

TOWN OF KENTVILLE COUNCIL COVID-19 PROTOCOL AGENDA September 14, 2020 AGENDA

4:00 p.m.

1. CALL MEETING TO ORDER AND ROLL CALL

2. APPROVAL OF THE AGENDA

3. APPROVAL OF THE MINUTES

- (a) Special Council Meeting, March 9, 2020
- (b) Council Meeting minutes, July 27, 2020
- (c) Emergency Council Meeting minutes, July 30, 2020
- (d) Emergency Council Meeting minutes, August 6, 2020
- (e) Emergency Council Meeting minutes, August 7, 2020
- (f) Emergency Council Meeting minutes, August 12, 2020
- (g) Emergency Council Meeting minutes, September 8, 2020

4. PRESENTATION

- (a) Stonemount Properties
- (b) Kings Regional Emergency Management Organization – Wildfire Plan

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

- (a) Finance
 - (1) Director's Report
 - (2) Debenture Refinance – Kentville Police Service Building
 - (3) Withdraw – Operating Reserve
- (b) Planning and Development
 - (1) Director's Report
 - (2) Community Economic Development Coordinator's Report
- (c) Parks and Recreation
 - (1) Director's Report
- (d) Police
 - (1) Chief's Report
- (e) Engineering and Public Works
 - (1) Director's Report

(f) Administration

- (1) Chief Administrative Officer's Report**
- (2) Communications Report**

6. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

- (a) Report on Public Art – Jamie Peerless Request Follow Up**

7. CORRESPONDENCE

- (a) Kings County School Food Funding**
- (b) Municipal Affairs and Housing – Centre Square Activation Project**
- (c) Municipal Affairs and Housing – Kentville Gateway Project**
- (d) Kentville Historical Society**
- (e) Physician Community Navigator**

8. NEW BUSINESS

- (a) Kings REMO Wildfire Preparedness and Response Plan**

9. PUBLIC COMMENTS

10. IN-CAMERA

- (a) Legal Advice**

11. ADJOURNMENT

DRAFT

TOWN OF KENTVILLE KENTVILLE TOWN COUNCIL Special Meeting Minutes: March 9, 2020

1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 1:00 p.m.

PRESENT

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

Staff in attendance included Chief Administrative Officer Kelly Rice, Solicitor Geoff Muttart, and Recording Secretary Jennifer West.

REGRETS

Councillor Cathy Maxwell

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 that the agenda of March 9, 2020 be approved.

As advised by the Solicitor, Mayor and Deputy Mayor relinquished the position of Chair and Councillor Savage agreed to step into the position and chair the meeting.

MOTION CARRIED

It was moved by Councillor Lynn Pulsifer and seconded by Councillor Eric Bolland
That Councillor Savage be appointed as chair of today's meeting

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Bolland, Gerrard, Pulsifer, Savage and Snow

4. NEW BUSINESS

(a) Chief Administrative Officer Report on Code of Conduct

Chair Savage gave an overview that, based on a motion from the January 13, 2020 Council Advisory Committee meeting, the CAO was directed to investigate whether policy statement G16 was applied to two reports of Code of Conduct issues.

CAO Rice presented her report on the process followed under the Code of Conduct for several breaches that were investigated against several Councillors, and the process of addressing each report was described in detail.

Report Available

- Points of Discussion:
 - Note that Code of Conduct breaches have been brought to Council by Councillors and not by the public.
 - Two members of Council have forwarded complaints against Councillor Andrew; however, Code of Conduct issues have happened during Council meetings in a public forum without complaints.
 - Councillor Andrew recounted conversations and apologies to other Councillors that seemed to indicate issues were resolved.
 - Concerns that Councillor Maxwell is absent and does not have the opportunity to defend her actions, however this meeting is about the process and not about defending actions.
 - Solicitor Muttart recommends that Council define the next steps for this report. The Code of Conduct policy has created problems for the Town of Kentville and the policy and process need to be discussed.
 - Suggestion to have a special council meeting to review the Code of Conduct policy, with part of the session to include an in-camera meeting to review the legal information which was part of the CAOs report.
 - Recommend that Council receive the report and schedule a Special Council meeting to review the Code of Conduct policy and process, as was supposed to happen in January.

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

That Council receive the report

MOTION CARRIED

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

- Points of Discussion:
 - The legal opinions that helped to shape this report can be discussed in-camera.

It was moved by Mayor Sandra Snow, and was seconded by Councillor Lynn Pulsifer

That Council proceed to a closed session at 1:35pm

MOTION CARRIED

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

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

That Council return to open session at 2:18 pm

MOTION CARRIED

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

- Points of Discussion:
 - Suggestion that the report is helpful to create a better Code of Conduct
 - Suggest a special meeting to improve the code of conduct in the next 60 days
 - Discussion about how to move forward as a team for the benefit of the Town.

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

That Council have a special meeting to review and improve Policy Statement G16 Code of Conduct within the next 60 days.

MOTION CARRIED

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

• **Points of Discussion**

- The independent review of implementation of the code will be helpful to improving the process.
- The policy is not effective, could Council repeal this motion until the special council meeting?
- If NSFM is developing a draft Code of Conduct, would like to see Council be fully engaged in development of this policy. It was Council's direction that staff and legal would provide a first draft for Council review in 60 days.
- There is a draft policy that could be used as a starting point for discussion.
- Encourage council to act in accordance with the code until a new code is developed.

(b) Code of Conduct Breach Report – Submission by Councillor Savage

CAO Rice presented the report submitted by Councillor Savage about a Facebook post written by Councillor Andrew on his social media page regarding a decision of Council. CAO Rice read the comment which caused the concern. After the post was released, Mayor Snow had corresponded with Councillor Andrew, who preferred to discuss the issue in public forum.

Report Available

• **Points of Discussion**

- Considering the reports about the Code of Conduct policy, some portions of the policy can be interpreted differently.

Recommendation that the Facebook Post regarding this matter be removed, and that Councillor Andrew make an apology to Council.

- Councillor Andrew stated he would be willing to remove the post.
- Complaints were circulated to Council over email on February 5.

(b) Code of Conduct Breach Report – Submission by Councillor Maxwell

CAO Rice presented the report on behalf of Councillor Maxwell, also concerned about the Facebook post written by Councillor Andrew on his social media page regarding a decision of Council. CAO Rice outlined the actions taken regarding this matter. Councillor Maxwell also expressed negative comments about the Mayor which were in contravention the Code of Conduct. The report recommended that Councillor Maxwell should make a public apology about comments made in this breach report.

Report Available

• **Points of Discussion**

- The Facebook post in question has been dealt with, however the matter of Councillor Maxwell's comments remains unresolved.

5. ADJOURNMENT

It was moved by Councillor Eric Bolland and seconded by Councillor Cate Savage
That the March 9, 2020 meeting of Council be adjourned at 2:50 p.m.

MOTION CARRIED

DRAFT

TOWN OF KENTVILLE COUNCIL MEETING COVID-19 PROTOCOL Meeting Minutes: July 27, 2020

This meeting was held via electronic means in accordance with the Direction from Minister Chuck Porter: “Effective at 2 pm on March 22, 2020, all municipal councils will discontinue holding their meetings in person, instead only virtual meetings may be held by video or telephone. Those virtual meetings must be recorded, and the minutes posted on a public website within 24 hours of the meeting.”

1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 4:00 p.m.

PRESENT

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

Staff in attendance included Chief Administrative Officer Kelly Rice, Solicitor Geoff Muttart, Director of Planning Beverly Gentleman, IT Manager Jason Bethune and Recording Secretary Jennifer West.

REGRETS

Councillor John Andrew

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 that the agenda of July 27, 2020 be approved with the following additions

- Deletion – 7.b Departmental Covid-19 reports
- Addition – In Camera, (c) CAO Updates (Land and Property)
- Addition – In Camera (d) Personnel

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Minutes of Council meeting on July 13, 2020

It was moved that the minutes of the Council meeting on July 13, 2020 be approved as distributed.

MOTION CARRIED

(b) Minutes of Public Hearing on July 22, 2020

It was moved that the minutes of the Public Hearing on July 22, 2020 be approved as distributed.

MOTION CARRIED

4. UNFINISHED BUSINESS

(a) Noise Bylaw

Mayor Snow presented the revised Noise Bylaw and invited discussion and comments from Council. Options are to provide more drafts to staff, or move to First Reading.

- **Points of Discussion**

- Page 6, scope, suggest staff add “continuous noise”. Section 3.2 Council would like to see this value at 55. 7am to 10pm between 60 and 90. 90 and 70 are too high.
- Discussion of decibels of common household and backyard noises.
- Would like to see reduction to 55 dB, continuous (during the night)
- Discussion of comfortable noise levels, ranging between 50 and 90 dB. Some agreement with staff levels.
- Is there budget for the purchase of a decibel reader to support this bylaw? Staff are researching the cost of this item.
- Noise levels at night might need to consider reefer trucks and other nighttime industrial noises.
- Vote on 65 or 55 dB during the night. Proceed with 65dB for the 10p to 7am, amend paragraph 3.1 to include “continuous”,
- Push this document back to staff to return to Council in September.

(b) Land Use Bylaw Amendments – Schools in Zone R2

Mayor Snow gave a review of the proposed changes to the Land Use Bylaw to allow public and private schools in the R2 zone.

RECOMMENDATION TO COUNCIL

It was moved by Councillor Cathy Maxwell and seconded by Councillor Cate Savage

That Council approve Second Reading of the VCLA request for amendment to the Land Use Bylaw to include schools in R2 residential zone.

"BE IT RESOLVED that the Land Use Bylaw for the Town of Kentville be amended as follows:"

(1) Immediately following the definition of Public Park, Part 1 Definitions, is hereby amended by adding the words ***"Public and Private Schools" A publicly or privately funded educational institution designed to provide learning spaces and learning environments for the teaching of students***

(2) Immediately following clause e) 5.3.2 Part 5, Residential Zones, Permitted Uses with Conditions, is hereby **amended** by adding the words ***"f) Public and Private Schools subject to 5.1.13"***; and

(3) Immediately following subsection 5.1.12 l) Part 5, Residential Zones, is hereby **amended** by adding the words

"5.1.13 Special Requirements for Public and Private schools

In addition to all other requirements under this Bylaw, the following provisions shall apply to Public and Private Schools:

a) All exterior lighting within the Property shall not be directed upon streets or neighbouring properties and shall be full cut-off fixtures approved by the International Dark Sky Association;

b) The property owner shall at all times maintain the Property in a neat and presentable condition including the structures, driveways, landscaping and parking areas;

c) One (1) wall sign with a maximum area of 15% of the facade; and one (1) ground sign maximum 16 square feet and 10 feet in height;

d) The property does not front on a local road, as defined by the Transportation Map, Map #2 of the Municipal Planning Strategy;

e) No dormitories shall be permitted;

f) All setbacks shall meet the minimum requirements of the Institutional (/) Zone;

g) All school property's must be within 1000 feet of public transit" after the word neighbourhood.

MOTION CARRIED

Councillors who voted in favour of this motion:

Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow

(c) Land Use Bylaw Amendments – Municipal Election Candidate Signs

Mayor Snow gave a review of the proposed changes to the Land Use Bylaw relating to the number of municipal election signs permitted.

• **Points of Discussion**

- There are many ways to promote candidates during an election.
- Low participation in the public hearing may indicate that it is not a pressing issue for residents.
- It is important to reduce plastic pollution in the Town, and for Kentville to be a leader on this issue.
- This amendment is not supported by the solicitor. It may not be in the best interest of democracy or the minister of municipal affairs' advice around elections tactics.
- Choice and fairness are important for candidates.
- Comments that Facebook promotion of a candidate does not reach all residents.
- Need to use a variety of options to promote new candidates.
- Other communities do not legislate sign usage. Council has been given all the information about legislative advice.
- Discussion about Yarmouth bylaw and their legal advice.

- The timing of this bylaw change is a challenge for new candidates and those who can not canvass door to door.

RECOMMENDATION TO COUNCIL

It was moved by Councillor Eric Bolland and seconded by Councillor Cathy Maxwell

That Council approve Second Reading of the amendment to the Land Use Bylaw for municipal election signs.

"BE IT RESOLVED that the Land Use Bylaw for the Town of Kentville be amended as follows":

(1) Part 1 Definitions, is hereby **amended** by adding the following immediately after the definition "Cabaret" "**Candidate**" means a person who has been officially nominated as a candidate for the office of Councillor or Mayor in the Town of Kentville pursuant to section 48 of the Municipal Elections Act, RSN 1989, c.300, as amended;

(2) Part 1 Definitions, is hereby **amended** by adding the following immediately after the definition of "Direction Sign" "**Election Candidate Sign**" means a sign or poster containing a message that promotes or opposes the election of a candidate, including one that takes a position on an issue with which a candidate is associated, and which is authorized by the candidate or their official agent;

(3) Part 4 General Provisions, section 4.3.3 Signs Which Do Not Require a Development Permit, subsection h) is hereby **amended** by adding the words "**be posted earlier than 30 days prior to an election and such signs shall not remain in place for more than 7 days following the election for which the sign was erected**" after the word not;

(4) Part 4 General Provisions, section 4.3.3 Signs Which Do Not Require a Development Permit, subsection h) is hereby **amended** by deleting the number "**14**" and replace it with "**7**"

(5) Part 4 General Provisions, section 4.3.3 Signs Which Do Not Require a Development Permit, subsection h) is hereby **amended** by adding immediately after the word erected the words
i. **No more than six election candidate signs shall be erected or displayed by or on behalf of a candidate within the Town of Kentville**

MOTION DEFEATED

Councillors who voted in favour of this motion:
Councillors who voted against this motion:

Bolland, and Maxwell
Gerrard, Pulsifer, Savage and Snow

(d) Council Approval for Cornwallis Street Name Changing Committee

Mayor Snow gave a review of the process of changing the name of a street, and the process, guidelines and best practices of creating a committee of Council.

Report available

- **Points of Discussion**

- The makeup of the committee should have more than one person from the Indigenous community. The suggested membership is a minimum based on the same committee in Halifax. The committee should have more diversity laid out in the terms

- of reference. Council would like to see what Diversity Kings, Councillor Bolland and Director Bedingfield suggest on this issue.
- The original intent was to have a small group including a member from the Annapolis Valley First Nation. Want to ensure that this process moves forward quickly.
 - This is not a quick committee, Council must be compassionate to all members of the community to participate in this committee. Moving quickly is not appropriate for this process.
 - Regarding the expanded duties on this committee- this is a good reason for increased diversity.
 - Add, paragraph 2, "... and diverse community members" and "from the business community".

RECOMMENDATION TO COUNCIL

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

That Council approve the formation of an Ad Hoc committee to consider the renaming of Cornwallis Street as detailed herein.

MOTION CARRIED

Councillors who voted in favour of this motion:

Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow

(e) Visitors Information Centre

Councillor Savage reviewed the activities at neighbouring Visitor Information Centres and gave suggestions for opening this facility.

- **Points of Discussion**

- Across the province, some are open, some are closed and some are hosting virtual services. Currently the building is being used by the Parks staff to socially distance during breaks. It would be possible to open Wednesday to Sunday for a few hours each day.
- Would need to order new materials. Would need to direct phone line to a manager working at home.
- Would it be possible to order the new Doers and Dreamers guides?
- How important are VICs in this age of online research and booking?
- The CAO states that the VIC manager is available to start work immediately.
- Staff should identify the times for best traffic. There are some statistics available.
- CAO recommends that Wednesday to Sunday might be appropriate days to be open based on other VICs.
- All the infrastructure exists to open the centre.
- There have been requests at the Historical Centre for tourism information.
- Recommend that staff open the Visitor Information Centre.

5. COUNCILLORS' REPORTS

(a) Councillor's Reports

(1) Councillor John Andrew (absent)

(2) Councillor Eric Bolland

Mayor Snow received Councillor Bolland's report on his activities over the past month. Highlights included Valley Waste, public hearings, Federation of Canadian Municipalities climate change group, and phone interviews with CBC.

Report available

(3) Deputy Mayor Craig Gerrard

Mayor Snow received Deputy Mayor Gerrard's report on his activities over the past month. Highlights included PACE meeting and public hearings.

Report available

(4) Councillor Cathy Maxwell

Councillor Maxwell gave a verbal report on her activities over the past month.

(5) Councillor Cate Savage

Mayor Snow received Councillor Savage's report on her activities over the past month. Highlights included investment advisory committee, discussions of income and growth in the portfolio mix, regional sewer committee, annual reports are the first to report among all Nova Scotia municipalities, Diversity Kings around the renaming of Cornwallis Street, PACE council meeting and public hearings.

Report available

(6) Councillor Lynn Pulsifer

Mayor Snow received Councillor Pulsifer's report on her activities over the past month. Highlights included Accessibility Advisory Committee, public hearings, and Annapolis Valley Regional Library meetings.

Report available

(b) Mayor Sandra Snow

Mayor Snow submitted her report on her activities over the past month. Highlights included Valley Regional Enterprise Network, business grants, Kings County Mayors committee discussions around economic recovery, Kings Regional Emergency Management Operations meetings, wildfires, community spirit event with Spike,

Report available

RECOMMENDATION TO COUNCIL

It was moved by Councillor Cate Savage and seconded by Councillor Maxwell

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

MOTION CARRIED

Councillors who voted in favour of this motion:

Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow

6. CORRESPONDENCE

(a) Kings Historical Society – July 3, 2020

Appreciation for the grant given to the organization from the Town.

Letter available

7. NEW BUSINESS

(a) Council Remuneration Review

Mayor Snow reviewed the staff report outlining proposed changes to the Council Remuneration policy, including remuneration changes beginning November 1, 2020.

Report available

- **Points of Discussion**

- Remuneration seems to be consistent with other similar-sized towns.
- There is a small cost of living increase.

RECOMMENDATION TO COUNCIL

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

That Council approve changes to the Council Remuneration Policy as presented.

MOTION CARRIED

Councillors who voted in favour of this motion:

Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow

(b) – Department COVID – 19 Reports

Removed from the agenda.

(c) Meeting Procedures

Mayor Snow outlines the suggested plan for meeting in September. Councils are requesting to meet in person in September, depending on the capacity to socially distance in chambers.

- **Points of Discussion**

- Suggestion that masks be worn at the Council table.
- **Still have to meet under the criteria dictated by the department of health, but potentially go back to meeting in council chambers.**

RECOMMENDATION TO COUNCIL

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

That Council return to business as usual as per the G70 Meetings Policy if the Ministerial Order of March 22, 2020 is stayed or modified.

MOTION CARRIED

Councillors who voted in favour of this motion:

Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow

9. IN CAMERA

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

That Council proceed to a closed session at 5:32 pm to discuss a legal matter.

MOTION CARRIED

Councillors who voted in favour of this motion:

Bolland, Gerrard, Maxwell, Savage, Pulsifer and Snow

It was moved by Deputy Mayor Gerrard and seconded by Councillor Pulsifer

That Council return to open session at 6:42 pm

MOTION CARRIED

Councillors who voted in favour of this motion:

Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow

It was moved by Deputy Mayor Gerrard and seconded by Councillor Bolland

That Council direct staff to follow up via email (cc'd solicitor) with the land owner as discussed in the closed session.

MOTION CARRIED

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

10. ADJOURNMENT

It was moved by Deputy Mayor Gerrard and seconded by Councillor Bolland

That the July 27, 2020 meeting of Council be adjourned at 6:45 p.m.

MOTION CARRIED

TOWN OF KENTVILLE EMERGENCY COUNCIL MEETING COVID-19 PROTOCOL Meeting Minutes: July 30, 2020

This emergency meeting was held without notice to the public via electronic means in accordance with the Direction from Minister Chuck Porter: “Effective at 2 pm on March 22, 2020, all municipal councils will discontinue holding their meetings in person, instead only virtual meetings may be held by video or telephone.”

Town Hall is closed to the public. Council voted by poll.

1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 4:02 p.m.

PRESENT

Mayor Sandra Snow, Deputy Mayor Craig Gerrard, Councillor John Andrew, Councillor Eric Bolland, Councillor Cathy Maxwell, Councillor Cate Savage and Councillor Lynn Pulsifer.

Solicitor Geoff Muttart.

REGRETS

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 that the agenda of July 30, 2020 be approved – Labour CAO

It was moved by Councillor Savage and seconded by Deputy Mayor Gerrard

MOTION CARRIED

3. IN CAMERA

It was moved by Deputy Mayor Gerrard and seconded by Councillor Bolland

That Council proceed to a closed session at 4:03 pm to discuss a labour matter.

MOTION CARRIED

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

It was moved by Deputy Mayor Gerrard and seconded by Councillor Bolland

That Council return to open session at 7:36 pm

MOTION CARRIED

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

It was moved by Deputy Mayor Gerrard and seconded by Councillor Andrew

That Council proceed with personnel matter recommendations as discussed in Camera

MOTION CARRIED

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

10. ADJOURNMENT

It was moved by Councillor Andrew and seconded by Councillor Savage

That the July 30, 2020 emergency meeting of Council be adjourned at 8:04 p.m.

MOTION CARRIED

TOWN OF KENTVILLE EMERGENCY COUNCIL MEETING COVID-19 PROTOCOL Meeting Minutes: August 6, 2020

This emergency meeting was held without notice to the public via electronic means in accordance with the Direction from Minister Chuck Porter: “Effective at 2 pm on March 22, 2020, all municipal councils will discontinue holding their meetings in person, instead only virtual meetings may be held by video or telephone.”

Town Hall is closed to the public. Council voted by poll.

1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 3:59 p.m.

PRESENT

Acting/CAO Bell called the roll, present were Mayor Sandra Snow, Deputy Mayor Craig Gerrard, Councillor John Andrew, Councillor Eric Bolland, Councillor Cathy Maxwell, Councillor Cate Savage and Councillor Lynn Pulsifer.

Solicitor Geoff Muttart.

REGRETS

DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

It was moved that the agenda of August 6, 2020 be approved – Labour Interim CAO

It was moved by Councillor Savage and seconded by Councillor Bolland

MOTION CARRIED

3. IN CAMERA

It was moved by Councillor Andrew and seconded by Councillor Savage

That Council proceed to a closed session at 4:00 pm to discuss a labour matter. A/CAO Bell left the meeting at this point.

MOTION CARRIED

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

It was moved by Councillor Andrew and seconded by Councillor Savage

That Council return to open session at 4:20 pm

MOTION CARRIED

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

It was moved by Councillor Savage and seconded by Deputy Mayor Gerrard

That Council contract an interim CAO for a period of no less than six (6) months starting on 11th August 2020 as discussed in Camera

MOTION CARRIED

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

10. ADJOURNMENT

It was moved by Councillor Savage

That the August 6, 2020 emergency meeting of Council be adjourned at 4:22 p.m.

MOTION CARRIED

TOWN OF KENTVILLE EMERGENCY COUNCIL MEETING COVID-19 PROTOCOL

Meeting Minutes: August 7, 2020

This emergency meeting was held without notice to the public via electronic means in accordance with the Direction from Minister Chuck Porter: “Effective at 2 pm on March 22, 2020, all municipal councils will discontinue holding their meetings in person, instead only virtual meetings may be held by video or telephone.”

Town Hall is closed to the public. Council voted by poll.

1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 4:03 p.m.

PRESENT

Acting/CAO Bell called the roll, present were Mayor Sandra Snow, Deputy Mayor Craig Gerrard, Councillor John Andrew, Councillor Eric Bolland, Councillor Cathy Maxwell, Councillor Cate Savage and Councillor Lynn Pulsifer.

Solicitor Geoff Muttart and Legal Counsel Rick Dunlop

REGRETS

DECLARATIONS OF CONFLICT OF INTEREST

Councillor Andrew declared a Conflict of Interest during the in-camera session. Councillor Andrew left the meeting at 4:37pm.

2. APPROVAL OF THE AGENDA

It was moved that the agenda of August 7, 2020 be approved – Legal

It was moved by Councillor Savage and seconded by Councillor Bolland

MOTION CARRIED

3. IN CAMERA

It was moved by Councillor Andrew and seconded by Councillor Pulsifer

That Council proceed to a closed session at 4:04 pm to discuss a legal matter. A/CAO Bell left the meeting at this point.

MOTION CARRIED

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

It was moved by Councillor Maxwell and seconded by Councillor Pulsifer

That Council return to open session at 5:40 pm

MOTION CARRIED

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

It was moved by Councillor Savage and seconded by Councillor Maxwell

That Council direct legal counsel to carry out legal action as discussed in Camera

MOTION CARRIED

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

10. ADJOURNMENT

It was moved by Councillor Savage

That the August 7, 2020 emergency meeting of Council be adjourned at 5:41 p.m.

MOTION CARRIED

TOWN OF KENTVILLE EMERGENCY COUNCIL MEETING COVID-19 PROTOCOL Meeting Minutes: August 12, 2020

This emergency meeting was held without notice to the public via electronic means in accordance with the Direction from Minister Chuck Porter: “Effective at 2 pm on March 22, 2020, all municipal councils will discontinue holding their meetings in person, instead only virtual meetings may be held by video or telephone.”

Town Hall is closed to the public. Council voted by poll.

1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 4:04 p.m.

PRESENT

Interim/CAO Smith called the role, present were Mayor Sandra Snow, Deputy Mayor Craig Gerrard, Councillor Eric Bolland, Councillor Cathy Maxwell, Councillor Cate Savage and Councillor Lynn Pulsifer.

Solicitor Geoff Muttart and Legal Counsel Rick Dunlop

Councillor John Andrew logged into the meeting at 4:07 p.m. and experienced technical difficulties through-out the meeting due to internet coverage at his location.

REGRETS

DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

It was moved that the agenda of August 12, 2020 be approved – Legal

It was moved by Councillor Savage and seconded by Deputy Mayor Gerrard

MOTION CARRIED

3. IN CAMERA

It was moved by Deputy Mayor Gerrard and seconded by Councillor Pulsifer

That Council proceed to a closed session at 4:11 pm to discuss a legal matter. I/CAO Smith left the meeting at this point.

Note: Councillor Andrew lost connection at 4:11 – gained connection at 4:15

MOTION CARRIED

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

It was moved by Councillor Savage and seconded by Councillor Pulsifer

That Council return to open session at 5:05 pm

MOTION CARRIED

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

It was moved by Councillor Savage and seconded by Councillor Bolland

That Council direct legal counsel to carry out legal action as discussed in Camera

MOTION CARRIED

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

10. ADJOURNMENT

It was moved by Councillor Savage

That the August 12, 2020 emergency meeting of Council be adjourned at 5:08 p.m.

MOTION CARRIED

TOWN OF KENTVILLE EMERGENCY COUNCIL MEETING COVID-19 PROTOCOL Meeting Minutes: September 8, 2020

This emergency meeting was held without notice to the public via electronic means in accordance with the Direction from Minister Chuck Porter: “Effective at 2 pm on March 22, 2020, all municipal councils will discontinue holding their meetings in person, instead only virtual meetings may be held by video or telephone.”

Town Hall is closed to the public. Council voted by poll.

1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 8:58 a.m.

PRESENT

Interim/CAO Smith called the role, present were Mayor Sandra Snow, Deputy Mayor Craig Gerrard, Councillor Eric Bolland, Councillor Cathy Maxwell, Councillor Cate Savage and Councillor Lynn Pulsifer.
Solicitor Geoff Muttart

2. APPROVAL OF THE AGENDA

It was moved that the agenda of September 8, 2020 be approved – Legal

It was moved by Councillor Savage and seconded by Deputy Mayor Gerrard

MOTION CARRIED

3. IN CAMERA

It was moved by Deputy Mayor Gerrard and seconded by Councillor Bolland

That Council proceed to a closed session at 9:00 am to discuss a legal matter. I/CAO Smith left the meeting at this point.

MOTION CARRIED

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

It was moved by Councillor Savage and seconded by Councillor Pulsifer

That Council return to open session at 10:04 am

MOTION CARRIED

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

It was moved by Councillor Savage and seconded by Councillor Andrew

That Council proceed with personnel matter recommendations discussed in Camera

MOTION CARRIED

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

10. ADJOURNMENT

It was moved by Councillor Savage

**That the September 8, 2020 emergency meeting of Council be adjourned at 10:05 a.m.
MOTION CARRIED**

August 25, 2020



Mayor and Council
Town of Kentville, NS

Re: Proposed Retirement Living Complex in Kentville, NS

Dear Mayor & Council,

I am representing Stonemont Retirement Living and am contacting you in regards to a proposed development they are anxious to bring to Kentville. Stonemont is currently moving forward with a project in Bridgewater which will see a 110,000 ft² retirement living complex constructed which will include 160 independent living units and a host of amenity spaces including a full service dining room, laundry facilities, bar / lounge, fitness room, theatre / chapel and a variety of program spaces. Stonemont's development plan has been to start our Bridgewater facility and immediately move to start a sister facility in Kentville which has a similar demographic profile relative to a demonstrated need for independent retirement living. Accordingly, we have been actively looking for a suitable site in the Kentville area to develop. After over 6 months of searching and a number of leads which didn't pan out we found what we feel to be a perfect site – specifically a 3 acre parcel at the corner of Park and Shylah Streets. This site meets our size, location, servicing and visibility requirements and is our last hope for a viable site in Kentville.

Unfortunately we have come to find out this site is currently zoned C-2 (Highway Commercial) whereas we would require a R4 (High Density Residential). While this typically wouldn't be a huge issue and we would proceed to go through the lengthy process to seek a re-zoning, we have significant timing pressures and need to resolve this in a relatively short period of time. As such and recognizing that the next Council meeting isn't currently scheduled until the middle of next month, we would like to respectfully request a "special council meeting" at your earliest convenience to discuss what we are proposing and to see if Council is open / anxious to see this significant development and long term employment opportunity (approx. 50 positions) come to Kentville at this proposed site.



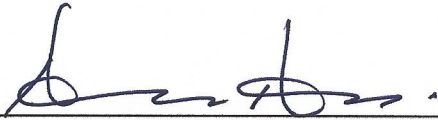
Project Management & Owner's Representative Services

As time is of the essence, we are available anytime (day, evening, weekend) to meet in person or by videoconference to further explain this proposed development and answer any questions you may have – and for us, it will allow us to informally gauge the interest / desire of Council to rezone this property or whether we need to start looking to another community for the next development.

Thank you in advance for your consideration of this matter and we look forward to speaking with you at your earliest convenience.

Regards,

CATALYST CONSULTING ENGINEERS INC.

A handwritten signature in black ink, appearing to read 'Andrew Amos', written over a horizontal line.

Andrew Amos, P.Eng.
Project Manager for Stonemont

Kings REMO Emergency Management Support Plans

2020-09-14
Town of Kentville



Dan Stovel

Regional Emergency Management Coordinator (REMC)



Kings REMO EM Support Plans



Wildfire Preparedness & Response Plan



Wildfire Preparedness & Response Plan



Purpose:

To provide Kings County municipal employees with **information and guidelines** that may be required in the event of a **wildfire** impacting Kings County.



Wildfire Preparedness & Response Plan



Wildfire Season

March 15 – October 15

- Fire locations are closely tied to where people live
 - Densely populated areas frequently have many fires, while remote areas have few
 - Relatively few (about 3%) of fires are started by lightning



Wildfire Preparedness & Response Plan



The Plan recognizes the need to:

1. Identify when **health of residents** may be threatened
2. **Communicate** with the public
3. **Communicate and coordinate** with Provincial and local agencies;
4. **Mobilize resources** and **initiate actions**; and
5. Employ the **Incident Command System (ICS)** in organizing a response to a wildfire emergency



Wildfire Preparedness & Response Plan



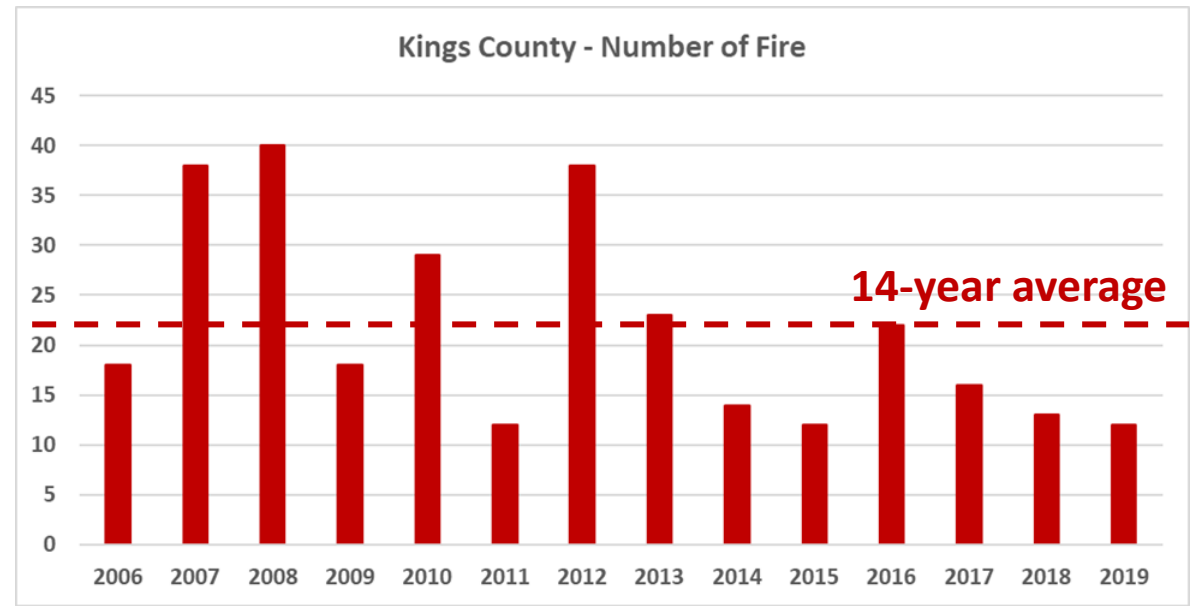
Under the most severe conditions, wildfires can require residents to abandon their homes and seek shelter



Wildfire Preparedness & Response Plan



- The average number of annual wildfires in Kings County, over a 14-year period, is 22 wildfires per year



Source: Department of Lands & Forestry



Wildfire Preparedness & Response Plan

EM Priorities:

- **Life Safety** (responders, residents and visitors)
- **Support** for stranded and evacuated persons (Shelters)
- Protection of **critical infrastructure**
- Protection of **environment**

..... (continued)



Wildfire Preparedness & Response Plan



EM Priorities:

- Reduction of **economic** impact
- Returning communities to **normal**
- Reducing **impact** to private property where possible and appropriate



Wildfire Preparedness & Response Plan



- 1.0 Introduction
- 2.0 Concept of Operations (CONOPS)
- 3.0 Responsibilities
- 4.0 **Public Education & Awareness**
- 5.0 Plan Testing, Review & Maintenance
- 6.0 Distribution List

Annexes



Wildfire Preparedness & Response Plan



Proposed Approval Timeline:

2020-02 NS Department of Lands & Forestry
2020-03-19 Kings REMO REMPC Meeting
2020-04-20 Kings REMO REMAC Meeting

2020-09-01 Wolfville COW
➔ 2020-09-14 Kentville CAC
2020-09-15 MoK COW
2020-09-15 Wolfville Council (for approval)
2020-09-22 Berwick COW
2020-09-28 Kentville Council (for approval)
2020-10-06 MoK Council (for approval)
2020-10-13 Berwick Council (for approval)



Wildfire Preparedness & Response Plan



Impacts of COVID-19 Pandemic:

- Exposure to air pollution can irritate the lungs, cause inflammation, and alter immune function, making it more difficult to fight respiratory infections such as COVID-19
- Harmful effects of wildfire smoke are immediate and could make COVID-19 symptoms worse



Wildfire Preparedness & Response Plan



Impacts of COVID-19 Pandemic:

- The best way to protect against the potentially harmful effects of wildfire smoke is to reduce exposure & seek cleaner air spaces
 - May be more challenging under strict physical distancing guidelines



Wildfire Preparedness & Response Plan



Draft Motion:

That Council approve the Kings REMO Wildfire Preparedness and Response Plan, dated March 2020





**FINANCE DEPARTMENT
REPORT TO COUNCIL ADVISORY COMMITTEE
August 31, 2020**

I am pleased to report from the Finance Department of the Town of Kentville for the month ended August 31, 2020.

Finance Department Update

- ✓ The final tax levy was released in August with a due date of September 30, 2020.
 - ✓ The first quarter utility bills were due August 25, 2020.
 - ✓ Finance personnel enjoy holidays through the months of July and August.
-

Attachments

Schedules A & B (Revenue and Expenditures) are included for the month ended August 31, 2020.

Schedule C (and graph) (Outstanding Taxation) is attached for the month ended August 31, 2020.

Schedule D (Sanitary Sewer Area Service) is included for the first quarter ended June 30, 2020.

Schedules E and F (Perpetual Investment Fund) are included for the month ended August 31, 2020.

Schedules G (Town of Kentville Capital Investment Plan-2020-2021) are included, as the program has begun.

Schedule H (Account Receivable- Due from the Municipality of the County of Kings) is included for the month ended August 31, 2020.

Analysis

Revenue (see Schedule A)

If revenue were averaged evenly over the year, 41.7% of the budget would be consumed. To August 31, 2020, overall revenue exceeds the average at 77.6% recorded. Items worth noting are:

Taxes-The final tax levy was mailed out end of August with a due date of September 30, 2020. Total taxation is currently reporting at 100.1%

Payments in Lieu- The claim for PILT for the Federal properties was submitted in early July. The Provincial claim was submitted with the Statement of Estimates (SOE) in June. We await payment for both.

Services to Other Governments- This section records the KPS seconded officer along with services to Kings County for snow removal, cultural and recreation. One quarter of the KPS secondment is recorded along with 50% of the County's share of the library lease.

Sales of Services- This section records reallocations to other funds and is updated by journal entry. It also records the sales of services by KPS. Four months are recorded as revenue. This section also accounts for the sale of financial services to KVFD. Five months of sales are recorded. 50% has been billed to KCA for landscaping services.

Other Revenue-Own Sources-This section is reporting fines, rentals, interest and miscellaneous revenue. "Fines, fees, permits" is reporting below the guideline as the collection of animal licenses was postponed due to the pandemic. "Rentals" will report below the guideline as arena ice rentals account for the larger portion of this section. Some facilities were unable to re-open or will re-open in a restricted capacity, due to pandemic limitations.

Unconditional Transfers- The Province forwarded the first quarter Equalization payment in June, along with the annual Power Corporation grant. The HST offset payment is also recorded.

Conditional Transfers- The *Federal Parks & Recreation Association* forwarded \$ 800 for Recreation programming. One quarter of the Provincial Additional Officer Program is recorded. 80% funding for the Active Living Coordinator has been received from the Province. Efficiency Nova Scotia forwarded \$ 15,000 to offset PACE expenses incurred. The Province also forwarded \$1,352 (in total) for a variety of Recreation outreach programs.

Expenditures (see schedule B)

To date, overall expenditures are essentially at the benchmark at 40.7% expended. Some departments have exceeded the 41.7% guideline due to annual payments and bulk ordering of supplies. Items to note are as follows:

General Administration- slightly exceeds the yardstick as 50% of the mandatory payment has been issued for assessment services. 100% of low-income tax relief (Section 69) and 100% of charitable organizations exemptions (Section 71) are recorded. 100% of the general insurance premium is paid.

Protective Services- Police-Core program exceeds the guideline, as retroactive pay was released in mid-July. **Debt charge** exceeds the guideline but reflects the debt repayment schedule.

Transportation Services–Public Transit exceeds the benchmark and reflects not only the invoicing for the service but also a portion of the prior year deficit. We accrued \$ 7,200 earlier this year; however, after their audit, our share of KTA's 19/20 deficit totaled \$ 9,275. The difference of \$2,075 had to be expensed. In addition, an invoice from the Municipality of Kings dated March 31, **2019** surfaced related to our share of municipal modernization funding related to KTA and Valley Waste. That (lost & very late) invoice was split equally between those two entities- with KTA picking up \$ 5,985. **Debt charge** exceeds the guideline but reflects the debt repayment schedule.

Environmental Health Services exceeds the guideline as it accounts for not only the billings from Valley Waste but also the remaining half of the lost invoice (cited above) from the Municipality of Kings (\$5,985).

Environmental Development Services- Planning and zoning exceeds the guideline due to payment of the annual insurance premium.

Recreation- Programmes exceeds the benchmark, as summer programs are completed for the year. **Debt charge** slightly exceeds the guideline but reflects the debt repayment schedule. **Cultural** exceeds the standard because 50% of the transfer to the Regional Library has occurred in addition to release of all budgeted cultural grants.

Financing and transfers- Expenditures- Debt Charge- principal exceeds the benchmark but accurately reflects the debt repayment schedule.

Summary of Outstanding Taxes (see Schedule C)

Outstanding taxes includes the final levy, with a due date of September 30, 2020. 49.5% of the 20/21 levy is collected (last year-48.7%). Total property tax outstanding as at August 31, 2020 is \$4,885,258 (last year- \$4,765,403). This equates to 49.7% collected in total (last year- 49.0%).

Sanitary Sewer Area Service (see Schedule D)

The report from the Sanitary Sewer Area Service is attached for the quarter ended June 30, 2020. If revenue and expenses were averaged equally, 25% of the budget would be consumed.

Revenue

Overall, revenue falls short of its target reporting at 21.7%. Sewer charges are under the benchmark at 21.7%. One annual billing occurs in the 4th quarter. Permits for sewer connections exceeds the benchmark at 46.7%.

Expenditures

On the expenditure side of the ledger, total expenditures are below the guideline at 23.2% expended. Administration expenditures report at 7.9%. Domestic Sewer Maintenance is below the benchmark at 8.9% while Pumping Stations exceeds the guideline due to payment of the annual insurance premium along with cleaning several lift stations. Fiscal services reports at 100% as the entire debt principal is paid in the first quarter.

At June 30, the Sanitary Sewer Area Service reports a **current deficit of \$18,840.**

Perpetual Investment Fund- (see Schedules E and F)

The Investment Advisory Committee (IAC) met on September 9, 2020 to discuss the report for the month ended August 31, 2020. The *Statement of Financial Position (Schedule E)* for year-end shows that investments total \$13.4 million (at cost) with the breakdown as follows:

	COST	MARKET
Cash and short-term	\$1,652,668	\$1,649,861
Fixed income securities	7,885,244	7,873,579
Equities	<u>3,910,575</u>	<u>4,015,452</u>
Total investments	<u>\$13,448,487</u>	<u>\$13,538,892</u>

The *Statement of Reserves (Schedule F)* is also attached. At August 31, 2020, interest paid is \$34,802, dividends paid into the fund total \$84,774; capital losses are \$(437) (last year-gain-\$127,877). At August 31, management fees totaled \$14,316 (last year- \$11,937).

Income budgeted for 2020/2021 is \$ 430,000 interest and dividends, \$30,000 capital gains and \$ 70,000 supplement (if required). The supplement will be withdrawn only if the Town is in a deficit position end of year 2021.

Town of Kentville Capital Investment Plan- 2020-2021

Information on the 2020/2021 Town of Kentville capital program is updated. The program is at its beginning with \$ 193,860 recorded at August 31 (9.1%). Specific departmental details are found on pages G-1 to G-7. The program details will be updated monthly.

Accounts Receivable- Due from the Municipality of the County of Kings- (see Schedule H)

Schedule H summarizes the outstanding financial receivable matters between the Town and the Municipality of the County of Kings. This report cites the amounts due as at August 31, 2020.

The total due from the County is offset by amounts due to the County.

This concludes the monthly report from the Finance Department for August 31, 2020.

Respectfully submitted,


Debra Crowell
Director of Finance
Kentville

Town of Kentville Operating Fund

August 31, 2020

Revenue	Budget Amount \$	Year to Date Amount \$	% consumed
TAXES			
Tax (including Industrial Park)			
Assessable property	8,957,200	8,971,244	100.2%
Resource	43,900	43,975	100.2%
Economic development	113,800	95,963	84.3%
	<u>9,114,900</u>	<u>9,111,182</u>	100.0%
Area rates and frontages			
Area rates	694,800	697,629	100.4%
Special assessments	6,800	19,134	281.4%
	<u>701,600</u>	<u>716,763</u>	
Based on revenue			
Business property	<u>38,500</u>	<u>38,587</u>	100.2%
TOTAL TAXATION	<u>9,855,000</u>	<u>9,866,532</u>	100.1%
PAYMENTS IN LIEU OF TAXES			
Federal and agencies	396,300	-	0.0%
Provincial and agencies	182,600	-	0.0%
	<u>578,900</u>	<u>-</u>	0.0%
SERVICES TO OTHER GOVERNMENTS			
Provincial government	118,000	28,766	24.4%
Local government	110,400	20,554	18.6%
	<u>228,400</u>	<u>49,320</u>	21.6%
SALES OF SERVICES			
Agencies	<u>1,108,100</u>	<u>303,752</u>	27.4%
OTHER REVENUE-OWN SOURCES			
Fines, fees, permits	37,800	11,509	30.4%
Rentals	361,800	37,258	10.3%
Interest	95,000	13,566	14.3%
Return on investments	630,000	-	0.0%
Other	44,100	14,826	33.6%
	<u>1,168,700</u>	<u>77,159</u>	6.6%
UNCONDITIONAL TRANSFERS	<u>224,200</u>	<u>96,911</u>	43.2%
CONDITIONAL TRANSFERS	<u>125,800</u>	<u>62,152</u>	49.4%
FINANCING AND TRANSFERS			
From reserves	191,500	-	0.0%
	<u>191,500</u>	<u>-</u>	0.0%
TOTAL REVENUE 2020/2021	13,480,600	10,455,827	77.6%

Town of Kentville Operating Fund

August 31, 2020

Expenditures	Budget Amount \$	Year to Date Amount \$	% consumed
GENERAL ADMINISTRATION			
Legislative	287,500	103,987	36.2%
General administration	1,362,800	585,028	42.9%
	<u>1,650,300</u>	<u>689,015</u>	41.8%
PROTECTIVE SERVICES			
Police- core program	2,383,900	1,009,715	42.4%
Police-sales of service	148,200	49,570	33.4%
Law enforcement	224,600	63,322	28.2%
Fire fighting	890,300	197,750	22.2%
Protective service- debt charge	15,300	9,612	62.8%
Emergency measures and other	161,300	56,118	34.8%
	<u>3,823,600</u>	<u>1,386,087</u>	36.3%
TRANSPORTATION SERVICES			
Common services	965,700	393,046	40.7%
Road transportation	789,300	171,547	21.7%
Public transit	225,500	128,326	56.9%
Transportation- debt charge	66,300	34,715	52.4%
Other	96,800	33,081	34.2%
	<u>2,143,600</u>	<u>760,715</u>	35.5%
ENVIRONMENTAL HEALTH SERVICES			
Solid waste collection and recycling	659,800	309,934	47.0%
PUBLIC HEALTH			
Public health and housing	96,500	6,500	6.7%
ENVIRONMENTAL DEVELOPMENT			
Planning and zoning	244,500	104,469	42.7%
Other community development	399,000	155,331	38.9%
	<u>643,500</u>	<u>259,800</u>	40.4%
RECREATION AND CULTURAL			
Recreation-Administration	506,400	207,655	41.0%
-Programmes (net)	83,800	45,463	54.3%
-Facilities	609,200	248,754	40.8%
-Debt charge	37,000	15,660	42.3%
Cultural	133,700	57,222	42.8%
	<u>1,370,100</u>	<u>574,755</u>	41.9%
EDUCATION			
	<u>1,536,000</u>	<u>648,440</u>	42.2%
FINANCING AND TRANSFERS			
Debt charge- principal	928,300	845,850	91.1%
Transfers to allowances and reserves	628,900	0	0.0%
	<u>1,557,200</u>	<u>845,850</u>	54.3%
TOTAL EXPENDITURE 2020/2021	13,480,600	5,481,095	40.7%

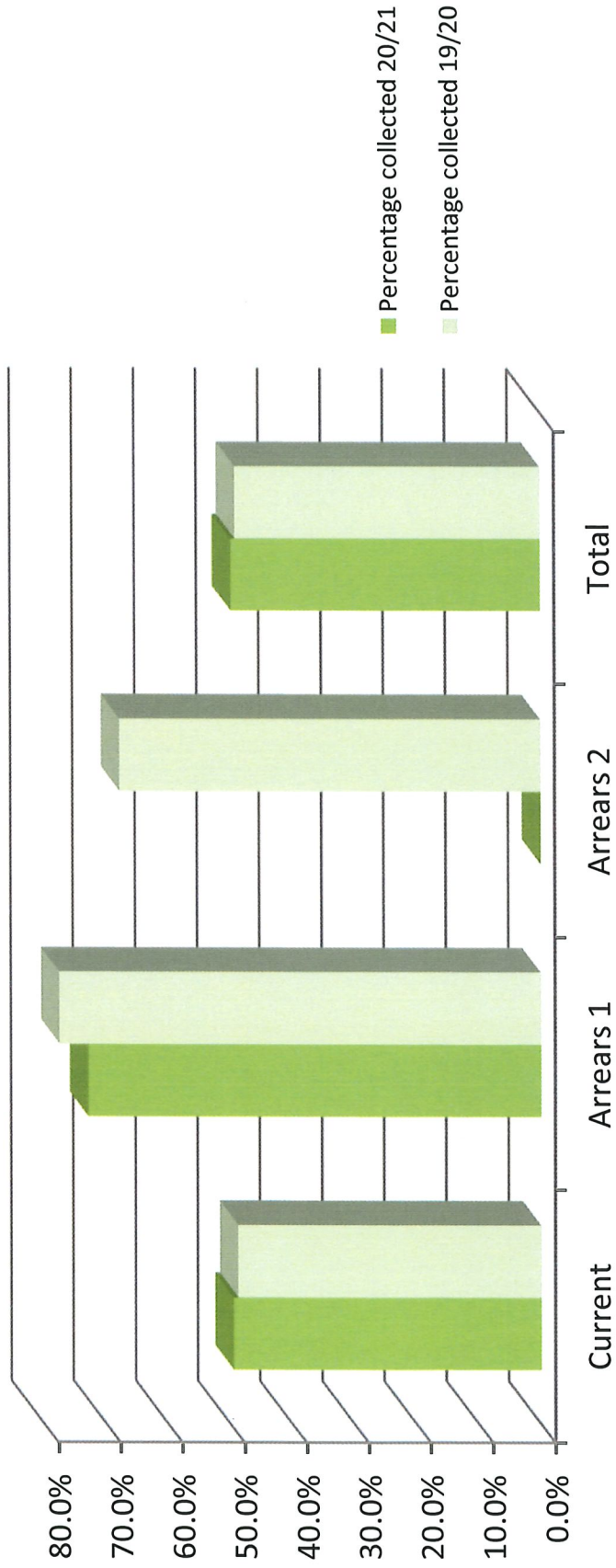
Town of Kentville Operating Fund

Summary of Taxes Collected & Outstanding

This report provides information for Council's perusal concerning outstanding taxes.

	<u>CURRENT</u> \$	<u>ARREARS 1</u> \$	<u>ARREARS 2</u> \$	<u>TOTAL OUTSTANDING</u> \$
Balance, April 1, 2020	(212,804)	92,212	236	(120,356)
Billed 2020	9,827,945	0	0	9,827,945
20/21 net adjustments	0	0	0	-
Total collectible	9,615,141	92,212	236	9,707,589
Total collected	4,755,196	67,135	0	4,822,331
Outstanding	4,859,945	25,077	236	4,885,258
Percentage collected 20/21	49.5%	72.8%	0.0%	49.7%
Percentage collected 19/20	48.7%	77.4%	67.7%	49.0%

Town of Kentville Outstanding Taxes as at August 31, 2020



Town of Kentville Operating Fund

Quarter ended June 30, 2020

Sanitary Sewer Area Service	Budget	Year to Date	% consumed
REVENUE	\$	\$	
Sanitary sewer charges	1,279,000	277,583	21.7%
Interest	4,600	83	1.8%
Permits- sewer connections	1,500	700	46.7%
Miscellaneous revenue	-	0	0.0%
TOTAL REVENUE	1,285,100	278,366	21.7%
EXPENDITURES			
Administration			
Administration	88,000	19,834	22.5%
Legal	40,500	0	0.0%
Audit	2,300	0	0.0%
Office	2,200	727	33.1%
Common service charge	30,000	0	0.0%
Vehicle expense	2,100	0	0.0%
Allowance for uncollectibles		0	
Other collection expense	100	0	0.0%
Lease of equipment	1,000	238	23.8%
Interest on customers' deposits	100	20	20.1%
Professional studies	5,000	0	0.0%
Dues & fees	200	0	0.0%
Training	1,000	0	0.0%
Depreciation	90,300	0	0.0%
	262,800	20,820	7.9%
Domestic Sewer Maintenance			
Domestic sewer mtnc-wages	26,500	4,142	15.6%
Domestic sewer-mat & supplies	47,100	2,415	5.1%
	73,600	6,557	8.9%
Pumping Stations			
Pumping stations-wages	14,700	329	2.2%
Pumping stations-insurance	12,700	12,673	99.8%
Pumping stations-operating	19,000	9,513	50.1%
Pumping stations-mtnc	15,000	0	0.0%
	61,400	22,515	36.7%
Treatment & Disposal			
Agreement-Co. of Kings	793,500	189,275	23.9%
Fiscal Services			
Interest - S/T & L/T	5,400	3,299	61.1%
Principal	54,700	54,740	100.1%
Discount		0	
	60,100	58,039	96.6%
Capital from Revenue	30,000	0	0.0%
Transfer to Reserve	0	0	0.0%
TOTAL EXPENSE	1,281,400	297,206	23.2%
SURPLUS (DEFICIT)	3,700	(18,840)	

Town of Kentville Perpetual Reserve Fund

Month ended August 31, 2020

Statement of Financial Position	2020 Actual \$	2019 Actual \$
FINANCIAL ASSETS		
Cash (at cost)		
Cash and equivalents (net) - (at market- \$1,649,861)	1,652,668	899,743
Receivables		
Accrued		
Accrued interest and dividends		
Due from own funds and agencies		
General operating fund	2,068	2,050
Investments (at cost)		
Long Term		
Fixed income securities (at market- \$7,873,579)	7,885,244	8,520,388
Equities (at market- \$4,015,452)	3,910,575	4,015,899
Total assets	<u>13,450,555</u>	<u>13,438,080</u>
Fund Balance		
Due to Town Operating Reserve		
Reserve	<u>13,450,555</u>	<u>13,438,080</u>
Total fund balance	<u>13,450,555</u>	<u>13,438,080</u>

Town of Kentville Perpetual Reserve Fund

Month ended August 31, 2020

Statement of Reserves	2020 Actual \$	2019 Actual \$
Balance, beginning of year	<u>13,354,167</u>	<u>13,198,833</u>
Add:		
Interest	34,802	42,577
Dividends	84,774	80,730
Accrued interest and dividends		
Capital gains		
Equities	(437)	148,472
Fixed income securities		<u>(20,595)</u>
	<u>119,139</u>	<u>251,184</u>
	<u>13,473,306</u>	<u>13,450,017</u>
Less:		
Management fees (net)	14,316	11,937
Return of capital	8,435	
Due to Town of Kentville operating fund		
Transfer to Town of Kentville operating fund		
	<u>22,751</u>	<u>11,937</u>
Balance, end of year	<u>13,450,555</u>	<u>13,438,080</u>

March 31, 2021

Town of Kentville Capital Fund

	Budget Amount \$	Year to Date Amount \$	% consumed
PROJECTS			
Gas Tax Infrastructure	470,600	0	0.0%
General Administration	153,800	8,827	5.7%
Protection	143,200	49,540	34.6%
Transportation	768,900	99,399	12.9%
Planning	0	0	0.0%
Development	80,800	2,955	3.7%
Recreation	517,800	33,139	6.4%
Cultural	0	0	0.0%
	2,135,100	193,860	9.1%
FUNDING			
OUTSIDE SOURCES			
Other governments			
Federal			0.0%
Province of Nova Scotia	60,000	40	0.1%
	60,000	40	0.1%
Capital Contributions			
Betterments			
Contributions	30,000	0	0.0%
Sale of surplus equipment	11,000	5,000	45.5%
	41,000	5,000	12.2%
INTERNAL SOURCES			
Cash			
Capital fund cash		0	0.0%
Reserves			
Restricted			
Gas Tax Funds	470,600	0	0.0%
Own Sources			
Equipment Capital	73,000	84,353	115.6%
Town Capital			
General allocation	569,600	33,553	5.9%
Recreation	23,000	1,272	5.5%
	1,136,200	119,178	10.5%
Operations			
Park fees	5,300		0.0%
Capital from revenue- KPS	46,000	39,326	85.5%
	51,300	39,326	76.7%
BORROWING	846,600	30,316	3.6%
	2,135,100	193,860	9.1%

Town of Kentville Capital Fund

March 31, 2021

GENERAL LEDGER	GAS TAX INFRASTRUCTURE		
#	Description	Budget	Actual
	Transportation		
	Sidewalks		
05-35-71-300	Main Street (East End)	85,000	0
05-35-71-340	Prospect Avenue sidewalk	35,000	0
05-35-71-250	Park Street West sidewalk/storm sewer Phase 2	120,000	0
	Streets		
05-35-71-200	Gladys Porter Drive-\$55,200 Blair Avenue-\$45,300 Condon Ave-\$130,100	230,600	0
	PROJECTS	470,600	0
	FUNDING		
	Reserve- Gas Tax Interest	3,000	
	Reserve- Gas Tax 19-20	99,200	
	Reserve- Gas Tax Current 2020-2021	368,400	
	Reserve - Town capital		
	Borrowing		
	TOTAL	470,600	0

Town of Kentville Capital Fund

GENERAL LEDGER	GENERAL ADMINISTRATION		
#	Description	Budget	Actual
	IT INITIATIVE ANNUAL		
05-35-72-200	IT projects 3 licenses-\$20,000 Council Chambers sound system- \$60,000	80,000	0
	TOWN HALL		
	Interior upgrades		
05-35-72-260	Council chambers upgrades	10,700	2,987
05-35-72-300	Design work (COVID-19)	20,000	0
05-35-72-250	Heat pump	17,500	0
	Exterior upgrades		
05-35-72-100	Brickwork	20,000	0
05-35-72-150	Back ramp- accessibility	5,600	5,840
	PROJECTS	153,800	8,827
	FUNDING		
	CASH		
	Capital Reserve- Town General allocation	57,500	
	Borrowing	96,300	8,827
	TOTAL	153,800	8,827

Town of Kentville Capital Fund

GENERAL LEDGER	PROTECTIVE SERVICES		
#	Description	Budget	Actual
	Police services		
	Police vehicles		
05-35-75-650	Marked car	50,000	44,326
	Equipment		
05-35-75-700	Body armour	24,500	0
	Building		
05-35-75-600	New Roof	40,700	5,214
	Information technology		
05-35-75-800	Video upgrades	28,000	0
	PROJECTS	143,200	49,540
	FUNDING		
	Cash		
	Capital from revenue	46,000	39,326
	Proceeds on sale	4,000	5,000
	Capital contribution		
	Reserves	52,500	
	Borrowing	40,700	5,214
	TOTAL	143,200	49,540

Town of Kentville Capital Fund

SCHEDULE G-4

March 31, 2021

GENERAL LEDGER	TRANSPORTATION SERVICES		
#	Description	Budget	Actual
	Yearly Projects		
05-35-71-100	Equipment	80,000	84,353
05-35-71-450	Public Works building	30,000	8,063
	Downtown improvements		
05-35-71-350	Ornamental lights		
	Flood mitigation		
05-35-71-400	River Street dyke	15,000	0
05-35-71-440	Flood mitigation study	60,000	5,694
	Streets		
05-35-71-480	New bridge approaches	97,500	0
	Parking lots		
05-35-71-470	Arena & 6 light standards	165,400	1,289
	Sidewalks		
05-35-71-490	Main Street- \$16,700 Park Street- \$17,500	34,200	0
	Storm sewer		
05-35-71-500	Aberdeen/Cornwallis to bridge-\$156,400 Palmer subdivision-\$130,400	286,800	(0)
	PROJECTS	768,900	99,399
	FUNDING		
	Cash		
	Equipment capital reserve	73,000	84,353
	Proceeds on sale	7,000	
	Capital reserve- general allocation	272,900	13,757
	Borrowing	416,000	1,289
	TOTAL	768,900	99,399

Town of Kentville Capital Fund

SCHEDULE G-6

March 31, 2021

GENERAL LEDGER	DEVELOPMENT SERVICES		
#	Description	Budget	Actual
	Downtown betterments		
05-35-75-500	Seasonal lighting-\$7,500	7,500	0
	Signage		
05-35-75-400	Rebranding signage (Gateway)	30,000	2,955
05-35-75-250	Kentville Business Park signage	20,000	0
	Beautification		
05-35-75-300	Centre Square (Phase 1)	23,300	0
	PROJECTS	80,800	2,955
	FUNDING		
	CASH		
	Capital Reserve- Town General	80,800	2,955
	Capital contribution- DMA (Public Garden)		
	Borrowing		
	TOTAL	80,800	2,955

March 31, 2021

Town of Kentville Capital Fund

GENERAL LEDGER	RECREATION SERVICES		
#	Description	Budget	Actual
	Soccer		
05-35-74-300	Soccer nets	8,000	1,272
05-35-72-350	Green Spaces	249,800	14,986
	Oakdene trail-\$15,000		0
	Webster Street AT trail-\$177,300		0
	Belcher Street AT -\$12,500		0
	Miner's Landing trail-\$20,000		0
	Gorge trail-\$10,000		0
	Clock garden-\$15,000		0
	Recreation Centre		
05-35-72-400	Flooring/bathroom	32,000	0
	Parks/Playgrounds		
05-35-72-500	Various playgrounds- Sherry Avenue	10,000	0
05-35-72-550	Oakdene Park- Gazebo	16,000	0
05-35-72-600	Memorial Park- Playground	10,000	3,645
05-35-74-200	Memorial Park- Fencing	15,000	0
05-35-72-650	Memorial Park- Mosquito ball field	6,500	5,828
05-35-73-250	Memorial Park- Shed and washroom siding	26,000	6,622
05-35-73-100	KCA playground accessible feature	50,000	40
05-35-73-150	Dog park- east end	50,000	0
05-35-74-700	Equipment	9,500	747
05-35-73-300	Study- Accessibility	35,000	0
	PROJECTS	517,800	33,139
	FUNDING		
	CASH		
	TOK- Park Fees (Miner's Landing)	5,300	
	Capital reserve- General allocation	105,900	16,841
	Capital reserve- Recreation	23,000	1,272
	Capital contribution- Province	60,000	40
	Capital contribution- others	30,000	
	Borrowing	293,600	14,986
	TOTAL	517,800	33,139

Town of Kentville

Accounts Receivable- Due from the Municipality of the County of Kings
August 31, 2020

	Sanitary Sewer		Recreation		Other	Town Capital		Kentville Water Utility		TOTAL	
	Outstanding Billing	Interest	Outstanding Billing	Interest		Capital Billing	Hydrant Charge	Outstanding	Interest		
2014/15	45,344	25,028						14,864	10,523	45,344	25,028
2015/16	59,832	16,759	8,378	1,819				16,905	1,386	83,074	29,101
2016/17	232,836		3,946		2,106 *	54,112		188,968		309,905	1,386
2017/18	247,360		68,267					(175,571)		504,595	0
Paid- July 9, 2018								188,968		(175,571)	
2018/2019	171,500 (status one)		38,000 (budget \$ 18,000)					(234,134)		398,468	
Paid- August 13, 2019	(79,080)		(58,422) (for 17/18)					188,364		(371,636)	
Adjustment- sewer	7,530		51,455 (paid before billing)					36,670		418,589	7,530
2019/2020 billing	178,770 (status one)		(102,911) 18/19 & 19/20					(188,364)		(102,911)	
Paid- Nov 22, 2019								(36,670)		(188,364)	
19/20 Revised billing (Feb/20)								214,660		(36,670)	
Paid- February 4, 2020										214,660	
Paid March 23, 2020											
2020/2021 billing	864,092	41,787	8,713	1,819	2,106	54,112		214,660	11,909	1,143,683	55,515
Writes out of ledger due to age (No bill collectible)	(258,122)	(41,787)								(258,122)	(41,787)
	605,970	0	8,713	1,819	2,106	54,112		214,660	11,909	885,561	13,728
			10,532		* (Invoice #17591)			226,569		899,289	

Accounts Receivable- Due to the Municipality of the County of Kings
August 31, 2020

	Regional Sewer		Town Operating Fund		Sewer Connections		TOTAL DUE COUNTY
	Current Billing	4 quarters	Building & Fire Inspection Disposal site Current Billing	Disposal site Current Billing	Sewer Connections	COUNTY	
2017/2018					27,218	27,218	27,218
2018/2019	703,000			81,916	34,349	819,265	819,265
2019/2020	727,000			82,250	35,401	844,651	844,651
PAID September 2019				(120,786)		(120,786)	(120,786)
PAID November 2019				(21,690)		(21,690)	(21,690)
PAID January 2020						(703,000)	(703,000)
PAID February 2020						(21,690)	(21,690)
PAID June 2020						(727,000)	(727,000)
2020/2021	378,550			43,519		422,069	422,069
PAID July 2020				(43,519)		(43,519)	(43,519)
PAID August 2020						(378,550)	(378,550)
	0	0	0	0	96,967	96,967	96,967

NET TOTAL **802,322**
Including sewer write offs
OR
NET TOTAL **1,102,231**
excluding sewer write offs



Memo

To: Brian Smith, Interim CAO
From: Debra Crowell, Director of Finance
Date: August 31, 2020
Re: **Fall 2020 Debenture Funding- Kentville Police Station (Refinancing)**

The Town of Kentville requires the refinancing of a matured debenture issue for the following:

TBR Resolution #	Purpose	TBR Limit Approved	Funding Requested
TBR 20/21-01	Refinance: KPS Police Station	300,000	\$300,000

The Municipal Government Act provides the legislative authority for a council to pass resolutions that set the parameters for a debenture issue. Nova Scotia Municipal Finance Corporation requires that, in order to streamline the debenture issue process, Council must approve a ***pre-approval resolution***. You will find the required pre-approval resolution attached, which will be forwarded to Nova Scotia Municipal Finance Corporation once ratified.

RECOMMENDATION

I recommend to Town Council that the attached resolution for ***Pre-approval of Debenture Issuance*** be approved and forwarded to Nova Scotia Municipal Finance Corporation.

Town of Kentville
Resolution for Pre-Approval of Debenture Issuance
Subject to Interest Rate

WHEREAS Section 91 of the *Municipal Government Act* provides that a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs;

AND WHEREAS the resolution of council to borrow money **FOR Refinancing: Town of Kentville Police Station** was approved by the Minister of Municipal Affairs on June 18 2020;

AND WHEREAS clause 91 (1) (b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91 (2) of the *Municipal Government Act* states, that in accordance with the *Municipal Finance Corporation Act*, the mayor and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the **TOWN OF KENTVILLE** borrow by issue and sale of debentures a sum or sums not exceeding **\$300,000** for a period not to exceed 5 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the **TOWN OF KENTVILLE** in the amount that the mayor and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of **5.5%**;

THAT the debenture be arranged with the Nova Scotia Municipal Finance Corporation with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the **Town of Kentville** held on the day of 2020.

GIVEN under the hands of the Mayor and the Clerk of the **Town of Kentville** this day of 2020.

Mayor

Clerk

TOWN OF KENTVILLE

TEMPORARY BORROWING RESOLUTION

\$300,000

File No. 20/21-01

Refinance: Town of Kentville Police Station

WHEREAS Section 66 of the Municipal Government Act provides that the Town of Kentville, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose authorized by statute;

AND WHEREAS clause 66 (4b) of the Municipal Government Act authorizes the Municipality to expend funds for the purpose of paying or retiring debentures;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Municipality borrow a sum or sums not exceeding Three Hundred Thousand Dollars (\$300,000) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Municipality to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Municipality borrow from time to time a sum or sums not exceeding Three Hundred Thousand Dollars (\$300,000) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the Town of Kentville held on the 30 day of MARCH 2020.

GIVEN under the hands of the Mayor and the Clerk and under the seal of the Town this 31 day of MARCH 2020.

Sandra B. Snow

Mayor

Shirley K. Neil

Clerk

For DMA Use Only

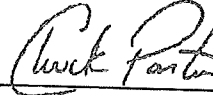
Certificate

TEMPORARY BORROWING RESOLUTION

Municipality of the Town of Kentville

This is to certify that, pursuant to Section 88 of the *Municipal Government Act*, the resolution passed at a duly convened meeting of the Council of the Town of Kentville on the 30th day of March, 2020 with a request to borrow a sum or sums not exceeding Three Hundred Thousand Dollars (\$300,000) for purposes of refinancing long term borrowing related to the Kentville Police Building and under the terms and conditions as set out within the resolution, is hereby approved.

DATED this 18th day of June, 2020.



Honourable Chuck Porter
Minister of Municipal Affairs and Housing



Memo

To: Brian Smith, Interim CAO

From: Debra Crowell, Director of Finance

Date: August 31, 2020

Re: **RESOLUTION- WITHDRAWAL- TOWN OF KENTVILLE OPERATING RESERVE**

The collective agreement between the Town of Kentville and the Atlantic Police Association Local 107 was ratified on June 29, 2020. **Schedule A** of the new collective agreement denotes the negotiated rates of pay due the APA members over the life of the contract. Because the **Local** had been outside a contract since March 31, 2019, the settlement created a retroactive payment due to APA members, which was remunerated to the officers in July.

Through the budget process every year, the Town prepares for the financial settlements of its collective agreements by transferring an estimated sum into its Operating Reserve for this purpose. When any retroactive settlement is quantified, this amount is withdrawn from the Operating Reserve and transferred into the current revenues of the Town Operating Fund.

The Town's Operating Reserve – "Collective Bargaining" segment contains \$218,000 for collective bargaining purposes. The retroactive remuneration paid upon settlement of the APA contract totaled \$47,578. After the above-noted withdrawal, the Town Operating Reserve- "Collective Bargaining" will contain \$170,422.

RECOMMENDATION

I recommend to Town Council that it approve a withdrawal from the Town of Kentville Operating Reserve in the amount of \$47,578 to offset retroactive pay associated with the settlement of the 2020 APA collective agreement.



RESOLUTION

WITHDRAWAL FROM TOWN OF KENTVILLE OPERATING RESERVE

2020/2021

WHEREAS S.99 (6) of the *Municipal Government Act* allows a municipality to maintain other reserve funds for purposes as the council may determine and withdrawals from the Town of Kentville Operating Reserve are authorized by a resolution of Council;

THEREFORE BE IT RESOLVED by the Council of the Town of Kentville that a withdrawal from the Town of Kentville Operating Reserve be authorized in the **amount of \$47,578** to offset expenditures incurred during the APA collective agreement settlement.

THIS IS TO CERTIFY that the foregoing resolution was passed at a duly called meeting of the Town Council held on the day of AD 2020.

GIVEN under the hand of the Town Clerk and under the corporate seal of the Town of Kentville this day of AD 2020.

Town Clerk



<p>Programs and Operations</p>	<ul style="list-style-type: none"> • 33 Development Permits Issued. • 2 subdivision applications – 1 application was from Brison Developments where they finally met their parkland requirements. 	<p>Highlights</p> <ul style="list-style-type: none"> • building Valuation of \$2,043,200 for a year total of \$15,329,505.
<p>Projects</p>	<ul style="list-style-type: none"> • Former KCA Lands. Enqore have broken ground with the installation of underground infrastructure. Staff have been helping the developer with their final plans and applications to issue them their development permits for Ryan’s Park. • Chrysalis House is progressing well. • Green Parsons has their occupancy permit for the 1st building, and for a portion of the 2nd building. Residents have started to move in. The footings for the third building have been put in. Staff are working with the developer to realign a property boundary to ensure compliance with setbacks. • An additional geotechnical report has been prepared for the River Street property. Planning and Engineering staff have a virtual meeting with the group to discuss the outcomes of the report within the week. • A second successful virtual public hearing was held in July. Neither amendment (Map or Text amendments) were appealed. The Planning documents have been updated and are available on the Towns website. the Land Use Bylaw: 	

	<ul style="list-style-type: none"> • Healy Events has requested an amendment to the Special Events Bylaw to increase the number of Special events permitted on their property at 429 Prospect from 15 to 20 annually. A survey to gauge public input will be sent out to residents within 500 feet of the subject property. The surveys have been returned and will be part of the report to Council later in this year to consider amending the Special Events Bylaw. • Staff have been working with the Farmers market to ensure covid19 compliance and social distancing. • Various mapping and GIS support continues. 	
Public Engagement	<ul style="list-style-type: none"> • Emails – ongoing • Drop Ins – ongoing 	
Other	<ul style="list-style-type: none"> • NA 	
Meetings and Events	<ul style="list-style-type: none"> • Senior Admin meetings • Zoom meeting -Council meeting • Virtual Public Hearing • First Aid Course completed 	

Activity Report

Planning & Development

July 2020



<i>PERMITS</i>	<i>PERMITS ISSUED JULY 2020</i>		<i>PERMITS ISSUED JULY 2019</i>	
	<i>MONTH TOTAL</i>	<i>YEAR TOTAL</i>	<i>MONTH TOTAL</i>	<i>YEAR TOTAL</i>
Number of Permits	21	58	12	87
Total Building Value (\$)	745,200	14,031,505	97,430	17,199,686
Permit Revenue (\$)	1,152.18	14,855.61	376.18	8,304.07

August 2020

<i>PERMITS</i>	<i>PERMITS ISSUED AUG 2020</i>		<i>PERMITS ISSUED AUG 2019</i>	
	<i>MONTH TOTAL</i>	<i>YEAR TOTAL</i>	<i>MONTH TOTAL</i>	<i>YEAR TOTAL</i>
Number of Permits	13	71	15	102
Total Building Value (\$)	1,298,000	15,329,505	1,014,100	18,213,786
Permit Revenue (\$)	1,534.34	16,389.95	14,876.77	23,180.84

Permits Report

Planning & Development

July 2020



Permit #: 3764	Permit Date: 07/03/2020
Value of Construction: \$1,500.00	Fee: \$50.00
Swimming Pool – 18’ above ground pool with 20’ x 20’ fence	
Permit #: 3765	Permit Date: 07/03/2020
Value of Construction: \$4,000.00	Fee: \$28.80
Renovations – Renovating the existing accessory building to become a legal ancillary dwelling unit	
Permit #: 3766	Permit Date: 07/03/2020
Value of Construction: \$2,700.00	Fee: \$0.00
New Accessory Structure – 5’ high wooden fence along the west side of the property	
Permit #: 3758	Permit Date: 07/07/2020
Value of Construction: \$8,000.00	Fee: \$27.04
New Accessory Structure – Extending the back deck around the proposed swimming pool	
Permit #: 3759	Permit Date: 07/07/2020
Value of Construction: \$5,000.00	Fee: \$50.00
Swimming Pool – 24’ above ground pool	
Permit #: 3769	Permit Date: 07/07/2020
Value of Construction: \$2,000.00	Fee: \$0.00
New Accessory Structure – 12’ x 14’ (168 sf) accessory building in the rear of the property	
Permit #: 3761	Permit Date: 07/07/2020
Value of Construction: \$20,000.00	Fee: \$64.00
Renovations – Upgrading the façade of the building, *KBC Façade Program Applicant*	

Permit #: 3767	Permit Date: 07/07/2020
Value of Construction: \$100,000.00	Fee: \$30.00
Demolition – Interior Demo of a fire-damaged apartment building	

Permit #: 3768	Permit Date: 07/07/2020
Value of Construction: \$50,000.00	Fee: \$130.00
Renovations – Rebuilding 1/3 of the roof from fire damage	

Permit #: 3772	Permit Date: 07/09/2020
Value of Construction: \$55,000.00	Fee: \$141.00
Renovations – First Phase of repairs to a fire damaged apartment	

Permit #: 3774	Permit Date: 07/10/2020
Value of Construction: \$1,500.00	Fee: \$0.00
New Accessory Structure – 6’ high wooden fence	

Permit #: 3775	Permit Date: 07/10/2020
Value of Construction: \$200.00	Fee: \$0.00
New Accessory Structure – 8’ x 12’ (96 sf) accessory building	

Permit #: 3771	Permit Date: 07/13/2020
Value of Construction: \$5,000.00	Fee: \$31.00
Renovations – Removing some walls within the dwelling and adding a closet	

Permit #: 3773	Permit Date: 07/13/2020
Value of Construction: \$47,000.00	Fee: \$132.38
Renovations – Constructing a new dormer, replacing siding, windows and some interior renovations. Also constructing a back deck and two front steps.	

Permit #: 3776	Permit Date: 07/14/2020
Value of Construction: \$1,700.00	Fee: \$25.63
New Accessory Structure – Removing a 10’ x 8’ existing deck with a new 16’ x 8’ deck.	

Permit #: 3770	Permit Date: 07/15/2020
Value of Construction: \$390,000.00	Fee: \$306.07
New Residential Construction – Residential Space is 2,407 sf and garage space is 484 sf.	

Permit #: 3777	Permit Date: 07/20/2020
Value of Construction: \$5,000.00	Fee: \$31.00
Renovations – Installing a new exterior fire-rated door and constructing two non-load bearing walls.	

Permit #: 3778	Permit Date: 07/21/2020
Value of Construction: \$35,000.00	Fee: \$50.00
Swimming Pool – Installing an in-ground pool with 5' high fence to fully enclose the pool.	

Permit #: 3779	Permit Date: 07/23/2020
Value of Construction: \$1,000.00	Fee: \$0.00
New Accessory Structure – Constructing a 8' high privacy fence	

Permit #: 3780	Permit Date: 07/28/2020
Value of Construction: \$5,000.00	Fee: \$25.28
New Accessory Structure – Constructing a 10' x 12' (120 sf) roof over an existing deck	

Permit #: 3781	Permit Date: 07/27/2020
Value of Construction: \$5,600.00	Fee: \$25.98
New Accessory Structure – Constructing a 136 sf deck around a swimming pool.	

Total Value of Construction:	\$745,200.00	Total Permit Fees:	\$1,152.18
-------------------------------------	---------------------	---------------------------	-------------------

Permits Report

Planning & Development

Aug 2020



Permit #: 3783	Permit Date: 08/11/2020
Value of Construction: \$7,000.00	Fee: \$0.00
New Accessory Structure – Constructing a 7.5’ high deer fence	
Permit #: 3782	Permit Date: 08/12/2020
Value of Construction: \$334,700.00	Fee: \$756.34
Renovations – Re-roofing a commercial building, installing new sky lights.	
Permit #: 3784	Permit Date: 08/13/2020
Value of Construction: \$500,000.00	Fee: \$282.50
New Residential Construction – Residential Space is 2,134 sf and garage space is 631 sf.	
Permit #: 3785	Permit Date: 08/17/2020
Value of Construction: \$6,400.00	Fee: \$0.00
New Accessory Structure – Constructing a 5’ chain-link fence	
Permit #: 3786	Permit Date: 08/17/2020
Value of Construction: \$4,000.00	Fee: \$30.00
Demolition – Demolishing an accessory building	
Permit #: 3787	Permit Date: 08/17/2020
Value of Construction: \$1,000.00	Fee: \$22.20
Renovations – Removing a cold-storage room	
Permit #: 3788	Permit Date: 08/17/2020
Value of Construction: \$25,000.00	Fee: \$46.31
New Accessory Structure – Constructing a 23’ x 26’ (598 sf) accessory building	

Permit #: 3789	Permit Date: 08/21/2020
Value of Construction: \$30,000.00	Fee: \$86.00
Renovations – Constructing a new foundation beneath an existing dwelling	

Permit #: 3790	Permit Date: 08/21/2020
Value of Construction: \$5,000.00	Fee: \$0.00
New Accessory Structure – Constructing a 8’ wooden privacy fence	

Permit #: 3791	Permit Date: 08/24/2020
Value of Construction: \$18,900.00	Fee: \$50.00
Swimming Pool – 16’ x 32’ above ground swimming pool	

Permit #: 3792	Permit Date: 08/25/2020
Value of Construction: \$15,000.00	Fee: \$51.68
New Accessory Structure – Constructing a 5’ chain-link fence	

Permit #: 3793	Permit Date: 08/27/2020
Value of Construction: \$350,000.00	Fee: \$209.31
New Residential Construction – Residential Space is 1,551 sf and garage space is 425 sf.	

Permit #: 3794	Permit Date: 08/27/2020
Value of Construction: \$1,000.00	Fee: \$0.00
New Accessory Structure – Constructing a 6’ wooden fence	

Total Value of Construction:	\$1,298,000.00	Total Permit Fees:	\$1,534.34
-------------------------------------	-----------------------	---------------------------	-------------------



<p>Programs and Operations</p>	<ul style="list-style-type: none">• The CEDC is in the middle of the busiest time of year for marketing and promotions. Pumpkin People are a go, and we have increased the marketing efforts this year using savings from events that did not go ahead in 2020. We have beefed up radio coverage to province wide, have extended our digital marketing campaign reach, and are investing in some high impact print advertising as well. Look and listen for Pumpkin People and other Kentville content on K-Rock, AVR, Magic, CKBW, Country 100.7, CJLS Yarmouth, Country 101.9 and The Wave in Metro. A full colour full page feature will be present in the Sept 17th edition of the Chronicle Herald. The feature is formatted as a “listicle” and highlights all the great things to do in Kentville while you visit Pumpkin People, including the Tides Art Gallery, Kentville Heritage Centre, the Gorge, Miner’s Marsh and more. Kentville also appeared in “Curated Magazine” based out of Halifax who did a food feature highlighting Maritime Express Cider. The Town’s ad ran alongside the same page to increase the impact. As usual we will also utilize our regular local print partners at the Grapevine and the Valley Wire (formerly Valley Harvester).• The KBC Special Projects committee is currently shooting for a video in the #wearekentville series. This installment will focus on where Kentville is today and its exciting future. It will highlight items like the new bridge, the Miners Landing development, and include local faces at local events and activities.• The next special projects video on the list is being produced in partnership with the Kentville Historical Society and will highlight the Heritage Centre along with other historical amenities that people can explore and see in Kentville.• The CEDC continues to attend the Valley REN Business Supports Response Team meetings every other week and
---------------------------------------	--

	<p>submit content when appropriate to the REN’s business newsletter.</p> <ul style="list-style-type: none"> • The October edition of the E-Newsletter will be published on October 1st. The Communications team is working on an election section to include that will encourage voting and point people to the website for more election related information. This specific content is being organized, created, and coordinated by Jennifer West who manages the “governance” arm of our STORM team! • The Decorating supply give away for town businesses and residents is being coordinated for late in September. It is likely that the Recreation Dept and the Community Economic Development Coordinator will work together to deliver this item to expand on it and make it more engaging and impactful for all. • The CEDC and all planning staff attended a webinar hosted in partnership with Develop NS about the future of Main Streets in NS. The webinar was great, well run, and the workbook presented reinstated our confidence in the projects Kentville has on the go currently. Many of the best practices outlined in the webinar are being implemented in Kentville already, and there were more tools and ideas found in the workbook that will be used for future projects.
<p>Projects & Beautification</p>	<ul style="list-style-type: none"> • Streetscaping and beautification grants were received from Department of Municipal Affairs in July for both the Centre Square Activation Project and the Gateway Project. Both of those projects are well under way. Gateway signs are on order and currently in the fabrication stage. Bases will be installed by a local contractor over the next few weeks and we expect final installation of the signs by the end of October. The signs will match the showpiece at Eaves Hollow, but on a smaller scale. Locations for the 4 new signs will be 1. Nichols Avenue Intersection 2. Chester and Main intersection greenspace (facing up Chester) 3. Park Street West (near Xerium) and 4. Belcher Street (near Kingstec). An update about Centre Square is below. • The Centre Square Activation Project has been well received so far this season by residents, visitors, and downtown business operators. Some of the amenities have been in place for a number of weeks, more pieces are on order and on the way including branded welcoming

	<p>pole banners, festival lights and the shade trees. The “Under the Gazebo” programming series in Centre Square will conclude on October 1st with a performance from Jerome the Grave keeper and his ghostly friends. All of the activities “Under the Gazebo” are free to the public and have been well attended thus far. In addition to the scheduled programming by the Town and KBC, community use of the space has increased dramatically. There are musicians playing each Tuesday at lunch, the Farmers Market is in the square on Wednesdays until mid October, the Kentville Lions have been holding weekly jam sessions on Wednesday evenings, Girl Guides and other community groups have booked meetings in the space, and general daily use of the picnic tables has been high. A formal survey is being developed for the collection of public feedback about the pilot project, and the results of that survey will be shared with Council in a separate report about the pilot at either the October or November meeting.</p> <ul style="list-style-type: none"> • The Girl Guides/Brownies/Pathfinders from the Kentville area have been contacted about decorating the downtown poles with cornstalks and lights again this year. We are confident they will be on board with us again for this season but had not confirmed before the time of this report. There are back-up plans in place in case the Guides are unavailable. • Holiday beautification items are currently on order from our suppliers and will go out as usual in Mid November. • The Wayfinding project budgeted for in capital for the Kentville Business Park may need to be pushed to 2021. The student position that was meant to assist/support the project was eliminated during budget deliberations in the Spring. Every attempt will be made to complete the project, however data gathering from the park property owners and business operators should be a main consideration for this type of project, and there are no additional resources currently available for that part of the administrative work.
<p>Tourism /events</p>	<ul style="list-style-type: none"> • The Visitor Centre is now closed for the season. Staff have gone off to University, we thank Kailey Bennet for standing in for our regular Manager for this year’s short season. It was a relatively quiet few weeks at the Centre, we served 18 people, all local, mostly looking for doers and dreamers. There will not be an end of season report

	<p>to Council as usual, although the stats have been entered into the record for the season. We thank also, the volunteers at the Kentville Heritage Centre who often act as visitor counsellors to their own patrons and other who stroll in.</p> <ul style="list-style-type: none"> • The Pumpkin People theme for 2020 is “Fables Folklore and Fantasy”. Pumpkin Person stylist Gerry Little is busy making props and planning out the major scenes that will go all over town. We are expecting big numbers this year! • Town staff are still open to hearing from groups or organizations who may be interested in taking on the organization and execution of the Pumpkin Walk event at Miner’s Marsh previously run by the Tourism class at NSCC. This year is not an option, the numbers prevent us from safely hosting that event during the pandemic. However, staff are interested in hearing from groups who may be interested in starting up for October 2021. Interested parties should get in touch with the CEDC.
<p>Other</p>	<ul style="list-style-type: none"> • The Kentville Business Community (KBC) Board and its various sub committees continue to work on initiatives and programs that will support businesses through this time and throughout the recovery phase. Zach Best, the Executive Director of KBC for the past 3 years has moved on to another opportunity with the Valley REN, and the Board has put in place a temporary replacement until after the AGM. The AGM date is TBA but will likely happen in late Sept or early October. KBC intends to invite electoral candidates to attend for a “Candidate meet and greet” opportunity with the business community to take place at the conclusion of the meeting business. • The KBC Board recently reviewed the commissioned “Events Strategy” report from Kitchen Table Consultants. The report is thorough and robust. It includes tools and guides for running events in addition to the many great recommendations and ideas included. More info on the strategy will be presented at the Annual General Meeting. • The Mentoring Plus program is rolling along. Work continues in the areas of branding and website development. There is a virtual Coffee and Conversation event happening September 23rd, 10:00 am -11:30 am for anyone interested in learning more about the

	<p>Mentoring Plus initiative. More details are available on the Town's website.</p>
<p>Meetings and Events</p>	<p>AUGUST</p> <ul style="list-style-type: none"> 5 – STORM 6 – Marketing conference call local radio rep 7 – Marketing planning zoom 7 – Mentoring Plus coordinator check in 11 – Line locate under Centre Square – NSP 11 – Centre Square lunchtime music set-up 12 – Pumpkin People Planning meeting 12 – Confidential meeting with potential new business 12 – VIC Opening meeting with staff 13 – Showing of Calkin Café space to potential tenant 13 – Mentoring Plus coordinator check in 13 – Social Committee Meeting 13 – Meeting, Exec. Director Valley Regional Hospital Foundation 18 – Mentoring Plus coordinator check in 18 – KBC Board Meeting 19 – STORM 19 – Farmers Market meeting (board + planning staff + CAO) 24 – KBC emergency breakfast meeting 25 – Mentoring Plus coordinator check in 26 – Tides Gallery meeting re: building operations 27 – Social Committee 27 – Nova Scotia Main Street community workbook webinar 27 – KBC Conference call 31 – Pumpkin Person Planning Meeting <p>SEPT</p> <ul style="list-style-type: none"> 1 – Mentoring plus coordinator check in 1 – KBC Special Projects committee meeting 2 – Business Supports Response Teams meeting: Valley REN 2 – STORM 2 – Downtown Maintenance meeting (planning + public works) 3 – Centre Square retrofits meeting (CEDC + recreation) 3 – Conference call with Turner Drake re: Business Park 8 – AVR Radio Live spot 8 – Pumpkin Person marketing meeting (1) 8 – Live shoot at Miners Marsh re: KBC Special Projects 9 – Pumpkin People Marketing meeting (2) 9 – Pumpkin Person Copy review and edits (teams with herald)

Respectfully Submitted,
Lindsay Young,
Community & Economic Development Coordinator

Town of Kentville
Parks and Recreation
Report to CAC for the months of July and August



Presented on September 14th, 2020
Submitted by Rachel Bedingfield
Director of Parks and Recreation

<p>Facility Related</p>	<p>Facility re-opening:</p> <p>The Covid pandemic has provided much challenge for our facilities over the last six months. For every facility we have created a plan (sometimes multiple plans) for their use to make sure that our community is kept safe while folks are enjoying Kentville’s public spaces. Staff have been continuing to work with community organization to meet their needs while following public health guidelines. And as a department we have become leaders in the field, offering countless hours of support to other municipal units across the province. As we move out of the Summer months and into the Fall, once again we are working on facility plans to help people recreate indoors. I want to offer huge amount of gratitude to all the staff who work for the Parks and Recreation Department for their continued dedication to their work and the community.</p> <ul style="list-style-type: none"> 💡 The Kentville Centennial Arena is now open and is operating at a limited capacity. Current operating hours are from 3-11pm only, specifically for registered sport groups who have developed their own safety plan. Our department is working on a plan to open the facility for public and after school skating, while adhering to the public health guidelines. 💡 The Kentville Recreation Center is slowly opening on a phased in approach. Phase one is to support long term tenants, phase two will be long term renters or our communal spaces, and phase three will be to the general public. At this time, the community kitchen will remain closed to the public, to be reassessed in the coming months. 💡 The Department of Education has made the decision not to allow any community members into schools this fall. This means that community programs that normally run out of the KCA gym are now without a home. We are doing our best to help these programs. <p>Parks and trails:</p> <ul style="list-style-type: none"> 💡 Ongoing mowing, clipping, and mulching is taking place throughout our parks and trails. Our part-time fall staff will continue into the Fall.
--------------------------------	---

	<ul style="list-style-type: none"> 💡 Staff will also continue to water the downtown planters until the first frosts take over, but for now the baskets seem to be enjoying the cooler weather.
<p>Programs and Operations</p>	<p>Summer Offerings:</p> <p>This Summer provided an opportunity for our department to try new programs and other offerings in the hopes that we better meet our community's needs. We were fortunate to have hired an amazing summer staff of creative and energetic individuals who were all able to adapt to the many adjustments that came with the summer of 2020. Each program had its own plan for safety, including a provided safety officers that ensured public health regulations were begin followed and community members felt comfortable to participate. Personnel policies were created around COVID restriction, and throughout the summer these policies were both tested and adhered to, providing a smooth and safe environment for all program participants.</p> <ul style="list-style-type: none"> 💡 This summer we filled 227 half day camp spots. Nearly all of the spots in July camps were utilized – 95% while only 82% of spots were used in August. 💡 Summer Forest Play: This program was successful enough that we offered a second session to ensure everyone had the opportunity to participate. 💡 Fitness in the Park with Suzi – varied between 8-25 participants, with lower numbers typically on the hot humid days. At the end of summer as days got cooler, participant numbers increased to an average of 15 per class. These classes will continue into the Fall at Oakdene Park. 💡 Despite the hot weather, Yoga in the Park was very well attended. 💡 Other programs offered included Teen Zone and Family Zone, Oakdene Play Day, and several scavenger hunts. 💡 The Kentville Spike fund also received applications this summer. As always, we continue to accept donation to support community members being able to access recreation.

	<ul style="list-style-type: none"> 💡 Kentville Play kits will remain on our website as a resource for our community and homeschoolers to use to support leisure education. 💡 We are currently working on a plan to begin re-offering our very popular equipment loan program, as well as finding safe ways to make our adapted equipment available to the community. 💡 Heading into the Fall, we are working on opportunities that continue to allow our community to try new things in a safe environment.
<p>Capital Projects</p>	<p>Capital work on all project has either begun or is in progress. The Pandemic has greatly reduced the time with which shipping has occurred for some items, which has slowed down – or in some cases stopped completely – competition dates.</p> <ul style="list-style-type: none"> 💡 Memorial Park playground is nearing completion. 💡 The Gazebo at Oakdene is under construction 💡 Work at the Gorge has begun, specifically the lower section that was destroyed during Dorian. There is still more to do but the drainage has been greatly improved. 💡 Mosquito ball field has been repaired. 💡 Memorial facilities had their siding replaced. 💡 The accessible playground piece is on rout and is scheduled to be installed at the KCA playground. The delivery of the new piece has been delayed in shipping. 💡 Planter pots were purchased at the beginning of the season and added to the clock intersection at council’s request. Their placement was approved by the Traffic authority to ensure the public’s safety. 💡 Work will begin at the recreation center in the Fall with minimal disturbance to the community. 💡 We are currently in the logistics stage with the Dog Park and are working together with New Minas to confirm the next steps.

<p>Public Engagement/Community Events</p>	<p>Engaging with our community has looked much different this year because of Public Health protocols. Seeking out feedback and information, as well as providing community entertainment has meant additional planning and thinking as to how we can do this safely.</p> <ul style="list-style-type: none"> 💡 Summer staff this year were involved in several community outreach initiatives. This included skatepark facilitators, hosting learning conversations throughout Town, and informally chatting with program attendees. Our department also conducted a survey at the beginning of the summer that helped guide our priorities for the season. 💡 Our annual Oakdene Summer Concert Series was held over the months of July and August and was a great success. 💡 Staff are working to re-invent Harvest Fest. There will be a number of opportunities for community to participate in various Harvest Fest activities, all of which will be spread out throughout our community. Activities include a guided hike in partnership with Hike Nova Scotia, a community wide scavenger hunt involving the pumpkin people, supply give-away with physical distancing measures taken into consideration, a virtual pumpkin people building workshop, and more. 💡 We will be hosting a community campfire on September 18th at Oakdene Park. Heather Kelday will be hosting the campfire and is well known for making sure everyone has a good time. Staff will also be present to ensure public health guidelines are followed.
<p>Meetings and Events</p>	<ul style="list-style-type: none"> 💡 Canada Cup 💡 Skatepark Consultation 💡 Summer Staff Support 💡 Kentville Library re-opening support 💡 Department Meetings 💡 Senior Staff Meetings 💡 Inclusion and Access – Provincial Committee Meeting 💡 Climate Mitigation/Tree Inventory 💡 Communications/Radio Interview 💡 Active Communities Grant Funding 💡 Kentville Accessibility Committee 💡 Accessibility RFP review Committee 💡 Implicit Biased Training

	<ul style="list-style-type: none"> 💡 Facility Re-opening Meetings 💡 Department of Environment 💡 Community Sport Organizations 💡 Personnel Meetings 💡 Kings County Active Transportation Consultation
<p>Council Related</p>	<p>Council Priorities:</p> <ul style="list-style-type: none"> 💡 <i>Accessibility Committee:</i> The Accessibility committee released the RFP to hire a consultant. We received nine submissions in total. The review committee has met to discuss and we hope to have a final decision made by September 18th. 💡 <i>Active Transportation Plan:</i> Next steps for plan implementation were brought forward to council in the capital and operating budgets. Both budgets have been ratified. Staff have submitted a grant application for the Green Infrastructure program to possibly help fund future projects found within the Kentville Active Transportation Plan. 💡 <i>Kentville - Environmental Champions:</i> In partnership with Wolfville a project to collect baseline greenhouse gas emissions in Kings County is moving forward. This report will allow us to apply for funding to support the creation of a climate action plan. We are currently working in collaboration with the Town of Wolfville to find a way to collect the data needed for the tree inventory. This is proving more difficult than we had originally thought, and both the Kentville GIS Technician and IT Coordinator have been pulled onto this project for support. <p>Items to Note:</p> <ul style="list-style-type: none"> 💡 Our department has been asked to represent Canada on an international panel as part of an e-learning series titled “Good News in Parks”. Specifically, we have been asked to talk about our response to the pandemic and how we have shifted our delivery model to better meet the needs of our community. 💡 In partnership with both the University of New Brunswick and Acadia University, we have received a SSHRC Insight Development Grant. This grant is specific to developing new research questions and studying innovation. Specifically, the research will be looking to study our department’s response to

	<p>the pandemic and its impact on our community. Thank you to both Dr. Oncescu and Dr. Sweatman for their leadership, support, and continued interest in this topic.</p> <ul style="list-style-type: none"><li data-bbox="527 420 1510 705">💡 Director Bedingfield has been accepted into the National Park Leaders Development Program, receiving a bursary to support tuition costs. This program is offered in partnership with the Canadian Parks Council and the Canadian Parks Collective for Innovation and Leadership Institute for Environment Sustainability out of Mount Royal University. Themes include sustainability, access and inclusion, and reconciliation.
--	--

Town of Kentville

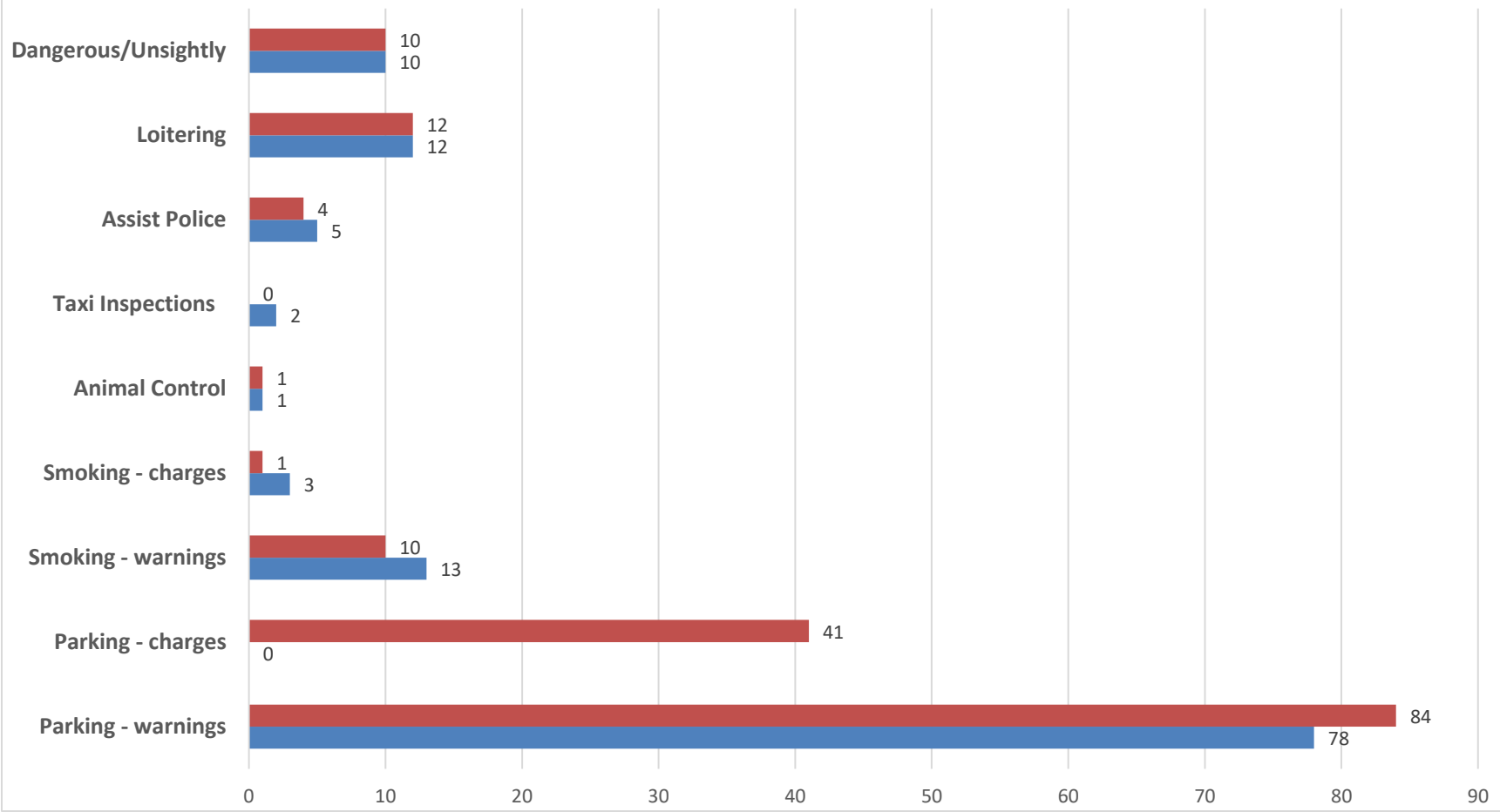
Office of the Chief of Police

Report to BOPC – August 21st, 2020



Administration	Time	June	July
	Auxiliary off. hours	19.5	52.5
	Training hours	0	0
	Veh. Cks 38's	73	130
	Warning tickets	5	14
	SOT Tickets	7	29
	Foot Patrol Hours	156	138
	CC Charges	18	27
	Calls for service	272	323
Training	<ul style="list-style-type: none"> n/a 		
Meetings	<ul style="list-style-type: none"> July 6 – Criminal Justice transformation group – Covid 19 call July 7 – Persons in Custody call July 8 – Axon conference call July 13 – Municipal Chiefs conf call July 14 – Persons in Custody call July 16 – Police & MHA meeting with DOJ call July 20 – Call with Deputy Minister Thomas July 23 – Zoom call with AMANS-NSFM regarding diversity July 23 – Call with DOJ/RCMP regarding Naloxone July 28 – Covid 19 – working group July 29 – Meeting with Premier McNeil July 30 – TESS Regional Zoom call 		
Staffing	<ul style="list-style-type: none"> Nothing to report 		

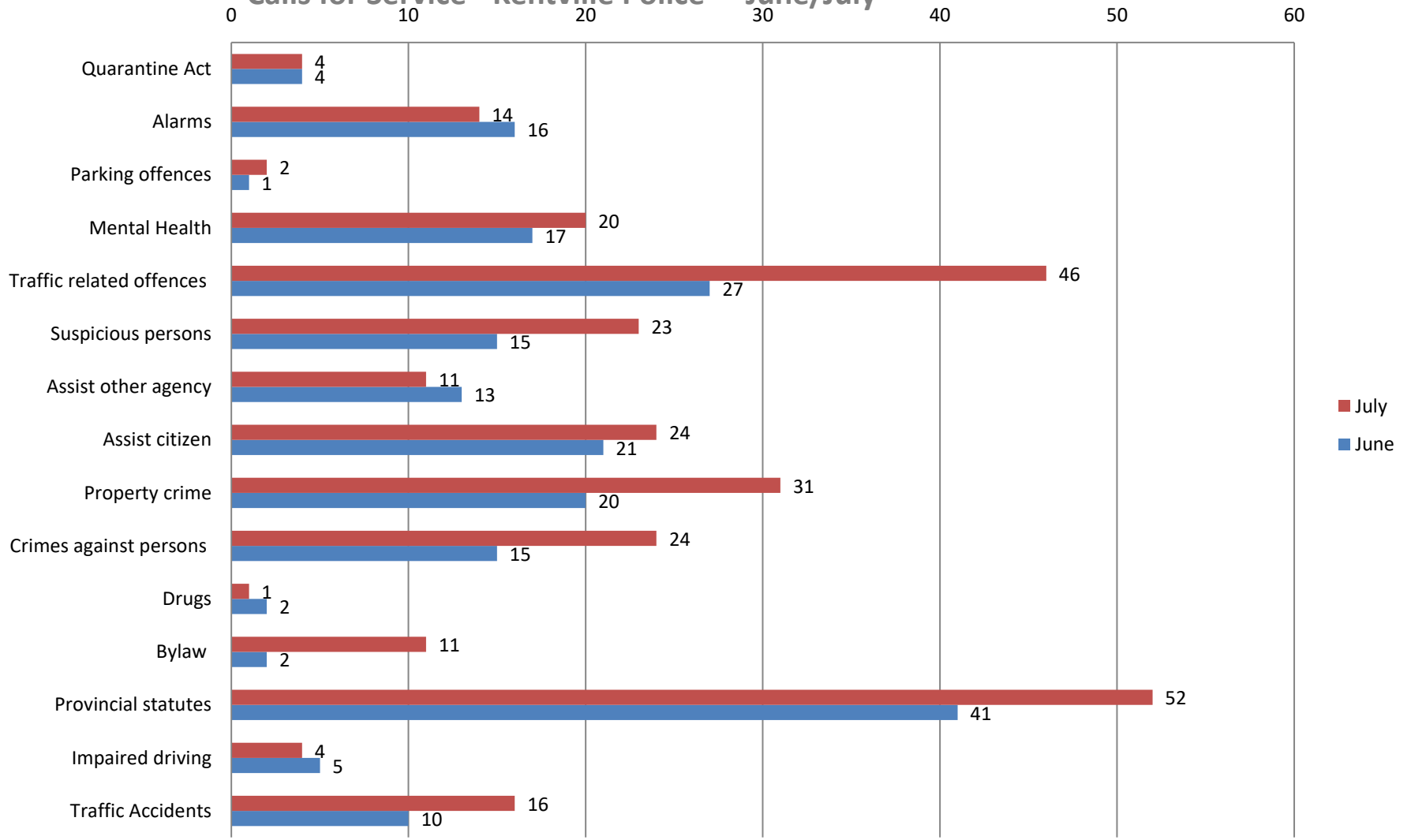
By-Law Report - June/July



June

July

Calls for Service - Kentville Police - June/July



June 272

July 323

Town of Kentville

Department of Engineering & Public Works

Report to CAC – September 14, 2020

Submitted by: Dave Bell, Director of Engineering & Public Works



Administration	<ul style="list-style-type: none">• Meet weekly with Public Works crew to discuss ongoing works & maintenance issues and talk daily with PW foremen to inform them of resident calls, concerns, or complaints.• Public Works Foreman Richard Boyd returned to work mid August from a broken ankle & heel bone.• Renovations to Council Chambers are now complete and ready for physical meetings when the time comes to do so.	Highlights Richard Boyd Council Chambers
Programs and Operations	<ul style="list-style-type: none">• Atlantic Road Construction & Paving (ARCP) have completed the Storm (TOK) and Sanitary (Regional) Sewer pipe replacement work on Aberdeen and Cornwallis Streets near the Bridge.• Dexter Construction has begun working on the realignment of the approaches to The New Bridge. Traffic lights on the south side of the Cornwallis & Belcher Street intersection will be relocated in the coming weeks. This will take all the lights out of commission for a couple of weeks, so the bridge contractor will be installing temporary (portable) traffic lights during this period. The estimated time for The New Bridge opening is late October.	Highlights Bridge Progress

Projects	Capital Works Projects	Highlights
	<ul style="list-style-type: none"> <li data-bbox="493 232 1507 477">Carry over Capital Works awarded to Mid Valley Construction in 2019 are nearing completion. Prospect Avenue pipe work is complete and is expected to be paved by September 12. The sidewalk extension at the west end of Park Street connecting Bonavista Estates to the Town’s sidewalk system is about 80% complete, and the sidewalk and retaining wall replacement on East Main Street near Southview Avenue is expected to start right away. <li data-bbox="493 521 1507 837">This year’s Engineering & Public Works Capital Projects was awarded to Howard Little Excavating Limited. Projects approved during our Capital budget meetings included water & sewer replacement and street reconstruction on Condon Avenue, rebuilding of Webster Street from Aberdeen Street to Jason’s Independent, paving of Gladys Porter Drive, Blair Avenue, and the Centennial Arena parking lot and sidewalk replacements and repairs on Prospect Avenue and Park Street. This work is underway now with the completion of the arena parking lot and the start of work on Condon Avenue. <p data-bbox="443 915 852 943">Kentville Water Commission</p> <ul style="list-style-type: none"> <li data-bbox="493 979 1514 1117">Materials have been ordered to complete necessary upgrades including a bypass at the Prospect Avenue Water Treatment Plant and storage tank. This work needs to be completed in the fall when the peak summer water demand has decreased. <p data-bbox="443 1159 758 1187">Sanitary Sewer Utility</p> <ul style="list-style-type: none"> <li data-bbox="493 1222 1335 1250">Everything is operating normally with no events to report. <p data-bbox="443 1292 779 1320">Town Hall Renovations</p> <ul style="list-style-type: none"> <li data-bbox="493 1333 1507 1391">The security and medical barrier upgrades to the finance and recreation reception areas have been awarded to Roscoe 	<p data-bbox="1549 228 1835 256">MVC Capital Works</p> <p data-bbox="1549 516 1822 544">HLE Capital Works</p> <p data-bbox="1549 984 1864 1011">Water Plan Upgrades</p>

	Construction, materials have been ordered and off-site fabrication / millwork has begun.	
Public Engagement	<ul style="list-style-type: none"> • Frequent phone calls and site visits. • Drop-ins – Currently not allowed • Letter correspondence – as needed 	Highlights
Meetings and Events	<ul style="list-style-type: none"> • Senior Staff meetings every Tuesday • July 16th Regional Sewer Committee (Webex) • July 29th Source Water Protection and Water Commission Meeting (Zoom) • August 28th AIM Network (Atlantic Infrastructure Management Network), Bridgewater 	Highlights
Council Related	<ul style="list-style-type: none"> • Open for questions or concerns from Mayor & Council. 	Highlights



TO: COUNCIL

SUBMITTED BY: Dave Bell, Director of Engineering & PW

DATE: September 14, 2020

SUBJECT: Asset Management – AIM Network FCM Funding

ORIGIN The Town of Kentville has started the first phase of our asset management program with the AIM Network (Atlantic Infrastructure Management Network) by focusing first on our water utility’s assets.

BACKGROUND Requirements are coming to have all municipal assets inventoried in a standardized format. This tells us: **What we own, Where it is, What condition it is in, and What it is worth.** This becomes very useful in preparing a 5 year Capital Plan in order to make informed recommendations to Council on upgrades and replacements. In order to qualify for future infrastructure funding (federal and / or provincial), an asset management plan will mandatory.

DISCUSSION The AIM Network will help municipalities prepare our FCM funding application, but first require a signed resolution that Council supports this work and agrees to pay its 10% share of the total cost. (Gas Tax Funding may be used for this portion). When three or more Municipalities apply for funding from FCM together the eligible funding increases from 80% to 90%. The two other towns applying for funding with us are Middleton & Oxford.

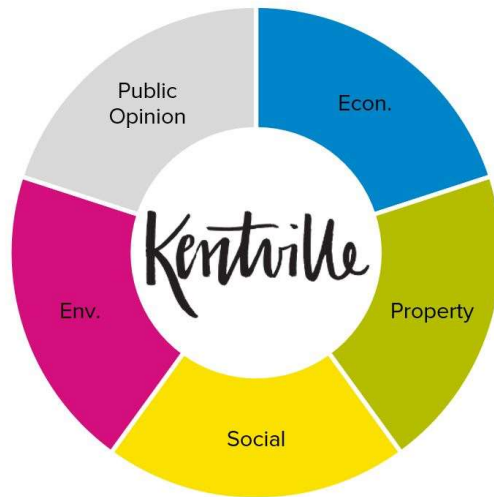
POLICY IMPLICATIONS N/A

BUDGET IMPLICATION Funding is for 90% of total project cost up to a maximum of \$50,000 funding (Our application is for a \$49,050 grant from FCM leaving the Town’s 10% share at \$5,450)

ATTACHMENTS AIM Network - FCM Funding Application Process

RECOMMENDATION That based on the above information and attached FCM Funding Process, Council sign a resolution in support of this work and agree to pay the Town’s 10% share of the total cost.

Town of Kentville Decision Wheel:



Town of Kentville

Office of the Interim CAO

Report to Council – September 2020



<p>Administration</p>	<ul style="list-style-type: none"> • Began Interim CAO assignment with the Town on August 11, 2020 • Took part in weekly Senior Administration Committee meetings, issued weekly CAO Updates • More information for Council is provided regularly in the weekly CAO Updates. 	<p>Highlights</p> <ul style="list-style-type: none"> •
<p>Projects and Programs</p>	<ul style="list-style-type: none"> • Getting up to speed on various Town initiatives, issues and projects • Researching COVID responses for Kentville and other municipalities 	<p>Highlights</p> <ul style="list-style-type: none"> •
<p>Public Engagement</p>	<ul style="list-style-type: none"> • Began meetings with community groups while focused on internal contacts and work initially. 	<p>Highlights</p> <ul style="list-style-type: none"> •
<p>Other</p>	<ul style="list-style-type: none"> • Welcomed to the Town by Council, Directors and Staff. 	<p>Highlights</p> <ul style="list-style-type: none"> •
<p>Meetings and Events</p>	<p>August 13 Initial Meeting with Returning Officer and Deputy Returning Officer August 26 Initial Meeting with Harvest Gallery representatives and Kentville Museum representatives August 28 Kentville Police Commission meeting September 2 Zoom meeting with CAO’s from across Nova Scotia September 3 Zoom meeting – Regional Economic Development Recovery Task Force</p>	<p>Highlights</p>
<p>Council Related</p>	<ul style="list-style-type: none"> • Held short introductory meetings with individual councillors 	

TO: Mayor and Council

SUBMITTED BY: Communications Team

DATE: September 14, 2020

SUBJECT: Monthly Communications Report

ORIGIN

This Communications Report includes

1. Summary of strategic support issues and challenges that the Strategic Operations Relating to Media team (STORM) is working on; and
2. Events and activities table showing the tools used to promote and share each item.

DISCUSSION

- The communications team has been working steadily to gradually transition communications into a more lighthearted and positive tone. Changes are being applied to the website and to social media, as well as posters. Activities are proceeding with the recreation department and planning department using best practices for Covid-19.
- Analytics from the website were collected from July 1 to August 31, 2020. The most popular webpages on the website were the What's Happening pages, and the Contact Us page.
- The Facebook Page continues to grow at around 100 new likes per month, with 7002 total number of Likes. The Town's most popular posts this summer were the Pumpkin People Zoom Call, Centre Square activities, arena murals and the bridge update.
- Over the past 2 months, recreation has been actively promoting all summer programming which included Summer Camp, Teen Zone, Family Zone, Forest Play, Equipment Loan Program, Fitness in the Park, Oakdene Summer Concert Series, Yoga in the Park along with the two pop up events – a scavenger hunt and a pop up Play day event.
- Summer staff also spent time reaching out and chatting with folks attending programs and events to get feedback on events, and what they would like to see moving into the fall.
- Parks and Recreation also created their own Instagram account – “ktown_rec” which already has 193 followers.
- Comms for me has been mostly around downtown activity: Centre Square Activation project + programming, heritage centre opening, VIC, and KBC projects. This month is Pumpkin People Palooza up in here. I have coordinated all of the major and minor campaigns around fall promotion and they start airing/printing Sept 17th. Line up includes: Provincial newspapers and magazines, local radio, provincial coverage digital marketing and content for TOK channels.

RETURNING OFFICER'S REPORT TO TOWN COUNCIL

September 2020

Preparations are proceeding on schedule for the October 17 municipal election.

Assistant Returning Officer Gerry MacIsaac and I have taken online training provided by the Department of Municipal Affairs and Housing and Intelivote. We have been working with Intelivote to set up systems for internet and telephone voting. Additional Intelivote sessions will be held for our auditor, candidates, call centre operator, and election day computer operators.

The Preliminary List of Electors has been revised and the Amended list prepared for candidates. Updated information is being made available on the town web site as the process proceeds.

Just one nomination was filed for mayor, so Mayor Sandra Snow has been elected by acclamation. Nominations have been received from nine candidates for council. As returning officer for election of a member of Conseil scolaire acadien provincial (CSAP), I received one nomination for that position, so H  l  ne Lavigne of Lawrencetown was elected by acclamation.

Advance voting will be by internet and telephone, starting at 8:00 a.m. on October 8 and continuing until close of polls on October 17 at 7:00 p.m. Letters will be sent to electors in late September, providing detailed instructions for voting and a personal identification number (PIN). A Help Centre will be staffed at the Recreation Centre throughout the voting period. As in the two previous elections, traditional voting by paper ballot will be provided at the fire hall on election day.

At the four long-term care centres, a senior staff member will be appointed as a Deputy Returning Officer to assist their residents. They are making their own arrangements for casting ballots by internet over the voting period.

Respectfully submitted,

Al Kingsbury
Returning Officer

From: Vicki Brooke <vbroke@countyofkings.ca>

Sent: August 11, 2020 10:40 AM

To: Communications <Communications@kentville.ca>; Sandra Snow <ssnow@kentville.ca>; 'ebeaudin@wolfville.ca' <ebeaudin@wolfville.ca>; 'jcantwell@wolfville.ca' <jcantwell@wolfville.ca>; mpayne@berwick.ca <mpayne@berwick.ca>; Mayor Clarke <mayor@berwick.ca>

Cc: Scott Conrod <sconrod@countyofkings.ca>; Peter Muttart <mayor.muttart@countyofkings.ca>; Janny Postema <jpostema@countyofkings.ca>

Subject: Kings - new School Food Program Funding Policy

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good morning,

The Council of the Municipality of the County of Kings recently adopted [a policy to fund school food programs](#) in all primary and secondary public schools across the County. The Policy is Council's response to the underfunding of school food programs and the acknowledgement that access to nutritious and affordable (or free) food is vital to student success and personal well-being.

This Policy will see \$200,000 in the coming academic year be allocated to any part of a school food program that is integral to the program's success.

We encourage you to review the Policy and reach out to us with any questions.

Regards,
Vicki Brooke

Vicki Brooke, MPA
Policy Analyst
Municipality of the County of Kings



**Municipal Affairs and Housing
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

July 28, 2020

Lindsay Young
Town of Kentville

VIA EMAIL: lyoung@kentville.ca

Dear Lindsay Young:

Thank you for your recent request for funding under the Beautification and Streetscaping Program 2020 for the Centre Square Activation Project.

I am pleased to advise that the Department of Municipal Affairs and Housing (DMAH) will contribute \$9,520 toward the cost of this project.

Projects are to follow the terms and conditions outlined in the Program guidelines, and a final report containing proof of expenditures must be submitted within 30 days of project completion.

The Department is coordinating a public announcement and may reach out to you during that process. In the interim, I would ask that you keep the funding information confidential until such time as the public announcement occurs.

Should you have any questions about this Program, please contact Nick Barr, A/Director of Governance and Advisory Services, at (902) 424-4656.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chuck Porter".

Chuck Porter
Minister

c: Mayor Sandra Snow, ssnow@kentville.ca
Nick Barr, A/Director of Governance and Advisory Services, DMAH



**Municipal Affairs and Housing
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

July 28, 2020

Lindsay Young
Town of Kentville

VIA EMAIL: lyoung@kentville.ca

Dear Lindsay Young:

Thank you for your recent request for funding under the Beautification and Streetscaping Program 2020 for the Kentville Gateway Project.

I am pleased to advise that the Department of Municipal Affairs and Housing (DMAH) will contribute \$12,750 toward the cost of this project.

Projects are to follow the terms and conditions outlined in the Program guidelines, and a final report containing proof of expenditures must be submitted within 30 days of project completion.

The Department is coordinating a public announcement and may reach out to you during that process. In the interim, I would ask that you keep the funding information confidential until such time as the public announcement occurs.

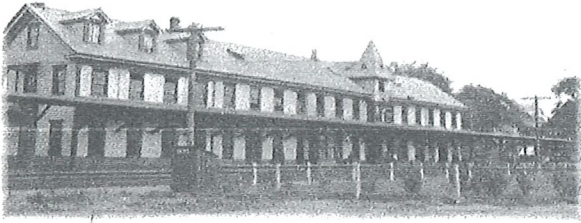
Should you have any questions about this Program, please contact Nick Barr, A/Director of Governance and Advisory Services, at (902) 424-4656.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Chuck Porter'.

Chuck Porter
Minister

c: Mayor Sandra Snow, ssnow@kentville.ca
Nick Barr, A/Director of Governance and Advisory Services, DMAH



Kentville Historical Society

August 11, 2020

**Town of Kentville
354 Main Street
Kentville, N.S.
B4N 1K6**

Dear Mayor and Council:

I am writing on behalf of the Board of Directors for the Kentville Historical Society to express our thanks for the \$2,000 Grant that you have given our Society this year. Your support over the past couple of years is much appreciated and certainly helps our Society move forward and establish a presence in the Town.

Our Historical Society's mandate is to "display and promote the history of Kentville" through projects, displays and artifacts located at the Heritage Centre on Station Lane. Your ongoing support has certainly helped us to achieve these goals.

Thank you,

**Stephen Pearl
Co-Chairman,
Kentville Historical Society**

Breanna Hall
Physician Community Navigator
Kentville, B4N 1H7
902.691.3561
Breanna@annapolisvalleychamber.ca
September 9, 2020

Mayor Sandra Snow
Town of Kentville
B4N 1K6

Dear Mayor Sandra Snow:

I am Breanna Hall, the Physician Community Navigator for the western zone of Nova Scotia as of August 2020. I am writing to introduce myself and welcome the idea of making a connection in person.

I accepted this position with passion to retain medical residents within our beautiful Annapolis Valley and commitment to focus on ensuring all citizens have access to primary health care.

My background in Tourism Management and personal experiences are all assets that will lead me to be a successful Physician Navigator for our community and surrounding areas.

I was born and raised in the heart of the Annapolis Valley and still enjoy calling this land home. Exploring coast to coast has broadened my understandings about the province and its geographical area – we are simply blessed to have such great diversity surrounding us.

Unfortunately, Due to COVID-19 our community tours have been obsolete. Once we are in working order again; I would love to have your support and guidance in leading these tours throughout the town of Kentville.

Building a close relationship with you and the community is important to me. We need to demonstrate to physicians that our community bond and friendships are lifelong supports. We are all in this together!

Sincerely,

Breanna Hall
Physician Community Navigator

Sherri & Peter Thomas

274 Harrington Road, Coldbrook, NS B4R 1C1· sherrilynnethm@netscape.net

September 11, 2020

Ms. Sandra Snow
Mayor
Town of Kentville
354 Main Street
Kentville NS
B4N 1K6

Dear Mayor Snow:

Thanks you for your service to the town of Kentville.

We have been citizens of the town since 2008 when we built our home on Harrington Road (the section south of Highway 101). However, we have not benefited from the perks of living within town limits.

We live on a dirt road, which is currently partially washed out. The Dept. of Transportation did gravel part on behalf of the Municipality of Kings but stopped once they hit the town line. Due to the recent downpours, the last part has washed out to the point of it looking and feeling like a riverbed. We have been in touch with your Director of Public Works, who had seen the road first hand, however, nothing has been done as of yet.

We have been paying town taxes, to the tune of approximately \$6000 per year, and yet we have NO services. We have our own well and our own septic system. During the winter, if it wasn't for the fact that we are in the snow plowing business, we would be snowbound for a couple days after each storm.

We would like you to consider, placing our home plus the other ones on our street, in the care of the Municipality of the County of Kings as we are essentially a county setting with no town services.

Thank you again for your help and co-operation in this matter.

Sincerely,

Sherri & Peter Thomas



TO: Council Meeting

SUBMITTED BY: Brian Smith, Interim Chief Administrative Officer

DATE: September 14th, 2020

SUBJECT: Kings Regional Emergency Management Organization (REMO)
Wildfire Preparedness and Response Plan (WPRP), dated March 2020

BACKGROUND

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

- 2020-09-01 Wolfville Committee of the Whole
- 2020-09-14 Kentville Council Advisory Committee**
- 2020-09-15 Municipality of the County of Kings Committee of the Whole
- 2020-09-15 Wolfville Council (for approval)
- 2020-09-22 Berwick Committee of the Whole
- 2020-09-28 Kentville Council (for approval)**
- 2020-10-06 Municipality of the County of Kings Council (for approval)
- 2020-10-13 Berwick Council (for approval)

The Draft Plan was reviewed/approved by the Nova Scotia Department of Lands and Forestry in February, 2020, the Kings REMO Regional Emergency Management Planning Committee in March 2020, and the Kings REMO Regional Emergency Management Advisory Committee in April 2020 for submission to municipal Councils.

DISCUSSION

n/a

POLICY IMPLICATIONS

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

BUDGET IMPLICATIONS

n/a

ATTACHMENTS

Draft Kings REMO Wildfire Preparedness and Response Plan, dated March 2020



RECOMMENDATION

That council approve the attached regional Emergency Management Support Plan – Wildfire Preparedness and Response Plan, dated March 2020, from the Kings Regional Emergency Management Organization.



TOWN OF
berwick Kentville wolfville
A BREATH OF FRESH AIR

Kings County, NS Wildfire Preparedness & Response Plan (WPRP)

March 2020



Table of Contents – Wildfire Preparedness and Response Plan (WPRP)

FOREWORD	1
1.0 INTRODUCTION	2
1.1 Background	2
1.2 Authorities.....	3
1.3 References.....	4
1.4 Purpose	4
1.5 Aim and Scope.....	4
2.0 CONCEPT OF OPERATIONS (CONOPS)	5
2.1 Planning Assumptions.....	5
2.2 Plan Limitations	5
2.3 Plan Activation.....	5
2.3 Wildfire General Information.....	6
2.3.1 Wildfire Frequency – Kings County.....	6
2.3.2 Anatomy of a Forest Fire.....	6
2.3.3 Wildfire Detection.....	7
2.3.4 Wildfire Suppression.....	7
2.4 Potential Adverse Effects Caused by Wildfires	9
2.4.1 Heavy loss to the economy	9
2.4.2 Local Heritage could be lost	9
2.4.3 Carbon sequestration and storage is affected	9
2.4.4 Loss of Biodiversity	9
2.4.5 High levels of soil erosion.....	9
2.4.6 High levels of air and water pollution	9
2.4.7 Adverse effects on health	9
2.4.8 Increased vulnerability to other natural disasters.....	10
2.5 Wildfire Behaviour and Effects.....	10
2.6 Wildfire Emergency Management Priorities.....	10
2.7 Wildfire Organizational Structure.....	11
2.8 Municipal Public Warning Strategy	11
2.9 Recovery.....	11

3.0	RESPONSIBILITIES	13
3.1	Federal	13
3.2	Provincial.....	13
3.2.1	Nova Scotia Department of Lands and Forestry.....	13
3.2.2	Department of Municipal Affairs (DMA).....	13
3.2.3	Nova Scotia Emergency Management Office (NS EMO)(DMA).....	14
3.2.4	Nova Scotia Department of Transportation and Infrastructure Renewal (NS TIR)	14
3.2.6	Nova Scotia Environment (NSE).....	14
3.3	Regional – Kings REMO.....	14
3.3.1	Prevention and Mitigation	14
3.3.2	Response / Recovery Responsibilities.....	15
3.3.3	Regional Emergency Management Coordinator (REMC).....	16
3.3.4	Site Operations (Incident Commander)	16
3.3.5	Fire Services.....	16
3.3.6	Kings RCMP/Kentville Police.....	16
3.3.7	Infrastructure Services – Water / Wastewater.....	17
3.3.8	NS TIR & Engineering Departments	Error! Bookmark not defined.
3.3.9	Infrastructure Services – Transit.....	17
3.3.10	Community Development – Social Services.....	17
3.3.11	Utilities (NS Power, Berwick Electric, Gas etc.)	17
4.0	PUBLIC EDUCATION & AWARENESS OF WILDFIRE PREPAREDNESS	18
4.1	Evacuation Warnings.....	18
5.0	PLAN TESTING, REVIEW & MAINTENANCE	20
5.1	Plan Testing Schedule & Responsibility	20
5.2	Plan Review & Maintenance	20
6.0	DISTRIBUTION LIST	21

Annexes	22
Annex A – Declaring a State of Local Emergency (SOLE).....	1
Annex B – Wildfire Event Checklist	1
Annex C – Wildfires – What to Do	1
Annex D – How to tell if smoke could be affecting you	1
Annex E – Lessons Learned – Wildfire Disasters.....	1
Annex F – Wildfires – Frequently Asked Questions (FAQ)	1
Annex G – Wildfires - References	4
Federal	4
Provincial.....	4
Regional	4
Annex H – FireSmart Your Home	1
Annex I – Abbreviations & Acronyms.....	1
Annex J – Glossary	1

DRAFT



FOREWORD

The development of a Kings County Regional Wildfire Preparedness and Response Plan (WPRP) is paramount to public safety in the case of man-made disasters and natural disaster threats. The Kings County Regional Wildfire 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 Wildfire Plan to coordinate an integrated approach to Wildfire response.

As a Supporting Plan to the Kings REMO Regional Emergency Management Plan, the Kings County Regional Wildfire 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 Wildfire 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

Mayor
Town of Kentville

Jeff Cantwell
Mayor
Town of Wolfville

1.0 INTRODUCTION

1.1 Background

Fire has been a factor in the forests of Nova Scotia since there have been trees here. It plays a role in the "look" of the landscape although its role is somewhat changed now with the effects of fire suppression and human settlement.

Fire locations are closely tied to where people live. Densely populated areas frequently have many fires, while remote areas have few. Relatively few (about 3%) fires are started by lightning. The frequency of fires changes throughout the fire season (April to October). May is usually the busiest month due to the fact that vegetation hasn't fully come out of dormancy and begun to grow. The moisture content of these fuels is low, making them more flammable. This is known as a "before green up" condition.

Nova Scotia has a relatively wet climate, thus the number of fires that typically occur in an average season is low compared to drier provinces

This Regional Wildfire 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 Wildfire 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 wildfire. 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

1.4 Purpose

The purpose of this plan is to outline the procedures that will be used in a wildfire event that necessitates the need for an evacuation within Kings County. The physical evacuation component of this Emergency Management Support Plan will be implemented either following the declaration of a state of local emergency or under the authority of the local Fire Service as part of a wildfire event. The monitoring and preparation phases will be coordinated by Kings REMO in preparation to assist and liaison with emergency and essential services.



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 wildfire 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 wildfire 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)

2.1 Planning Assumptions

The plan assumes the following:

- NS Department Lands and Forestry will be the lead agency (Incident Commander) for any wildfire event within a forested area in accordance with the [Nova Scotia Forests Act](#).
- Kings REMO and the Emergency Coordination Centre Management Team (ECCMT) will have the primary responsibility for mitigation, prevention, preparedness, response and recovery in wildfire emergency/disaster situations.
- It is highly probable that with events such as climate change and weather anomalies, Kings County could experience a major wildfire event to some degree in the future.
- Kings County and partner agencies will follow the response activities set out in the Kings REMO Regional Emergency Management Plan (REMP), the Regional Emergency Evacuation Plan (REEP) and Municipal Operating Procedures.
- Residents of Kings County will take active measures to protect personal property.

2.2 Plan Limitations

- The Municipalities of Kings County do not currently have a formal policy for the protection of private property during wildfire. While efforts will be made to assist residents in the protection of their property during a wildfire emergency, the protection of critical municipal infrastructure must be the first priority to ensure continuity of municipal services to the community.
- There may be factors that will adversely affect Kings County's ability to respond to wildfire emergencies. Response may be delayed if roads become impassable, normal channels of communications may be disrupted and utilities may be unavailable for extended periods of time.

2.3 Plan Activation

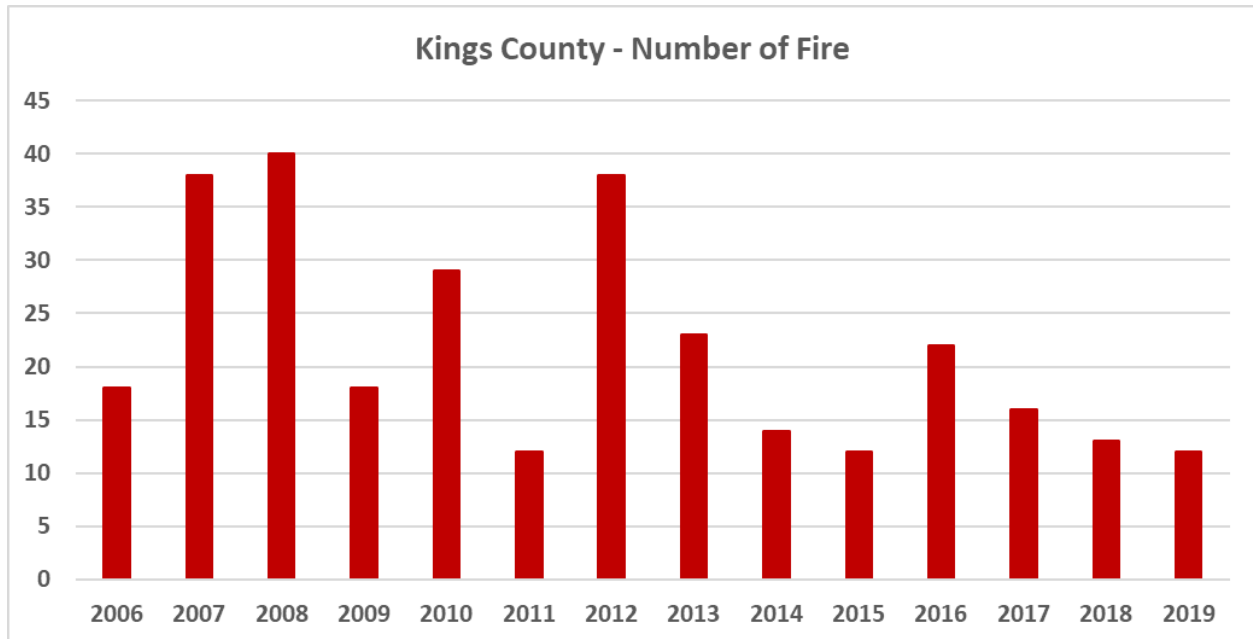
This plan may be activated in whole or in part, as required, by the Kings REMO Emergency Coordination Centre Management Team (ECCMT), with or without the formal declaration of a state of local emergency.

Upon activation, all participating agencies should respond in accordance with the procedures described within this plan and in accordance with their agency operating procedures.

2.3 Wildfire General Information

2.3.1 Wildfire Frequency – Kings County

The average number of annual wildfires in Kings County over a 14 year period is 22 wildfires per year.



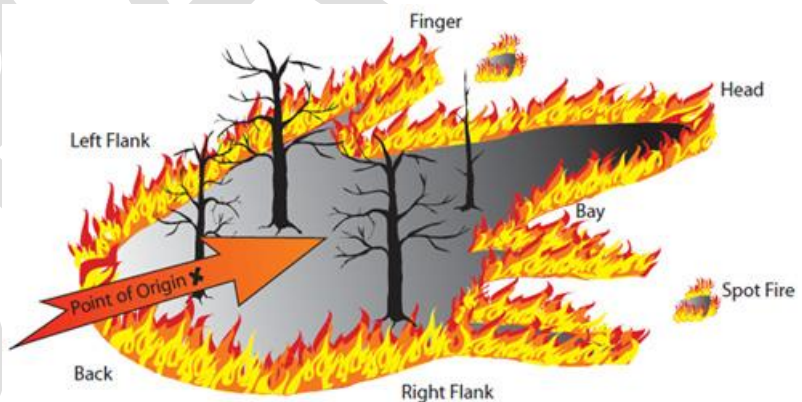
Source: [Department of Lands and Forestry – Fire Statistics](#)

2.3.2 Anatomy of a Forest Fire

The anatomical parts of a forest fire are:

Bay(s) — A marked indentation in the fire perimeter, usually located between two fingers. (Synonym: Pocket(s).)

Finger(s) — An elongated burned area(s) projecting from the main body of the fire resulting in an irregular fire perimeter.



Flanks — Those portions of the fire perimeter that are between the head and the back of the fire which are roughly parallel to the main direction of spread. (Synonym: Sides.)

Head — That portion of the fire perimeter having the greatest rate of spread and frontal fire intensity which is generally on the downwind and/or upslope part of the fire.

Back — That portion of the fire perimeter opposite the head; the slowest spreading part of the fire. (Synonyms: Base, Heel, and Rear.)

Island(s) — Area(s) of unburned fuels located within the fire perimeter.

Point(s)of Origin — The location(s) within the fire perimeter where ignition first occurred. (Synonym: Origin(s) of a Fire.)

2.3.3 Wildfire Detection

The Department of Lands and Forestry utilizes several methods to locate wildfires as accurately and quickly as possible.

Members of the public report wildfires on a regular basis usually via 911 as the primary contact number, and the Department of Lands and Forestry maintained 1-800-565-2224 as a backup number. The information that is received is usually very accurate and in most cases, reported during the early stages of the wildfire.

During periods of high to extreme fire hazard, fixed winged aircraft are used for aerial detection. These planes fly predetermined routes in the areas of the province that are experiencing elevated wildfire risk due to weather conditions. These flights are arranged for each day they are needed by the provincial fire duty officer. The aircraft are equipped with GPS locators. When smoke is spotted the plane flies to that location and the duty officer can see exactly where the wildfire is by looking at the tracking monitor which shows a map of the province and the location of the aircraft. The pilot is able to communicate to the duty officer the fire size, the type of fuels burning, any values that might be threatened and if there is any suspicious activity around the fire. The duty officer can use all of this information to plan the response to the wildfire.



The average response time to a wildfire in Kings County, Nova Scotia is 2 to 25 minutes, giving a response time that is the envy of many other agencies across the country.

2.3.4 Wildfire Suppression

When a wildfire is detected, the situation must be thoroughly examined to determine where the fire is and where it could spread. It is dangerous to start suppression without further investigation. Once the fire has been evaluated, decisions can be made as to what ground suppression activities are required.

Wildland fire suppression seeks to establish a control line around the fire as soon as possible, cool down open flames that are closest to the edge, and separate burning fuels (trees, shrubs, moss etc) from unburnt fuels. The most commonly used method to achieve this is to apply water through a hose line that

has been pumped from a fire truck or portable pump. In Nova Scotia, we are fortunate to have an abundant supply of water.

Some fires can require a coordinated effort between several agencies. A small fire may only require the services of two people and a back tank, while a larger fire (15+ kms in length) can require hundreds of people and lots of equipment. Often, the local fire departments will be on the scene before the Department of Natural Resources. If the situation escalates, the police, ambulance services, Lands and Forestry, Kings Regional Emergency Measures Organization and other agencies may become involved.



Ground suppression activities can be rather intense when the fire's at its worse, but even after the fire's out, there can still be lots of work to do. It's possible for a fire to burn in fine combustible materials below ground without showing any signs on the surface. To prevent a flare up, hours can be spent looking for a small wisp of smoke. This could indicate a heat source below ground. If this is not done, the spark could surface and could once again become a running surface fire.

There are times when a wildland fire moves too fast or is too intense for there to be safe ground suppression. In this case, aircraft are used to slow, or cool down the fire, to allow the ground crews to resume their efforts.

The Nova Scotia Department of Lands and Forestry has a fleet of five helicopters stationed in Shubenacadie. Any location in Nova Scotia can be reached within 1 hour and 45minutes from Shubenacadie. They can perform many functions such as transporting people and equipment, dropping water, and also assist with reconnaissance efforts.



When all other fire fighting measures fail, the services of large fixed-wing airtankers are requested from another province. The Department of Lands and Forestry's membership in the Canadian Interagency Forest Fire Centre (CIFFC) facilitates the sharing of resources between agencies.

2.4 Potential Adverse Effects Caused by Wildfires

2.4.1 Heavy loss to the economy

A wildfire devastates everything that it engulfs. Thus, large areas of productive agricultural or forest land might be lost in the fire. Farmers lose their crops and livestock within a matter of a few hours to a few days and suffer a great economic setback. Those dependent on forestry for their income also experiences heavy losses. If the destroyed areas were part of a popular tourist destination, then the tourist industry active in the affected area also faces a downfall. Although these economic sectors are directly affected by the fire, other businesses and communities also experience the adverse effect of wildfires. Private properties are also lost in such fires. Direct costs associated with firefighting is also high and is usually borne by the government. Post-fire restoration activities also consume a large sum of money.

2.4.2 Local Heritage could be lost

If the fire engulfs an area that protects historic environment features, it can translate to the loss of such local heritage. The damage can occur not only during the fire but also as an after-effect of the fire. The lack of vegetation might expose such features to the erosive action of wind and water, accelerating the destruction of the features.

2.4.3 Carbon sequestration and storage is affected

Forests act as the carbon sink by absorbing the atmospheric carbon-dioxide and thus reducing the concentrations of this toxic gas in the atmosphere. The occurrence of wildfires thus destroys the beneficial plant cover which in turn adversely affects the carbon sequestration and storage.

2.4.4 Loss of Biodiversity

Wildfires lead to the failure of the entire ecosystem. Large areas are cleared off vegetation. Many animals, birds, reptiles, and insects burn to death. Others die due to starvation or stress. Thus, a heavy loss of biodiversity is one of the worst consequences of a wildfire.

2.4.5 High levels of soil erosion

The soil is left exposed as vegetation disappears due to wildfires. Such soil is highly susceptible to erosion by the action of wind or water. Often, areas experiencing wildfires take a long time to recover or they are rendered permanently barren.

2.4.6 High levels of air and water pollution

Smoke and ash released during fires can pollute the atmosphere with toxic gasses and particles. As an after-effect of a wildfire, the loss of plants can also lead to the erosion of the soil and the contamination of water bodies by the eroded soil and dead plant and animal matter.

2.4.7 Adverse effects on health

The smoke and ash generated from wildfires pollute the atmosphere and cause health issues in people breathing in the polluted gas. Breathing problems, respiratory infections, headaches, dizziness, eye irritation, etc., are some of the common health issues experienced by people living in areas near the fire.

2.4.8 Increased vulnerability to other natural disasters

Since vegetation cover is vital to protect the soil against erosion by strong winds and floods, the loss of such cover renders the area prone to natural disasters. In the absence of plants, the fire-affected region becomes easily prone to catastrophic floods or storms.

2.5 Wildfire Behaviour and Effects

Knowing how a wildfire may behave is key to control and management. Many factors affect how a wildfire burns, how fast it moves and how difficult it is to control. The three sides of the fire behavior triangle are weather, topography and fuels.

Weather includes wind, temperature, cloudiness, moisture and air pressure. High temperatures and low humidity cause vegetation to dry and wildfires to burn rapidly. Wind not only moves wildfires across landscapes, but also supplies oxygen that can cause fires to grow swiftly. Wind also blows embers for miles, igniting new spot fires. Rain and high humidity can slow or extinguish fires, while storms can cause fire activity to increase or become completely unpredictable.

Topography is the physical features of an area, including slope and aspect (the direction it faces). Wildfires burn more rapidly when moving up a slope by preheating unburned fuels and making them more combustible. Wind also moves more rapidly up slopes, increasing the speed at which a fire can spread. Draws can act like chimneys and funnel flames upwards. South- and west-facing slopes have drier fuels than north- and east-facing slopes.

Fuels are vegetation and structures. Their characteristics have a great effect on wildfire behavior. Large, dense trees burn for hours and generate a lot of heat. Dried grasses, on the other hand, produce a flashy fire that burns quickly and does not generate much heat.

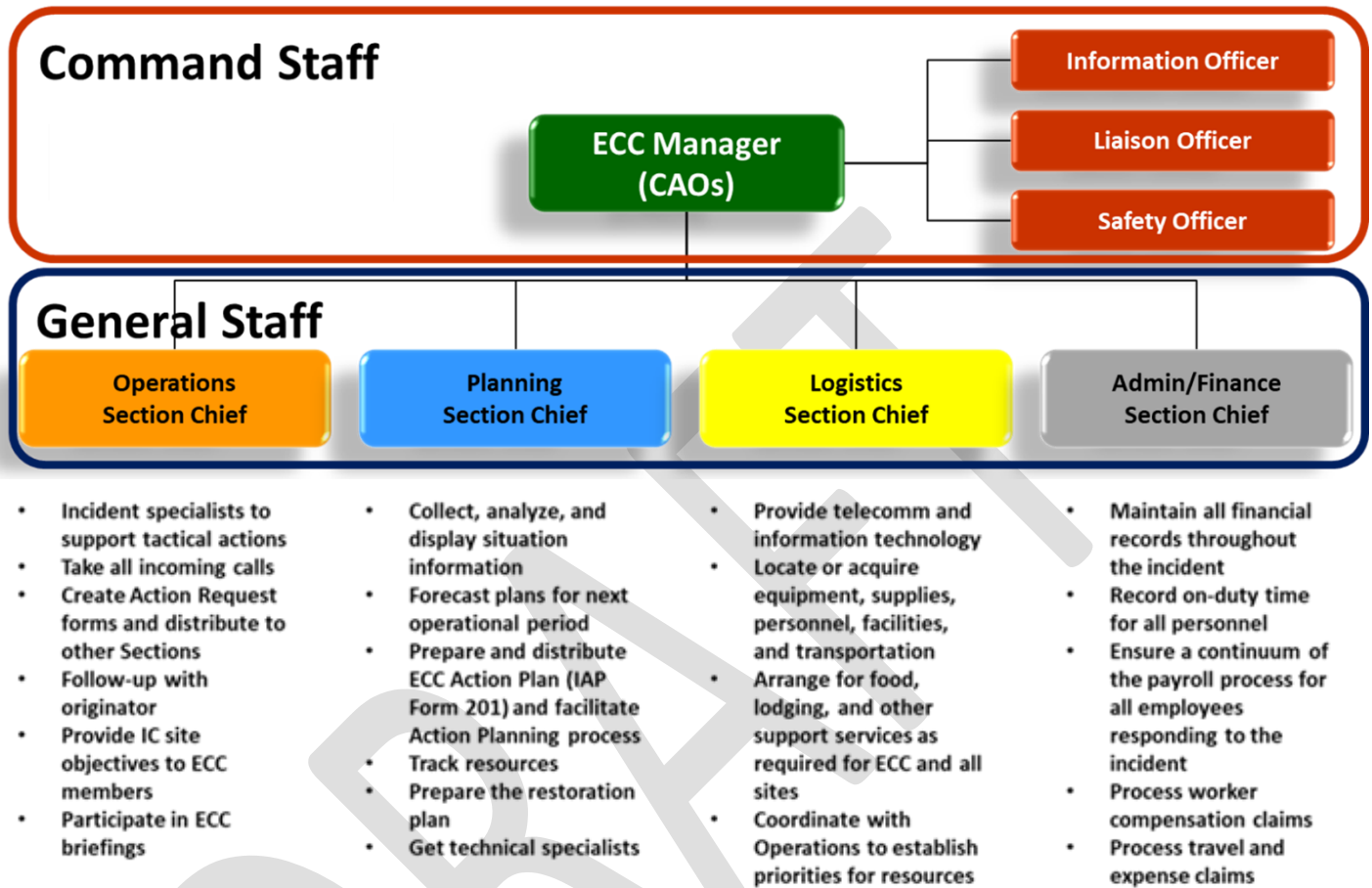
2.6 Wildfire Emergency Management Priorities

In a wildfire 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.

2.7 Wildfire Organizational Structure

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



2.8 Municipal Public Warning Strategy

As there are limited audible warning systems within the Municipalities of Kings County, the public should be alerted to wildfire 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.

2.9 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.

DRAFT

3.0 RESPONSIBILITIES

3.1 Federal

The Government of Canada's Government Operations Centre (GOC) monitors the wildfire situation across the country. The GOC coordinates the federal government's response to events of national interest such as wildfires that may affect the safety and security of Canadians or critical infrastructure. Should a provincial or territorial government request federal assistance to deal with a wildfire then the GOC would coordinate that response.

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](#)

3.2 Provincial

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

3.2.1 Nova Scotia Department of Lands and Forestry

The Department of Lands and Forestry takes a lead role in wildfire suppression on any forested lands excluding those owned municipally and federally. This can be complicated and dangerous work that usually requires a combined effort of resources. When an incident occurs, there must be a safe, effective and unified effort that minimizes damage to property while maintaining the safety of the public and fire fighters. For this reason, wildfire training is an essential part of the management responsibility carried out by the Department of Lands and Forestry.



Department of Lands and Forestry fire crew members receive training in basic fire suppression, wildfire behaviour, wildfire equipment, safety, and fire line organization. As the level of responsibility increases, so does the level of training. As well, staff may receive training through national and international agencies

Upon request the Department of Lands and Forestry provide wildfire training to municipal fire departments, forest industry and community college students.

3.2.2 Department of Municipal Affairs (DMA)

- Under the Federal Gas Tax Program all municipalities have submitted a Municipal Climate Change Action Plan. Each plan outlines priorities for climate change (adaptation and mitigation) and describes the range of actions the municipality will undertake to address climate impacts. In many communities wildfires have been identified as a significant concern and is a top priority for taking action on climate change adaptation.

- The eligible project categories under the Federal Gas Tax Program have been expanded to include Disaster Mitigation. Projects that reduce or eliminate long-term impacts and risks associated with natural disasters are now eligible for funding.

3.2.3 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.



3.2.4 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.

3.2.6 Nova Scotia Environment (NSE)

As of July 1, 2015 the inspection, compliance and enforcement functions from several provincial government departments came together under Nova Scotia Environment.

3.3 Regional – Kings REMO

3.3.1 Prevention and Mitigation

Kings REMO is responsible for developing and implementing mitigation strategies to prevent or lessen the occurrences and/or severity of wildfire.

These strategies include:

- Controlling development in and around wildfire prone areas using Zoning by-laws, Official Plans and Site Plan Development.
- Working to map the wildfire areas and the impact on critical infrastructure.
- Developing and circulating public education material concerning wildfire prevention and clean-up.

3.3.2 Response / Recovery Responsibilities

When wildfires 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 wildfire events occur within Kings County, Kings REMO should:

- Activate the Kings REMO Wildfire Preparedness and Response Plan
- Activate the Kings REMO Regional Emergency Management Plan.
- Convene the Emergency Coordination Centre Management Team
- Appoint an Incident Commander.
- If necessary, recommend the declaration of a Municipal emergency.
- Direct and coordinate all wildfire 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 wildfire.
- Address concerns related to homes in Kings County that are on private wells or have private surface water intakes.
- 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 wildfire 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 wildfire.
- Provide residents and businesses with information on safe handling of items damaged by water / sewage.
- Explore mitigation and prevention strategies to reduce the impact of future wildfire events

3.3.3 Regional Emergency Management Coordinator (REMC)

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

- The Wildfire Preparedness and Response Plan;
- Established evacuation routes (minimum of two), 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; 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 wildfire risk areas.
- Prioritizing response activities.
- Evaluating and identifying equipment and resources needed

3.3.5 Fire Services

- Conduct wildfire rescue, 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 wildfire 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 wildfire 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 Infrastructure Services – Transit

- Provide transportation for residents and emergency responders as required.

3.3.9 Community Development – Social Services

- Provide assistance to residents displaced by wildfire as required.
- Coordinate Emergency Shelter operations.

3.3.10 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.

4.0 PUBLIC EDUCATION & AWARENESS OF WILDFIRE PREPAREDNESS

Since public awareness of wildfire 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 Wildfire 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 FPRP 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 [Wildfire Event Checklist](#)
- C [Wildfires – What to Do](#)
- D [How to tell if smoke could be affecting you](#)
- E [Lessons Learned – Wildfire Disasters](#)
- F [Wildfires – Frequently Asked Questions \(FAQ\)](#)
- G [Wildfires – References](#)
 - [Federal](#)
 - [Provincial](#)
 - [Regional](#)
- H [FireSmart Your Home](#)
- I [Abbreviations & Acronyms](#)
- J [Glossary](#)

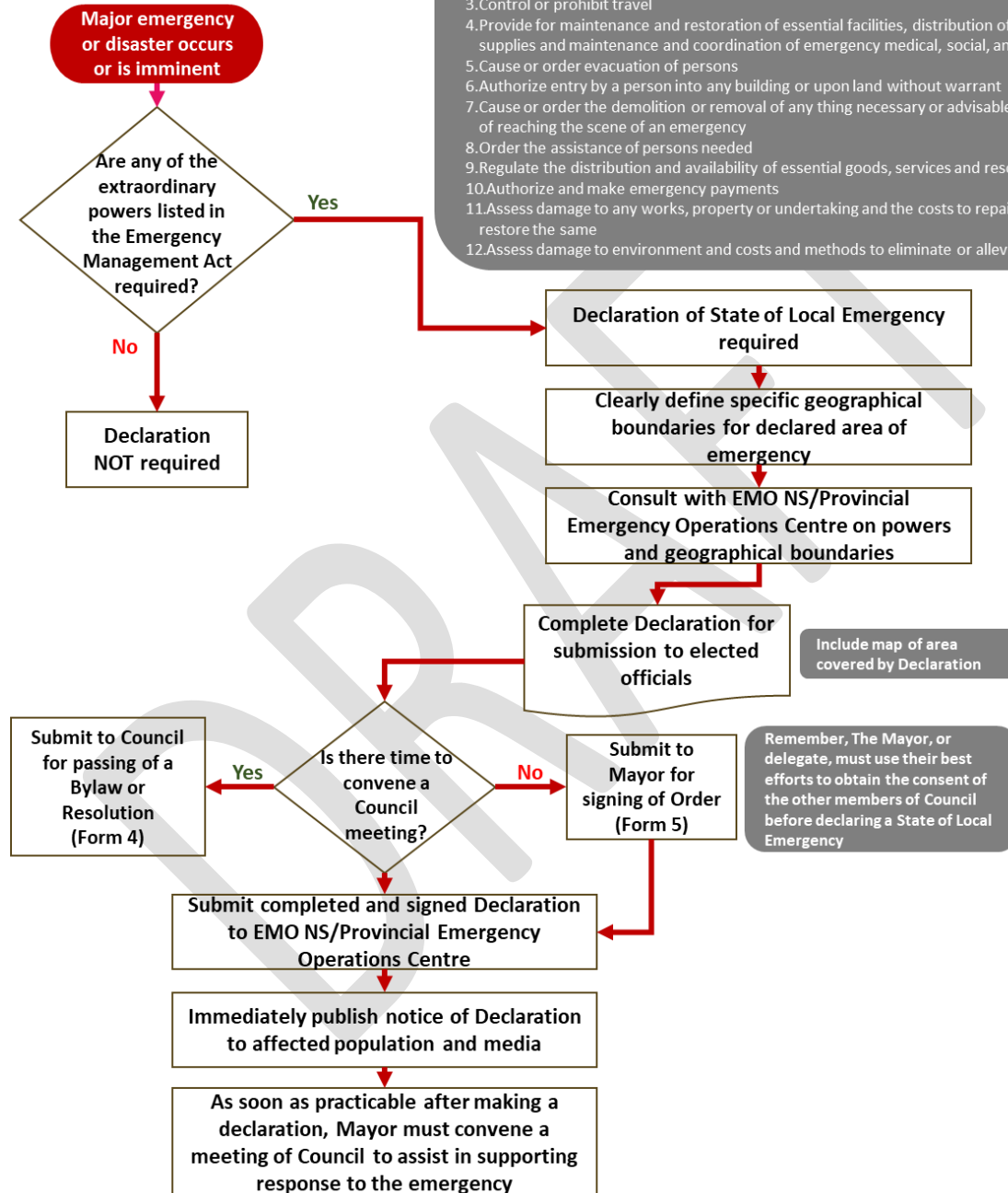
Annex A – Declaring a State of Local Emergency (SOLE)

Declaring a State of Local Emergency

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

Emergency Powers in Brief:

1. Acquire or utilize personal property by confiscation or any means considered necessary
2. Authorize or require a qualified person to render aid
3. Control or prohibit travel
4. Provide for maintenance and restoration of essential facilities, distribution of essential supplies and maintenance and coordination of emergency medical, social, and other services
5. Cause or order evacuation of persons
6. Authorize entry by a person into any building or upon land without warrant
7. Cause or order the demolition or removal of any thing necessary or advisable for the purpose of reaching the scene of an emergency
8. Order the assistance of persons needed
9. Regulate the distribution and availability of essential goods, services and resources
10. Authorize and make emergency payments
11. Assess damage to any works, property or undertaking and the costs to repair, replace or restore the same
12. Assess damage to environment and costs and methods to eliminate or alleviate the damage



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:

Province of Nova Scotia (hereafter

referred to as the "Designated Area(s)")

Yes

No

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 – Wildfire Event Checklist

Pre-Incident Phase

- Arrange for personnel to participate in necessary training and develop exercises relevant to wildfire events in Kings County
- Coordinate the County's preparedness activities, seeking understanding of interactions with participating agencies in wildfire 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 Supporting Plans
- Review wildfire-prone areas
- 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 wildfire 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 wildfires

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 wildfires (contamination, 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 C – Wildfires – What to Do

Reference: [Public Safety Canada – Hazards and Emergencies](#)

Before a Wildfire

How to prepare for a wildfire

If your community is surrounded by brush, grassland or forest, follow these instructions to prepare your home and family for potential wildfires.

- Prepare an [emergency kit](#).
- Check for, and remove, fire hazards in and around your home, such as dried out branches, leaves and debris.
- Keep a good sprinkler in an accessible location.
- Learn fire safety techniques and teach them to members of your family.
- Have fire drills with your family on a regular basis.
- Maintain first-aid supplies to treat the injured until help arrives.
- Have an escape plan so that all members of the family know how to get out of the house quickly and safely.
- Have a emergency plan so family members can contact each other in case they are separated during an evacuation.
- Make sure all family members are familiar with the technique of "STOP, DROP, AND ROLL" in case of clothes catching on fire.
- Make sure every floor and all sleeping areas have smoke detectors.
- Consult with your local fire department about making your home fire-resistant.
- If you are on a farm/ranch, sheltering livestock may be the wrong thing to do because a wildfire could trap animals inside, causing them to burn alive. Leaving animals unsheltered is preferable, or if time and personal safety permits, evacuation away from the danger zone should be considered.

If you see a wildfire approaching your home

If you see a fire approaching your home or community, report it immediately by dialing 9-1-1 or your local emergency number. If it is safe, and there is time before the fire arrives, you should take the following action:

- Close all windows and doors in the house.
- Cover vents, windows, and other openings of the house with duct tape and/or precut pieces of plywood.
- Park your car, positioned forward out of the driveway. Keep car windows closed and have your valuables already packed in your car.
- Turn off propane or natural gas. Move any propane barbeques into the open, away from structures.
- Turn on the lights in the house, porch, garage and yard.
- Inside the house, move combustible materials such as light curtains and furniture away from the windows.
- Place a ladder to the roof in the front of the house.

- Put lawn sprinklers on the roof of the house and turn on the water.
- Move all combustibles away from the house, including firewood and lawn furniture.
- Evacuate your family and pets to a safe location.
- Stay tuned to your local radio station for up-to-date information on the fire and possible road closures.

During a Wildfire

- Monitor local radio stations.
- Be prepared to evacuate at any time. If told to evacuate, do so.
- Keep all doors and windows closed in your home.
- Remove flammable drapes, curtains, awnings or other window coverings.
- Keep lights on to aid visibility in case smoke fills the house.
- If sufficient water is available, turn sprinklers on to wet the roof and any water-proof valuables.

DRAFT

Annex D – How to tell if smoke could be affecting you

Reference: [Nova Scotia Department of Health and Wellness](#)

Smoke from wildfires is a mixture of gases and fine particles from burning trees and other plant materials. Smoke can irritate your eyes and respiratory system and worsen chronic heart and lung diseases.

Smoke can cause:

- coughing
- scratchy throat
- irritated, runny nose and sinuses
- shortness of breath
- chest pain
- headaches
- runny nose
- worsening of asthma symptoms

If you have heart or lung disease, smoke might make your symptoms worse. People who have heart disease might experience —

- chest pain
- rapid heartbeat
- shortness of breath

Smoke may worsen symptoms for people who have pre-existing respiratory conditions, such as asthma, and chronic obstructive pulmonary disease (COPD), in the following ways:

- inability to breathe normally
- cough with or without mucus
- chest discomfort
- wheezing and shortness of breath

When smoke levels are high enough, even healthy people may experience some of these symptoms.

Know whether you are at risk

If you have heart or lung disease, such as congestive heart failure, angina, COPD, emphysema, or asthma, you may be at higher risk of having health problems than healthy people.

Older adults and children are more likely to be affected by smoke.

Older adults may be more at risk because they are more likely to have heart or lung diseases than younger people.

Children are more likely to be affected because their airways are still developing and because they breathe more air per pound of body weight than adults. Children also are more likely to be active outdoors.

Protect yourself

Limit your exposure to smoke. The following are ways to protect your health:

- **Pay attention to local air quality reports.** Listen and watch for news or health warnings about smoke. Check the Air Quality Health Index (AQHI) for the area nearest you at www.airhealth.ca. Also pay attention to public health messages about taking additional safety measures.
- **If you are advised to stay indoors, keep indoor air as clean as possible.** Keep windows and doors closed unless it is extremely hot outside. Run an air conditioner if you have one, but keep the fresh-air intake closed and the filter clean to prevent outdoor smoke from getting inside. If you do not have an air conditioner and it is too warm to stay inside with the windows closed, seek shelter elsewhere. Do not add to indoor pollution. When smoke levels are high, do not use anything that burns, such as candles, fireplaces, or gas stoves. Do not vacuum, because vacuuming stirs up particles already inside your home. Do not smoke, because smoking puts even more pollution into the air.
- **Follow your doctor's advice** about medicines and about your respiratory management plan if you have asthma or another lung disease. Call your doctor if your symptoms worsen.
- **Do not rely on dust masks for protection.** Paper "comfort" or "dust" masks commonly found at hardware stores are designed to trap large particles, such as sawdust. These masks will not protect your lungs from smoke.

Annex E – Lessons Learned – Wildfire Disasters

- Interagency Emergency Response and Coordination**
 - Effective collaboration is essential across all agencies during a rapidly developing wildfire situation
- Preparedness**
 - An advanced level of planning and preparation is required so that emergency response and recovery systems are scalable to address wildfire events.
 - The response to a wildfire event must be able to adapt, augment and build upon the core emergency management structures in place
 - More thorough planning, timely training and a clear Incident Command System structure are critical for local and provincial organizations to collaborate effectively
 - Oversight and quality assurance are important elements of comprehensive emergency preparedness
- Coordination**
 - A clear and well-understood command structure is necessary to coordinate the many people and resources involved in responding to a wildfire event
- People**
 - It is crucial to involve people who have the right experience and expertise to respond to an emergency, and then to empower them to make decisions
- Jurisdiction**
 - People must be empowered to do what is right during an emergency, irrespective of everyday boundaries related to jurisdiction, mandate or geography
- Evacuation**
 - When it is time to evacuate, everyone must be ready to act together on a shared evacuation plan with defined roles and responsibilities
- Communications**
 - Clear communications, which are absolutely critical during a disaster, require planning, preparation and organization in advance
 - Clear communications from a consistent source can help defuse rumour, speculation and misunderstandings
 - Everyone involved in the response to a wildfire must understand from the start whose job it is to develop, to approve and to release communications
 - It is important to know what media, infrastructure and warning systems will be used
- Local Capacity**
 - Kings County’s regional emergency management organization should always be ready to provide communities with support and expertise to assist with assessing risks, coordination during an emergency, supporting affected residents, transition to recovery, and administration
- Health and Wellbeing**
 - A deliberate approach is required to mitigate the profound impact of a wildfire event on the long-term health, wellbeing and recovery of individuals, families and communities

Recovery

- Recovery is an essential element of a comprehensive emergency management system. Although some aspects of recovery will be specific to each event, other aspects can and should be planned in advance

DRAFT

Annex F – Wildfires – Frequently Asked Questions (FAQ)

What is wildfire smoke?

Wildfire smoke is a complex mixture of particles and gases containing hundreds of chemicals. The smoke contains large amounts of fine particulate matter, as well as gases such as carbon monoxide, carbon dioxide, and nitrogen oxides. Depending on the type of materials burned, the smoke may also contain sulfur oxides, volatile organic compounds, and other compounds such as hydrocarbons and formaldehyde that are known to be carcinogenic. These components can vary greatly over time, from fire to fire, and from area to area within a fire zone.

What are the potential health effects of wildfire smoke?

Wildfire smoke is a respiratory irritant. Exposed individuals who are otherwise healthy may have the following symptoms when exposed to wildfire smoke:

- Eye, nose, and throat irritation
- Increased mucus production in the nose or throat
- Cough
- Wheezing
- Shortness of breath or difficulty breathing, especially during exercise
- Headache

These symptoms are likely to be short lived and will resolve when smoke clears. Wildfire smoke exposure may aggravate pre-existing heart and lung conditions

Are some people more affected than others?

Air quality affects everyone in the population and these impacts can be more serious for those with pre-existing medical conditions, especially underlying heart and/or lung problems.

Health effects may be exacerbated if you:

- Have heart or lung disease (e.g., congestive heart failure, angina, chronic obstructive pulmonary disease, emphysema, asthma)
- Are an older adult (especially if you have heart or lung disease)
- Are pregnant.
- Are a smoker.
- Are a child. Smoke can be more harmful to children because their respiratory systems are still developing, they breathe in more air than adults, and they are more likely to be active outside.
- Are involved in strenuous outdoor work or outdoor sports.

How do you protect yourself and your family against the effects?

It is important that we all take the necessary precautions to protect ourselves from the hazardous effects of smoke. When a Special Air Quality Statement or air quality advisory is in effect:

- Follow the recommendations in the statement or advisory.
- Monitor your symptoms.
- Minimize outdoor physical activity.
- Remain indoors with windows, doors and air circulation fans/vents closed. If the air quality gets better for a short time, air out your house by opening doors and windows to circulate fresh air.
- If you have an air-conditioner, keep the fresh-air intake closed and the filter clean to prevent outdoor smoke from getting inside.
- Avoid running fans, such as “whole-house fans” or “fresh air ventilation systems”, that bring more smoky outdoor air inside. If you have central air conditioning, set it to recirculate. Keep it running to help filter the air and keep your family cool.
- Stay inside particularly if you have breathing difficulties.
- Vehicles should not be used as a shelter, but as a means to get to one or to leave the area.
- While driving, keep windows and vents closed. Put your car fan on re-circulate mode to avoid drawing in outdoor air.
- Drink plenty of water, which helps keep your nose and mouth moist.

What is the Home Ignition Zone and why is it so important?

Your ignition zone – including the condition of the house and its immediate surroundings within 30 to 100 metres and other structures such as garages, decks, porches, or fences that come in contact with the house – is what determines your home’s susceptibility to ignition during a wildfire. Here are some simple steps for making your ignition zone a deterrent to wildfire progress:

- Clear the build-up of needles and leaves from the base of the house and any connecting structures which could otherwise ignite the home’s siding.
- Create a three-metre, fire-free (i.e. non-combustible) area on all sides of your home.
- Clear trees and shrubs of dead material and keep them pruned. Space trees and shrubs far enough apart to slow the spread of an approaching wildfire.
- Choose deciduous trees and shrubs, rather than evergreens for planting close to your home. Evergreens burn fiercely. Plants that shed leaves annually burn more slowly.
- Regularly care for your property to keep it free of dead leaves, needles and debris. Plant native wildflowers and fire-resistant plants; keep lawns trimmed and irrigated as they serve as good fire breaks, as do rock gardens and xeriscapes.
- Remember a wide driveway, non-flammable walkways and other pathways can slow or stop the spread of a wildfire.
- Use metal flashing at all connection points of structures, such as wooden fences attached to the house.
- “Limb up” trees around the house by removing lower limbs that are within 2.5 metres of the ground.

- Trim any limbs on trees hanging over the house.
- Store firewood well away from your house, particularly during fire-season.
- Use non-flammable (Class A rated) roofing materials.
- Clear gutters of leaves and debris.
- Ensure that chimneys for all wood burning appliances are screened to prevent the escape of live embers.
- Remove excess vegetation along roads.

What other natural disasters happen with wildfires?

The aftermath of a wildfire can be as disastrous, if not more so, than the fire. A particularly destructive fire burns away plants and trees that prevent erosion. If heavy rains occur after such a fire, landslides, ash flocs, and flash floods can occur. This can result in property damage outside the immediate fire area, and can affect the water quality of streams, rivers and lakes.

DRAFT

Annex G – Wildfires - References

Federal

- [Environment and Climate Change Canada \(ECCC\) – Air Quality Health Index \(Nova Scotia\)](#)
- Public Safety Canada – Get Prepared
 - [Before a Wildfire](#)
 - [During a Wildfire](#)
- [Canadian Wildland Fire Information System](#)
- [FireSmart Canada](#)
- [Canadian Red Cross: Wildfires – Before, During & After](#)

Provincial

- [Nova Scotia Forests Act](#)
- [Department of Lands and Forestry](#)
- [Fire Weather Forecast Maps and Indices](#)
- [Wildfire Prevention](#)

Regional

- [Kings County Regional Emergency Management Organization \(Kings REMO\)](#)
- Fire and Emergency Services
 - [Aylesford & District Fire Department](#)
 - [Berwick & District Volunteer Fire Department](#)
 - [Canning Volunteer Fire Department](#)
 - [Greenwich Fire Department](#)
 - [Halls Harbour Volunteer Fire Department](#)
 - [Hantsport Fire Department](#)
 - [Kentville Volunteer Fire Department](#)
 - [Kingston & District Fire Department](#)
 - [New Minas Volunteer Fire Department](#)
 - [Port Williams Fire Department](#)
 - [Springfield Fire Department](#)
 - [Waterville & District Fire Department](#)
 - [Wolfville Fire Department](#)

Annex H – FireSmart Your Home



1. A Class A fire-rated roof assembly offers the best protection. Inspect your roof often and replace or repair any shingles that are in poor condition.
2. The gutters on your home provide a place for combustible debris to accumulate. Regularly remove debris from your gutters as sparks and embers can easily ignite these dry materials.
3. Eaves – open eaves create an entry point for sparks and embers. Closed eaves will prevent combustible debris from accumulating.
4. Vents – Unscreened vents can allow heat and embers to enter a building and ignite. Install non-combustible vents with 3mm metal screening and keep vents clean and free of combustible debris.
5. Siding – ensure your siding is free of gaps, holes, or other areas where embers could accumulate, lodge or penetrate. Prioritize repairing any vulnerabilities identified on the exterior walls. Stucco, brick, fibre cement boards/panels and poured concrete all offer superior fire resistance.
6. Windows – use multi-pane, tempered glass windows, and close them when a wildfire threatens. Install window screening to improve performance against radiant heat exposures and to minimize the size and number of embers that could enter the home.
7. Doors – gaps at the top, bottom and edges of doors can let flowing embers enter, and garages are full of flammable materials. Inspect garage door seals regularly.

8. Balcony, Deck, and Porch – sheath the underside of the deck and balcony with fire-resistant sheathing as this will act as a shield against embers. Non-combustible surface should be under the deck as well, and extend for 1.5 metres out from perimeter of deck.
9. Fence – wooden fences and boardwalks create a direct line to your home and can contribute to the spread of wildfire. Avoid attached fences and walls constructed of combustible materials directly to your home or building.
10. Non-combustible Zone (0 – 1.5 metres from foundation) – a FireSmart yard includes making smart choices for your plants, shrubs, grass and mulch. Selecting fire resistant plants and materials can increase the likelihood of your home surviving a wildfire. Ensure there is a 1.5 metre horizontal non-combustible surface around the outer walls of your home.

DRAFT

Annex I – Abbreviations & Acronyms

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

Annex J – Glossary

Air Tanker	A fixed-wing aircraft fitted with tanks and equipment for dropping suppressants or retardants on wildfires.
Campaign Fire	A wildfire of such size, complexity and/or priority that its extinction requires a large organization, high resource commitment, significant expenditure, and prolonged suppression activity. (Synonym: Project Fire.)
Control a Fire	To complete a control line around a fire, any spot fires therefrom, and any interior island(s) to be saved; cooling down all hot spots that are immediate threats to the control line until the lines can be expected to hold under foreseeable conditions. (Stages of Control: see fire status.)
Control Line	A comprehensive term for all constructed or natural fire barriers and treated fire perimeter used to control a fire. (See Fireguard and Fireline.)
Fine Fuels	Fuels that ignite readily and are consumed rapidly by fire (e.g., cured grass, fallen leaves, needles, small twigs). Dead fine fuels also dry very quickly. (Synonym: Flash Fuels. Note Medium Fuels and Heavy Fuels.)
Fire Ban	A Ministerial Order issued by the provincial government to restrict the use of fire in areas of high hazard. The order describes what types of fires are allowed or may in fact entirely prohibit the use of any fire.
Fire Behaviour	<p>The manner in which fuel ignites, flame develops, and fire spreads and exhibits other related phenomena as determined by the interaction of fuels, weather, and topography.</p> <p>Some common terms used to describe fire behaviour include the following:</p> <ul style="list-style-type: none">• Smouldering: A fire burning without flame and barely spreading.• Creeping: A fire spreading slowly over the ground, generally with a low flame.• Running: A fire rapidly spreading and with a well-defined head.• Torch or Torching: A single tree or a small clump of trees is said to "torch" when its foliage ignites and f ares up, usually from bottom to top. (Synonym - Candle or Candling.)• Spotting: A fire producing firebrands carried by the surface wind, a fire whirl, and/or convection column that fall beyond the main fire area.• Crowning: A fire ascending into the crowns of trees and spreading from crown to crown. (Note the three classes of Crown Fire under Wildfire.)
Fire Danger	A general term used to express an assessment of both fixed and variable factors of the fire environment that determine the ease of ignition, rate of spread, difficulty of control, and fire impact. (Note Fire Hazard, Fire Risk, and Burning Conditions.)

Fireguard A strategically planned barrier, either manually or mechanically constructed, intended to stop or retard the rate of spread of a fire, and from which suppression action is carried out to control a fire. The constructed portion of a control line.

Fire Status **Out-of-Control:** A wildfire not responding or only responding on a limited basis to suppression action such that perimeter spread is not being contained. (Synonym: Not under Control)

Being Held (BH): Indicates that with currently committed resources, sufficient suppression action has been taken that the wildfire is not likely to spread beyond existent or predetermined boundaries under prevailing and forecasting conditions. (Synonym: Partial Control, Contained)

Under Control (UC): A wildfire having received sufficient suppression action to ensure no further spread of the fire.

Being Patrolled: In a state of mop-up: the wildfire area is being walked over and checked for hot spots.

Extinguished: Having been extinguished. (Synonym: Out)

Fireguard A strategically planned barrier, either manually or mechanically constructed, intended to stop or retard the rate of spread of a fire, and from which suppression action is carried out to control a fire. The constructed portion of a control line.

Fire Suppression Tactics Determine exactly where to establish control lines, what to do along these lines, and how best to use each firefighting resource group to cope with site-specific conditions and fire behaviour at the moment. This is a line function.

Forest Fire Any wildfire that is burning in forested areas, grass or barren. The main types of forest fire are:

- Ground fire: A fire that burns in the ground fuel layer (synonym: subsurface fire)
- Surface fire: A fire that burns in the surface fuel layer, excluding the crowns of trees, as either a head fire, flank fire, or backfire
- Crown fire: A fire that advances through the crown fuel layer, usually in conjunction with a surface fire. Crown fires can be classified according to the degree of dependence on the surface fire phase, as follows:
 1. Intermittent. A fire in which trees discontinuously torch, but rate of spread is controlled by the surface fire phase
 2. Active Crown Fire: A fire that advance with a well-defined wall of flame extending from the ground surface to above the crown fuel layer. Probably most crown fires are of this class. Development of an active crown fire requires a substantial surface fire, and thereafter the surface and crown phases spread as a linked unit (Synonym: Dependent Crown Fire).

3. Independent Crown Fire: A fire that advances in the crown fuel layer only (Synonym: Running Crown).

Initial Attack	The action taken to halt the spread or potential spread of a wildfire by the first firefighting force to arrive at the wildfire.
Initial Attack Crew	Personnel trained, equipped and deployed to conduct suppression action to halt the spread or potential spread of a wildfire with in the first burning period. (Before 10:00 a.m. the next day).
Sustained Action Crew	Personnel trained, equipped and deployed to conduct suppression action on a wildfire for an extended period of time.
Rate of Spread (ROS)	The speed at which a wildfire extends its horizontal dimensions, expressed in terms of distance per unit of time. Generally thought of in terms of a wildfire's forward movement or head fire rate of spread, but also applicable to backfire and flank fire rate of spread.
Slash	Debris left as a result of forest and other vegetation being altered by forestry practices and other land use activities (e.g., timber harvesting thinning and pruning, road construction). Includes material such as logs, splinters or chips, tree branches and tops, uprooted stumps and broken or uprooted trees and shrubs.
Values at Risk	The specific or collective set of natural resources and human-made improvements/developments that have measurable or intrinsic worth and that could or may be destroyed or otherwise altered by wildfire in any given area (e.g., structures, logging, etc.)
Woods Closure	An area in which specified activities or entry are temporarily restricted by agency legislation to reduce risk of human-caused fire. An official order by a designated authority to close a specified forest area.

