour! The event was held at the Cornwallis Inn and exceeded expectations. Looking forward to next year.
Ongoing	Meetings with citizens concerned about housing needs

# COUNCIL COMMITTEE AND ATTENDANCE REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Cate Savage

**Date:** November 20<sup>th</sup>

**Date of Last Council Meeting Attended:** October 28<sup>th</sup>

**Date of Last Council Advisory Meeting Attended:** November 12<sup>th</sup>

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
November 13 <sup>th</sup>	IAC	Reviewed reports and recommendations – reviewed with IA TD Wealth – north of 13 million – money weighted net – 11.64% against the balanced income of 10.86%.

### Conference and Trip Attendance and Synopsis

Date	Conference/Travel	Synopsis
November 5 <sup>th</sup> to the 8 <sup>th</sup>	NSFM	

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis									
November 8 <sup>th</sup>	Art opening – Tides Contemporary opens ...non profit that features the work of more than a dozen established and emerging artists from King Co and SW NS...Gallery coordinator and society chair Bob	<table border="1"> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>									

# COUNCIL COMMITTEE AND ATTENDANCE REPORT

## KENTVILLE TOWN COUNCIL

	Hainstock is behind this new image to the gallery – very exciting for out town.	
November 9 <sup>th</sup>	Opening – Sable Shortbread opening	
November 9 <sup>th</sup>	Lily Pond – opening	
November 11 <sup>th</sup>	Remembrance Day Service	
November 12 <sup>th</sup>	Meeting and greeting with new CAO	
November 20 <sup>th</sup>	KVFD in conjunction with Bell Lets talk campaign hosted a joint event in bringing 15,000 donation to the TEMA Foundation. The TEMA Foundation is committed to hlping first responders find the assistance they require as they experience and view challenging situatuions. It was a sight to see with all of the county fire departments ....thanks for your continued service and please always know there is a resource in TEMA	

### Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
Committee Name		Meeting Date:	
Meeting Highlights:			



# COUNCIL COMMITTEE AND ATTENDANCE REPORT

## KENTVILLE TOWN COUNCIL

<b>Budget:</b>	
<b>New Projects:</b>	
<b>Policy Changes:</b>	

**Misc Events**

<b>Date</b>	<b>Synopsis</b>

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Eric Bolland

**Date:** November 21, 2019

**Date of Last Council Meeting Attended:** October 28, 2019

**Date of Last Council Advisory Meeting Attended:** November 12, 2019

**Date of Last Governance Session Attended:** None in October

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
Nov 20, 2019	Valley Waste Management	See notes below

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
Nov 11, 2019	Remembrance day parade at the Kentville cenotaph	Very well attended with greetings from Mayor Snow and various speakers from the community

### Conference Attendance and Synopsis

Date	Conference	Synopsis
Nov 5-8, 2019	NSFM	<ul style="list-style-type: none"> <li>• My 14<sup>th</sup> fall conference</li> <li>• Highlight was my meeting with other board members with 6 provincial cabinet ministers on topics ranging from the environment to roads and policing.</li> <li>• Great networking with councilors from other municipal units on best practices and experiences</li> </ul>

### COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY

Detail	Synopsis



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

<b>Committee Name</b>	Valley Waste Management	<b>Meeting Date:</b>	Nov 20/2019
<b>Meeting Highlights:</b>	<ul style="list-style-type: none"> <li>• Staff and committee reports</li> <li>• An external staffing review is underway with conclusions to be reported by the end of February 2020</li> <li>• By-law enforcement report indicated 12 incidents of illegal dumping of items such as bags of garbage in the ditch in the Coldbrook area, tires on rims on the side of the road in Waterville, 7 black bags of unsorted waste dumped behind the Superstore in Kingston.</li> <li>• More information is available in the hand-out distributed with the communication update.</li> </ul>		
<b>Budget:</b>	NA		
<b>New Projects:</b>	NA		
<b>Policy Changes:</b>	NA		

### Misc Events

<b>Date</b>	<b>Synopsis</b>
Nov 15, 2019	Opening of Tides Contemporary Art Gallery: Ribbon cutting ceremony and full attendance of artists and art enthusiasts Hosted by Society chair Bob Hainstock

# Councilor Report

## Kentville Town Council

**Name:** Cathy Maxwell

**Date:** Nov 20, 2019

**Date of Last Council Meeting Attended:** Oct. 28, 2019

**Date of Last Council Advisory Meeting Attended:** Oct 15, 2019

**Date of Last Governance Session Attended:**

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
Oct 30/19	Anglican Church Turkey Supper	Served the meals at this event. Wonderful turnout and I accumulated lots of fitness steps!
Oct 31/19	AVT	See my committee report
Nov 15?19	Police Commission	See Councilor Gerrard's Chair Report
Nov 19/19	KCA PTA	See my committee report
Nov 19/19	Remax Stockings Were Hung Event	A great valley wide Remax event by Donna Conrad and her team to collect and fill Christmas Stockings for selected families.

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
Nov 2/19	Remax Party in the Pumpkin Patch	Wonderful fall event for children put on by Donna Conrad and her Remax Team. There was cookie decorating, face painting, games etc. Donna and her Remax Team are fantastic community supporters!
Nov 11/19	Remembrance Day Ceremony at Memorial Park	A beautiful day for the ceremony, which is often quite unusual. Great attendance

# Councilor Report

## Kentville Town Council

		and so nice to see the young people involved!!
Nov 13/19	Kentville Historical Society Meeting	This meeting showcased Laura Churchill Duke who read portions of her new novel "Two Crows Sorrow" and also discussed Kentville and area history relevant to the book. A fantastic event!!
Nov 16/19	Maritime Cider Express 1 year Anniversary	Comradery, cake and celebration for Maritime Ciders first year Anniversary. Here's hoping for many more successful years!

### Conference Attendance and Synopsis

Date	Conference	Synopsis
Nov 6-8,2019	NSFM Fall Conference	Attended sessions on: The Political_Administrative, Dichotomy, What FCM can do for your Community, Municipal Government needs a good De-Cluttering, Successful Partnerships between Municipalities and First Nations, and How Immigration is Helping Employers and Communities Succeed. I also listened to all the Provincial Leaders or their representatives speak and took in all the Exhibits. This is a good Conference and much more worthwhile than the Spring Conference. My expenses are online for anyone to view.

# Councilor Report

## Kentville Town Council

### Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
<b>Committee Name</b>	Annapolis Valley Trails Coalition	<b>Meeting Date:</b>	Oct 31/19
<b>Meeting Highlights:</b>	<p>There was a lot of storm damage along the Harvest Moon Trail and grants to help with repairs have been received from the Off-Highway Vehicle Infrastructure fund and Community, Culture and Heritage. The coalition received funding for the Harvest Moon Trail Brochure and Geo Cashing. The group is going to have the coin made up with all the DAR Stations on one side of the coin and our logo on the other side. We are hoping the launch for the Geo Cashing along the trail will happen by May. The Harvest Moon Trail brochures will be out the first of January and going to the VIC's. Work is continuing on defining the route for the Western Loop of the Great Trail. The Annapolis Valley Trail coalition will host the NS Trail Conference in Nov 2020.</p>		
<b>Budget:</b>			
<b>New Projects:</b>			
<b>Policy Changes:</b>			

### Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
<b>Committee Name</b>	KCA PTA	<b>Meeting Date:</b>	Nov 19/19
<b>Meeting Highlights:</b>	<p>This group, along with the many parents who volunteer their time are awesome!! The students, teachers and our community are very fortunate to have such a dedicated group. The TOK Winter Events flyers will be going home in the students report cards. Parent Teacher Event will be held on Thursday. The new lunch program is progressing fairly well, the bills are tight and requests for funding have been sent out to local businesses. Donations of money or food to this program would be a big</p>		

# Councilor Report

## Kentville Town Council

	help. A Skate Drive will take place at the end of January. The grade P-2's will be skating this year. 7 grants to teachers were approved by the PTA to the tune of \$2,797. These moneys will be used for various classroom materials.
<b>Budget:</b>	
<b>New Projects:</b>	
<b>Policy Changes:</b>	

# COUNCIL COMMITTEE AND ATTENDANCE REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Lynn Pulsifer

**Date:** November 19, 2019

**Date of Last Council Meeting Attended:** October 28, 2019

**Date of Last Council Advisory Meeting Attended:** November 12, 2019

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
	n/a No committee meetings scheduled during this period.	

### Conference and Trip Attendance and Synopsis

Date	Conference/Travel	Synopsis
Nov 5 – 8, 2019	NSFM Fall Conference in Halifax	Attended the N.S. Federation of Municipalities 2019 Conference at the Westin, in Halifax. This year's theme "Leading the Change" focused on how to be successful in approaching the Province to achieve success with our top priorities. Keynote speaker was Bill Carr, who spoke about elected or employed civil servants, and that we have an "amazing opportunity to serve and serve deeply" our community, our families, and all who will come after us. He referenced a quote by Billy Lewis which stated "we have to open ourselves to question whether the ways we have always dealt with things are good enough". Other sessions included Asset Management, Successful Partnerships between municipalities and first nations communities, how immigration is helping employers and communities succeed. It's always beneficial to attend this fall conference to learn new ideas, and for the networking opportunities with other municipalities.

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
	Ghost Walk	Attended the final Ghost Walk of this season.





# COUNCIL COMMITTEE AND ATTENDANCE REPORT

## KENTVILLE TOWN COUNCIL

Oct 30/19		The format was a bit different...instead of walking around the town, the stories were told within the Cornwallis Inn and the Kings Courthouse Museum. Ghosts from Wolfville, Hantsport, Wolfville and Windsor, joined with Kentville ghosts to make for a wonderful season finale. Thanks to Jerome and actors from Centre Stage who make this event such a success!
Nov 8/19	Tides Contemporary Art Gallery	Attended the Grand Opening of the Tides Art Gallery in the former location of the Hardware Gallery on Cornwallis Street. . This new gallery will operate under a different model, using a co-operative format. It was an exciting opening with lots of people present.
Nov 11/19	Remembrance Day	I attended the Remembrance Day Ceremony at the Cenotaph. Hundreds came to remember those who served our country over the years.
Nov 12/19	Lunch Meeting with CAO	This was an opportunity to meet with our new CAO, Kelly Rice. Welcome to the Town of Kentville, Kelly!

### Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
Committee Name	n/a – no meetings held	Meeting Date:	
Meeting Highlights:			
Budget:			
New Projects:			
Policy Changes:			

### Misc Events

Date	Synopsis
Nov 12/19	Attended the Soup Fest put on by the Community Soup Kitchen. It was a fun and delicious event that featured 10 local restaurants who competed for the Best Soup, Most Creative Soup and Best Display. We tasted all the soups and voted on the winners in each category. The Kentville Fire Hall was filled with “soup tasters” and



# COUNCIL COMMITTEE AND ATTENDANCE REPORT

## KENTVILLE TOWN COUNCIL

	I'm sure everyone had a wonderful time supporting a community cause!
Nov 13/19	Attended the Kentville Historical Society's Annual General Meeting at Kings Riverside Court. Over 40 people were in attendance, with guest speaker, Laura Churchill-Duke, who spoke on her new book "Two Crows Sorrow", which has a significant historical relevance to Kentville and surrounding area.
Nov 16/19	Attended the Maritime Express 1 <sup>st</sup> Anniversary at Maritime Express Cider in the Main Street Station. An exciting celebration for Kentville's downtown cidery.

# COUNCIL COMMITTEE AND ATTENDANCE REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Craig Gerrard

**Date:** November 20, 2019

**Date of Last Council Meeting Attended:** October 28, 2019

**Date of Last Council Advisory Meeting Attended:** November 12, 2019

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
November 20, 2019	Kentville Water Commission	

### Conference and Trip Attendance and Synopsis

Date	Conference/Travel	Synopsis
November 5-8	NSFM Conference	

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
November 12, 2019	Meet the CAO	Initial Meeting with Kelly Rice our new CAO

### Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
<b>Committee Name</b>	Kentville Police Commission	<b>Meeting Date:</b>	November 15, 2019
<b>Meeting Highlights:</b>	Began a review of the Commission Code of Conduct Received a report on the safety and security of Kentville Town Hall Report Attached Received a report on the options for dispatch and what each option provides Sgt. Trevor MacNeil presented to the commission on three different options and the pros of each. The issue of officer safety and liability to the town weighted heavily on which service we should provide to our officers and the public.		



# COUNCIL COMMITTEE AND ATTENDANCE REPORT

## KENTVILLE TOWN COUNCIL

	<p>Accurate comparing shows a difference in price shows a 3000-4000 difference if compared providing the same degree of service.</p> <p>Option 1 Status Quo- remain with current dispatch only from 4:30 pm to 8:30 am Monday to Friday and all weekends. – Cost \$30,739.92 a fulltime cost (24/7) is \$77,203.92 (currently KPS admin assistance take turns answering calls during office hours)</p> <p>Option 2 Create KPS own dispatch service- This option cost is approximately \$201,400 per year for staffing of 4 fulltime and 1 part time positions. This cost does not include the repurposing and restructuring of office space at the police station (if that space exists). It also does not include the purchasing of the needed equipment and computers.</p> <p>Option 3 Utilize the services of the Bridgewater Police Service dispatch – Bridgewater already has dispatch services in place for themselves. Cost \$80,000. 30 days to implement. Would require no upgrades by KSP in equipment etc.</p> <p>Other points of discussion : Crosswalks @ left hand turn on red lights, i.e. NSLC and Scotiabank. Another person was struck @ NSLC intersection and we discussed removing the left turn on red as many people at that intersection are concerned about the on coming cars and not the pedestrians crossing from East to West.</p> <p>: Data on the radar signs on Belcher , Park and Chester</p>
<b>Budget:</b>	
<b>New Projects:</b>	Dispatch Town Hall Security
<b>Policy Changes:</b>	

### Misc Events

Date	Synopsis

# Councilor Report

## Kentville Town Council

**Name:** Sandra Snow

**Date:** 20 November 2019

**Date of Last Council Meeting Attended:** 28 October 2019

**Date of Last Council Advisory Meeting Attended:** 12 November 2019

**Date of Last Governance Session Attended:** N/A

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
24 Oct 19	Valley REN Board of Directors	Business Arising/Old Business LOC Update CEO Activity Update Valley Business Partnership Investment Policy Board Attendance Policy New Business Board Retreat Election of Officers
28 Oct 19	Municipal Finance Corporation	Teleconference for Fall debentures
28 Oct 19	Council Meeting	Councillor Reports Election of Deputy Mayor Bob Hainstock Art Proposal
12 Nov 19	NS Quality of Life Leadership Team	Attended the roll-up meeting for the NS QOL survey. The response was overwhelming, and NS has the highest percentage of response rate in Canada for this type of survey. The data report should be out by December with more information to follow.
12 Nov 19	Council Advisory Meeting	Director Reports Mentoring Plus PACE Regional Emergency Management Organization – Winter Storm Plan Commissionaires Support of Council and CAC Meetings Review of Existing Appointments to Council Committees Review of Council Representatives on Community Committees

# Councilor Report

## Kentville Town Council

13 Nov 19	Investment Committee Meeting	The market value of the portfolio at 11 Nov 19 is \$13,894,465
20 Nov 19	Water Commission Meeting	Financial Report Engineering Report Annual Report

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
25 Oct 19	Amazing Race Kentville	Kentville Girl Guides (Rangers), leaders and retired leaders sponsored an Amazing Race event in Kentville for High School students who were off for an in-service day
26 Oct 19	Devour	Mayor's Bike Ride from Wolfville to Kentville, Aldershot, Starr's Point and back to Wolfville. Did not ride but volunteered at the break spots.
28 Oct 19	Marlin Swim Team	Council held a special celebration with certificates in recognition of the Marlins Swim Team.
29 Oct 19	Executive Forum	Hosted and executive forum with 14 Wing executive, mayors and wardens from VREN catchment area, VREN, AVCC, KBC and local business owners.
4 Nov 19	KCA Pumpkin Drop	The event was delayed due to high winds on Friday. Fun was had by all. Only two pumpkins survived the drop and the winning pumpkin was subsequent dropped from the bucket to great cheers.
6 Nov 19	KCA Remembrance Day	KCA was one of the Canadian Schools to receive tulips from the Dutch Royal Family in recognition of 75 <sup>th</sup> Anniversary of the Canadian Liberation of the Netherlands. The guard of honour opened the Remembrance Day Assembly marching in the flags, followed by the choir singing Oh Canada. The ceremony was conducted in both official languages and I was the guest speaker. I thanked the students for their remembrance and for their efforts to make the world a better place.
8 Nov 19	Tides Contemporary Gallery	Grand opening of the gallery under a new operational model.

# Councilor Report

## Kentville Town Council

12 Nov 19	Meet and Greet CAO	The members of council met with the new CAO
16 Nov 19	Kings Riverside Court	Bring Greetings from Town
19 Nov 19	NSHA Dr Recruiting	Family Dr visiting area, lunch time meeting
20 Nov 19	Kentville Fire Dept	The Tema Foundation and Bell Let's Talk Kick off BBQ and event Bell Announcement of \$15K to TEMA Closing and Parade of emergency vehicles to boost awareness of Let's Talk drive through downtown

### Conference Attendance and Synopsis

Date	Conference	Synopsis
5-8 Nov 19	NSFM Annual Conference	Trip report attached.

### Misc Events

Date	Synopsis
25 Oct 19	Follow-up meeting with Janet Spetch
29 Oct 19	Strategic Session with 14 Wing Executive at Aldershot
30 Oct 19	Strategic Session with 14 Wing Executive in Halifax
1 Nov 19	Meeting with Hoebbers family with regards to Peace and Good Order Bylaw
14 Nov 19	Meeting with Valley Recreation – Tomorrow Team Kate Seaman and Darrel Youden
17 Nov 19	Prosperity Shared – Commission for Economic Equality in Nova Scotia hosted by the NDP Caucus at the Port Williams Community Centre
19 Nov 19	RE/MAX Advantage – Stockings were Hung event Pop in Pub Night
20 Nov 19	Planning meeting for 2020 International Women's Day

15 November 2019

## TRIP REPORT –NOVA SCOTIA FEDERATION OF MUNICIPALITIES ANNUAL CONFERENCE

### Introduction

1. The council attended the NSFM Annual Conference in Halifax. The NSFM Annual Conference was held 5-8<sup>th</sup> Nov 19 at the Westin Nova Scotian Hotel, hosted by NSFM. All members of council attended the conference. The conference was attended by over 120 municipal councillors from across NS.

### Administration and Finances

2. The travel administration was supported by the Town of Kentville. Accommodations were secured at the Westin Nova Scotian Hotel, private motor vehicles were used for transportation and attendees carpooled. The cost of the conference was \$580.00 including HST and carbon offset fee per attendee. The total cost of the trip was borne by the Town of Kentville under legislative expense account.

### Conference Facilities

3. The conference facility is adequate. Securing rooms at the Conference Centre is ideal, as all conference events are held on-site. The accommodations are very comfortable and well appointed. The main conference room tends to be over air-conditioned and may necessitate the wearing of a jacket or sweater.

### Conference Content

4. The attached schedule provides brief overview general assemblies. The briefings provided during the general assemblies were informative and provided a good overview of common services and issues faced by all NS councils and it also provided insight on the services that are available to councils. The Municipality of Colchester was awarded the NSFM Climate Changer Leader Award for their Solar Colchester Project.

5. **Keynote Address Deep Service A Call to a Higher Level** . Bill Carr is a multi-media artist and very funny speaker. He provided a heartfelt humorous exposé on municipal government. It centred around our shared commitment to serve within our community.

6. I departed for an event at the KCA at 10 am and returned to the conference at 2 pm. KCA was one of the Canadian schools to receive the 75<sup>th</sup> Liberation of the Netherlands tulips from the Dutch Royal Family. KCA held its annual Remembrance Day Ceremony complete with Guard of Honour and choir. I was fortunate to be the guest speaker and applauded the work of our students for not only remembering but for making such a great effort to make the world a better place.

7. **Caucus Meetings and Elections:** Mayor Brenda Chisholm-Beaton was elected as the Chair of the Town Caucus and Mayor Jeff Cantwell as one of the representing members. The Town's Caucus discussed and prioritized the statements of concern.

8. **Women Creating Future Leaders:** A round table discussion was held, attended by over 50 delegates. We were provided with a list of questions which were discussed and reported on by the table moderator. Excellence discussion was held and it was determined that this type of forum should be featured again.

9. **FCM Panel – What can FCM do for your municipality?** – FCM president HRM councillor Bill Karsten and Colchester Councillor Tom Taggart provided a overview of current and planned FCM funding



streams available to municipalities.

10. **Party Leaders:** Dr Thomas Trappenberg, Leader of the Green Party, MLA Tim Houston, Leader of the PC Party, MLA Gary Burrill Leader of the NDP Party and Minister Chuck Porter (on behalf of the Premier Stephen McNeil) were provided with the opportunity to address the delegates. The Green Party focused on the effects of climate change in NS. Both the PC and NDP provided campaign speeches. Minister Porter read a letter from the Premier, professing continued support of the NSFM.

11. **Municipal Government Needs a Good De-Cluttering:** Jordi Morgan of CFIB and chair of the HRM's Joint Project for Regulatory Modernization spoke about the need to cut/reduce red tape in processes. He was dragged into the discussion on EPR during question period which became very heated. He continues to stand by his conviction that without clear mandate and policies this program is not ready for implementation.

12. **Successful Partnerships between Municipalities and First Nations:** Chaired by Councillor Cheryl Ann Fritz from Truro, presenters Mayor Brenda Chisholm-Beaton, Ms Prosper from HRM, Karen Ann Bernard from Eskasoni, Rose Paul CEO of Bayside Development Corp, Mayor Cecil Clarke and Chief Terry Paul from Membertou shared their experiences working together. Of particular interest was the amount of time it took to get things started, once started timelines worked out, but it was the process of getting a project started. Typically the First Nations are dealing with Federal Government and in some cases the Municipalities were at their level, but it was never an easy process. The Membertou project in CBRM has been a highly successful partnership.

13. **Are your Municipal Facilities Climate Ready:** Scott Vokey provided a presentation on how to minimize climate disruption on the daily business by making facilities more efficient and resilient.

14. **Bulk Purchasing of Electronic Voting Services:** Kevin Arjoon, HRM outlined the RFP process that HRM is undertaking on behalf of all NS municipalities to secure best price from a service provider for electronic voting services. Municipalities will be able to secure the services at their scale based on the best prices negotiated by HRM. The details of election 2016 e-voting were presented.

15. **How Immigration is Helping Employers and Communities Succeed:** Immigration Minister Lena Metlege Diab, one of her staff and the NSHA recruitment director provided an excellent presentation on the immigration strategy in NS. Included was the success of the plan and how municipalities can leverage the current marketing to potential immigrants. NSHS recruiting director provided details of the success with immigration for much needed medical professionals..

16. The presentations are available electronically and will be placed on the Council network drive when available.

#### Recommendations

17. It is recommended that Town of Kentville continue to attend the NSFM Annual Conference. Cross section attendance is extremely important as making contact with other councillors. The information gathered at the conference will be of on-going interest to council and staff.

18. Questions regarding this conference or the recommendations may be referred to the undersigned.



Sandra Snow  
Mayor

Enclosures: Conference Schedule  
KCA Remembrance Day Assembly

<b>FNSM Annual Conference 5-8th Nov 19 – Halifax NS</b>		
5 Nov 19	Travel – to Halifax 1500 departure – PMV	\$48.14
5 Nov 19	NSFM Registration Fee	\$580.00
5 Nov 19	Dinner	\$45.25
5 – 8 Nov 19	Hotel Room	\$534.90
5 – 8 Nov 19	Hotel Parking	\$17.25
6 Nov 19	Breakfast	\$17.00
6 Nov 19	Return Travel Kentville for KCA event	\$96.29
6 Nov 19	Supper	\$45.25
6 Nov 19	Incidentals	\$17.30
7 Nov 19	Breakfast	\$17.00
7 Nov 19	Lunch - provided	\$0
7 Nov 19	Supper - provided	\$0
7 Nov 19	Incidentals	\$17.30
8 Nov 19	Breakfast	\$17.00
8 Nov 19	Lunch	\$17.25
8 Nov 19	Travel – to Kentville 1230 departure – Private Vehicle	\$48.14
<b>15 Nov 19</b>	<b>Total Expense</b>	<b>\$1518.07</b>

# Day One

Tuesday, November 5

2:00 p.m. – 8:00 p.m.

Registration

7:00 p.m. – 8:30 p.m.

Meet & Greet Reception

# Day Two

Wednesday, November 6

8:00 a.m. – 9:15 a.m.

Opening

9:15 a.m. – 10:15 a.m.

Keynote Address: Deep Service- A Call to a Higher Level  
Bill Carr

10:15 a.m. – 10:45 a.m.

Break/Networking/Viewing of Exhibits

10:45 a.m. – 11:45 a.m.

Concurrent Sessions

- The Political Administrative Dichotomy – AMANS
- The Nova Scotia Asset Management Program & The Municipal Flood Line Mapping Project – DMAH
- Digital Engagement for Municipalities - SimplyCast

11:55 a.m. – 12:55 a.m.

Delegates Luncheon

1:00 p.m. – 1:15 p.m.

Remarks by NSFM CEO Juanita Spencer

1:15 p.m. – 2:00 p.m.

AGM

2:00 p.m. – 3:00 p.m.

Caucus Meetings & Elections

3:00 p.m. – 3:30 p.m.

Break/Networking/Viewing of Exhibits

3:30 p.m. – 4:15 p.m.

Caucus Meetings continued

FREE EVENING

4:30 p.m. – 5:30 p.m.

Optional Event: Women Creating Future Leaders

4:45 p.m. – 5:45 p.m.

Optional Event: Powered by Communities Film Festival

# Day Three

## Thursday, November 7

6:45 a.m. – 7:30 a.m.	Early Morning Walk (weather permitting)
8:00 a.m. – 9:00 a.m.	FCM Panel
9:00 a.m. – 9:30 a.m.	Premier Stephen McNeil (tbc)
9:30 a.m. – 10:15 a.m.	Resolutions/Member Feedback
10:15 a.m. – 10:45 a.m.	Break/Networking/Viewing of Exhibits
10:45 a.m. – 11:30 a.m.	Resolutions/Member Feedback
11:30 a.m. – 12:00 p.m.	Tim Houston, Leader of the PC Party
12:00 p.m. – 1:00 p.m.	Delegates' Luncheon
1:05 p.m. – 1:35 p.m.	Gary Burrill – Leader of the NDP party
1:35 p.m. – 2:35 p.m.	Municipal Government Needs a Good Decluttering
2:35 p.m. – 3:00 p.m.	Break/Networking/Viewing of Exhibits
3:00 p.m. – 3:30 p.m.	Dr. Thomas Trappenberg - Leader of the Green Party
3:30 p.m. – 4:30 p.m.	Panel: Successful Partnerships between Municipalities and First Nations
6:15 p.m.	Reception
7:00 p.m. – 9:00 p.m.	Banquet
9:00 p.m. – 11:30 p.m.	Dance - Bluesmobile

# Day Four

Friday, November 8

8:00 a.m. – 9:00 a.m.

Are Your Municipal Facilities Climate Ready?

9:00 a.m. – 10:00 a.m.

Concurrent Sessions

- Bulk Purchase of Electronic Voting Services
- PVSC Strategic Update

10:10 a.m. – 11:15 a.m.

How Immigration is Helping Employers and Communities Succeed

11:15 a.m.

Draw Prizes & Conference Wrap Up



## Networking Bingo

A big part of NSFM events is the insight you glean from networking with your fellow municipal colleagues. During the conference, you will have the opportunity to participate in Networking Bingo! It's simple and fun! You will be provided with a bingo card in your kit. All you will need to do is put your networking skills to good use and find people during the 3 days who meet one of the criteria in the bingo squares. Criteria such as: Is afraid of heights; Has 2 or more pets; Can Juggle; Does volunteer work; to name a few.

Full bingo cards will then go into a draw at the conclusion of the event for a special prize!

*Gr 5-8 Remembrance Day Assembly 2019*



Entrance of the Colour Party

National Anthem

Liberation 75 Remarks  
(Xander Holmes)

In Flanders Fields  
(Sophia Thimot & Luke Cochrane)

In Flanders Fields - KCA Choir

Introduction of our Guest Speaker  
(Madeline Umlah)

Guest Speaker - Mayor Sandra Snow

"We Remember" by Emily & Shelley Murley

History of the Last Post  
(Mitchell Bigelow)

Laying of the Wreath  
(Lucy Harland & Connor White)  
Last Post

Moment of Silence

Reveille



God Save the Queen

